Enrollment Guide
A guide to enrolling in classes for UCEAP Students at UC San Diego

ENROLLING IN CLASSES AT UC SAN DIEGO

You can find information about academics and enrollment by accessing TritonLink at students.ucsd.edu and clicking on “Academics”. You will be prompted to log in to your TritonLink account using your single sign-on information. All EAP students have been assigned enrollment times for November 7th, 2018 and should be notified of these times in TritonLink, so be sure to log in to this account to check your specific enrollment time for next Wednesday!

ENROLLMENT TOOLS AT UC SAN DIEGO:

WebReg
Courses that do not require pre-requisites

EASY (Enrollment Authorization System) inside WebReg
Courses that require pre-requisites

Access WebReg and EASY by visiting http://tritonlink.ucsd.edu
WebReg Enrollment
Watch the WebReg Tutorial to learn how to access and navigate through this important enrollment tool!

When can I enroll in classes?
Log into WebReg account to make note of your appointment time or ‘Pass’. Students are assigned two pass appointment times. While you wait for your enrollment time to be active, you can plan your schedule.

You can only view courses offered but may not enroll in courses until your appointment time (pass).

How to enroll in classes during my First and Second Pass.
Once your appointment time is active, the Enroll button will become available.

- FIRST PASS = (Nov 7th)
- SECOND PASS = (Nov 19th)

View your Appointment Time link to see exact times you may enroll.

Planning my classes and schedule while I wait for my First Pass.
Refer to UC San Diego’s Schedule of Classes and select the term you are looking to enroll in.

To plan your schedule while waiting for your enrollment time is active, use the My Schedule tool. This allows you to add courses to search for courses to add to your schedule. On your first pass, you can open My Schedule and attempt to enroll in these courses.
First Pass
At the first pass, there is a maximum number of units for enrollment. During your first pass which is open for a 48-hour window, you can enroll in up to 11.5 units. You may not add waitlisted courses yet during first-pass enrollment.

- 48-hour window of enrollment
- Cannot make changes to schedule after those 48 hours have passed
- Can enroll up to 11.5 units only
- Not able to put yourself on a waitlist for full classes yet
- For courses that require pre-requisites, you must use the EASy (Enrollment Authorization System) online tool.

This system is known as the Enrollment Authorization System, or EASY. It is accessible via a link within WebReg. Follow the prompts within EASY to submit your request to the department in which you want to take your class.

Second Pass
During your second pass, you can enroll in the remainder of your courses. There will be no limitations on enrollment times starting on this date.

- Enroll in any remaining units you are required to or wish to take
- No time limitation on enrollment times starting on this date, though you must be fully enrolled by the end of Week 2 of the quarter. See the Enrollment & Registration Calendar for important deadlines.

Courses with Pre-Requisites
For courses that have a pre-requisite, you will need to log into a separate system to apply for authorization to enroll. This system is known as the Enrollment Authorization System, or EASY. It is accessible via a link within WebReg.

Follow the prompts within EASY to submit your request to the department in which you want to take your class.

Full Time Enrollment for International Students
Note that by the end of Week 2 of Winter Quarter, international students need to be enrolled in a minimum of 12 units to maintain their student status.
Important EAP Reciprocity-Specific Information

COMMON QUESTIONS:

➢ Why is my Major at UC San Diego is listed as “Undeclared”?
   As an EAP-R student, you may notice that your “major” at UC San Diego is listed as “Undeclared”. This is how all EAP-R students are coded by the Registrar’s Office, and it cannot be changed. However, this does not impact your ability to enroll in upper-division courses once you have requested authorization through EASy (Enrollment Authorization System).

➢ What if I’m having trouble getting the courses I want?
   If you have trouble getting into the classes you had planned to take and need to discuss your options, contact UCEAP for guidance: uc-reciprocity@eap.ucop.edu. They are familiar with your study plan and can help you in looking at alternative courses to stay on track.

➢ How many units do I need to enroll in to maintain my student status?
   International students are required to enroll in a minimum of 12 units each quarter to maintain their student status. Do not drop to less than 12 units without prior approval from ISPO!

PRE-ARRIVAL CONTACT INFORMATION:

➢ PHONE: (858) 534-3730
   Monday to Friday, 9:00 AM to 4:00 PM; Not available on weekends, university holidays and during other announced closures

   Voicemails:
   o When leaving a voicemail, please make sure to state your full name, PID (if applicable), phone number and brief description of your inquiry.
   o Please allow for 1-2 business days (not including weekends or holidays) for an advisor to review your message and respond.

   Emergency Phone Number (After arrival to the U.S.):
   o Please use this phone number only in a true health or safety-related emergency available after hours and on weekends, university holidays and during other announced closures: (858) 534-4357 (UCSD Campus Police)

➢ EMAIL: iPortal.ucsd.edu