UO College of Design

New Student Registration Help Book

FOR INCOMING LANDSCAPE ARCHITECTURE MAJORS

A guide to navigating the UO/College of Design’s online resources for Fall term registration
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For Lawrence Hall computer labs:

Logging in to College of Design Windows computers:
• Username: \dsgn\class
• Password: Goducks!

Logging in to College of Design Apple computers:
• Username: dsgn\class
• Password: Goducks!

Getting onto Duckweb:
1.) Open a Google Chrome window by clicking this icon: 🌐
2.) Enter the following web address: duckweb.uoregon.edu
3.) Enter your:
   • UO ID number (should start with 95)
   • Your PAC (should be 6 characters long)
4.) Once you have logged on, click “Student Menu”
Opening your Degree Guide:

1.) Open a new tab in your browser and enter duckweb.uoregon.edu
2.) You will probably have to log in to Duckweb again; refer to the beginning of this packet for instructions.
3.) From the student menu, click “Degree Guide - Interactive” on the left column.

4.) On the next page, scroll down and select “Degree Guide” as shown below:

5.) You will be asked to log in, this time use your Duck ID (the first part of your UO email address) and password (the same as for your email).

6.) On the next page, click the Request Audit button on the far right side of the screen.

7.) On the next page, click the Run Current Degree button on the bottom left of the screen.
8.) On the next page, click the “View Audit” button on the most recently listed audit.
Opening the Student Blog:

1.) Open a new tab in your browser and enter archenvironment.uoregon.edu/architecture
   • (You can also Google “UO architecture” instead, and it should be the first result.)

2.) Scroll all the way to the very bottom of the screen, and from the column on the left, select “For Current Students”.

3.) On the next page, select “Landscape Architecture” as pictured below:

On the blog you are redirected to, you will find a list of all landscape architecture courses offered this Fall (on the “Course Descriptions” tab of the left column), as well as descriptions for each course. Be sure to remember how to find this blog in the future, as it will aid you in searching for classes needed to fulfill your major requirements!
Registering for Individual Classes (Using ARCH 201 as an example):

1.) From the student menu, click “Registration Menu” on the left column.

2.) Next, scroll down and click “Search for Open Classes” on the right column.

3.) When it asks you to select a term, make sure “Fall 2019” is selected and, click “submit”
4.) For example, select “ARCH” as the subject, and type “201” in the course number box.

5.) Then, hit “section search” at the bottom of the page.

6.) On the next page, check the box on the far left to select this course.

7.) Hit the “register” button below that to enroll in this course! (Remember to replace ARCH 201 with the course you actually want to take, such as LA 260).

8.) To register for additional courses, simply click “New Search” at the bottom off the screen or hit the back button to change search options.
Finding classes to take:

1.) In a new tab, enter the following web address: classes.uoregon.edu
2.) Select “Fall 2019” on the left column of the screen.

3.) Use the different drop-down buttons to narrow your search. You may choose to select a subject and leave the course number box blank if you would rather search by subject only, and you can select “Gen Ed Requirement” to find courses that fulfill group/multicultural requirements as well.

4.) Then, hit “show classes” at the bottom of the page.
5.) Pay attention to the “Notes” column. Certain discussion sections may have seats reserved for FIGs/ARCs (marked with the symbol ![club](https://example.com/club.png)), which could prevent you from being able to register for it.

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<th>CRN</th>
<th>Avail</th>
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<th>Time</th>
<th>Day</th>
<th>Location</th>
<th>Instructor</th>
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</table>

6.) Write down any CRN #s of courses you are interested in. You can use the CRN # to find these classes on Duckweb when you are ready to register.
How to use Schedule Builder:

1.) Open a new tab in your browser and enter duckweb.uoregon.edu
2.) You will probably have to log in to Duckweb again; refer to the beginning of this packet for instructions.
3.) From the student menu, click “Registration Menu” on left column.

4.) Scroll down on the next page and click “Schedule Builder” on the left column.

5.) Wait while you are redirected to the Schedule Builder program.
6.) When Schedule Builder opens, select “Fall 2019” and then hit “Save And Continue”.

7.) On the next page, select “UO main campus” and then hit “Save And Continue”
   • (if you are looking to take online classes, you can also select “Distance Education/On-Line” to see online course offerings.)

8.) Click the green buttons to add courses and breaks. You do not have to add breaks.

9.) When you click the + Add Course button, you will be able to refine your search and add desired courses to your list.
   • You can choose from the “Subjects” dropdown menu (such as mathematics, anthropology, etc.) to see which classes are open and available for you to take in each subject. You can also choose the “Gen Ed/Languages” tab to find courses that fulfill specific degree requirements.
   • Adding a course to your list does not mean you have to register for it. Adding a course simply allows you to play around with schedules that include that course within Schedule Builder and see how it fits with your other desired/required courses. Adding all of classes you are considering will give you a variety of schedule options to choose from!
   • The courses you add will appear in column on the right side of your screen. You can click the ❌ button to remove the course from your list.
10.) When you have added all of your desired courses, click the “Schedule Builder” button at the top left corner of the page.

11.) On the next page, you can use the check boxes to make different combinations of classes, to see which schedule may work best for you.
    - The courses you have checked will be the ones that are used to generate schedules, so each time you generate a new schedule, only check the amount of classes you will realistically be able to take during the term. If you have too many courses checked, it is likely class times will overlap and Schedule Builder will not be able to generate the schedule.
    - The “Options” button will allow you to choose which instructor/section time you prefer, if available.

12.) Make sure that any courses you have already registered for are checked in the “Current Schedule” box, so that they are factored into each generated schedule.
13.) Click the button at the bottom of the page each time you check/uncheck courses, to see which schedules the program creates for each combination of classes.

- Make sure each CRN is one you are eligible for! It may be helpful to find the CRN on classes.uoregon.edu to see if the section has any reserved seats, before building your schedule around it.

14.) Click “View” or use the magnifying glass tool to see each of the possible schedules generated for the combination of classes you have checked, or select the check boxes next to each schedule to compare more schedule than one side-by-side.

15.) You can use the arrow buttons to go through the different schedules, or click “Back” to adjust which classes/options you have checked. When you have found a schedule you are satisfied with, you can click “Send to Shopping Cart”.

![Image showing schedule builder and options]

![Image showing generated schedules]

![Image showing view and selection options]
16.) Once you send a schedule to the Shopping Cart, a dialog box will pop up asking if you are sure you want to continue. If you are satisfied with this schedule, hit “OK”. Schedule Builder will then close and you will be redirected to the Registration Cart where you will be able to register for these courses.
   • (Courses you have already registered for will not appear in your cart, but you will remain registered for them).

17.) Congrats! You have now registered for classes. If you would like to add a course or view alternate schedules later on, you can still use Schedule Builder to do this. However, if you would like to drop or replace a course, this must be done through the “Add/Drop Classes” option on Duckweb’s Registration Menu.
Opening your Transfer Evaluation Report:

1.) Open a new tab in your browser and enter duckweb.uoregon.edu
2.) You will probably have to log in to Duckweb again; refer to the beginning of this packet for instructions.
3.) From the student menu, click “View Transfer Evaluation Report” on the left column.
4.) On the next page, scroll down to see your transfer credits.