

25 Steps to Course Registration in UDSIS

1. Go to the University of Delaware homepage: <http://www.udel.edu/>
2. Click on “UDSIS Student” at the top of the page.
3. Type in your UDelNet ID (username) and password and click “submit form.” Your user name is the part of your UD email address that comes before the @udel.edu. Your password is the same as your UD email password, which you have already created.
4. This will bring up your Student Center homepage.
5. Before you begin, you want to check your current schedule to see what classes you are already in. To do this, click on “My Class Schedule,” on the left, under “Enrollment.”
6. Be sure you are in the right term--“2008 Fall Semester,”-- and click the green box that says, “change” if the term is not right. When the term is correct, hit “Continue.”
7. Your schedule will appear. You can view it as a list or change the view to “Weekly Calendar View,” which is an easier way to see where you have open spaces in your schedule.
8. When you are ready to begin adding courses to your schedule, you can click on the “Add” button at the top of the screen. You also can register from the main “Enrollment” page by clicking on “Registration & Drop/Add.” This link is on the left hand side under the “Academics” and “Enrollment” headings.
9. Now you are ready to begin searching for courses. Using the information on your “First-Term Schedule,” you will search for the courses you want to add.
10. The easiest way to begin selecting your classes is to choose “Search for Classes” in the drop-down menu (which should be the default option) and click on the green box that reads, “Search.”
11. Under the drop down menu next to “Course Subject,” choose the department of the first class in which you would like to enroll (i.e. in order to enroll in BISC207 or Introductory Biology, you would choose “Biological Sciences”).
12. In the box to the right of the drop down menu that reads “is exactly,” enter the number of your course. This number follows the department abbreviation (ex. For BISC207, you would enter “207” or for CHEM101, you would enter “101”).
13. Click on the green box that says “Search.”
14. To see all of the sections that are offered for your course, click “View All Sections” which is in the blue bar. **You want to choose sections below 060, except for ENGL 110 sections.**

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15. Choose the time and section that you would like to schedule and click the green box that says, "Select Class." You can find more information about the section you're interested in by clicking the blue link at the top of each white box. For example, 010-LEC (3791). This will tell you who your professor is, where your class is (make sure it is in Main Campus Newark and not Wilmington, Dover or Georgetown), how many credits the course is worth, and other information.
16. If the course you selected requires a lab, a box will come up asking you to select which lab section you prefer. Click on the bubble next to the section in which you would like to enroll and click the green box that reads, "Next." If a message comes up saying "You will automatically be enrolled..." click the green box that says, "Next." HINT: When searching for CHEM courses, there is a pattern that links section 20-labs with the 10-lecture; 30-labs with the 11-lecture; 40-labs with the 12-lecture; 50-labs with the 13-lecture.
17. Double check that you have chosen the class that you wish to enroll in when the "Class Preferences" bar pops up. If the class is what you want, click the green box that reads, "Next." If not, click "cancel." When the next message appears, click "cancel" again and begin again at step 7.
18. To add another course to your schedule, begin again at step 7. Repeat steps 7-14 for each class in which you would like to enroll.
19. When you have finished selecting all of your classes, make sure they are all listed under the blue bar that reads, "2008 Fall Semester Enrollment Shopping Cart." If you decide that you don't want one of these courses to be in your schedule, click on the picture of the trash can next to the course you don't want.
20. Click the green box that says, "Proceed to step 2 of 3."
21. Confirm your enrollment by clicking the green box that reads, "Finish Enrolling." This is critical—many students forget to do this important step!
22. If a green checkmark appears next to each class that you have selected, you have successfully enrolled in all of your classes. To see your schedule, click the tab at the top of your screen that reads, "My Class Schedule." If a red "X" appears next to any of your courses, you have encountered an error while trying to add that specific course. Under the bar that says, "Message," there should be an explanation as to why you had difficulty enrolling in the course. If it's an error that you think you can fix, select the green box that says, "Fix Errors." If not, contact the Registrar at registrar@udel.edu for assistance.
23. To see the courses that you have successfully enrolled in, click the blue link that says, "My Class Schedule" in the bottom left of your screen.
24. If you need to drop or add a class at another time, you can use the "add" or "drop" tabs at the top of your screen to so.

25. Congratulations! You are officially enrolled in classes at UD! Your course registration will be reviewed and confirmed with you at DelaWorld 101.