course selection guide

STEP 2
Request your courses (July 5th-11th)

This guide shows you how to:
A. activate your account in Quest, Waterloo’s student information system
B. log in to Quest
C. check your contact information on Quest
D. use Quest to choose your courses.

Between July 5th at 9 am EST and July 11th, Quest is reserved for first-year students* to request courses or electives.

* If you are transferring from a college or another university, this process is slightly different. See Information for transfer students on page 3 of the STEP 1: Getting Started guide.

A. Activate your Quest account

» If you haven’t already used Quest, you need to get an account. From watiam.uwaterloo.ca/search, click on the Account Activation link in the third bullet. You see a screen that looks like this:

NOTE: Even if you’ve already activated your Quest account, you will not be able to request courses before July 5th.

B. Log in to Quest

» On uwaterloo.ca/quest, click on “Log in to Quest.”

» Enter your user ID and password, then click on the Submit button. This takes you to your Student Centre screen.

C. Check your contact information

» On the Student Center screen, please review your details in the Personal Information section. If you need to change anything, click on the link for each item and then on the green edit button.

» To change your email address, you’ll need to click on the Campus Email link. This is your main email account, which is listed on the WatIAM site. The University uses this address to send you important information. If you want to redirect your email, click on the WatIAM button.

NOTE: If you submitted other email addresses when you applied through the Ontario Universities’ Application Centre, they are also listed here. However, the only change you are able to make to these addresses is to delete them.
D. Request your courses

In this step, you request the courses you want to take in the fall term. However, you won’t be officially enrolled in these courses until your schedule is created later in July.

» From your Student Centre screen, click on Course Selection (undergrad only) tab at the top of the screen.

This is the My Course Selection screen. To begin requesting courses, click on the Add Courses link at the bottom of the screen.

This is the Add Course Selections screen. Under Scheduling Preferences for All On-Campus Courses Only, select Either day or evening classes if you are a full-time student.

If you are a part-time student who can only attend courses in the evening, select Evening classes only.

Click on the yellow ADD COURSE button.

Using the list of courses you made in Step 1: Getting Started, enter the subject code in the box provided. If you don’t know the code, click on the magnifying glass icon to see a list of subject codes (e.g. ENGL, GEOG).

Enter the course catalogue number in the box provided. If you don’t know the course number, click on the dropdown arrows to see a list of course numbers for that subject (e.g. 101, 102).

Under Instruction Mode Choice, select either Online or On Campus. If a course is offered only in one mode, you see only that option.

Under Campus Choice, enter the course location; the default is UW. Some courses are also offered at Waterloo’s affiliated universities and university colleges: St Paul’s (STP), St. Jerome’s (STJ), Renison (REN), and Conrad Grebel (CGC). If you don’t know the campus code, click on the magnifying glass icon to see a list of codes.

If a course is offered at only one campus, you see only that option. If you have a choice of campuses, click on the correct code for the location of your course. Then use the radio button to indicate whether you prefer or are required to take the course on the campus you’ve selected.
» NOTE: If you select ‘required’ you exclude yourself from all other options if a course is offered at multiple campuses. For example, if the STJ section of PSYCH 101 is full, you will not be considered for enrolment in the UW sections. However, if you select ‘prefer’ you will be given preference for a STJ section, but if that class is full you will be automatically considered for enrolment in the other section.

» Click on the yellow CONTINUE button which returns you to the Add Course Selections screen.

» On the Add Course Selections screen, you see the course you just added. Use the drop-down menu under the Priority column to assign a priority level to each course, with 1 being the highest priority. This priority rating helps the University create a master course schedule that fits the needs of the majority of students. You must choose a different priority level for each course (duplicate priorities are not allowed).

» Repeat the process using the yellow ADD COURSE button to add all the courses you require.

» Once you’ve requested all your courses and assigned a priority code to each, click on either of the yellow SUBMIT buttons. It may take a moment, but if you have successfully added your courses, you’ll see the word ‘Success’ in the Add Status column.

» To delete one of the courses you’ve chosen, click on Drop Courses at the bottom of the screen. This takes you to the Drop Courses Selection screen. Under Action, use the drop-down menu to chose Drop. Then click on the yellow SUBMIT button. You can choose to add another course using the Add courses link at the bottom of the screen.

» To change the priority of the courses you’ve requested, click on Change Priority and Preference at the bottom of the screen. This returns you to the My Course Selection screen.

» You can revise your course requests until July 11th. Your fall schedule will be posted in Quest on July 21st. Your schedule lists all the courses you’re enrolled in. We encourage you to make any necessary adjustments to your schedule as soon as possible, as courses fill up quickly.

Your next step: STEP 3 – View, add, or drop courses (starting July 21st)