

# How to Submit a Course Plan via GROWL



# Log into GROWL

1. You will see your advising hold at the top of the page

2. Click on HOLDS (second to last button)

**Growl | Welcome**

**Admissions**

- > Statement of Intent to Register (SIR)

**Registrar's Office**

- > Advising / Enrolling
- > Degree Check
- > Addresses
- > Grades
- > Classes
- > Change Pin
- > Privacy
- > Transcript Request

**Student Business Services / Cashiers**

- > Make a Payment
- > Current Activity
- > Monthly Billing Statements
- > Summer Fees
- > Direct Deposit
- > Deferred Payment Plan

**Financial Aid**

- > Application Status
- > Award Status
- > Revision
- > Request for Summer Aid

**Housing Services**

- > Make a Housing Payment
- > Deposit Display

**Personal Information**

- > Student ID
- > Username
- > Campus Email
- > Holds
- > Authorization

**You are currently logged on.**

\*\*\* To keep your records secure, BE SURE to sign off\*\*\*  
\*\*\* the system by pressing the EXIT button when you are finished. \*\*\*

Your vote matters! Here are three options for registering to vote:

- 1. On the web: Complete and print a voter registration form at : <https://www.sos.ca.gov/nvrc/fedform/?t=s>
- 2. By phone: Call 1-800-345-VOTE.
- 3. On campus: Visit Student Special Services, 125 Costo Hall.

**Attention!**

Our records indicate you have outstanding holds.  
Please click on the holds button to your left to view these holds.

Log off Growl ×

# View Your Registration Hold



Growl | Holds

1. You will see your specific Registration Hold

2. Click on this Hold

3. A new textbox will open below the Hold

4. Click on the Advising/ Enrollment button

The screenshot displays the 'Growl | Holds' interface. On the left is a navigation menu with categories: Admissions, Registrar's Office, Student Business Services / Cashiers, Financial Aid, Housing Services, and Personal Information. The main content area is titled 'Registration holds' and contains a message: 'You have the following hold(s) which must be resolved before you may enroll. Please click on the hold for a description of this hold and contact information for clearing your hold:'. Below this message, a yellow box highlights the 'Advising/Enrollment Restrictions' hold. This box contains a 'Description' (You will not be able to enroll until you have cleared your Advising/Enrollment restrictions.), a 'Resolution' section, and a dropdown menu with '> Advising / Enrolling' selected. A 'Log off Growl' button is visible at the bottom left of the page.

# Select the Correct Quarter

1. Select the upcoming quarter from the drop-down list
2. Hit “OK”



The screenshot shows the Growl Advising / Enrolling interface. On the left is a navigation menu with categories: Admissions, Registrar's Office, Student Business Services / Cashiers, Financial Aid, Housing Services, and Personal Information. The main content area displays the text "Please enter the quarter for which you would like to register:" followed by a dropdown menu with "Spring Quarter" selected and "Winter Quarter" as an option. An "OK" button is located to the right of the dropdown. An arrow points from the first step of the instructions to the dropdown menu.

**Growl | Advising / Enrolling**

**Admissions**

Please enter the quarter for which you would like to register:

**Registrar's Office**

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# Submit Your Course Plan

1. Select the courses you wish to enroll in next quarter (Include the course name AND course number)
2. After you have selected all your courses, hit “Submit”

**Growl | Advising / Enrolling**

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**Enrollment Requirements**

Your major is Biological Sciences in the College of Natural and Agricultural Sciences.  
Your advisor is William Sovich.

Your enrollment appointment period is:  
8:00 AM Monday, February 13, 2012.

You will not be eligible to enroll until the advising requirement (s) below have been completed, and cleared by your advisor. Please submit all required information as soon as possible in order to provide your advisor with sufficient review time. You will receive a notification via Webmail once your advisor has reviewed your information. Student submissions are reviewed on the basis of enrollment appointment dates/priority. **If you have any outstanding advising/enrollment restrictions, they will be listed below. Once you have completed the requirements and had them cleared you will be able to log in to GROWL the day of your Enrollment Appointment. Select Advising/Enrollment and proceed to enroll in classes.**

Please list the courses you propose to take next quarter. Your course plan will be reviewed by your professional academic advisor.

	<u>Course Subject Area</u>	<u>Number</u>	<u>Title</u>
1	Biology	5B	
2	Physics	2A	
3	Physics	2LA	
4	Chemistry	112B	
5			
6			
7			
8			
9			
10			

# What Happens Next?

- If you **submit** your course plan at least **5 days before your enrollment**, your course plan will be cleared by your appointment date/time.
- If your course plan is approved, **you will no longer have a hold when you log in**.
- If your course plan is not approved, your hold will remain, and you must go to the screen **where you submitted your course plan** to see the comments/questions your advisor has left you.
- Note: **Course plans are cleared in order of enrollment appointment**, not by date of submission.

# Online Schedule of Classes

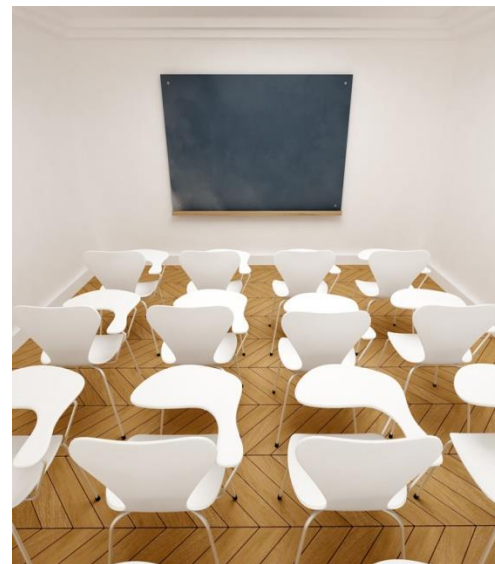
**LEC** - Lecture

**DIS** - Discussion

**LCA** - Additional lecture  
(MATH 8A and MATH 5)

**MWF** - Monday, Wednesday, Friday

**TR** - Tuesday, Thursday



[www.classes.ucr.edu](http://www.classes.ucr.edu)

# Online Schedule of Classes

**Course Number:** Used with subject to identify course  
(MATH 9A)

**Section Number:** specific number given to each lecture, lab, discussion, etc. (ANTH 1 lecture 001 and discussion 009)

**Call Number:** 5 digit number used to enroll in course via GROWL

