STEP 3

View, add, or drop courses (starting July 21st)

After you make your course requests (See STEP 2 - Request your courses), Waterloo’s scheduling system creates a class schedule based on all first-year students’ requests. You’ll be able to view your schedule on Quest starting July 21st.

Your schedule is made up of the courses you requested as well as any core courses you were automatically enrolled in. If you don’t see a course you requested, it means you’re NOT enrolled in that course, due to space or other restrictions. You need to add an alternative course(s).

If your program requires a specific course, but all the sections are full or conflict, contact your academic advisor immediately.

Although you have until September 21st to change your courses during the Drop/Add Period, we strongly recommend that you request your classes as soon as possible, since classes fill up quickly.

uwaterloo.ca/registrar/current-students/advisors

This guide shows you how to

A. view your schedule
B. make changes to your schedule by adding, dropping or swapping courses
C. print your schedule
D. get technical help with the Quest site

A. View your schedule

» On your Student Centre screen, click on the Enrol tab to go to the My Class Schedule screen.

» On this screen, you’ll see all the courses you selected, including any core courses you were automatically enrolled in.

» Most students need 5 courses (plus any applicable labs or tutorials) for the fall term. If you don’t have 5 courses listed, you’ll need to add courses.

» If you don’t see a course you requested, it means you are not enrolled in that course, due to space or other restrictions. You need to add an alternative course(s).

» If you have all your courses and don’t want to make adjustments to your schedule, please go to STEP 4: Pay your tuition and fees.

B. Add courses (if necessary)

From the My Class Schedule screen, click add at the top of the screen. This takes you to the Add Classes screen.

Example Student

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Add Classes

1. Select classes to add
   - To select classes for another term, click change term.
   - When you are satisfied with your shopping cart class selections, click Proceed to step 2 of 3.

Fall 2018 | Undergraduate | University of Waterloo

Add to Cart: Fall 2018 Shopping Cart

Your enrollment shopping cart is empty.
On this screen, you’ll select the classes you want to add. Click on the green SEARCH button in the shopping cart. The Search for Classes screen appears.

On this screen you’ll search for courses you’d like to enrol in. Type the subject and number of the course in the boxes provided; we’ll use CHEM 120 – Physical and Chemical Properties of Matter as an example. (If you know the 4-digit course number, you can click on Additional Search Criteria and then enter the course number instead of the subject and number.)

Click the green SEARCH button.

On this screen, you’ll choose when you’ll take your course. Find the day and time of the class you want to be enrolled in and click on the select class button.

Some courses have only one type of class – typically, a lecture. Other courses have several types of classes in addition to a lecture – labs, tutorials, test slots, etc. You’ll see all of the individual sessions listed with the course information, and you’ll select one of each type of meet. After you select the first type of meet, any other types you’re required to select are listed on the next screen. In the example shown below, you must select a lab section (LAB) as well as the lecture.

NOTE: Most first-year Science labs are listed as separate courses (e.g., CHEM 120L), rather than as related components. If required by your program, you must select both the lecture and the lab. In addition, many related components for Science courses, such as tutorials, are held every other week.
Here on the Related Class Sections screen, you see the lab meets that are available for your courses. Select the lab section you want to be enrolled in by clicking the white radio button to the left of the section, then clicking the green NEXT button.

Here on the Enrollment Preferences screen, you see the lecture and the tutorial you requested. Click on the green NEXT button.

You've returned to the first Add Classes screen where you see that the course has been added to your shopping cart. To add another course, click on the green SEARCH button.

Once all of your courses are in your shopping cart, click on the green PROCEED TO STEP 2 OF 3 button.

On this screen, you'll confirm your courses. Review all of your choices. If the list of classes is correct, click on the green FINISH ENROLLING button.
On this screen, you’ll review your results. You’ll be able to see whether the classes you’ve selected have been added to your schedule. If there’s a problem, an error message is displayed next to the class. You can find explanations for some of the most common error messages at uwaterloo.ca/quest/undergraduate-students/error-messages.

IMPORTANT: If you weren’t able to enroll in a course because it’s full or has been cancelled, you’ll need to select an alternate class or time. Contact your academic advisor immediately. uwaterloo.ca/registrar/current-students/advisors

TIPS

» Some courses are offered by one of our University Colleges or by Wilfrid Laurier University. The Campus Location (Camp/Loc) code tells you who is offering the courses and where it’s actually taught. Select the section number for the location you prefer. You can find the code explanations in the Glossary section.

» If a class time is listed as TBA, it means that the class time will be announced after you’re on campus. TBA is also used with online courses.

» Some courses are offered every other week. In that case, the specific dates the classes will be held are listed individually. You may be able to add different courses at the same day and time if they’re held on alternate weeks.

» ONLN ONLINE in the Campus Location column means that you won’t attend any classes on campus. Online courses allow you to study at your own pace while completing scheduled activities and assignments on set dates. If you’re taking an online course, make sure you keep your mailing address, email address, and phone number up to date so the Centre for Extended Learning, which administers these courses, can communicate with you throughout the term.

C. Drop or swap courses

» If you change your mind about taking a class, or if you make a mistake when you’re enrolling in your classes, you can adjust your schedule.

» Dropping a class deletes it from your class schedule; swapping a class allows you to delete one class and insert a new one. The advantage of swapping is that you can “try” a class to find out whether there is room in it without losing your space in the one you already have in your schedule. In addition, you can’t delete all the courses in your schedule, so if you’ve chosen only one course and want to change it, you’ll need to swap it.

» From the Student Center in Quest, click on Enroll under Academics.

» To drop a class, click the drop tab at the top.

> Select the classes you’d like to drop by clicking the check box to the left of the class, then click Drop Selected Classes.
» If the classes you want to drop are listed correctly, click the green FINISH DROPPING button. The classes you’ve successfully dropped are listed.

» Click the blue MY CLASS SCHEDULE button to see your updated class schedule.

» To swap a class, follow the same procedure as you did to drop a class, except that in this case you’ll start by clicking on the swap tab at the top.

» Under Swap this Class, select the class you want to change.

» You can use the SEARCH button under the With This Class heading to find a class to replace the one you swapped.

» Enter the subject and course number and then click on the green SEARCH button. You’ll follow the same steps you used to add a class.

» Click on the green select class button that corresponds to the class section you want to add.
» Click on the green NEXT button.

» Review your selection and then click on the green FINISH SWAPPING button.

» If a “x” appears in the status column, check the message column for an explanation.

» Click on the blue MY CLASS SCHEDULE button to see your new class schedule.

D. Print your schedule

» Once you’ve added all your classes, click on the blue MY CLASS SCHEDULE button. Your schedule looks something like this:

» To see your weekly schedule, select Weekly Calendar View.
» Make sure the date at the top of the weekly schedule shows the first week of classes.

» Adjust the time from 8 am to 10 pm so any night classes are displayed.

» Print your schedule in the format you find most useful.

» **NOTE:** If you have Science courses with tutorials or labs that are held every other week, you’ll want to print the schedule for weeks 1, 2, and 3 to see your entire schedule because some lab sections won’t begin until week 3 of the term.

**E. Need technical help?**

» You can find answers to frequently asked questions about Quest at [uwaterloo.ca/quest/undergraduate-students/faqs](http://uwaterloo.ca/quest/undergraduate-students/faqs). If you need additional help, contact Quest support staff at quest@uwaterloo.ca.

Your next step: **STEP 4 – Paying your tuition and fees (before August 24, 2016)**

You’ll request your winter courses in September. You’ll follow Steps 1 through 3, just as you did to request your fall courses.