

CSE Course Enrollment Information

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Types of Courses Offered

Lecture Courses

- 4-unit courses
- Most of the courses we offer are lecture courses

Seminar Courses

- 1- or 2-unit courses
- Usually end in “9” (i.e. CSE 259)
- All CSE 290 courses

Research Units

- CSE 293, 298, & 299 - Students should enroll to get credit for research done with their faculty advisor(s)
- Typically, PhD students will enroll in 4-12 units of CSE 299 in a given quarter

Non-CSE Courses

- Offered through other departments, so you will need to check enrollment procedures directly

Enrollment Systems Used

1. Student Enrollment Request Form (SERF)
2. WebReg
3. Enrollment Authorization System (EASy)

Using SERF

SERF is usually the first system used to request enrollment in any given lecture course.

- Seminar courses are never offered through SERF
- Some lecture courses will not be offered through SERF, but you will be notified if that is the case
 - If a course is not on SERF, please check the “Graduate Course Updates” web page for information on how to enroll

You will receive an email with instructions of how and when you can access SERF during Week 5 of the previous quarter.

- PhD requests will typically begin on Monday of Week 6
- Master’s requests will typically begin on Friday of Week 6

SERF is used **only to request courses**. Just because you have requested a course does not necessarily mean it will be allocated to you.

If you are given a seat in the course through SERF, move on to WebReg to finalize your enrollment. **You will not be automatically enrolled just because you received a seat through SERF!!!!**

If you are not given the course you requested, **don’t worry!** More on this later...

What is “Clearance?”

After SERF has completed its final run, the Enrollment Coordinator will create class lists for each course and issue clearances for students to enroll.

Because our graduate course enrollment limits are set to “0,” **clearances** are our way of telling the WebReg system to allow certain students to enroll despite that restriction.

On the first day after SERF’s final run, you will receive an email notifying you that you have been “pre-authorized to enroll in CSE XXX.” You **must** enroll in the course before the deadline noted in your clearance email.

- This is **your responsibility**. Failure to enroll in the course by the deadline will result in the reallocation of your seat. We have no way of reclaiming it for you if it is given to another student.

Clearances are always sent to your **@ucsd.edu** email account! Please be sure to check this account frequently or set up email forwarding if you do not.

Using WebReg

WebReg is UC San Diego's primary enrollment system. You will access WebReg with your Student Single-Sign On (SSO) login. This may be different from your @eng email login!

Here, you are able to plan your courses for the quarter, waitlist courses, and enroll in courses in which there are available seats.

After you receive your clearance emails, you will proceed to WebReg to officially enroll in the courses that you were given clearance for.

Enrollment in seminar courses is frequently managed by adding yourself to the WebReg waitlist and waiting for the instructor to approve or deny your enrollment.

If you put yourself on the WebReg waitlist for any course, you will **NOT** be able to enroll in that course until you have **dropped yourself from the waitlist**.

- Don't be afraid to drop the waitlist! If you follow the instructions properly, it will not affect you at all because you will already have explicit clearance to enroll in that course.

If you'd like to verify whether or not you are officially enrolled, you can check your Class List for that quarter or your Academic History.

Requesting Enrollment After SERF Ends

After SERF has run and students have received their clearances, CSE graduate students still have the opportunity to receive priority enrollment in CSE courses.

This is managed through the **Enrollment Authorization System (EASy)**. The Enrollment Coordinator will send out instructions on how to use this tool after the first batch of clearances has been distributed. You will receive it at your @eng.ucsd.edu email address.

Each request will be reviewed as soon as seats are available in the course. Enrollment will be given to students who have not yet met their 12-unit minimum. **If you have already enrolled in at least 12 units, you will not receive priority enrollment. Please drop units or add to the WebReg waitlist to be enrolled.**

- *Instead, your status will be “On Department/Program Administrative Hold” until you drop below 12 units*

After all requests have been reviewed, any available seats will be offered to interested students via the WebReg waitlist.

- You can always check the status of a class on the Graduate Course Updates website to see if CSE students are still receiving priority.

Using EASy for Other Purposes

EASy is also used when you are trying to do something outside of WebReg's basic functionality.

Graduate students are given priority enrollment in graduate courses, and undergraduate students are given priority enrollment in undergraduate courses.

- If you wish to **enroll in an undergraduate course, you must request enrollment through EASy.**

If you are enrolling in a second section of a course you're already enrolled in (i.e. two CSE 291 or 290 courses), **you must request enrollment in the second course through EASy.**

- You will still enroll in the first course through WebReg.

EASy is also used to make any schedule changes after WebReg becomes unavailable.

- If you'd like to **add, drop, or change your units for a course after Friday of Week 2, you must use EASy. Deadline to change grading option is Friday of Week 4.**

If you received clearance to enroll in a graduate course, do not use EASy--use WebReg to enroll directly.

Special Courses

CSE 292

- Faculty Research Seminar
- Required for all PhD students
- To enroll, you will usually add yourself to the WebReg waitlist and wait for clearance, or for the course to open up.

CSE 293

- Master's Group Research
- Contact Master's Advisors for information on how to request enrollment.

CSE 298 or CSE 299

- Master's or PhD Independent Research, respectively
- All students who conduct research for their faculty advisor should enroll in CSE 299/298
- To enroll, you will add the course directly through WebReg for however many units you need for that quarter.
- If the section for your advisor is missing, please contact the Enrollment Coordinator and we will request that the proper section is created.

Special Courses (cont.)

CSE 500

- Teaching Assistantship Units
- Students will enroll in this course **anytime** they hold a TA position. You will enroll in the section associated with the Faculty TA Advisor (Prof. Mia Minnes-Kemp for AY 2019-20).
 - If you have a 25% position, enroll in 2 units of CSE 500
 - If you have a 50% position, enroll in 4 units of CSE 500
- If the section for your instructor is missing, please contact the Enrollment Coordinator and we will request that the proper section is created.

CSE 599

- TA Training Course
- Students will enroll in this course during the first quarter that they serve as a TA.
 - If you serve as a TA for the first time during the Summer, you will take CSE 599 after your appointment.
- When you receive a TA appointment, you will automatically be cleared to enroll in CSE 599 after accepting the position. There is no need to add yourself to the WebReg waitlist.

Weird Cases

Missing prerequisites?

- Reach out to the instructor directly to receive their consent to enroll. If it is given, forward that email to the Enrollment Coordinator so he/she can make a note.

Enrolling in 2 sections of the same course?

- Enroll in the first section through WebReg (after you receive clearance), then submit an EASy request to enroll in the second section. If you were given clearance to enroll in the second section, **please notify the Enrollment Coordinator immediately of your EASy request so that it can be processed quickly.**

Received clearance but can't enroll in a course?

- Make sure you have **dropped** yourself from the WebReg waitlist for that course AND removed it from your "Planned" courses. If the problem persists, contact the Enrollment Coordinator & submit an EASy request.

Enrolling in undergraduate level courses?

- Submit an EASy request and wait for approval. Because undergraduate students are given priority enrollment in undergraduate courses, you may not receive approval until after the quarter has begun.

Have a question about enrollment?

READ THROUGH ALL OF YOUR EMAILS!

Most of the time, the information you're looking for is already mentioned somewhere! Please do this before contacting Student Affairs.

**If it isn't, or your question is about a specific situation,
email me or come stop by my office and I'll be happy to help!**

Questions?