

UPS/ Extension Enrollment Frequently Asked Questions (FAQs)

How does the enrollment process work?

UCSD students and UPS/ Extension students have separate enrollment processes.

UCSD students have already begun signing up for classes and their registrations appear on the UCSD [Schedule of Classes](#) (shown below).

- The number shown under “**Evaluations**” describes the **total capacity** of seats in the classroom.
- The number shown under “**Resources**” shows the number of **empty seats**. If all of the seats have been filled, then a waitlist will show in red, stating “FULL” and the number of students on the waitlist.
- This waitlist system is only for UCSD students, not for UPS/ Extension students.

16	Personal Ethics at Work (4 Units)							Prerequisites	Resources	Evaluations
834023	LE	A00	TuTh	2:00p-3:20p	PCYNH	122	Campbell, Robert Harold	FULL Waitlist(7)	100	
	FI	06/09/2015	Tu	3:00p-5:59p	TBA	TBA				
16	Personal Ethics at Work (4 Units)							Prerequisites	Resources	Evaluations
834024	LE	B00	TuTh	3:30p-4:50p	PCYNH	122	Campbell, Robert Harold	31	100	
	FI	06/08/2015	M	3:00p-5:59p	TBA	TBA				

UPS/ Extension students have a waitlisting system on Classtrack that is separate from what appears on the Schedule of Classes. (See the “[How to Use Classtrack](#)” document to sign up.)

UPS/ Extension students can use the information that appears on the Schedule of Classes site to make decisions about their likelihood to get into a class. For example, if a class has many open seats (shown under “Resources”), then you will have a better chance of getting in.

UPS/ Extension students can add their names to a class waitlist on Classtrack and will be notified when you can get a stamp for an official seat in a class. Please note that the Schedule of Classes system is not connected to Classtrack and UCSD students’ enrollment will continue to fluctuate through Friday of Week 2 – the last day for UCSD students to add classes.

Keep in mind that the waitlist system on Classtrack only shows your position in relation to what appears on the Schedule of Classes.

- For example, if class MGT16 (Section A00) has a waitlist of 7 UCSD students showing on the Schedule of Classes and you have a waitlist position of #1 on Classtrack, you are really person #8 trying to get into MGT16 – A00. The 7 UCSD students listed on the Schedule of Classes have first priority.

Can you predict my chances of getting into a class?

No. We cannot predict your chances of getting a seat in a course. If a seat becomes available for you, you will receive an email. You should attend the class while you wait to find out if you get a seat, so that you are not behind on class assignments if you do get a seat.

What is the difference between a “Sponsored” class and a “Non-Sponsored” class?

Sponsored classes are those which the UPS/ Extension program has reserved seats *(usually three classes per quarter). This means that UPS/ Extension students are more likely to get a seat in Sponsored classes and seats can be guaranteed earlier. If you received a Registration Confirmation email for a Sponsored class, then you can get a stamp during Week 1 of classes. You will get an email telling you the specific timeframe in which you can get a stamp.

Non-Sponsored classes are the majority of Rady’s undergraduate classes. For Non-Sponsored classes, UPS/ Extension students must sign up on a waitlist and wait to be notified by email if there is an open seat. If a seat opens up, then students can get a stamp on their concurrent enrollment card starting Week 3 of classes and the timeframe will be confirmed via email.

When will I get an email?

- Immediate Registration Confirmation email
 - When you sign up for a class that has open seats or a seat becomes available in a class, then you get an *immediate* **Registration Confirmation** email. This email states that you are eligible for a stamp on your concurrent enrollment card.
- Email from Rady Undergraduate Advisor
 - After you get a **Registration Confirmation** email, you will get a separate email confirming the time you can come get a stamp on your concurrent enrollment card.
- On a wait list? Then you will an email confirming that you are on the wait list. If a seat opens up, then you will get a **Registration Confirmation** email. It looks like this:

Registration Confirmation Email Sample:

Dear Hils Flocke:

Thanks for Registering for TESTER - MGT100 Rady Test Class:Session C00! Details for your registration are below.

Class Session Name: TESTER - MGT100 Rady Test Class:Session C00
Description: Rady Test Class

You can manage the classes you have signed up for at your [My Classes](#) page.

A detailed schedule is not available for this session. Check the course description or contact the administrators for more information. For the latest informaton about this session, please visit the [Session Page](#).

This email confirms that you are eligible for a stamp on your Concurrent Enrollment Card. You will receive a separate email giving you a timeframe to get a stamp from the Rady Undergraduate Advisor.

Sent from [ClassTrack Online](#).
Powered by [Recreational Solutions](#), a division of [CFM Enterprises](#)

Which accounting class should I take?

Our accounting classes were designed in a sequence which increases in difficulty and builds upon earlier content. You can see the [accounting sequence map here](#). We will not check prerequisites, but as a UPS/ Extension student you should select the accounting class that is at your academic level. You can review the [syllabi here](#).

When and where do the classes meet?

[UCSD's Schedule of Classes](#) shows the location, times, instructor and final exam time for all classes. If you have trouble getting around campus, refer to [UCSD's Campus Map](#). Classtrack does not show any times, locations, or instructor information.

What if two classes I want have the same final exam time?

You need to select classes that do not have final exam conflicts.

In rare instances, some instructors make accommodations for academic conflicts for students to take the final exam with another section of the same class. You would need to contact your professor about the final exam conflict before getting a stamp on your concurrent enrollment card.

Can I take graduate level classes?

No, UPS/ Extension students can only take undergraduate level classes at UCSD Rady School of Management, regardless of your previous education. Classes numbered 1-199 are undergraduate classes and classes numbered 200 and above are graduate classes.

I saw “MGT112: Global Business Strategy on the Schedule of Classes. Can I take it?

No. While we allow UPS/ Extension students to take the majority of our undergraduate classes at Rady, MGT112: Global Business Strategy is reserved only for UCSD students. Similarly, we do not allow UPS/ Extension students to enroll in MGT173: Project Management – Health Services.

Who do I contact with more questions?

You can email undergrad@rady.ucsd.edu with questions.

Also, you can find the Rady Undergraduate Advising office on the second floor of Otterson Hall at the Rady School of Management. You can use [this map](#) to get around campus.