



WebReg Registration – For Staff

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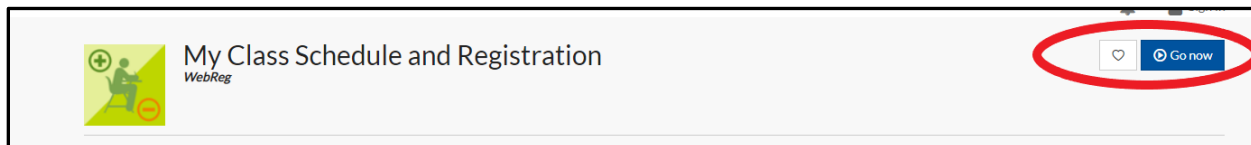
Overview

[WebReg](#) is the registration system used by students to register for courses. Staff with applicable UDSIS Security may use WebReg to register students or assist students with common registration issues. Each enrollment request is recorded in UDSIS and can be tracked.

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

Navigation

To access WebReg staff can search for “**WebReg**” in the search bar on www.udel.edu and select the result for “**My Class Schedule and Registration (WebReg) | My UD**” from which they will click the “**Go Now**” button to open WebReg.



On the main WebReg page staff can enter a student name or ID and select the appropriate term. To view that student's schedule click **"View Schedule."**

Registration/Enrollment Basics (Add, Drop, Swap, Edit)

Add Course

To Add a course to a student schedule type the course information in the **"Add course ID"** field and select the appropriate section.

Once selected click the **"Add course(s)"** button to enroll the student. Some courses may also require the selection of Credit hours or Instructor before clicking the **"Add course(s)"** button.

Drop Course

To Drop a student from an enrolled course click the **“Drop”** button for the course. WebReg will show a message for which course will be dropped and should be reviewed before the drop is confirmed. Co-requisites will be dropped together. To confirm the drop click **“Drop course(s).”**

The following course(s) will be dropped: ANTH101012
This cannot be undone and you will not be guaranteed a seat in the course if you re-add it at a later date. Are you sure you wish to continue?

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

Course	Instructor(s)	Format, Day(s) & time(s)	Location	Action
ANTH101012 INTRO TO SOC & CULT ANTHROPOLO 3 credit hours - Standard Grading	Smiley-Robinson PhD, Karen E.	LEC - M W F 2:30 PM - 3:20 PM 2/10/2020 - 5/18/2020		<input checked="" type="button" value="Drop"/> <input type="button" value="Edit"/> <input type="button" value="Swap"/>

Swap Course

To Swap a student's courses click the **“Swap”** button for the course. Enter the new course information on the **“Replacement course ID”** field and select the appropriate section. Click **“Swap course(s)”** to complete the swap.

Swap course(s): ANTH101012

Use this action to drop a course only if a replacement course can be successfully added. The selected course(s) will not be dropped if for any reason the replacement course cannot be added.

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

Course title: EUROPE AND THE WORLD I
 Instructor: Haidinger, Brendan William
 Schedule: M 6:00 PM - 9:00 PM
 Meeting dates: 2/10/2020 - 5/18/2020
 Credit hours: 3
 Grade option: Standard Grading

Notes: This course satisfies the College of Arts & Sciences Group B: History & Cultural Change Breadth Requirement. Satisfies University "History & Cultural Change" Breadth requirement.

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

Course	Instructor(s)	Format, Day(s) & time(s)	Location	Action
ANTH101012 INTRO TO SOC & CULT ANTHROPOLO 3 credit hours - Standard Grading	Smiley-Robinson PhD, Karen E.	LEC - M W F 2:30 PM - 3:20 PM 2/10/2020 - 5/18/2020		<input type="button" value="Drop"/> <input type="button" value="Edit"/> <input checked="" type="button" value="Swap"/>

Edit Course

To edit details about a student's enrollment click the **“Edit”** button for the course. Here the grading basis, credit hours, or instructor can be changed as applicable. Make the appropriate changes and click **“Update course(s)”**

Edit course(s): CRJU366000

Credit hours:

Pick instructor:

Grade option:

Course ↕	Instructor(s) ↕	Format, Day(s) & time(s)	Location ↕	Action
CRJU366000 INDEPENDENT STUDY 4 credit hours – Standard Grading	Gulick,David Bruce	2/10/2020 – 5/18/2020		<input checked="" type="button" value="Drop"/> <input checked="" type="button" value="Edit"/> <input type="button" value="Swap"/>

Common Overrides:

Staff will have access to the same overrides in WebReg as they do in UDSIS. Please note that the “Closed Class” override in UDSIS is labeled as “Class Limit” in WebReg.

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

Common Errors/Messages:

Below are common errors and messages students will see in WebReg.

- **Department or Instructor Consent is required.** Sample Webreg text:

• Consent by the department is needed to add this course.
Find the phone number for the department offering this course at: <http://www.udel.edu/academiccontacts>

- This is used so the department may control who is able to enroll in the course. It is often used for Independent Study and Research classes, since a prior agreement with the Instructor or Department is usually needed before registration can take place. Students facing this message need to contact the department offering the course.

- **Requisites**

- If a student does not meet the requirements for the course, they will receive error text. If the student still wishes to pursue enrollment, they may be able to do so. Before Classes start, they must work with the department offering the course to request enrollment. Once classes begin, they can submit a Course Permit form. Below are samples from Webreg.
- Example of a Language requirement:

• You do not have the necessary placement level to register for this course.
Contact FLL-Placement-Advice@udel.edu if you have questions about your foreign language placement.

- Example of a Math requirement:

- ⊗ • One of the following may be required:
 - Prerequisite MATH117 is required.
 - The condition: GRP equal to MPVI is required.
 - A UDMP LVL test score greater than or equal to 6 is required.
 - A UDMX PMA1 test score greater than or equal to 75 is required.
 - A UDMX PMA2 test score greater than or equal to 75 is required.
 - A UDMX PMA3 test score greater than or equal to 75 is required.

- An example of a requirement that a student completed a course with a minimum grade:

- ⊗ • One of the following may be required:
 - Prerequisite CISC108, passed with a minimum grade of C-, is required.
 - Prerequisite CISC106, passed with a minimum grade of C-, is required.

- **Course is Full & Waitlist**

- When a course is full the student will receive an error message informing them there are no seats. Sample Webreg text:

- ⊗ • No open seats were found for this course.

- Most undergraduate sections have a waitlist, so once the course is full, or the non-reserved seats are taken, students will also see the waitlist text, and have the option to add themselves on the waitlist. For example:

ⓘ There are currently 0 students on the waitlist.

Adding yourself to a waitlist does not guarantee enrollment in the course. The following will prevent enrollment from the waitlist:

- Time conflicts
- Current enrollment in another section of the course
- Maximum course load would be exceeded
- Seats are reserved (for example "Majors Only")

For more information please see the [FAQ](#). Please contact the [department](#) offering the section if you have questions regarding enrollment. For technical difficulties, please contact the Registrar's Office at grading-registration@udel.edu.

Notes: This course satisfies the College of Arts & Sciences Group A: Creative Arts & Humanities Breadth Requirement.

[Add to Waitlist](#) [Cancel](#)

- The text will tell them how many people are already on the waitlist. They cannot see where they are on the waitlist.
- Once classes start, students will no longer be able to add themselves to the waitlist. They will need to submit the course permit form.

- **Seats are reserved**

- Seats can be reserved for specific groups, the text will provide a description. Sample text:

• The remaining seats in this course are reserved for: Biology New Freshman Only

- **Hold on Record**

- Please direct the students to view the hold in their Student Center. They will find information about the hold, and should be instructed to view that information and to contact the department as dictated by the hold information. Sample Webreg text:

• You may not register for courses because there is a hold on your account. This hold was placed by the Ofc of Univ Registrar. Please review your student records for more details.

- **Time Conflict**

- If there is a time conflict with a course the student is already enrolled in, they cannot self-enroll in the class.
- If the conflict is due to the common exam, the student can contact the offering department for assistance with registration. Sample Webreg text:

Error details

There is a scheduling conflict between MATH241010 and CHEM103050.

- If you see an error that is not on this list, please take a screen shot of the error message and make note of what you were trying to do (student UDID, class/section info) and then try completing the registration in UDSIS. If it is successful, please notify us at grading-registration@udel.edu and provide the screen shots and information. If the registration also fails in UDSIS, make note of the UDSIS error message as well and include that along with the Webreg information/screen shots when you contact us.

Contact Us

For registration related inquiries, including those concerning reserve caps, contact us at grading-registration@udel.edu

If you need to reach us directly, our contact information is below:

Name	Phone	Email
Holly Gunlefinger	x1552	hologer@udel.edu
Sarah Foster	X2122	slfoster@udel.edu