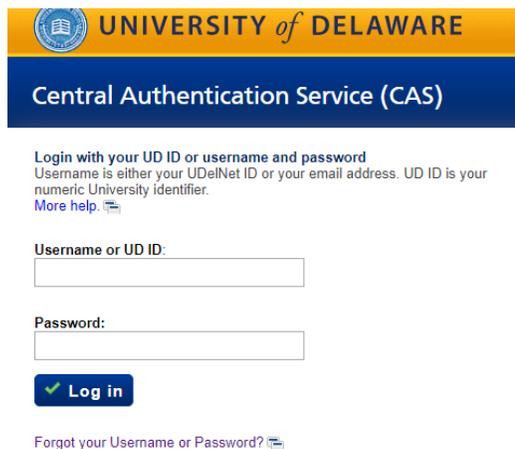


Viewing Your UDSIS Schedule

1. Know your UD Username and password. (If you forget your password, you can make a new password here: <https://udel.edu/preset/>)
2. [Log in to UDSIS](#) (You can also go to the UD homepage [www.udel.edu] and search for “UDSIS for Students”.)

You will see this:



UNIVERSITY of DELAWARE

Central Authentication Service (CAS)

Login with your UD ID or username and password
Username is either your UDeINet ID or your email address. UD ID is your numeric University identifier.
[More help.](#)

Username or UD ID:

Password:

[Forgot your Username or Password?](#)

- 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.

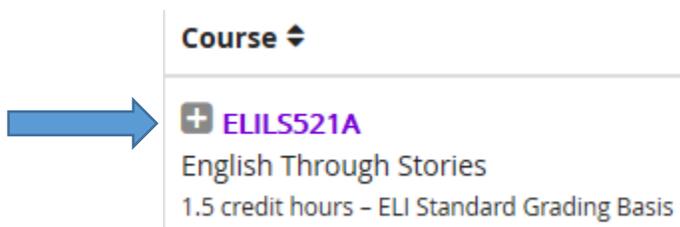
- a. You will see the list of your classes for this session. It looks like this:

ELI Session 1, 2018 Schedule	
<u>Class</u>	<u>Schedule</u>
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.”



WebReg

Help UDSIS Home Logout

Use WebReg to register for classes, drop or add classes, or view your schedule. For specific course information, visit the [ELI Course Catalog](#), or use the [Search](#) button below.
If you have any questions, contact the ELI Registrar at eli-registrar@udel.edu.

Symbol key: * Required information, ! Error

Student and term information

Name: TEST,ELI (999999999)
Academic Plan(s): ACCUN, Non-Degree
Total enrolled hours: (Part-Time)
Term: ELI Session 1, 2018

Registration

Course ▾	Instructor(s) ▾	Format, Day(s) & time(s)	Location ▾	Action
ELILS521A English Through Stories 1.5 credit hours - ELI Standard Grading Basis	Babich,Walton Christian	LEC - M T W R F 8:15 AM - 9:55 AM 8/27/2018 - 10/19/2018	ELI108201	Swap
Description: Notes:				
ELIRW501A General English 5 1.5 credit hours - ELI Standard Grading Basis	Bell,Eleanora S	LEC - M T W R F 11:00 AM - 12:45 PM 8/27/2018 - 10/19/2018	ELI189203	Swap
Description: 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.

August - September 2018

← Previous Today Next → Export to calendar

	Monday 27	Tuesday 28	Wednesday 29	Thursday 30	Friday 31
8:00 AM					
8:30 AM	8:15 AM - 9:55 AM ELIL5521A (ELI108201)				
9:00 AM					
9:30 AM					
10:00 AM					
10:30 AM					
11:00 AM	11:00 AM - 12:45 PM ELIRW501A (ELI189203)				
11:30 AM					
12:00 PM					
12:30 PM					
1:00 PM					
1:30 PM					
2:00 PM					
2:30 PM					
3:00 PM					
3:30 PM					
4:00 PM					
4:30 PM					
5:00 PM					

7. If you want to change your classes, click the [ELI Course Catalog link](#) at the top of the page: [ELI Course Catalog](#)  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.

TEST,ELI

ID: 999999999



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.

Service Indicator Summary		
Code	Code Description	Reason Description
BAL	ELI - Past Due Balance	ELI - Past Due Balance
HS	ELI - Hold Schedule	ELI - Hold Schedule
REG	ELI - Registration Hold	ELI Registration Hold
SHS	ELI - Student Health Services	ELI - Student Health Services