

Registration – For Staff

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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

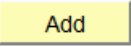
~or~

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 UDSIS. At the top, there is a breadcrumb trail: 'Favorites | Main Menu | Records and Enrollment | Enroll Students | Enrollment Request'. Below this, the title 'Enrollment Request' is displayed. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The form contains four fields, each with a search icon: 'ID:' with the value '700976126', 'Academic Career:' with the value 'UGRD', 'Academic Institution:' with the value 'U0001', and 'Term:' with the value '2128'. At the bottom of the form is a yellow 'Add' button.

Enter applicable UDID, Term, Institution (UOD01) and Career (UGRD or GRAD), then click  to Add a New Value (enter a new enrollment request).


[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Enroll Students](#) > [Enrollment Request](#)

Enrollment Request

700976126 Danielle Francisco  University of Delaware
 Undergraduate Arts and Sciences 2012 Fall Semester

Enrollment Request ID: 0000000000 **Status:** Pending 
User ID: 700523186 [Operator Enrollment Access](#)


Enrollment Request Details [Find](#) | [View All](#) First  1 of 1  Last

Sequence Nbr: 1 Pending  

***Action:** **Action Reason:** 

Select the appropriate Action: Enroll, Drop, Swap or Normal Maintenance (used to update variable credits or grading basis).

Enter the Class Number if known, or click the lookup  to search for a course.

Class Nbr: 

The Enter Search Criteria page contains both basic and advanced criteria. It defaults to showing open courses only, just check 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.

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Enroll Students](#) > [Enrollment Request](#)

Enrollment Request

Enter Search Criteria

University of Delaware | 2012 Fall Semester

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject:

Course Number: is exactly

Course Career: Undergraduate

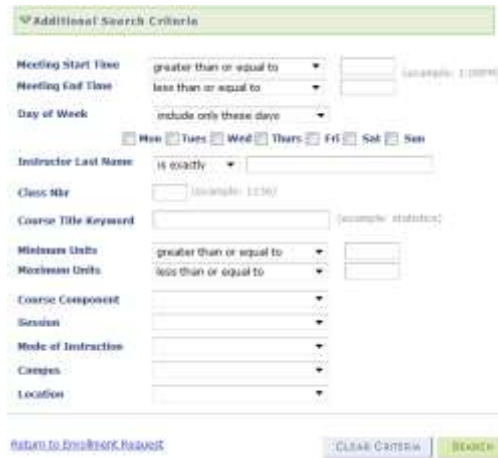
Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.


[Additional Search Criteria](#)

[Return to Enrollment Request](#) [CLEAR CRITERIA](#) [SEARCH](#)

Clicking Additional Search Criteria will provide more search options:





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


Change To: 

(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.)

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

Related Class 1: 

Instructor ID: 

Click  to search for the desired instructor.

Look Up Instructor ID

Search Results

View 100	First	1-8 of 8	Last
EmplID	Name		
37296	Song,Aijun		

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.

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

Grading Basis: Standard Grading

Units Taken:

Submit

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. For example, this is the Class Full Error.

Status: Errors Found

Error Messages

Message Sequence: 1 **Severity:** Error **Last Update DateTime:** 09/10/12 4:06:28PM

Not Enrolled, Class 7799 Full. (14640,7)

The requested enrollment add was not processed. The enrollment limit for the specified class has been reached.

An override will need to be submitted (see overrides page xx) 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):

Class Schedule Filter Options

Show Enrolled Classes

Enrollment Request

Student Study List **2012 Fall Semester**

700976126

Danielle Francisco

Undergraduate University of Delaware

Class Schedule Filter Options

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes **Refresh Class Schedule**

PHIL 100	Section	Component	Description	Grading Option	Grade	Units	Status
Cl#: 7051	010	Lecture	PHILOSOPHIES OF LIFE	Standard Grading		3.00	Enrolled
Academic Program:			Arts and Sciences				
2:00PM - 3:15PM		Tues,Thurs	Smith Hall 140			08/28/2012 - 12/05/2012	
		Instructor Choice: Jeffrey Jordan					

PSYC 366	Section	Component	Description	Grading Option	Grade	Units	Status
Cl#: 7329	000	Ind Study	INDEPENDENT STUDY	Standard Grading		3.00	Enrolled
Academic Program:			Arts and Sciences				
		Schedule: TBA		Room: TBA		08/28/2012 - 12/05/2012	
		Instructor Choice: David Kuhlman					

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

<input type="checkbox"/>	Permission Nbr:	<input type="text"/>						
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						

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/Corequisites – 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.

I am registered for:					
Course	Instructor(s)	Credit Hours Grade Option	Day	Time	Action
PHIL100010 PHILOSOPHIES OF LIFE	Jordan, Jeffrey James 	3 Credit Hours Standard Grading	T R	LEC 2:00 PM - 3:15 PM SMI140	<input type="button" value="Drop"/> <input type="button" value="Edit"/> <input type="button" value="Swap"/>

This [WebReg help video](#) 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.

Add Course ✕

Enter a course ID or use search.

Course ID: [\(search\)](#)

Sample formats: ACCT, ART110, MATH2, BISC104020L

Overrides

Career
 Closed Class
 Class Links
 Permission
 Requisites
 Service Indicator
 Time Conflict
 Unit Load

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>Reserve Capacity 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 corequisites 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 corequisites, students will be required to add any required corequisites in order to complete their enrollment request.

Contact Us

Registration, Reserve Caps: Mary Mohr x. 1552 marymohr@udel.edu or Sue Walton x. 8482 swalton@udel.edu

Course Inventory: Suzanne Stanley x. 6592 or sstanley@udel.edu