

# How to Use Classtrack

## Overview

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1. Go to class!
2. Create a profile on Classtrack
3. Sign up for classes on Classtrack
4. Receive a Registration Confirmation email
5. Receive an email from Rady Advisor about when to get a stamp
6. Get a stamp at the Rady Undergraduate Advising office
7. Take your stamped card to Extension's Student Services
8. Be sure to drop classes you aren't going to take on Classtrack!


## Create a profile

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All UPS/ Extension students must create a profile on Classtrack to get into Rady School of Management classes.

To create a profile:

- Click "[SIGN UP](#)" at top of the page on the right side. Looks like this:



WELCOME Guest | [SIGN UP](#) | [LOG IN](#)

- Enter your First Name, Last Name, and Email Address. These fields are required.  
Tip: Remember how you entered your name because your name will be your "Electronic Signature" used to sign up for classes.
- Create a Password and re-enter it.
- Accept the Privacy Policy by clicking on the drop down arrow and selecting "Yes."
- Opt-in for automated emails.
- Read and Accept our "Terms and Conditions" by selecting "Yes" from the drop down menu and enter your Electronic Signature (type your name).
- Click "Sign Up" button.

## Sign up for a class with open seats

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After creating a profile, you will be eligible to sign up for a class with open seats or join a wait list.

To sign up for a class with open seats:

- Log in to Classtrack.
- Click on a class title. You will see all of the available sessions (ex. A00, B00, C00).
- Decide which session you want to join and click the "Sign Up" icon on the right. It looks like this:



- You will be taken to the Registration Page. It looks like this:

## Registration Page

Click Register Below to complete your registration.

You are registering for: Class: TESTER - MGT100 Rady Test Class:Session C00

Number of Slots: 15

Openings: 15

### Description

#### Rady Test Class

Terms and Conditions: Rady School of Management Terms and Conditions: - UPS students can take only undergraduate level classes at Rady (numbered under 200); UPS students cannot take graduate level classes (numbered MGT200+). - Not all classes listed on the UCSD "Schedule of Classes" will be open to UPS students. Class offerings are at the discretion of the department. - Receiving an email that a seat is available in a Rady class does not guarantee you a seat. Only a stamp on a concurrent enrollment card guarantees a seat in class. - Professors cannot stamp concurrent enrollment cards or allow entry into a class. You can only get stamps from the Rady Undergraduate Advising office. - We must give UC students the first opportunity to enroll. - We cannot guarantee that a seat will become available or predict your chances of getting a seat. - If a seat does not become available Friday of Week 3, you will not be able to enroll. - Please note that the UPS/Extension student waitlist is separate from any waitlists that you see on the UCSD Schedule of Classes UCSD Rady School of Management does not process any fee payments for UPS/ Extension students. Prices for classes are set to \$0.00 and students will not be charged by Classtra Rady. - All questions about UPS/ Extension enrollment in Rady undergraduate classes should be directed to [undergrad@rady.ucsd.edu](mailto:undergrad@rady.ucsd.edu). - Rady School of Management reserves the right to make any necessary changes to enrollment policies and procedures.

Do you Accept these Terms and Conditions

- Read our "Terms and Conditions" and accept by selecting "Yes" from the drop down menu and enter your Electronic Signature.
- Click "Register"
- You will be automatically directed to the "My Classes" page and you will see an announcement at the top of the page that says, "You have been signed up for the class." It looks like this:

 You have been signed up for the class. 

You are currently a member of the following class sessions

- Also, you will get an immediate Registration Confirmation email.
- A Registration Confirmation email looks like this:

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](#)

## Add your name to a waitlist

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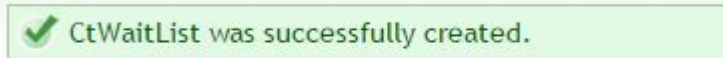
After creating a profile, you will eligible to join a wait list.

- Log in to Classtrack.
- Click on the class title. You will see all of the sessions (ex. A00, B00, C00).
- If no seats are open, then you will see "Full" or "0 Open Slots." It looks like this:

Open Slots	Sign Up!
0	FULL 
0	FULL 
0	FULL 

- Decide which session you want to join and click the "FULL" icon on the right to add your name to the waitlist.
- Do not leave comments.
- Read and Accept our "Terms and Conditions" by selecting "Yes" from the drop down menu and enter your Electronic Signature (type your name).
- Click "Create" to join the wait list.
- You will be automatically directed to the "My Wait Lists" page and you will see an announcement at the top of the page that says, "CtWaitList was successfully

created." It looks like this:



## Your Class Registration Wait List

- You will be able to see your position number on the wait list.
- You will get an immediate email confirming you are on the waitlist.

You will get a Registration Confirmation email only when a seat becomes available.

## Dropping a class

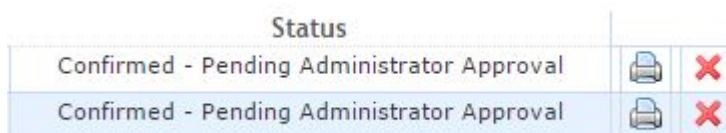
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If you are no longer interested in a class at Rady, please remove yourself from the roster or waitlist. This will allow another student to take your seat.

**\*\*NOTE:** Dropping a class on Classtrack does not mean you have officially dropped the class with UCSD or UCSD Extension. Be sure to contact your UPS Advisor about dropping a class if you already submitted the stamped concurrent enrollment card.

### To drop a class:

- Log in to Classtrack
- Click on "My Classes" on the right side of the home page.
- Click on the red "X" on the right of the class you want to drop. It looks like this:



- Classtrack's pop-up will ask you, "Are you sure?"
- Click OK and the class will be removed from "My Classes."

### To drop your name from a Wait List:

- Log in to Classtrack
- Click on "My Wait List" on the right side of the home page.
- Click on the red "X" on the right of the class you want to drop. It looks like this:







- Classtrack's pop-up will ask you, "Are you sure?"
- Click OK and the class will be removed from "My Wait List."

## “Pending Approval” status

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The “Confirmed - Pending Administrator Approval” status is a default setting of the Classtrack program. The status will not change or be updated at any time. Just ignore it.

You will see “Confirmed - Pending Administrator Approval” status on the “My Classes” page. It looks like this:

Status		
Confirmed - Pending Administrator Approval		
Confirmed - Pending Administrator Approval		

## Sign up for multiple *classes* (yes!)

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UPS/ Extension students can sign up for as many classes and wait lists as you want. There is no limit.

- A class is distinguished by a “MGT” code, course number, and title.
  - For example: MGT103: Product Marketing and Management is a class.
- A session (or section) is distinguished by “A00” “B00” C00” or “D00” and indicates a **meeting time** for a class.
  - For example: Session B00 is a meeting time for class MGT###.

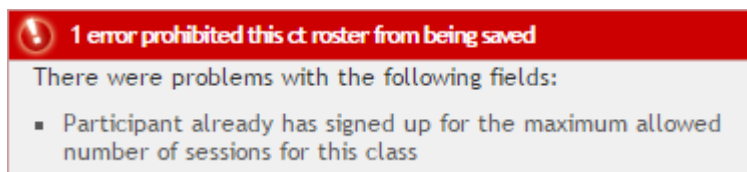
## Multiple *sessions* of same class

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You can get a seat in only one session of a sponsored class.

The Classtrack system does not allow students to register for multiple sessions of a sponsored class.

If you try to register for two sessions of the same sponsored class, then you will get an error message. It looks like this:



However, you can add your name to the **waitlists** for multiple sessions of a class and see which session you get into first. Once you get into a class, you will be dropped from the other sessions’ waitlists. Therefore, when you sign up for a waitlist, you should decide which session you want to be in at that time. If you add your name to all of the waitlists, then the Rady Academic Advisor will select a session for you.

## Switching sessions

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If you want to switch sessions, then you will need to drop the original session you signed up for and add your name to other session. You will be added to the end of the wait list.

## Email Confirmations

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- 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.**

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## Waitlist updates

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The waitlists get automatically updated as seats open up and students drop the class.

Rady Undergraduate Advising cannot predict your chances of getting into a class.

Unfortunately, the waitlists are very difficult to predict. Rady Undergraduate Advising cannot speak to your chances of getting a seat in the class and cannot give students priority to enroll over others.

## Contact Information

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You can email [undergrad@rady.ucsd.edu](mailto: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.