Viewing Your UDSIS Schedule

1. Know your UD Username and password. (If you forget your password, you can make a new password here: [https://udel.edu/preset/](https://udel.edu/preset/))

2. Log in to UDSIS (You can also go to the UD homepage [www.udel.edu](http://www.udel.edu) and search for “UDSIS for Students”.)
   
   You will see this:

   ![Login to UDSIS](image)

   - a. Type your Username (the first part of your UD email address)
   - b. Type your password
   - c. Click Log in

3. Under Self Service, click Student Center.
   
   - a. You will see the list of your classes for this session. It looks like this:

<table>
<thead>
<tr>
<th>ELI Session 1, 2018 Schedule</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class</strong></td>
<td><strong>Schedule</strong></td>
</tr>
</tbody>
</table>
   | ELILS 521-A LEC (1003)       | MoTuWeThFr 8:15AM - 9:55AM  
                                 | 108 East Main Street Room 201 |
   | ELIRW 501-A LEC (1004)       | MoTuWeThFr 11:00AM - 12:45PM  
                                 | 189 West Main Street Room 203 |

   [weekly schedule](#)
Seeing more information and changing your schedule

4. To see more information and to change your schedule, click the “Registration & Drop/Add” link on the left: Registration & Drop/Add

5. You will see more information about your schedule here: Class name, day, time, location, and teacher. Click the plus symbol (➕) to see your textbooks and important notes. You will see this information under “Description and Notes.”
6. You will also see a Weekly View. If you are an Academic Transitions student, your schedule may change each week. Click Previous or Next to see the changes each week.

7. If you want to change your classes, click the **ELI Course Catalog link** at the top of the page. You will find the UDSIS Subject and Number and information about each class.

8. After you find the course you want, click Swap. Then type the Subject and Number (for example, Listening/Speaking Level 2 is ELILS201).

9. Then click the button to finish your request. If there is a problem with the swap, you will see a message in red.
Common Error Messages

If you haven’t checked in:

⚠️ To see your schedule, please check in on Opening Day. Bring your UD ID card. If you miss check-in, please go to 189 W. Main St. after 2pm on Opening Day. Email eli-registrar@udel.edu with questions.

If the class you want is full:

⚠️ No open seats were found for this course
This course is not available to drop/add at this time. If you have questions, please email eli-registrar@udel.edu.

If you owe money, or you need to go to Student Health Services (see the next page on Checking Holds to get more information):

⚠️ You may not register for courses because there is a hold on your account. This hold was placed by the English Language Institute. Please review your student records for more details.

If you try to add a class that is the wrong level:

⚠️ This course is open to Listening Speaking Level 2 students only.

If the class is not available to drop or to add:

⚠️ This course is not available to drop/add at this time.
Checking holds on your account

A “hold” is something that stops you from seeing your schedule or changing your classes.

1. In UDSIS, holds on your account are called Service Indicators.
2. To see if there is a hold (Service Indicator) on your account, go to your UDSIS Student Center. (Use the instructions on page 1.)
3. At the top of the page, click the red symbol (○) next to your UDID number.
   
   ![Image of UDID and red symbol]

4. You will see what Service Indicators are on your account.
   a. **BAL** means that you need to see ELI Billing. Go to 189 W. Main Street and ask for the Billing office.
   b. **HS** means that you have not checked in with ELI. Go to 189 W. Main Street and say that you need to check in.
   c. **SHS** means that you need to see Student Health Services. Go to Laurel Hall, 282 The Green.
   d. **REG** means that you cannot change your classes. Usually, this is because you did not submit an Intention Form by the deadline, or because you did not check in on time on Opening Day. The ELI will not change your class for you. You must go to the classes on your schedule.

<table>
<thead>
<tr>
<th>Service Indicator Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>BAL</td>
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