How to Enroll in Classes

For Freshmen

This video will provide you with information on how to enroll in classes and briefly walk you through the enrollment process using UCSD's online tools.

By now, you should have already viewed your WebReg appointment time. Just in case, here's how you check it.

Go to http://tritonlink.ucsd.edu. Under the "Announcements and Deadlines" box at the top, click on "New Student enrollment appointment times".
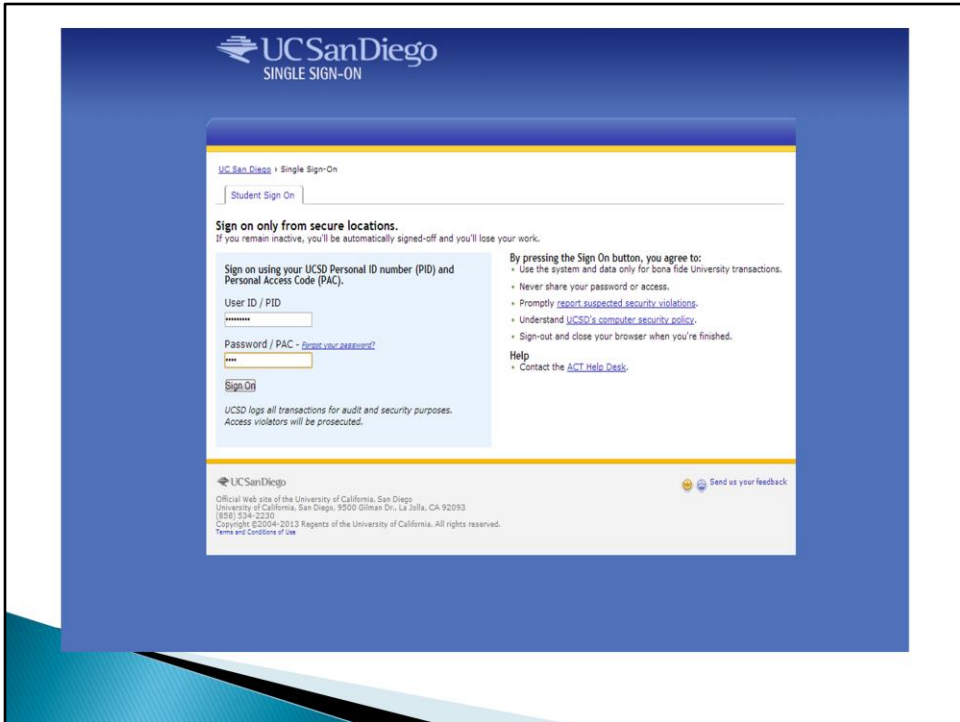
Use your PID and password to log in.
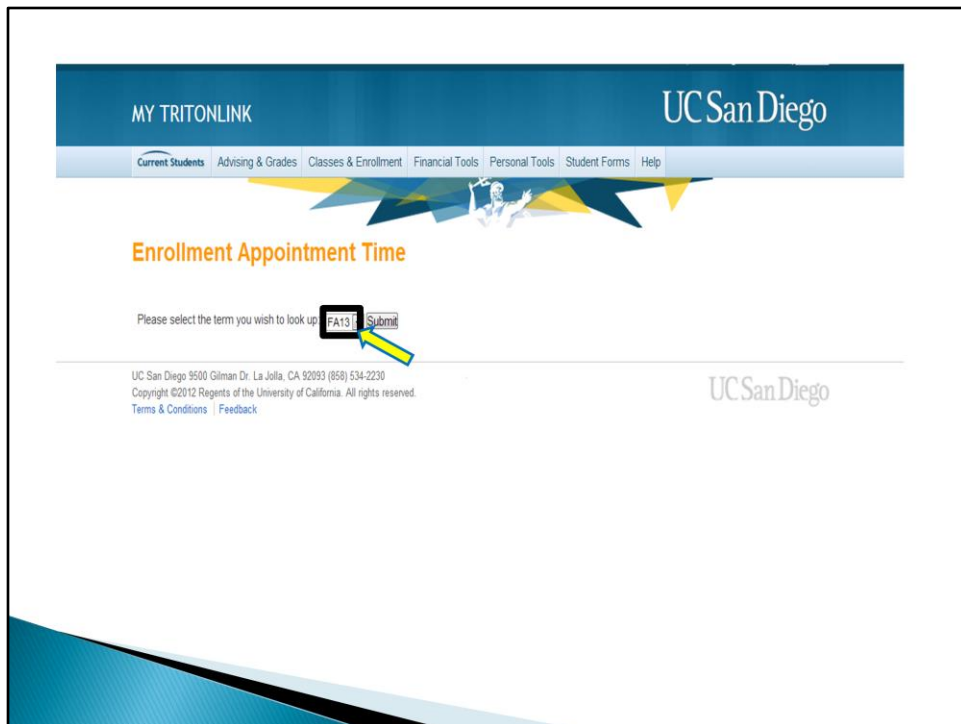
And then select the current quarter and click "Submit". You will see your WebReg appointment time on the next screen. Be sure to mark that day on your calendar.

When your appointment time arrives, you need to register as soon as you can to ensure greater course selection.

Course recommendations available
August 14th

On the date listed above, go to http://newstudent.ucsd.edu to view your course recommendations. Under the "Enrollment" tab, click on "Your Recommended Courses".
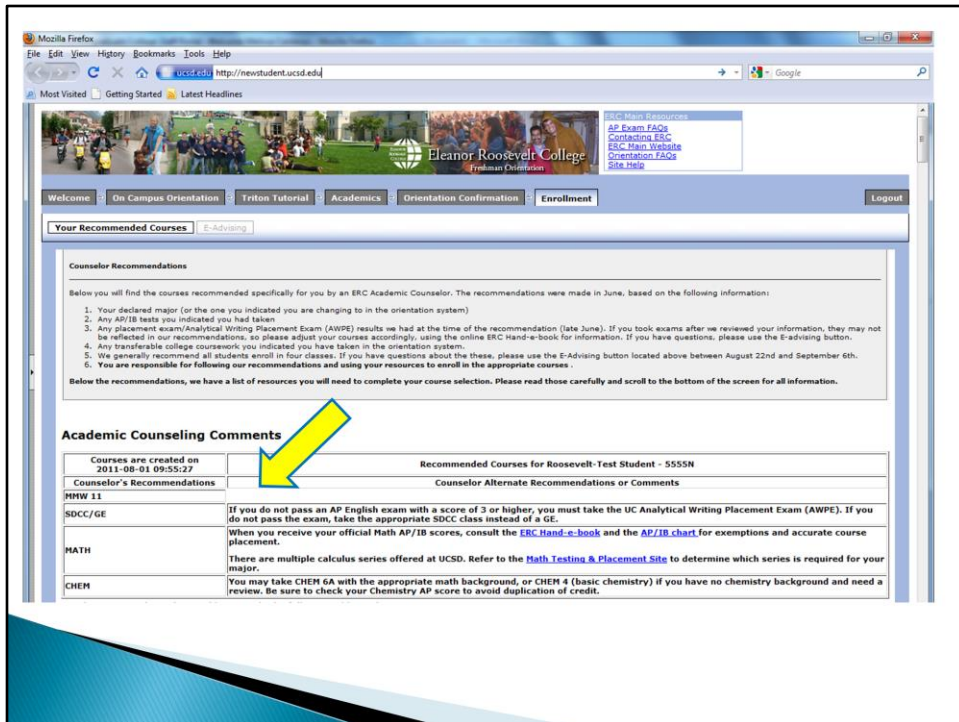
Here you'll see four courses recommended to you by ERC Academic Counselors. We use the information you provided in the New Student Site to make these recommendations. Here are some examples of courses you might have been recommended.

First, MMW 11 - Most students will start with MMW 11 this Fall. Remember, it must be taken **for a letter grade**.

Next is SDCC or a GE - If you did not clear the Entry Level Writing requirement, you'll need to take the appropriate SDCC course. If you did clear it, you can take a GE.

The third course listed is Math - You will use your AP scores or Math Placement test results to choose the appropriate math course.

And finally, Chemistry (CHEM) - Read the notes to the left of each course for important comments.

Academic Counselor Melissa Calderon made the following additional comments on 07/18/11 04:15 PM regarding your recommended courses:

Once you have received your AP/IB scores, compare them to the AP/IB chart found in the ERC Hand-e-book for possible course exemptions and to avoid duplication of credit.

Check your Academic History in TritonLink to be sure ALL test scores are posted. If they are not all posted, see the ERC Hand-e-book for instructions to request scores.

You have indicated (in your academic background) that you are interested in a Pre-Health Care field. Therefore I have advised you to start in the calculus and chemistry sequences. There are two calculus series offered at UCSD. Refer to the Math Placement Site to determine which series is required by your major. For more information on pre-med requirements click here. It is important to note you can be any major and take the required courses to go to medical school and medical schools encourage you to explore your interests as an undergraduate.

Your SAT II language score meets the ERC language requirement, however this score will not be posted on your transcript to indicate language proficiency. If you plan to study abroad in a country where the language of instruction is not English, you may need to take more language courses at UCSD.

Steps for Enrollment:

1. Do the WebReg Tutorial on TritonLink to understand how to enroll in classes.
2. Review the counselor course recommendations
3. Use the resources listed below to understand your major and GE requirements.
4. Use the **Class Planner** under the Academics Tab in TritonLink. This allows you to look at your intended courses and plan out a schedule. You can set up several options and save them, then reference them once your enrollment time starts. Most classes will look full right now, but we will release some spaces for new students.
5. Return to WebReg as soon as your appointment time arrives. Enrollment is open after that date, however for best course selection, we advise you to enroll as soon as your start date and time allows.
6. Once you have completed enrolling in your fall courses, use the **Weekly Planner** button in TritonLink to check your time grid and make sure you do not have any time conflicts (which will appear in red).
7. Print out your schedule. Check your course confirmation periodically before the start of the quarter to make sure no changes have been made (i.e., room changes, time changes, course cancellations, etc).

Resources:

- TritonLink –WebReg tutorial & Class Planner
- UCSD Catalog –Major and GE course information (watch the tutorial here)
- Long Term Planning Guide – A four-year plan including major & GE Requirements
- GE Sheet – Fall GE courses and descriptions
- ERC Hand-e-book – Important college information including the AP & IB Charts
- http://maps.ucsd.edu – View class locations

Important Notes:

- Be sure to refer to the AP chart (found in the online ERC Hand-E-Book) to understand how your AP or IB scores may impact your schedule. Be sure you do not sign up for a course in which you will receive credit due to AP/IB scores or transferable coursework. Check on your Academic History in TritonLink to be sure **all** AP exams are listed, including any you took before your senior year in high school.
- **Do not waitlist any classes** unless they are absolutely required (i.e., MMW 1 or courses for your major). You should first find open sections for the course and try to get into it even if it means reworking your schedule. There is no guarantee that if you waitlist, you will get into a course.
- We will be reviewing your course selections after you enroll so be sure to monitor your UCSD email account for communications from us concerning your courses. It is your responsibility to check your email and follow the instructions.
- All mandatory registration fees and tuition must be paid in full prior to the first day of classes or you'll be dropped from your classes and waitlists. Read more about Fall registration payment.

Freshman Seminar Program

In addition to your recommended courses, you may want to try a Freshman Seminar this Fall. Check this link for more information and a quarterly list of courses: http://ugseminars.ucsd.edu/FSP_studentPortal.htm

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UCSD Official webpage of the University of California, San Diego.

Below your course recommendations you will see some Course Comments. Read these comments to be sure you have all of the information you need before registering for your courses.
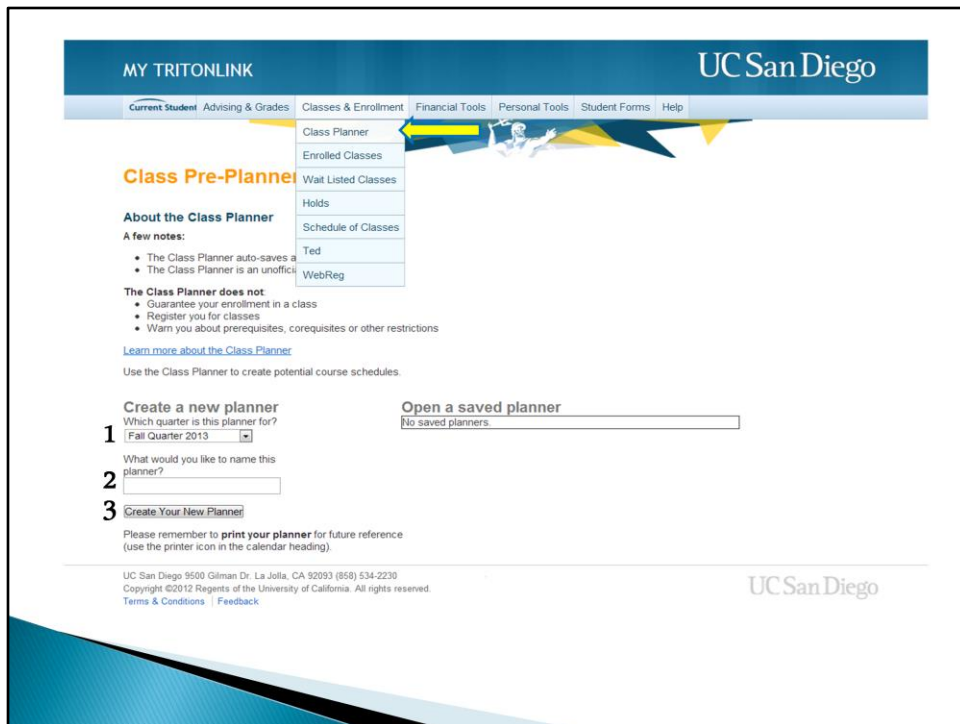
Now we'll show you how to use the Class Planner.

The class planner is a tool you can use to help organize your potential class schedule. Creating a schedule in the class planner **does not** mean you are officially enrolled in classes. Remember, you must enroll in classes using WebReg during your enrollment time. We will talk about that later in this video.

To access the class planner, go to http://tritonlink.ucsd.edu and under the "Classes & Enrollment tab", click on "Class Planner".

To get started on creating a plan, select your quarter, name your plan, and click "Create Your New Planner".

Click on "Course Lookup" to search for a class. We'll use MMW 11 as an example.

Here you'll see a list of all MMW 11 Lectures. Choose your Lecture

And then choose a Discussion section within that Lecture, and click "Add to Planner".

You will see your selected Lecture and Discussion section meeting times appear in the class planner. Repeat these steps for all of your classes to continue building sample Fall schedules. We recommend creating multiple plans so you have options when your appointment time begins.

You will use WebReg to officially enroll in courses. When your appointment time arrives, go to http://tritonlink.ucsd.edu and in the "Toolbox" section, click on "WebReg-enroll in classes".

Select the current quarter, and click "Submit".

Look up your courses by Section number or click on "Find a Section" to browse the Schedule of Classes.

Search by Subject or Department to find the class you want to add.

You can see the Add link on the left hand column for each class. Click "Add" if you wish add this class to your schedule.

You'll then be prompted to confirm or cancel this request. You must click "Confirm Add" to officially add your class.
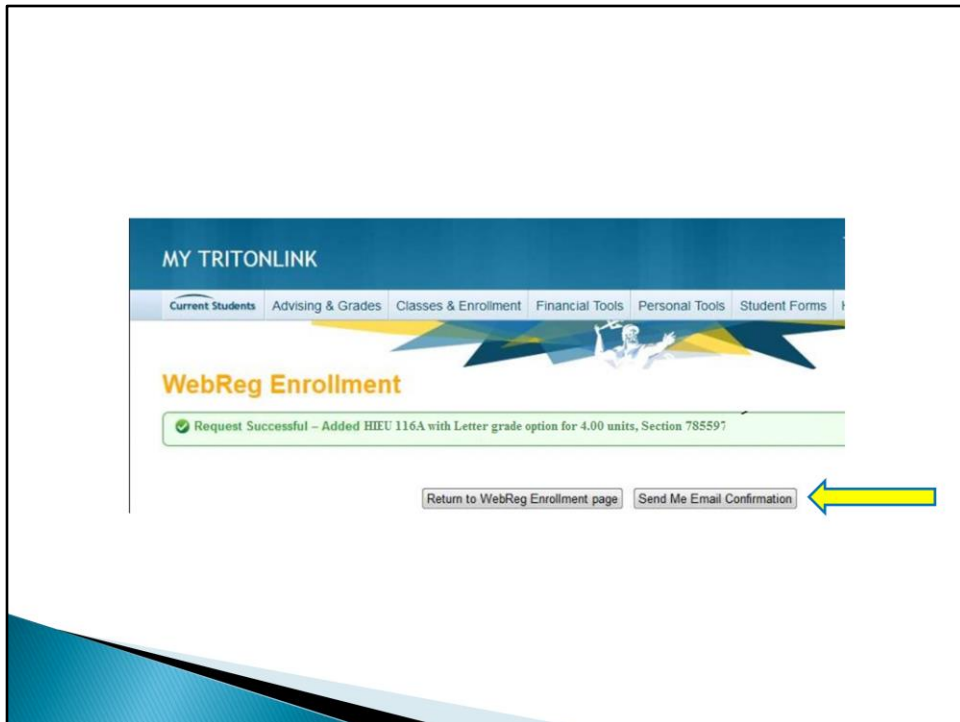
The next screen will either confirm your request or show any errors in your request so be sure to read it carefully. We highly recommend you click on the "Send Me Email Confirmation" button to be sure you have official record that you're in the class. It is important that you send the email confirmation **at this time** because you will not be able to return to this screen.

Once you've added a class it will appear under the "My Schedule" section. Here, you can see the courses you have officially enrolled in. Please be sure that the classes that are on this page are the ones you meant to enroll in.

On the right-hand side, under the "Action" column you have the option to change your grading option or drop that class. Please remember that in your first quarter **all classes should be taken for a letter grade**, with the exception of freshmen seminars. In the "Grade Option" column, you can verify the grading option you selected.

We want to point out some resources that will be helpful as you prepare to enroll in classes.

The "GE sheet" is a great resource to help you choose GEs for Fall quarter. You will see a link to it in your course recommendations.

The UCSD general catalog can be found at http://catalog.ucsd.edu. You can find information on academic departments, course descriptions, as well as university policies.

The ERC website at http://roosevelt.ucsd.edu is another resource available to you. From the homepage, under the "Academics" tab, click on "General Education" to see a list of all ERC GE requirements.

For long term planning, return to the "Academics" tab and click on "Long Term Planning".

You will see a link at the top of the page that will take you to sample long term plans.

Remember, these are **just sample plans**. For more information on the long term plans, visit the Triton Tutorial videos in the New Student Site (http://newstudent.ucsd.edu).
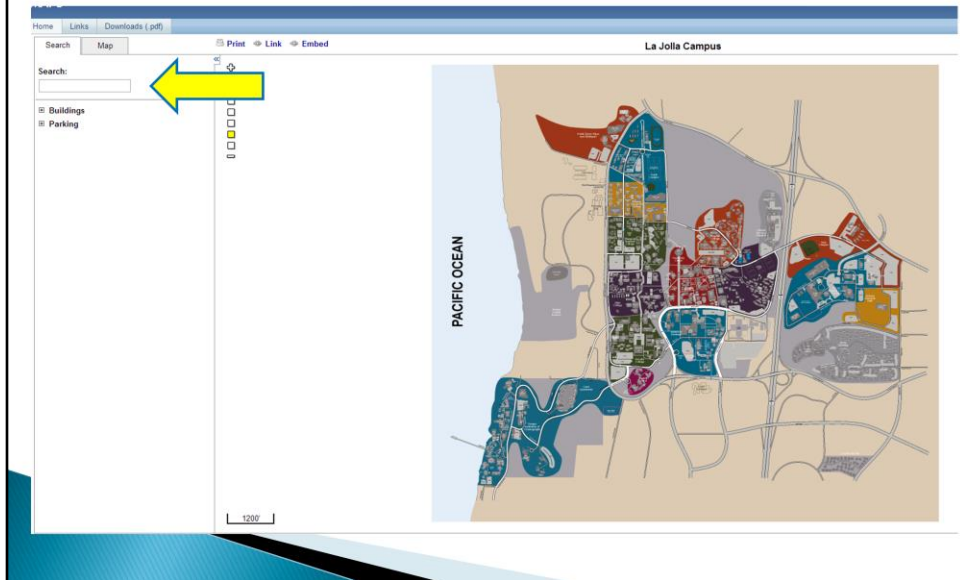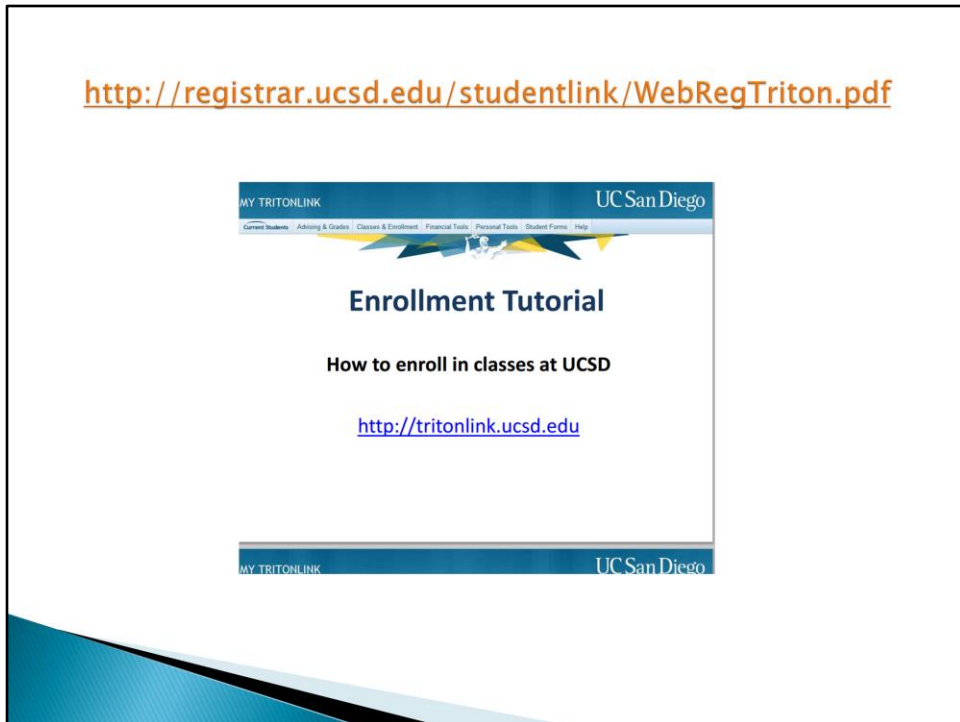
To see where your classes are located, go to http://maps.ucsd.edu. You can search for buildings in the top-left corner.

And finally, for an even more detailed WebReg tutorial, go to the address listed above at http://registrar.ucsd.edu/studentlink/WebRegTriton.pdf.

E-advising
Available August 14th
http://newstudent.ucsd.edu

If you have any questions about your course recommendations you can contact ERC Academic Counselors using E-advising and we will reply as quickly as possible.

Thank you!