

## Registration - For Staff

### Table of Contents

1. Registration/Enrollment Basics (Add, Drop, Swap, Normal Maintenance)
  - a. UDSIS (pages 1-7)
    - i. Common Overrides (page 8)
    - ii. Fields to avoid (page 9)
  - b. WebReg (page 9)
2. Finding Independent Study Instructors (page 10)
3. Reserve Caps vs. Requisites (page 9)
4. Contact us (page 10)

## Registration/Enrollment Basics (Add, Drop, Swap, Normal Maintenance)

Staff with applicable UDSIS Security may use [UDSIS](#) or [WebReg](#) to register students. *(Links take you to login).*

***It is imperative that staff understand the ramifications of registering students during certain timeframes and with any system overrides.***

Each enrollment request is recorded in UDSIS and can be tracked. A help document on enrollment request errors is available on the [Registrar's webpage](#), or you can also contact the Registration Team for training or with any issues.

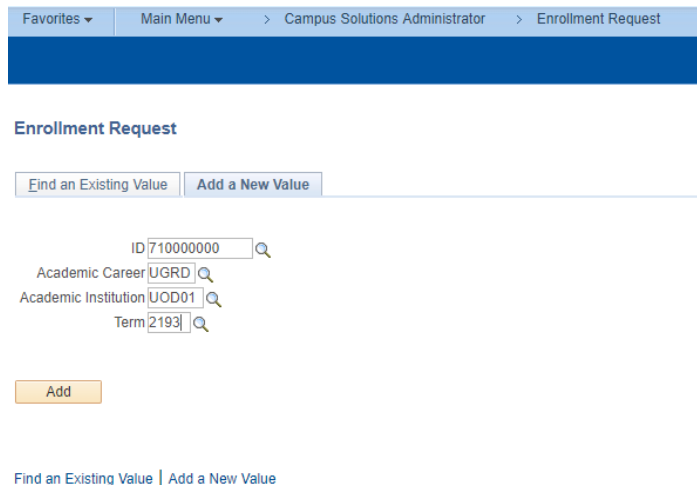
### In UDSIS:

Records and Enrollment, Enroll Students, Enrollment Request

~or~

Records and Enrollment, Enroll Students, Quick Enroll a Student, Quick Enrollment

These screens are used to add or update enrollment request transactions for both new and continuing students. The Quick Enroll component has the exact same functionality as the Enrollment Request component. Transactions that you process through the Quick Enroll component can also be accessed through the Enrollment Request component and vice versa.



The screenshot shows the 'Enrollment Request' form in the UDSIS system. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Campus Solutions Administrator > Enrollment Request'. Below this is a blue header bar with the text 'Enrollment Request'. Underneath the header, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The form contains several input fields with search icons: 'ID' with the value '71000000', 'Academic Career' with the value 'UGRD', 'Academic Institution' with the value 'UOD01', and 'Term' with the value '2193'. At the bottom of the form, there is an 'Add' button. Below the form, there is a footer with the text 'Find an Existing Value | Add a New Value'.

Enter applicable **UDID**, **Term**, **Institution (UOD01)**, and **Career (UGRD or GRAD)** then click “Add” to Add a New Value (enter a new enrollment request). Select the appropriate Action: Enroll, Drop, Swap or Normal Maintenance (used to update variable credits or grading basis).

Enrollment Request ID 000000000  
User ID 700878124

Status Pending  
Operator Enrollment Access

Submit

**Enrollment Request Details** Find | View All First 1 of 1 Last

Sequence Nbr 1 Pending

\*Action **Enroll** (dropdown menu open with options: Add Grade, Change Grade, Change Wait List Position, Drop, Drop to Wait List, **Enroll**, Normal Maintenance, Remove Grade, Swap Courses)

Action Reason [ ]  
Action Date [ ]

Related Class 2 [ ]  
Start Date [ ]  
Instructor ID [ ]  
Repeat Code [ ]

Transcript Note

Override

Grading Basis [ ] Grade Input [ ]

Units Taken 0.00 Course Count [ ]

Designation [ ]  
 Take Requirement Designation RD Grade [ ]

Permission [ ]

**Additional Overrides**

<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Class Links
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Dynamic Dates			

Drop This Class if Enrolled [ ]

Enter the Class Number (Class Nbr) if known, or click the lookup magnifying glass to search for a course.

**Enrollment Request Details** Find | View All First 1 of 1 Last

Sequence Nbr 1 Pending

\*Action **Enroll** (dropdown menu)

Override Action Date  
 Wait List Okay

Action Reason [ ]  
Action Date [ ]

**Class Nbr** [ ]

The Enter Search Criteria page contains both basic and advanced criteria. It defaults to showing open courses only, just uncheck the box to also search for closed courses. NOTE: Users must have approval from the offering department in order to override a closed course, and the course's room capacity must also be checked in order to insure compliance with building fire codes, etc.

Enrollment Request  
 Enter Search Criteria

**Search for Classes**

University of Delaware | 2019 Spring Semester  
 Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only  
 Open Entry/Exit Classes Only

▶ Additional Search Criteria

[Return to Enrollment Request](#)

Clicking additional search Criteria will provide more search options:

Enrollment Request  
 Enter Search Criteria

**Search for Classes**

University of Delaware | 2019 Spring Semester  
 Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

Subject

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only  
 Open Entry/Exit Classes Only

▼ Additional Search Criteria

Meeting Start Time greater than or equal to

Meeting End Time less than or equal to

Days of Week include only these days

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name begins with

Class Nbr  ?

Course Keyword  ?

Minimum Units greater than or equal to

Maximum Units less than or equal to

Course Component

Session

Mode of Instruction

Campus

Location

[Return to Enrollment Request](#)

If you have selected Swap Courses, you will also enter a course in the Change To field.

(Swap is beneficial because it does not complete an enrollment request unless there are open seats in the selected Change To course. This insures that a student will not lose a seat in their current course if no seats are available.)

Enrollment Request ID 0000000000      Status Pending     

User ID 700878124      Operator Enrollment Access

---

**Enrollment Request Details** Find | View All    First 1 of 1 Last

Sequence Nbr 1    Pending

**\*Action** Swap Cour ▾      Action Reason  🔍     

Override Action Date      Action Date

Wait List Okay

---

Class Nbr  🔍

**Change To**  🔍

Related Class 1  🔍

Related Class 2  🔍

Instructor ID

Repeat Code  🔍      [Transcript Note](#)

**Override**

Grading Basis       Grade Input

---

Units Taken  0.00      Course Count

---

Designation

Take Requirement Designation      RD Grade  ▾

---

Permission  Nbr

<b>Additional Overrides</b>	<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Class Links
	<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load
	<input type="checkbox"/> Dynamic Dates			

Some courses also require Related Classes (such as lab sections) or for Instructor ID info to be entered (e.g. independent studies).

**Enrollment Request Details** Find | View All First 1 of 1 Last

Sequence Nbr 1 Pending

\*Action  Action Reason

Override Action Date Action Date

Wait List Okay

---

Class Nbr

**Related Class 1**

Related Class 2

Start Date

**Instructor ID**

Repeat Code  Transcript Note

Override

Grading Basis  Grade Input

---

Units Taken  Course Count

---

Designation  RD Grade

Take Requirement Designation

---

Permission

Nbr

**Additional Overrides**

Appointment  Career  Closed Class  Class Links

Requisites  Service Indicator  Time Conflict  Unit Load

Dynamic Dates

Drop This Class if Enrolled

To search for a desired instructor click the magnifying glass after "Instructor ID"

Select the desired instructor to return to Enrollment Request. NOTE: If the desired instructor is not on the list, the academic department's scheduling staff can add instructors.

Look Up Instructor ID

Search Results

View 100 First 1-25 of 25 Last

Empl ID	Name
13243	Turkel, Gerald M
16403	Saum, Christine Ann
17299	Horowitz, Alan Mark
17450	Miller, Susan L
19614	Anderson, Tammy L
23523	Polk, John Joseph
23547	O'Connell, Daniel Joseph
23921	Gulick, David Bruce
26880	Oberly, Charles M
26968	Haas, Kenneth C
28169	O'Neill Jr, Robert Joseph
34151	Joseph, Emma Jean
38939	Rise, Eric W
39329	Robbins, Cynthia A
40497	Harrison, Lana D

Verify Grading Basis and Units (Normal Maintenance is used to change grading basis or credits)

**Enrollment Request Details**

Sequence Nbr 2 Pending

\*Action Normal Ma ▾

Override Action Date  
 Wait List Okay

---

Class Nbr 1348 BUAD 301  
Regular Academic :

Related Class 1  
Related Class 2  
Instructor ID  
Repeat Code

Override

Grading Basis SG Standard Grading

Units Taken 3.00

Designation  
 Take Requirement Designation

Permission  
Nbr

Complete the Enrollment Request by clicking the Submit button. The result is noted at the top of the screen, Success, Error or Success/Messages. Errors and other messages can be viewed at the bottom of the screen.

Enrollment Request ID 0006574753 Status Pending Submit  
User ID 700878124 Operator Enrollment Access

Override

Grading Basis SG Standard Grading Grade Input

Units Taken 3.00 Course Count 1.00

Designation  
 Take Requirement Designation RD Grade

Permission  
Nbr

**Additional Overrides**

Appointment  Career  Closed Class  Class Links  
 Requisites  Service Indicator  Time Conflict  Unit Load  
 Dynamic Dates

**Error Messages**

Message Sequence	Last Update DateTime
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An override will need to be submitted (see overrides page 8) in order to process requests with errors.

Clicking Study List at the bottom of the screen will take you to a view of the student's schedule (you may want to verify that only Show Enrolled Classes is selected):

Override

Grading Basis  Standard Grading  Grade Input

---

Units Taken  Course Count

---

Designation   Take Requirement Designation RD Grade

---

Permission  Nbr

**Additional Overrides**

Appointment  Career  Closed Class  Class Links

Requisites  Service Indicator  Time Conflict  Unit Load

Dynamic Dates

---

**Error Messages**

Message Sequence	Last Update DateTime

Student Appointments **Study List** Term History

Enrollment Request

Student Study List

2019 Spring Semester

710000000

Charlie Audit

Undergraduate

University of Delaware

Class Schedule Filter Options

Show Enrolled Classes

Show Waitlisted Classes

Show Dropped Classes

Refresh Class Schedule

<u>BISC 105</u>	Section	Component	Description	Grading Option	Grade	Units	Status
Cls# 12048	192	Lecture	HUMAN HEREDITY & DEVELOPMENT	Standard Grading		3.00	Enrolled
		Academic Program	Arts and Sciences				
		Schedule	TBA	Room	TBA	02/11/2019 - 05/20/2019	
		Instructor	Patricia Walsh				
<u>BUAD 100</u>	Section	Component	Description	Grading Option	Grade	Units	Status
Cls# 5566	194	Lecture	INTRODUCTION TO BUSINESS	Standard Grading		3.00	Enrolled
		Academic Program	Arts and Sciences				
	12:00AM 12:00AM	Schedule	TBA	No Room Needed ONLINE		02/11/2019 - 05/20/2019	
		Instructor	Julia Bayuk				

## Common Registration Overrides (Not all UDSIS users have access to each override):

**Enrollment Request Details** Find | View All First 2 of 2 Last

Sequence Nbr 2 Pending  
 \*Action [Enroll] Action Reason [ ]  
 Override Action Date Action Date [ ]  
 Wait List Okay

---

Class Nbr [ ]  
 Related Class 1 [ ]  
 Related Class 2 [ ]  
 Instructor ID [ ]  
 Repeat Code [ ] Transcript Note

---

Override  
 Grading Basis [ ] Grade Input [ ]  
 Units Taken 0.00 Course Count [ ]  
 Designation [ ]  
 Take Requirement Designation RD Grade [ ]

Permission Nbr [ ]

**Additional Overrides**

<input type="checkbox"/> Appointment	<input type="checkbox"/> Career	<input type="checkbox"/> Closed Class	<input type="checkbox"/> Class Links
<input type="checkbox"/> Requisites	<input type="checkbox"/> Service Indicator	<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Unit Load
<input type="checkbox"/> Dynamic Dates			

Drop This Class if Enrolled [ ]

Permission Nbr [ ]

**Permission Nbr:** Click this override to override courses set to Department or Instructor consent to add or drop. No number should be entered.

### Appointment

**Appointment:** If a student has been term activated, but their Enrollment Appointment has not yet been assigned or reached, check this box to override. It is highly unusual to override an enrollment appointment and there should be extenuating circumstances before doing so.

### Closed Class

**Closed Class:** Click this override to enroll a student in a full course, or to override a Reserve Capacity. The course room capacity must be checked before overenrolling a course **and** approval from the offering department must be obtained.

### Requisites

**Prerequisites/Co-requisites -** Course requisites are pulled from the Course Catalog. Changes and updates to these requirements must go through the Course Inventory Process. Courses with corequisites must be dropped together or an error message will be returned. Checking this box will override any requisite requirements.

### Time Conflict

Overrides class time conflicts. The most common reason to do this is in the case of common exams.



# Fields to Avoid

The following overrides need special security and permissions to override and in general are only used by Registrar Staff:

- Override Action Date
- Action Reason
- Action Date
- Repeat Code
- Course Count
- Designation
- Appointment
- Career
- Service Indicator
- Class Links
- Unit load

## In WebReg:

Overrides in WebReg work the same way, but the Enrollment Request Actions are entitled Add, Drop, Swap or Edit and appear in the Action column next to each course during registration periods.

Course	Instructor(s)	Format, Day(s) & time(s)	Location	Action
CGSC170010 INTRO TO COG SCI 3 credit hours - Standard Grading	Jasinska,Kaja	LEC - M W 3:35 PM - 4:50 PM 8/28/2018 - 12/7/2018	SHL131	<input type="button" value="Drop"/> <input type="button" value="Edit"/> <input type="button" value="Swap"/>
<b>Description:</b> Examines three approaches to the study of cognition: The mind as a special type of computer; the mind as an artificial neural network; the mind as brain. Evaluates each view by examining its usefulness for understanding cognitive tasks (vision, memory, language, consciousness), cognitive dysfunction (autism, aphasia, etc), and artificial intelligence. <b>Notes:</b> This course satisfies the College of Arts & Sciences Group C: Social & Behavioral Sciences Breadth Requirement. A background in LING101: Introduction to Linguistics is recommended, but not required.				

This [WebReg help video \(http://www1.udel.edu/registrar/helpdocs/WebReg\)](http://www1.udel.edu/registrar/helpdocs/WebReg) will show you the basics of WebReg as students see it. Registration override boxes appear for staff who have additional enrollment security, but not for students.

Registration

[BlueHen Planner](#) [Buy or rent textbooks](#)

**Add course ID:** Enter a course ID to add a new course, or use the **Q Search** button to lookup available courses and course information.  
ANTH101012

**Course title:** INTRO TO SOC & CULT ANTHROPOLO

**Instructor:** Neitzel,Jill E

**Schedule:** T R 8:00 AM - 9:15 AM PRN115

**Meeting dates:** 8/28/2018 - 12/7/2018

**Credit hours:** 3

**Grade option:** Standard Grading

**Notes:** Section satisfies the University multicultural requirement.

**Overrides:**  Appointment  Career  Class limit  Class links  Requisites  Service indicator  Time conflict  Unit load  Permission

# Finding Independent Study Instructors

A student's selected instructor can be viewed in Study List (link at the bottom of Enrollment Request screen) or on a student's schedule in WebReg.

## Reserve Capacities vs. Requisites

**Reserve Capacities:** Academic departments may restrict enrollment on course sections to certain criteria such as majors, minors or academic levels. The Registrar's office maintains reserve capacities in the Maintain Schedule of Classes>ReserveCapacity tab, or in the Adjust Class Associations area.

A benefit of using the Reserve Cap tab is that some seats can be left unrestricted. For example, if a department has an enrollment of 25 on a class, but only wants to hold 5 seats for majors, a reserve cap of 5 can be added to the desired section. The Reserve Cap tab also allows departments to turn off restrictions as of a certain date if desired.

Departments who update enrollment caps should be mindful of the desired total number of seats they wish to be restricted in relation to the total enrollment.

The benefit of using the Adjust Class Associations area is that every seat in a course section will be held for the desired population, regardless of the enrollment limit in the class, and without worrying about any future changes to the total enrollment capacity. However, caps in this area cannot be dated, so they are either "on" or have to be deleted to be turned off.

Reserve caps in both areas "roll" when the Registrar Scheduling staff roll the term, so it is important to verify reserve caps when setting up upcoming schedules.

**Requisites:** Requisites are determined and approved through the Course Inventory process. Courses can be approved as either prerequisites or co-requisites and are coded in UDSIS at the Catalog level. UDSIS and WebReg then check students' records at the time of enrollment and verify whether or not the requisite requirement has been met. In the case of co-requisites, students will be required to add any required co-requisites in order to complete their enrollment request.

## Contact Us

Registration, Reserve Caps:

Shared inbox: [grading-registration@udel.edu](mailto:grading-registration@udel.edu)

Holly Gunlefinger x. 1552 [hologer@udel.edu](mailto:hologer@udel.edu)

Sarah Foster x. 2122 [sfoster@udel.edu](mailto:sfoster@udel.edu)