

Course Registration Instructions

Please complete and return the attached Course Preference Form (CPF) by **August 27**. The glossary on page 4 of the Course Registration FAQ's has explanations of words that are confusing or unique to UC Davis.

Step 1: Download and save the attachment "GSP Course Preference Form."

Step 2: Identify the courses you would like to take for the term that **currently have at least 3 total open seats**. For example, if there is one open seat in three different sections on the same course, then this counts as three total seats. We would like you to fill out all the course slots in order of preference – **leave no empty space!**

You list the extra courses in case your top courses preferences are already filled. Your 1st preference is your highest priority. Please note: popular courses may be full at the time of registration. Please do not list full courses of your CPF. Only available courses with open seats should be listed at this time.

Step 3: Many courses are offered at multiple times. Each time slot is called a "section" (see glossary for definition). List on your CPF the section you prefer, and then a second section that is available as your second choice for that course. Not all courses have more than one section. You will notice that the course subject and course number will remain the same but the CRN (course registration number) will change to designate each section.

Step 4: Refer to the example on the Course Preference Form when filling out the CPF. Please note that the Course Registration Number (CRN) has five digits (59399, 59400, 30673, 47669), the Course Subject is a three letter abbreviation [ECN (Economics), AHI (Art History), ENG (English)], and the Course Number is a one, two, or three digit number (a letter means the course is a series) (3, 17A, 17B, 100, 159, 163A).

Step 5: Verify that all information on the form is correct. If the form is not filled out correctly, then your form will take longer to process and you will be registered after other GSP students.

Step 6: Once you have completely filled the form, save the document and rename it. You should rename it **Courses – Family Name (Last Name), Given Name (First Name)**. For example, if your name is Ryota Asai, then you would save your document as "Courses – Asai, Ryota".

Step 7: Submit completed Course Preference Form to globalstudy@ucdavis.edu as an email attachment by **August 27**.

Step 8: If there are any problems with your registration form, then a GSP advisor will email you with recommendations. Make sure to respond to this email with an updated course preference form. **Once approved, your CPF will be submitted for processing on registration day. You will have opportunities to meet face to face with advisors regarding your schedule and make changes to your classes when you arrive. This form is only used for your FIRST enrollments.**

Step 9: Setup your UC Davis Computing Account (SISWEB). If you have not yet setup your computing account, you will receive a separate email with your UC Davis ID number

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and instructions on how to set up your SISWEB account within the next two weeks. Follow the instructions to register.

Step 10: Review your course schedule. Log on to sisweb.ucdavis.edu after registration day to check your course schedule. Then click on "Login to Schedule Builder" in the blue menu bar. **GSP students are not allowed to do their course registration through SISWEB or Schedule Builder. This is why you see a message saying "University Extension Hold: Please see Extension Advisor" on some websites.**