ACCESSING THE ELECTRONIC SOC (eSOC) PROGRAM

UNIVERSITY REGISTRAR POLICY ON SYSTEMS ACCESS
Sharing accounts and passwords for eSOC is prohibited, as is logging in and letting someone else use your account. See the back of the Request for Systems Access form for more information. Improper use of an eSOC account will result in closure of the account.

USER NAMES & PASSWORDS
The user name and password is your valid UCInetID and UCInetID password. Changing passwords is possible and recommended from time to time. To change your password, follow the instructions on the OIT website.

ENTERING eSOC
2. Select the Faculty/Staff heading. Next, select Services. Finally, select eSOC from the drop-down menu.
3. Login using your own UCInetID and password. The initial page displayed is the Single View mode and the default term is the future quarter under development.
EXITING eSOC
Select LOGOUT before closing your browser.
EXPLANATION OF THE FIELDS IN AN eSOC ENTRY

<table>
<thead>
<tr>
<th>FIELD NAMES</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Academic term in quarter-year format (ex. F07)</td>
</tr>
<tr>
<td>Status</td>
<td>Current access level of a class - cancelled or active</td>
</tr>
<tr>
<td>Course Code</td>
<td>5-digit access code used to identify a single class</td>
</tr>
<tr>
<td>Section No</td>
<td>Additional information describing an individual class section</td>
</tr>
<tr>
<td>Dept</td>
<td>Approved 7-character abbreviation for an academic department</td>
</tr>
<tr>
<td>Course No</td>
<td>Approved course number assigned to a course</td>
</tr>
<tr>
<td>Type</td>
<td>Approved type of instruction (ex. LEC, LAB, DIS)</td>
</tr>
<tr>
<td>Title</td>
<td>Approved short title of the course - up to 19-characters</td>
</tr>
<tr>
<td>Min and Max Units</td>
<td>Minimum and Maximum unit values on a course</td>
</tr>
<tr>
<td>WC Only Units</td>
<td>Workload Credit Units</td>
</tr>
<tr>
<td>Max Capacity</td>
<td>Maximum number of students able to enroll through WebReg</td>
</tr>
<tr>
<td>NOR Capacity</td>
<td>New Only Reserved Capacity - reserved spaces for new students to UCI</td>
</tr>
<tr>
<td>Wait List</td>
<td>Active wait list system in WebReg</td>
</tr>
<tr>
<td>UC Requirement</td>
<td>University of California system-wide requirement</td>
</tr>
<tr>
<td>Course Report</td>
<td>This field only applies to 0 unit courses</td>
</tr>
<tr>
<td>Restrictions</td>
<td>Limits placed on classes to allow or prevent enrollment</td>
</tr>
<tr>
<td>Instr approval enrll exceptions:</td>
<td>Beginning F10, checkbox to indicate instructors are involved in enrollment exception process</td>
</tr>
<tr>
<td>College/Major Code(s)</td>
<td>5-digit combined codes (first 2-digits are the school code and last 3-digits are the major code)</td>
</tr>
<tr>
<td>X-Listed Course(s)</td>
<td>Equivalent class listings in other departments</td>
</tr>
<tr>
<td>Prereq</td>
<td>Active Prerequisite Checking</td>
</tr>
<tr>
<td>Grade Only</td>
<td>Grading option available to select, approved courses</td>
</tr>
<tr>
<td>Start Hour(s) and End Hour(s)</td>
<td>Time the class begins and ends</td>
</tr>
<tr>
<td>Days</td>
<td>Days the class meets</td>
</tr>
<tr>
<td>Building and Room</td>
<td>The building and room the class is scheduled in</td>
</tr>
<tr>
<td>Function</td>
<td>The role/function of the person listed</td>
</tr>
<tr>
<td>ID</td>
<td>The employee ID number or the valid UCInetID of the person listed</td>
</tr>
<tr>
<td>Name</td>
<td>The name (as it appears in the payroll system) associated with the ID entered</td>
</tr>
<tr>
<td>Cr Bkwd Ptr</td>
<td>Course backward pointer - used by the University Registrar to link classes for enrollment</td>
</tr>
<tr>
<td>Gr Bkwd Ptr</td>
<td>Group backward pointer - used by the University Registrar to link classes for enrollment</td>
</tr>
<tr>
<td>Cr Frwd Ptr</td>
<td>Course forward pointer - used by the University Registrar to link classes for enrollment</td>
</tr>
<tr>
<td>Gr Frwd Ptr</td>
<td>Group forward pointer - used by the University Registrar to link classes for enrollment</td>
</tr>
</tbody>
</table>
GENERAL INSTRUCTIONS FOR WORKING IN eSOC

1) The actions you can take in eSOC are determined by the mode you select. There are six modes or functions:

<table>
<thead>
<tr>
<th>MODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIEW</td>
<td>Displays all current information for a particular course.</td>
</tr>
<tr>
<td>MODIFY</td>
<td>Permits changing the information within the fields of an existing course.</td>
</tr>
<tr>
<td>DUPLICATE</td>
<td>Permits addition of completely new courses by copying an existing class.</td>
</tr>
<tr>
<td>CANCEL</td>
<td>Permits courses to remain in eSOC but flagged as cancelled. Cancelled classes are not active in the enrollment system. The CANCEL mode is disabled until the Department Preparation for Enrollment Phase.</td>
</tr>
<tr>
<td>REINSTATE</td>
<td>Permits reinstatement of courses that have been cancelled. This mode cannot reinstate deleted courses.</td>
</tr>
<tr>
<td>DELETE</td>
<td>Permits deletion (complete removal) of an existing course. If a course is deleted by mistake, use the Add Course button to recreate it or the Duplicate mode to copy an existing class. The DELETE mode is disabled during the RO Preparation for Publishing and Enrollment Phase.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>View Desired</th>
<th>Action</th>
<th>Example</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>All classes in a particular department</td>
<td>Use the Range View in eSOC. Select the term from the drop-down menu. Select the department abbreviation from the drop-down menu. Press the Submit button.</td>
<td>Term: F09 Dept: MATH</td>
<td>A list of all Math department courses in fall 2009.</td>
</tr>
<tr>
<td>A particular class</td>
<td>Use the Single View in eSOC. Enter the course code number, select View, press Submit.</td>
<td>Term: F09 CC#: 05000</td>
<td>The fall 2009 class associated with course code number 05000 is displayed.</td>
</tr>
</tbody>
</table>

CASPER Mismatches

CASPER is the master course database. **Do not ignore CASPER mismatches.** When course information is added or changed, eSOC initiates a CASPER check. CASPER MISMATCHES inform the user which eSOC fields do not match the course as approved by COC or the Graduate Council. Always change the eSOC class information to match that contained in CASPER.

<table>
<thead>
<tr>
<th>CASPER Message</th>
<th>Explanation</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO CASPER RECORD</td>
<td>COURSE NUMBER/DEPT/TITLE of Instruction does not match any record in CASPER.</td>
<td>Check that TYPE of instruction is correct (i.e., LEC vs. SEM). Make changes to DEPT, Course No, and/or TYPE.</td>
<td>Brand new courses frequently trigger this message. Check approved CAF paperwork for help with these.</td>
</tr>
<tr>
<td>TITLE</td>
<td>The title entered in eSOC does not match the title listed in CASPER for the course.</td>
<td>Modify the eSOC title to the title displayed by CASPER or select See More Title to review titles on variable title classes.</td>
<td>Variable topic classes trigger this mismatch so that you can review how a title was listed previously and use it again.</td>
</tr>
<tr>
<td>UNITS</td>
<td>The unit value for the course in eSOC does not match the unit value approved for the course.</td>
<td>Modify the Min/Max Units with the unit value(s) displayed by the CASPER Mismatch.</td>
<td>Be careful when adjusting variable unit courses during an active enrollment cycle.</td>
</tr>
<tr>
<td>NOT APPROVED</td>
<td>The course is still in the approval process.</td>
<td>Wait for approval notification from committee.</td>
<td>Courses not yet approved may be listed in the SOC with appropriate notations.</td>
</tr>
</tbody>
</table>
VIEW MODE

- View or display one class.
- Verify course data.

VIEW mode can't be used to make changes to classes.

To see the current listing for a course:
In the Single VIEW Mode, enter the course code number and press the Submit button.

- Here is an example of an actual course in the Single VIEW Mode in eSOC:
MODIFY MODE

- Make changes in course information.

GENERAL INSTRUCTIONS FOR MODIFY MODE

Be careful when changing course code numbers. If a course code is changed to that of some other class, the other class will apparently "vanish" from the schedule.

To remove information from data listed in the drop-down menus, select the blank line from the drop-down menu. This is typically the very first selection item in the drop-down list.

To discontinue editing, select the Go Back button and your changes will not be made.

MODIFYING INDIVIDUAL FIELDS IN eSOC

These examples show how to make changes to each individual field in eSOC.

To change a COURSE CODE:
(The ability to change a course code number is possible from the start of the Department Build Phase through the Proofing Round. To keep course numbers in alpha-numeric order, departments should change their course code numbers by the end of the Department Proofing Round. Care must be taken when changing course code numbers. If a course code number is changed to another course code number that is already in eSOC and associated with another class, that other class will essentially ‘disappear’ from the SOC. Try to avoid ‘typing over’ classes.)

Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.
- Move the cursor to the course code field
- Delete all the current information in the field by using the Backspace/Delete button(s)
- Enter the new course code (i.e. 12347), making sure it is available to use and not already associated with another class
- Press the Update button.

To change a SECTION NUMBER:
Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.
- Move the cursor to the section number field
- Delete all the current information in the field by using the Backspace/Delete button(s)
- Enter the new section number (i.e. B). Use an alphabetical sequence for lectures and seminar courses. Use a numeric or alpha-numeric sequence for lab sections and discussion sections.
- Press the Update button.

Section numbers should be unique to assist with academic counseling. For example, if all 4 sections of SPANISH 1A had the same section number, A, then it would be impossible to advise students to enroll in SPANISH 1A section A.

To change the DEPARTMENT:
Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.
- Move the cursor to the department field
- Select the desired department abbreviation from the drop-down menu
- Press the Update button.

To change a COURSE NUMBER:
(The ability to change a course number is possible from the start of the Department Build Phase through the Proofing Round.)
Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.
- Move the cursor to the course number field
- Delete all the current information in the field by using the Backspace/Delete button(s)
- Enter the new course number (i.e. 100A) making sure it has been approved
- Press the Update button.
To change the **TYPE** of instruction:
Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.
- Move the cursor to the type of instruction field
- Select the new type of instruction: LEC, LAB, DIS, SEM, etc from the drop-down menu
- Press the Update button.

<table>
<thead>
<tr>
<th>ABBREVIATION</th>
<th>TYPE OF INSTRUCTION</th>
<th>DESCRIPTION OF INSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEC</td>
<td>Lecture</td>
<td>A course which revolves around an instructor’s formal presentations.</td>
</tr>
<tr>
<td>DIS</td>
<td>Discussion</td>
<td>Class meetings held in conjunction with a lecture course, involving substantial instructor/student interaction, e.g., discussion, recitations, presentations of papers.</td>
</tr>
<tr>
<td>SEM</td>
<td>Seminar</td>
<td>A course involving substantial student participation, e.g., presentation of papers, contributing to discussions.</td>
</tr>
<tr>
<td>LAB</td>
<td>Laboratory</td>
<td>Course or class meetings during which the students carry our experiments or independent work requiring special equipment and facilities.</td>
</tr>
<tr>
<td>STU</td>
<td>Studio</td>
<td>A course in which the student studies, practices and/or creates within a particular art form.</td>
</tr>
<tr>
<td>FLD</td>
<td>Field Study</td>
<td>A course in which students work outside the university classroom to gain experience.</td>
</tr>
<tr>
<td>RES</td>
<td>Research</td>
<td>A course in which the student is involved with original discovery. May be supervised or directed research with individual students or groups.</td>
</tr>
<tr>
<td>COL</td>
<td>Colloquium</td>
<td>A course in which invited speakers address related topics by lecture and/or discussion.</td>
</tr>
<tr>
<td>TUT</td>
<td>Tutorial</td>
<td>A course directed by a tutor for a small number of students with close student/tutor interaction.</td>
</tr>
<tr>
<td>ACT</td>
<td>Activity</td>
<td>A course in which students practice skills.</td>
</tr>
<tr>
<td>TAP</td>
<td>Learning and Academic Resource Center (LARC)</td>
<td>A group tutoring session through LARC.</td>
</tr>
</tbody>
</table>

Approved by COC 11/3/93

Please note: if changing the type of instruction triggers a CASPER mismatch message stating that there is no CASPER record, correct the class back to the approved type of instruction. Send an email to Joani Harrington (jmharrin@uci.edu) or Peggy Siebrandt (psiebran@uci.edu) and inquire about how the course was approved by the committee.

To change the **TITLE**:
Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.
- Move the cursor to the title field
- Delete all the current information in the field by using the Backspace/Delete button(s)
- Enter the new title. Titles used in eSOC are the approved 19-character short titles.
- Press the Update button.
  - If you receive a CASPER mismatch message, change the title to the one indicated for fixed titles.
  - If you receive this message:
    - Generic title entered for variable topic class. Please be sure to update the title before the end of the cosmetic phase. Click here to see previously offered titles.

Go to the list of previous titles and select the subject as it was offered before if offering the same subject. Copy and paste it into the title field in eSOC and update the class. If offering a new subject, consider how the title will appear on a transcript. Use as much of the full title as possible. Contact Peggy Siebrandt (psiebran@uci.edu) or Joani Harrington at (jmharrin@uci.edu) for help shortening titles to 19 characters.
- To make title changes for a regular course, use the Electronic Course Action Form (ECAF) to submit the change to COC or Graduate Council.
To change **Units**:  
Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.  
- Move the cursor to the Min Units field  
- Delete all the current information in the field by using the Backspace/Delete button(s)  
- Enter the new unit value  
- Press the Update button  

Similar steps apply when changing the class to variable units  
- Move the cursor to the Max Units field and enter the new unit value  
- Press the Update button.  

(Note: although there is a WC Only Units field, it is modified by the University Registrar before the start of the term. Workload Credit (WC Only Units) is approved on select courses.)

To change **Maximum Capacity**:  
Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.  
- Move the cursor to the maximum capacity field  
- Delete all the current information in the field by using the Backspace/Delete button(s)  
- Enter the new capacity. The MAXCAP is the total number of students allowed to enroll in the class. It cannot exceed room capacity and must balance with co-linked classes, if any. Department schedulers must verify a larger room is available and request it before they increase a maxcap. (NOTE: Be careful when increasing your maxcaps on co-linked classes with active waitlists. You could over-enroll the main class.)  
- Press the Update button.  

Maxcaps may be modified during enrollment to gradually open sections to enrolling students. Care must be taken when increasing maxcaps on co-linked classes with active waitlists. The waitlist system checks for available seats at the 30 minute mark every hour during open enrollment. Be sure to complete maxcap changes before the 30 minute mark.

To change **New Only Reserved Capacity**:  
Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.  
- Move the cursor to the New Only Reserved Capacity field  
- Delete all the current information in the field by using the Backspace/Delete button(s)  
- Enter the new information.  
- Press the Update button.  

NORCAP is used to reserve space for new freshmen and new transfer students while continuing students enroll. For example, a course with a MAXCAP of 300 might have a NORCAP of 50. A maximum of 250 continuing students may enroll; the remaining spaces are reserved for new students only. A student is considered new if the term they are enrolling in is their first term at UCI. Modify this feature during enrollment as needed. NORCAPs on co-linked classes, if any, must be balanced, like MAXCAPs. If you have a NORCAP of 20 on a lecture, the corresponding discussions or labs must have a total of 20 spaces available for new students. NORCAPs are mainly used in fall quarters.

To change the **Waitlist** feature:  
Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.  
- Move the cursor to the Wait List field  
- Delete all the current information in the field by using the Backspace/Delete button(s)  
- Enter a value (either a fixed number or a percentage) for the waitlist.  
- Press the Update button.

Things to remember about the waitlist system:  
- The default value of 15% is entered automatically on eligible classes every term. Eligible classes include single-stand-alone sections not currently B or X restricted, sub-linked sections not currently B or X restricted, and co-linked sections requiring only 2 components of a course that are not currently B or X restricted. **Courses that require enrollment into 3 components of a course are not eligible to use the waitlist system.** For example, courses requiring students to enroll in one lecture, one lab, and one discussion are not eligible to use the waitlist system.
• Using a percentage other than 15% is permitted. It is also acceptable to use a fixed number.
• It is best to use either a percentage value or a fixed number on co-linked classes. Mixing percentages and fixed numbers on co-linked classes is not recommended.
• When using fixed numbers for waitlist values on 2-part co-linked classes, it is important to balance the waitlist values. If the lecture has a waitlist of 50 seats, the associated co-classes should have waitlist values that total 50 seats.
• Never activate a waitlist on a class restricted by B or X.
• Be careful when increasing your maxcaps on co-linked classes with active waitlists. The waitlist will automatically process students into the lecture if space is made available on the co-linked discussions or labs.
• The waitlist system checks for available spaces in classes at the bottom of each hour during open enrollment. If a maxcap is increased on a class to allow students from the waitlist to be added at 10:23am in eSOC, the waitlist system will add the students at 10:30am.

To deactivate the **WAITLIST** feature after confirming through WebRoster that no students are on the wait list:

Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.

- Move the cursor to the Wait List field.
- Delete all the current information in the field by using the Backspace/Delete button(s). *(Be careful deactivating a waitlist with students on the waitlist. Students may have enrollment issues.)*
- Press the Update button.

The **UC Requirement** field:

Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.

- Move the cursor to the UC Requirement field
- Select the UC Requirement the class satisfies from the drop-down menu
- Press the Update button.

This feature is currently active on a few classes. Should a class not be approved to meet a UC Requirement, CASPER will display this message:

> UC Requirement - Course not approved as a UC Requirement.

If the above message is displayed in eSOC, you MUST remove the UC Requirement from the course.

To change the **COURSE REPORT** field:

Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.

- Move the cursor to the course report field
- Check the checkbox to activate it.
- Press the Update button.

Use this field for courses that carry 0 units but which should appear on a student's transcript. The default value is "No" for all classes with units.

To change **RESTRICTIONS**:

Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.

- Move the cursor to the first restriction field
- Select the new restriction information from the drop-down menu
- Press the Update button.
  - No more than two restrictions can be entered.
  - Use "AND" to indicate that both restrictions must be met.
  - Use "OR" to indicate that either one of the restrictions must be met.
- When changing the restrictions L, M, N & O, make sure the corresponding major codes have been entered into the major code fields. Changing those restrictions without modifying the major codes at the same time will trigger an error message from eSOC reminding you to enter at least one major code. *(Restrictions defined on the last page of these eSOC instructions.)*
- When removing one or both restrictions, be sure to select the blank line in the necessary restriction fields. **There are 3 fields associated with restrictions.** The first and third define how classes are restricted. The second, or middle
field, defines how the restrictions relate to each other. Restriction combinations to avoid include H&I. Class level is defined by units. By definition, a student cannot be a Junior and a Senior at the same time.

To allow or remove **INSTRUCTOR APPROVAL IN ENROLLMENT EXCEPTION PROCESS**:

Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.

- Move the cursor to the Instr approval enrll exceptions field
- Check the box to allow your instructor to be involved in the enrollment exception process or uncheck the box to remove your instructor from the enrollment exception process.
- Press the Update button.

On Friday of the second week in any given quarter, this field will not be accessible beginning at 5pm at the department level. Effective F10, add/drop/change cards are no longer accepted. The new enrollment exception process is available to students through StudentAccess. Students must start the enrollment exception process. They may cancel the exception any time prior to the exception being approved by appropriate individuals. The enrollment exception process is available beginning the third week of classes for drops and changes. For adding classes, the enrollment exception process begins the fourth week of classes. For more information on the enrollment exception process, please visit the University Registrar website at: http://www.reg.uci.edu/enrollment/adc/exceptions.html

To activate/deactivate **PREREQUISITE CHECKING**:

Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.

- Move the cursor to the Prereq field
- Select CAP (Comprehensive Active Prerequisite Checking System), or CPEP (Course Prerequisite Eligibility Project), or a blank line (used to deactivate the prerequisite checking feature) from the drop-down menu
- Press the Update button.

Academic units are responsible for activating/deactivating prerequisite checking each term. When departments select CAP from the drop-down menu and update their classes in eSOC, their prerequisite links will appear in the Searchable SOC. These links direct students to the Course Prerequisites page.

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**Course Prerequisites**

Certain courses at UCI have prerequisites that must be satisfied before enrolling in the course

- Use the search tool below to determine what prerequisites, if any, are required before enrolling in a particular course.
- Prerequisites are provided by departments.
- When available, prerequisite equivalencies at other institutions are linked.
- The UCI General Catalogue lists all approved courses and their prerequisites
- Courses with co-requisites require students to add the co-requisite requirement before adding the desired course.
- Exceptions to prerequisites may be made by academic advisors. See the **advising office** of your major for more information.

**Current as of 05/17/2011**

Select a dept...  

Display courses with active prerequisite checking enabled for **2011 Fall**.  

Display all prerequisites on file submitted by department.  

Submit

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Students may also select a different department from the drop-down menu to view active prerequisites from another department. Depending on enrollment cycles, the term or full list may be selected.

To change the **GRADE ONLY** field:

Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.

- Move the cursor to the Grade Only field
- Check the checkbox to select the Grade Only option or un-check the checkbox to remove the Grade Only option
- Press the Update button.

Only a few courses are approved to be offered as Grade Only. If you are not able to modify your class to have the Grade Only option, the course was not approved to be offered with this special grading option.

To change **MAJOR CODES**:

Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.

- Move the cursor to any of the major code fields (1-4)
- Delete all the current information in the field by using the Backspace/Delete button(s)
- Enter the new 5-digit major code (5-digit major codes are a combination of a 2-digit school code and a 3-digit major code – use the website to find the codes you need is listed below)
- Press the Update button.

You may use up to 4 major codes. To find approved majors codes go to the Major/Degree Database from the University Registrar's homepage.

**NOTE:** Major codes work in conjunction with restrictions. If a class is restricted to L, M, N, or O, then the MJRCD fields must contain the codes for majors that are eligible or not eligible to enroll in the class. Use only valid major codes or no students will be permitted to enroll.
To change **CROSS-LISTING** fields:

Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.

- Move the cursor to the desired X-listed field
- Enter the new cross-list information - the other department's course code number. Repeat this process for any additional cross-listings. A total of 4 classes may crosslist with each other.
- Press the Update button.

Crosslisted classes must meet the guidelines approved by the COC to be listed in the SOC. The University Registrar will remove all crosslisted classes that do not meet the approved SOC guidelines for crosslisted classes.

To change **MEETING DATA**:

Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.

- Move the cursor to the desired Start Hour field
- Select the correct start time from the drop-down menu
- Move the cursor to the desired End Hour field
- Select the correct end time from the drop-down menu
- Move the cursor to the desired Days field
- Delete all the current information in the field by using the Backspace/Delete button(s)
- Enter the day(s) of the class. Make sure the cursor is as far left in the field as it can go. If the cursor is not in the far left-hand side of the field, eSOC will send an error message to the user that the days are not compatible. Below are some shortcuts to entering the days a class meets. An explanation of different day combinations is listed after these shortcuts.
  - mwf for Monday, Wednesday, Friday classes
  - tt for Tuesday & Thursday classes
  - mtwtf for Monday through Friday classes
  - mttf for Monday, Tuesday, Thursday, Friday classes
  - mtwt for Monday, Tuesday, Wednesday, Thursday classes
  - M, or W, or F may be used to indicate Monday only, or Wednesday only, or Friday only classes
  - Tu for Tuesday only classes
  - Th for Thursday only classes
  - Sa for Saturday only classes
  - Su for Sunday only classes

If the days a class meets are different from the above shortcuts, think of the days of the week field like a calendar. A typical calendar week begins on a Sunday and ends on a Saturday. Use the space bar to ‘skip’ over days.

- Move the cursor to the days of the week field
- Delete all the current information in the field using the Backspace/Delete button(s)
- Enter the day abbreviation in the correct column using the space bar to maneuver the cursor to the proper column.
  - Indicate Sunday with an S in Column 1
  - Indicate Monday with an M in Column 2
  - Indicate Tuesday with a T in Column 3
  - Indicate Wednesday with a W in Column 4
  - Indicate Thursday with a T in Column 5
  - Indicate Friday with an F in Column 6
  - Indicate Saturday with an S in Column 7

For example, a Tuesday & Friday class would be entered like this: space bar over Sunday, space bar over Monday, enter a T for Tuesday, space bar over Wednesday, space bar over Thursday, enter an F for Friday and press Update.

**NOTE:** If the time or days of a course are TBA, then both time and day must be TBA.

- Move the cursor to the desired Building field
- Enter the new building information
- Move the cursor to the Room field
- Enter the new room information
- Press the Update button
NOTE: If the BLDG or ROOM is TBA, then both BLDG and ROOM must be TBA.

If a message stating the room is not valid appears after entering the building and room information, the room is not in the R25 database and cannot appear in the SOC. Change the building and room to TBA and send a completed Space.Features.Form to the University Registrar.

There are 5 possible lines of meeting data for each class, but most classes use only one.

To change **INSTRUCTOR** information:
Select the correct term from the drop-down menu, enter Course Code number, select Modify and press Submit button.

- Move the cursor to the desired Function field. The function codes specify teaching credit for the class, which the Office of Institutional Research uses to produce faculty workload reports for campus management and the Office of the President. **If a TA has been hired to teach a class, a Faculty Advisor must be listed on the class as well.**
  - Select the applicable code from the drop-down menu
    - 1 - Primary Instructor
    - 2 - Teaching Assistant/Teaching Associate (TA)
    - 3 - Faculty Advisor to TA (must be on every class listing a TA)
    - 9 - Administrative Access (no teaching credit assigned - grants access to EEE processes)
- Move the cursor to the desired ID field
- Enter the full employee ID number from the payroll system or the valid UCInetID
- Press the Update button

The system will list the name, as it appears in the payroll system, associated with the ID number information entered.

*Call Anthony Toyofuku at ext. 47665 or through email at toyofuku@uci.edu for further questions on teaching credit.*

List up to three ID numbers.

Use the word STAFF when the instructor is not yet known. Some departments wait to announce their instructors. These departments leave STAFF in the ID field until they are ready to announce the instructor.

**Make every effort to enter instructor information by the end of the second week of classes for any given quarter. The Office of Institutional Research gathers data for their reports to the Office of the President during week three of every quarter.**

The **LINKAGE** fields:
Contact the University Registrar at jmharrin@uci.edu or at ext. 47849 to modify linkage on any class. The following fields in eSOC can only be accessed by the University Registrar: CRBKPT, GPBKPT, CRFWPT, or GFWPT.
ADD MODE

- Add courses that are not in eSOC.

1. To add a new course that is not related to any other class in the SOC, Press Add button – a completely blank class will appear:

   Course View | Range View
   Logout

   eSOC

   Current Phase(s): F11 Book
   S11 Book

   Check Casper: ☐

   Term: F11
   Status:

   Course Code: ☐
   Section No: ☐

   Dept: ☐
   Course No: ☐
   Type: ☐

   Title: ☐

   Min Units: ☐
   Max Units: ☐
   WC Only Units: ☐

   Max Capacity: ☐
   NOR Capacity: ☐
   Wait List: ☐

   UC Requirement: ☐

   Course Report: ☐ * This field only applies to 0 unit courses.

   Restriction(s): ☐

   Instr approval exceptions: ☐
   College/Major Code 1: ☐
   X-Listed Course 1: ☐

   College/Major Code 2: ☐
   X-Listed Course 2: ☐

   College/Major Code 3: ☐
   X-Listed Course 3: ☐

   College/Major Code 4: ☐

   Start Hour 1: ☐ End Hour 1: ☐ Days 1: ☐ Building 1: ☐ Room 1: ☐

   Start Hour 2: ☐ End Hour 2: ☐ Days 2: ☐ Building 2: ☐ Room 2: ☐

   Start Hour 3: ☐ End Hour 3: ☐ Days 3: ☐ Building 3: ☐ Room 3: ☐

   Start Hour 4: ☐ End Hour 4: ☐ Days 4: ☐ Building 4: ☐ Room 4: ☐

   Start Hour 5: ☐ End Hour 5: ☐ Days 5: ☐ Building 5: ☐ Room 5: ☐

   Function 1: ☐ ID 1: ☐ Name 1: ☐

   Function 2: ☐ ID 2: ☐ Name 2: ☐

   Function 3: ☐ ID 3: ☐ Name 3: ☐

   Cr Blkwrd Ptr: ☐ Gr Blkwrd Ptr: ☐ Cr Frwd Ptr: ☐ Gr Frwd Ptr: ☐
• Move cursor to the Course Code number field
• Enter course code number
• Move cursor to the Section Number field
• Enter section number
• Move cursor to the Department drop-down menu
• Select department abbreviation
• Move cursor to the Course Number field
• Enter the approved course number
• Move the cursor to the Type of instruction drop-down menu
• Select the approved type of instruction for the class
• Move the cursor to the Title field
• Enter the approved short title of the course (if variable, enter up to 19 characters to describe the course title)
• Move the cursor to the Max Capacity field
• Enter the total number of seats needed for the class not to exceed the room capacity
• If needed, move the cursor to the NOR Capacity field
• Enter the number of seats reserved for new students (if the max capacity is 350 and the NOR capacity is 50, the last 50 seats out of 350 must be new students to UCI - this includes new freshmen and new transfer students)
• If needed, move the cursor to the Wait List field
• Enter the desired value for the waitlist (15% is the default value and the size of the wait list is 15% of the max capacity - fixed numbers may also be entered)
• If needed, move the cursor to the UC Requirement field
• Select the approved requirement from the drop-down menu
• If needed, move the cursor to the Course Report field
• Select “Yes” from the drop-down menu if your zero-unit class needs to appear on a transcript
• If needed, move the cursor to the Restriction(s) fields
• Select the first restriction from the drop-down menu (if using restrictions L, M, N, or O, you must also enter at least one major code in the College/Major Code field)
• If needed, move the cursor to the relationship field between the 2 restriction fields
• Select AND to indicate both restrictions must be met or select OR to indicate either restriction must be met
• If needed, move the cursor to the second restriction field
• Select the second restriction from the drop-down menu (if using restrictions L, M, N, or O, you must also enter at least one major code in the College/Major code field)
• If needed move cursor to the Instr approval enrll exceptions field
• Select the checkbox to allow instructor approvals on enrollment exceptions
• If needed, move the cursor to the X-Listed Course field
• Enter the course code number from the equivalent course in the other department (may list up to 3 course codes on one class)
• If needed, move the cursor to the Prreq field
• Select CAP or CPEP
• If your course was approved to be offered as Grade Only, move cursor to the Grade Only field
• Check the checkbox to enforce letter grade only
• Move the cursor to the Start Hour 1 field
• Select the start time or TBA
• Move the cursor to the End Hour 1 field
• Select the end time or TBA
• Move the cursor to the Days 1 field
• Enter the days the class meets or TBA
• Move the cursor to the Building 1 field
• Enter the building abbreviation or TBA
• Move the cursor to the Room 1 field
• Enter the room number or TBA
• Move the cursor to the Function 1 field
• Select the role/job from the drop-down menu
• Move the cursor to the ID 1 field
• Enter the full employee ID number from the payroll system or the valid UCInetID
• Press the Add button
DUPLICATE MODE

1. To add several courses with similar information (for example, adding five discussions to an existing lecture):
   Select the correct term from the drop-down menu, enter the Course Code number of the class to copy, select Duplicate and press the Submit button.

<table>
<thead>
<tr>
<th>Course Code:</th>
<th>Section No:</th>
<th>Course No:</th>
<th>Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1A</td>
<td>Discussion</td>
</tr>
</tbody>
</table>

   Min Units: 00.0   Max Units:       WC Only Units: 
   Max Capacity: 0034 NOR Capacity: 0034 Wait List: 015%

   UC Requirement: 

   Course Report: * This field only applies to 0 unit courses.

   Restriction(s): A - Prerequisite Required

   Instr approval enroll exceptions: 

   Prereq: CAP

   Grade Only: 

   Start Hour 1: 01:00pm   End Hour 1: 01:50pm   Days 1: F   Building 1: SSPA   Room 1: 1170
   Start Hour 2:   End Hour 2:   Days 2:   Building 2:   Room 2: 
   Start Hour 3:   End Hour 3:   Days 3:   Building 3:   Room 3: 
   Start Hour 4:   End Hour 4:   Days 4:   Building 4:   Room 4: 
   Start Hour 5:   End Hour 5:   Days 5:   Building 5:   Room 5: 

   Function 1: 3 - Faculty Advisor to TA   ID 1: 090243951   Name 1: SHAKA, A.
   Function 2:   ID 2:   Name 2: 
   Function 3:   ID 3:   Name 3: 

   Cr Bkwd Ptr: Gr Bkwd Ptr: Cr Frwd Ptr: Gr Frwd Ptr: 

   Add   Reset   Go Back
Move the cursor to the Course Code field

- Enter the course code for the new section
- Move the cursor to the Section No field and enter the new section number
- If copying a lecture to create a discussion, move the cursor to the Type of instruction field
- Select DIS from the drop-down menu
- If creating another lecture from a lecture, leave the Type field as is
- If copying a lecture to create a discussion, move the cursor to the Min Units field
- Delete all the current information in the field by using the Backspace/Delete button(s)
- Enter one zero
- If creating another lecture from a lecture, leave the Min Units as is
- If creating a discussion from a lecture, move the cursor to the Max Capacity field
- Delete all the current information in the field by using the Backspace/Delete button(s)
- Enter the max capacity of the discussion
- If creating another lecture from a lecture, and the same size room is needed, leave the max capacity as is
- If creating a discussion from a lecture, move the cursor to the Start Hour 1 field and select a time that does not conflict with the lecture
- If creating a discussion from a lecture, move the cursor to the End Hour 1 field and select a time that does not conflict with the lecture
- If creating a discussion from a lecture, move the cursor to the Days 1 field and enter a day that does not conflict with the time & day of the lecture
- If creating a discussion from a lecture after all the build phases, move the cursor to the Building 1 field and enter TBA or the @ to indicate you need a GAC
- If creating a discussion from a lecture after all the build phases, move the cursor to the Room 1 field and enter TBA or the @ to indicate you need a GAC
- If creating a discussion from a lecture, move the cursor to the Function 1 field and change the Primary Instructor to a Faculty Advisor to TA
- If creating a discussion from a lecture, move the cursor to the Function 2 field and select Teaching Assistant (TA)
- Move the cursor to the ID 2 field and enter the employee ID number of the TA or the valid UCInetID of the TA
- Press the Add button
DELETE MODE

- Completely remove a record from the schedule during the Department Build Phase. If you are not going to offer a class, please delete the section from the schedule. The DELETE mode is disabled at the end of the Proofing Round.

To delete a course:
Select the correct term from the drop-down menu, enter the Course Code number of the class to delete and press the Submit button.
- eSOC will ask, “Are you sure you wish to delete (course code number)?
- Press Confirm Delete or Go Back

The DELETE mode erases the class and there is no way to retrieve it. If a course is mistakenly deleted, re-add the course in eSOC using one of the ADD methods described earlier.

CANCEL MODE

- Remove classes that are not going to be offered from the enrollment system. After the DELETE mode has been disabled, cancelling a class that is not going to be offered is the only way to “remove” it from your schedule. The CANCEL mode is activated after the University Registrar Preparation for Publishing and Enrollment Phase.

To cancel a course:
Select the correct term from the drop-down menu, enter the Course Code number of the class to cancel and press the Submit button. The class will be cancelled and eSOC will confirm the cancellation. The building and room fields are automatically updated to list TBA.

CANCEL is different from DELETE in that the CANCEL mode stores the course record for retrieval later if necessary. Canceling a class removes the class from the enrollment system.

REINSTATE MODE

- Reinstate classes that have been cancelled (i.e., make a classes active again in the enrollment system). The REINSTATE mode is active for use after the University Registrar Preparation for Publishing and Enrollment Phase.

To reinstate a cancelled course:
Select the correct term from the drop-down menu, enter the Course Code number of the class to reinstate and press the Submit button. The class will be reinstated with TBA in the building and room fields. If you need a GAC, you will need to search R25 for an available room and make a request for it as you would any other class needing a GAC. It might be necessary to change the times or days to find an open, available room.

Reinstating a class makes the class active in the enrollment system immediately.
MAKING MULTIPLE CHANGES IN eSOC

To change the same information in several classes:

Select the Range View in eSOC

- Select the course code range button
- Enter the range of course code numbers for which you want to make changes (up to 40 classes may be selected)
- Select the field you need to modify
- Press the Submit button
- Move the cursor to the field you need to change
- Delete all the current information in the field by using the Backspace/Delete button(s)
- Enter the new information
- Using your mouse, highlight the new information and press the Control key and the C key at the same time
- Move the cursor to the same field of the next class in the list
- Press the Control key and the V key to paste the information you copied from the first class
- Repeat the paste method onto each of the remaining classes within the list of classes you are changing
- Press the Update button when done pasting new information

Make the changes as quickly as possible. If you stay in the records too long, eSOC will time-out your connection to them. This method of making the same change on several classes might be helpful when updating an ID number to a lecture and several associated discussion or lab sections.
DEFINITION OF COURSE RESTRICTIONS

<table>
<thead>
<tr>
<th>RST</th>
<th>DEFINITION</th>
<th>WebReg ACTION DURING ENROLLMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Prerequisite Required</td>
<td>Informs a student that prerequisite coursework is required, but is not what triggers a prerequisite check on a student. <em>If the course is coded as CAP or CPEP in the PREREQ field in eSOC, students' fulfillment of the prerequisite(s) will be checked before they can enroll.</em></td>
</tr>
<tr>
<td>B</td>
<td>Authorization Required</td>
<td>Students add, drop, or change enrollment using one authorization code for all three processes. The University Registrar generates a batch of codes and makes them available to departments through WebRoster.</td>
</tr>
<tr>
<td>C</td>
<td>Fee Required</td>
<td>A fee is required for the course. Students can enroll before the fee is paid. Fees are automatically posted to ZotBills.</td>
</tr>
<tr>
<td>D</td>
<td>Pass/Not Pass Option Only</td>
<td>Course is graded pass/no pass only; course can only be offered this way if approved by COC as P/NP only.</td>
</tr>
<tr>
<td>E</td>
<td>Freshmen Only</td>
<td>Restricts enrollment to students with a unit total (0-44) that classifies them as a Freshman.</td>
</tr>
<tr>
<td>F</td>
<td>Sophomores Only</td>
<td>Restricts enrollment to students with a unit total (45-89) that classifies them as a Sophomore.</td>
</tr>
<tr>
<td>G</td>
<td>Lower-Division Only</td>
<td>Restricts enrollment to students with a unit total (0-89) that classifies them as lower-division students (Freshmen or Sophomores).</td>
</tr>
<tr>
<td>H</td>
<td>Juniors Only</td>
<td>Restricts enrollment to students with a unit total (90-134) that classifies them as a Junior.</td>
</tr>
<tr>
<td>I</td>
<td>Seniors Only</td>
<td>Restricts enrollment to students with a unit total (135 and above) that classifies them as a Senior.</td>
</tr>
<tr>
<td>J</td>
<td>Upper-Division Only</td>
<td>Restricts enrollment to students with a unit total (90 and above) that classifies them as being upper-division students (Juniors and Seniors).</td>
</tr>
<tr>
<td>K</td>
<td>Graduate Only</td>
<td>Restricts enrollment in a course to students enrolled in a graduate program.</td>
</tr>
<tr>
<td>L</td>
<td>Major Only</td>
<td>Used in conjunction with major code fields (MJRCD) in eSOC to restrict enrollment to students in specified majors. Up to four majors may be listed.</td>
</tr>
<tr>
<td>M</td>
<td>Nonmajor Only</td>
<td>Used in conjunction with major code fields (MJRCD) in eSOC to prevent students in specified majors from enrolling in the course. Up to four majors may be listed.</td>
</tr>
<tr>
<td>N</td>
<td>School Major Only</td>
<td>Used in conjunction with major code fields (MJRCD) in eSOC to restrict enrollment to students in specified schools. Up to four schools may be listed.</td>
</tr>
<tr>
<td>O</td>
<td>Nonschool Major Only</td>
<td>Used in conjunction with major code fields (MJRCD) in eSOC to prevent students in specified schools from enrolling in the course. Up to four schools may be listed.</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory/Unsatisfactory Only</td>
<td>Course is graded Satisfactory/Unsatisfactory only; can only be offered this way if approved by Graduate Council as S/U only.</td>
</tr>
<tr>
<td>X</td>
<td>Enrollment Monitored by Instructor/Academic Unit</td>
<td>Three types of codes are generated and made available through WebRoster. Students may be assigned a code to add a class. Should a student need to drop, a different drop code will be assigned to them. Should a student need to change their grading option, a change code will be assigned to them.</td>
</tr>
</tbody>
</table>