"How to" R'Web Registration Tutorials

The following documents provide step-by-step tutorials for the following items:

- How to add or drop from a waitlist (pages 2-11)
- How to drop a class (pages 12-16)
- How to enroll after receiving a waitlist notification (pages17-27)
- How to register for a class using the conditional add and drop feature (pages 28-36)
- How to register for and adjust the units for a variable unit class (pages 37-43)
- How to register for classes by entering the CRN (pages 44-50)
- How to register for classes through find classes (pages 51-63)
- How to view your class schedule (pages 64-71)
- How to view our time ticket registration time (pages 72-78)

HOW TO ADD TO OR DROP FROM A WAITLIST IN R'WEB

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REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

The waitlist is a feature departments utilize to automatically mange student enrollment when a course is at capacity.

The waitlist will either be on the lecture or on the smallest section of the linked activities only. For example, in a lecture/discussion pair the waitlist will only be on the discussion since it is the smallest section. The student does **not** select all of the linked sections when enrolling into a waitlist. When a seat becomes available in the smallest waitlisted section there will be a seat available in the corresponding lecture and the student can enroll in both sections simultaneously.

Students will also have the option to waitlist a section if there is a time conflict with a registered section. The student will have to resolve the time conflict error when they determine which section(s) to enroll in.

Waitlisted units do not count toward the max number of units allowed. The maximum units will be upheld when the student enrolls in sections.

Students will not be able to waitlist another section of a course they are already enrolled in. For example, they will not be able to waitlist another discussion if they are already enrolled in a discussion for that course.

The following restrictions are enforced when a student adds to a waitlist:

- Prerequisites. During prerequisite failure reviews at the end of a term a department will drop any waitlisted students.
- Permission by Department, Enrollment Manager, or Instructor.
- Restrictions (i.e. by class, level, and major).

Once enrolled in a waitlist, the student will be notified via R'Mail if and when a seat becomes available. The e-mail will specify a seat is available with a 24 hour time stamp deadline to either accept or decline the seat. The available seat is reserved for the student for 24 hours (including weekends and holidays). If a student opts to enroll for the section(s) they will be required to enroll in any linked activities and will have to determine which time conflicted section(s) to enroll in before the 24 hour deadline. If the waitlisted student attempts to register for the section before their time stamp expires, and a registration error occurs (such as a time conflict, prerequisite, co requisite, and so on), the student's priority on the waitlist is maintained until the 24 hour time stamp deadline. If the waitlisted student accidentally drops them self from the waitlist after receiving notification of an available seat the student is still able to add into the section because the student's priority on the waitlist is maintained until the 24 hour time stamp expires.

R'Web allows a student to view their position on the waitlist and the time stamp deadline to accept a seat in the section once space becomes available. Students, please review *How to View Your Waitlist Position and Expiration Time in R'Web* for instructions on how to view your waitlist position and the 24 hour time stamp deadline.

Waitlists will close when R'Web closes for the add/drop deadline for the term. Please visit our <u>Academic Calendar</u> online for deadlines.

Undergraduate students may continue to request changes to their class schedule after R'Web closes by completing an online Enrollment Adjustment Form (EAF) available at <u>MyForms.ucr.edu</u>. Graduate students seeking to make changes to their enrollment after R'Web closes may obtain a paper EAF from their department's Graduate Program Coordinator.

The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the <u>Academic</u> <u>Calendar</u> to determine when the EAF has a processing fee.

This document will demonstrate how to:

- 1. Add to a Waitlist for a Class that Only Requires One Activity
- 2. Add to a Waitlist for a Class that Has Linked Activities
- 3. Drop from a Waitlist

PROCEDURES

ADD TO A WAITLIST FOR A CLASS THAT ONLY REQUIRES ONE ACTIVITY

- 1. Identify the section is full and there is an open waitlist
 - a. The status column will have a **FULL:** 0 of 19 seats remain. icon. This red exclamation mark icon is visible when the section is full.
 - i. Hover over the **FULL message** and you will see the status of the section, if a waitlist is available, and if there are any spots on the waitlist. The example below reads the class is full, but there are two open spots in the waitlist.



ii. To add into the waitlist press Add and the section will appear in your Summary panel.

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b. You may also select the course title to view additional class details and select the **Enrollment/Waitlist** tab to see if a waitlist is being offered. This example reads the class is full but there are two open spots in the waitlist.

Term: 201540 CRN: 14027	
Class Details	Enrollment Actual: 19
Course Description	Enrollment Maximum: 19 Enrollment Seats Available (may have been offered to student
Instructor/Meeting Times	on the waitlist): 0
Final Exam and Schedule	Waitlist Capacity: 2 Waitlist Actual: 0
Notes	Waitlist Seats Available: 2
Linked Sections	
Enrollment/Waitlist	
General Education	

c. An error message is received when attempting to add the section in Summary: the course is full but there is an open waitlist. In the example below there are 0 students on the waitlist and the waitlist is available.

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2. In the Summary panel change the Action to **Waitlist** and press **submit**.

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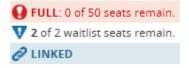
3. You have successfully added into the **waitlist** if your status reads **Waitlisted**.

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ADD TO A WAITLIST FOR A CLASS THAT HAS LINKED ACTIVITIES

As mentioned earlier, if a waitlist is available for a section that has linked activities the waitlist will be on the smallest section of the linked activities only. For example, in a lecture and discussion pair the waitlist will only be on the discussion since it is the smallest section. The student only selects the smallest activity when enrolling into a waitlist for linked sections.

- 1. Identify the section is full and there is an open waitlist.
 - a. The status column will have an **FULL:** 0 of 19 seats remain. icon. This red exclamation mark icon is visible when the section is full.
 - i. Under the Status column, hover over the **FULL message** and you will see the status of the section, if a waitlist is available, and if there are any spots on the waitlist. This linked activity example below reads the class is full, but there are two open spots in the waitlist.



ii. If the smallest section of the desired linked activities is full, press **Add** and the section is added to the Summary panel.

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b. You may also select the course title to view additional class details and select the **Enrollment/Waitlist** tab to see if a waitlist is being offered. This example reads the class is full but there are two open spots in the waitlist.

Class Details for INTRODUC	TION TO BUSINESS Business 010 022
11522 Term: 201540 CRN: 11522	
Class Details	Enrollment Actual: 50
Course Description	Enrollment Maximum: 50 Enrollment Seats Available (may have been offered to students
Instructor/Meeting Times	on the waitlist): 0
Final Exam and Schedule	Waitlist Capacity: 2 Waitlist Actual: 0
Notes	Waitist Actual o Waitlist Seats Available: 2
Linked Sections	
Enrollment/Waitlist	
General Education	

- c. Error messages are received when attempting to add the linked activities in the Summary panel:
 - i. **FULL COURSE WAITLIST**: the section is full but there is an open waitlist. In the example below there are 0 students on the waitlist.
 - ii. **ADDITIONAL ACTIVITY NEEDED**: This section requires enrollment in multiple activities. This error will appear when registration is not successful in at least one of the required linked activities.

How to Add To or Drop from a Waitlist in R'Web

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- 2. Navigate to the smallest activity and change the **Action** to **Waitlist**. If the primary activity is also in the Summary panel like the example below change the **Action** to **Remove**.
 - a. When you are notified of a seat in the class, please refer to *How to Enroll After Receiving a Waitlist Notification in R'Web* because registration into **all** of the linked activities is required for successful enrollment.

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3. Press submit.

4. You have successfully added into the **waitlist** if your status reads **Waitlisted**.

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DROP FROM A WAITLIST

1. Navigate to the waitlisted section and change the Action to **Drop** and press **Submit**.

How to Add To or Drop from a Waitlist in R'Web

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2pm								~	Total Uni	is Registered: 5	Dilling: 5 CEU: 0 Min: 0	Max: 1	5			
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2. You have been successfully dropped from the waitlist if the status reads **Dropped**.

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HOW TO DROP A CLASS IN R'WEB

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REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

Registration dates and times in R'Web are referred to as Time Tickets. A student may initially enroll in classes during their assigned time ticket and may continue to make changes to their schedule during First Pass and Makeup/Open Enrollment via R'Web. Please visit the <u>Academic Calendar</u> online for dates. Once time tickets have been assigned for the term, the student can view it in their Student Profile as well as in Registration: Prepare for Registration.

In R'Web there are courses that require enrollment in multiple activities (i.e. lecture and discussion) which are called Linked Activities. Linked activities are sections that have the same subject and course number; an example, <u>HIST 010</u>-001(lecture) and <u>HIST 010</u>-022(discussion). All linked activities must be added or dropped simultaneously for successful enrollment changes.

Corequisites are sections that have to be taken simultaneously and have two different subjects and course numbers; for example, <u>CHEM 001A</u>-001(lecture) and <u>CHEM 01LA</u>-002(lab). Both corequisite sections must be added and dropped simultaneously for successful enrollment changes.

Undergraduate students may continue to request changes to their class schedule after R'Web closes by completing an online Enrollment Adjustment Form (EAF) available at <u>MyForms.ucr.edu</u>. Graduate students seeking to make changes to their enrollment after R'Web closes may obtain a paper EAF from their department's Graduate Program Coordinator.

The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the <u>Academic</u> <u>Calendar</u> to determine when the EAF has a processing fee.

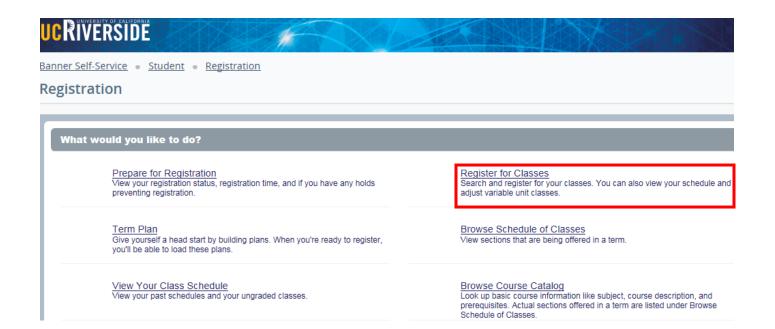
This document will demonstrate how a student can drop a class in R'Web.

PROCEDURES

- 1. Go to Rweb.ucr.edu.
- 2. Enter your UCR NetID and password.
- 3. Select **Registration** icon in R'Web.



4. Select Register for Classes.



5. Select the appropriate **Term** and press **Continue**.



6. Registered and waitlisted sections display in the **Schedule** and **Summary** panel.

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- 7. Navigate to the section you desire to drop in the **Summary** panel and change the action to **Drop** and press **Submit**.
 - a. Please remember to also drop any linked activities or corequisites.

ess Sche	dule for Fall	2015							II Sum			1000	lease of the	1212		
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		CRN	Details	75e	Onthe	Schedule 1	Sina	Action	1
Sam	00.00		A DIRECTOR		A DESCRIPTION OF			~	14544	ENGL 001	BEGINNING COM	4	Lecture	Registered	Drop	-
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11an			Serviceum		RENCOUCH	-		2.10	11521	BUS 010	INTRODUCTION T	0	Discus .	Repatered	Note	-
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1pm				Sector Sec		CONTRACTOR OF		1	16142	M47H 004	INTRODUCTION T	0	A538	Registered	None	-
2pm					PHENOLOGIC											
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8. Cheers, you have dropped the section if the status reads **Dropped** and receive a **Save Successful** message.

Banner Self-Service - Stu		stration = <u>Sele</u>	ct a Term 🔹	Register f	or Classes				Save	Suc	cessful			
Register for Classe	5													
Find Classes Enter CRM	ls Plans	Schedule and Op	tions											
Enter Your Search Cri Term: Fall 2015	teria 0													^
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1pm		TO COLLEGE MATHEMATE'S		THEMATICA			16142	MATH 004	INTRODUCTION T	0	Additi	Registered	None	Ψ.
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Panels												Conditional Add	and Drop 0	Submit

HOW TO ENROLL AFTER RECEIVING A WAITLIST NOTIFICATION IN R'WEB

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Introduction and Purpose	2
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REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

The waitlist is a feature department utilize to automatically mange student enrollment when a course is at capacity.

The waitlist will either be on the lecture or on the smallest section of the linked activities only. For example, in a lecture/discussion pair the waitlist will only be on the discussion since it is the smallest section. The student does **not** select all of the linked sections when enrolling into a waitlist. When a seat becomes available in the smallest waitlisted section there will be a seat available in the corresponding lecture and the student can enroll in both sections simultaneously.

Students will also have the option to waitlist a section if there is a time conflict with a registered section. The student will have to resolve the time conflict error when they determine which section(s) to enroll in.

Waitlisted units do not count toward the max number of units allowed. The maximum units will be upheld when the student enrolls in sections.

Students will not be able to waitlist another section of a course they are already enrolled in. For example, they will not be able to waitlist another discussion if they are already enrolled in a discussion for that course.

The following restrictions are enforced when a student adds to a waitlist:

- Prerequisites. During prerequisite failure reviews at the end of a term a department will drop any waitlisted students.
- Permission by Department, Enrollment Manager, or Instructor.
- Restrictions (i.e. by class, level, and major).

Once enrolled in a waitlist, the student will be notified via R'Mail if and when a seat becomes available. The e-mail will specify a seat is available with a 24 hour time stamp deadline to either accept or decline the seat. The available seat is reserved for the student for 24 hours (including weekends and holidays). If a student opts to enroll for the section(s) they will be required to enroll in any linked activities and will have to determine which time conflicted section(s) to enroll in before the 24 hour deadline. If the waitlisted student attempts to register for the section before their time stamp expires, and a registration error occurs (such as a time conflict, prerequisite, co requisite, and so on), the student's priority on the waitlist is maintained until the 24 hour time stamp deadline. If the waitlisted student accidentally drops them self from the waitlist after receiving notification of an available seat the student is still able to add into the section because the student's priority on the waitlist is maintained until the 24 hour time stamp expires. R'Web allows a student to view their position on the waitlist and the time stamp deadline to accept a seat in the section once space becomes available. Students, please review *How to View Your Waitlist Position Expiration Time in R'Web* for instructions on how to view your waitlist position and the 24 hour time stamp deadline.

Waitlists will close when R'Web closes for the add/drop deadline for the term. Please visit our Academic Calendar online for deadlines.

Undergraduate students may continue to request changes to their class schedule after R'Web closes by completing an online Enrollment Adjustment Form (EAF) available at <u>MyForms.ucr.edu</u>. Graduate students seeking to make changes to their enrollment after R'Web closes may obtain a paper EAF from their department's Graduate Program Coordinator.

The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the <u>Academic</u> <u>Calendar</u> to determine when the EAF has a processing fee.

This document will demonstrate:

- 1. How to add into a section after being on the waitlist
- 2. How to add into linked sections after being on the waitlist
- 3. How to add into a waitlisted section that has a time conflict with a registered section

PROCEDURES

- 1. After being on the waitlist you have received an e-mail informing you there is a space available.
- 2. Go to Rweb.ucr.edu.
- 3. Enter your UCR NetID and password.
- 4. Select the **Registration** icon in R'web.



5. Select Register for Classes.

UCRIVERSIDE

Banner Self-Service • Student • Registration

Registration

Register for Classes Search and register for your classes. You can also view your schedule an adjust variable unit classes.
Browse Schedule of Classes View sections that are being offered in a term.
Browse Course Catalog Look up basic course information like subject, course description, and

6. Select the appropriate **term** and press **Continue**.

		A
A Banner Self-Service	Student Registration	Select a Term
SELECT A TERM		
Terms Open for Registrat	ion	v

HOW TO ADD INTO A SECTION AFTER BEING ON THE WAITLIST

1. Navigate to your waitlisted course in the **Summary panel**.

0.8.8 Sec.	edule for Fa	Contraction of the second							CRN	Details	Title	Units	Schedule"	Shitun	Action	
9em	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	~	14044	E%GL 001	BEGINNING COMP.	0	Lecture	Waltisted	None	
10em		COMPOSITION		REGINERS COMPOSITION		REGINNING			11519	BUS 010, 0	INTRODUCTION T	4	Lecture	Registered	None	
11am		-		-	ATRODUCTI			1	11522	BUS 010.0	INTRODUCTION T	0	Discus	Registered	None	
12pm			MATHEMATICS	NINCOLLING	METHEMATICS				16140	MATH 004	INTRODUCTION T	5	Lecture	Registered	None	
1pm				FO COLLEGE	-	TRI COLLEGE		-	16142	MATH 004	INTRODUCTION T	0	Additi_	Regulared	None	
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4pm																
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2. Change the Action to Add and press Submit.

How To Enroll After Receiving a Waitlist Notification in R'Web

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lass Sch	edule for	Fall 2015							CRN	Details	Title	Units	Schedule	Status	Action	\$
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12pm			MATHEMATICS		MATHEMATICS			ł	16140	MATH 004,	INTRODUCTION T	5	Lecture	Registered	None	¥
1pm				TO COLLEGE		TO COLLEGE			16142	MATH 004	INTRODUCTION T	0	Additi	Registered	None	*
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3pm Panels			SINTRODUCTION TO BUSINESS					~	Total Uni	is Registered: 9	Billing: 9 CEU: 0 Min: 0	Max: 15		ditional Add and D	rop 8 Subm	uit

3. Cheers, you have successfully enrolled in the linked activities if the **Status** reads **Registered**.

Banner Self-Service = Student = Registration = Select a Term = Register for Classes	Save Successful
Register for Classes	
Find Classes Enter CRNs Plans Schedule and Options	
Enter Your Search Criteria 0	^
Term: Fall 2015	
Subject and Course Number	
Subject	
Course Number	
Open Sections Only	
Title	
General Education	~

🖺 Sche	dule	Schedule De	etails						🗆 Sumi	mary						
Class Sch	edule for Fa	2015							CRN	Details	Title	Units	Schedule	Status	Action	\$
9am	Sunday	Monday	Tuesday	Wednesday	Thursday INTRODUCTION TO BUSINESS	Friday	Saturday	^	14044	ENGL 001	BEGINNING COMP	4	Lecture	Registered	None	Ŧ
10am									11519	BUS 010, 0	INTRODUCTION T	4	Lecture	Registered	None	v
11am			INTRODUCTION		INTRODUCTION TO COLLEGE				11522	BUS 010, 0	INTRODUCTION T	0	Discus	Registered	None	*
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1pm								ľ	16142	MATH 004	INTRODUCTION T	0	Additi	Registered	None	٣
2pm																
3pm			INTRODUCTION													
4pm								~	Total Uni	is Registered: 13	Billing: 13 CEU: 0 Min:	0 Max	15			
Panela													Cor	ditional Add and	Orop 🔒 Submit	

HOW TO ADD INTO LINKED SECTIONS AFTER BEING ON THE WAITLIST

- 1. As mentioned earlier, you have received a waitlist notification and have one of the linked activities in your **Summary** panel with a **Waitlisted Status**.
- 2. Since the waitlist is on the smallest section of the linked courses the other linked activity will not be in the Summary panel. You will have to add all the linked sections to the Summary panel before you can successfully enroll in the course. Please refer to *How to Register for Classes in R'Web* to learn how to add sections in the **Summary** panel.

🗂 Sche		Schedule	Details						🗏 Sumr	nary						
lass Sch	edule for Fa			1		1	1	_	CRN	Details	Title	Units	Schedule T	Status	Action	\$
8am	Sunday	Monday	Tuesday SINTRODUCT TO	Wednesday	Thursday	Friday	Saturday	^	11522	BUS 010, 022	INTRODUCTION TO	0	Discus	Waitfated	None	v.
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10am									16142	MATH 004	INTRODUCTION TO	0	Additio	Registered	None	v
11am									13270	ECON 002,	INTRODUCTION TO	5	Lecture	Registered	None	Ŧ
12pm			TO COLLEGE MATHEMATICS FOR BUSINESS	SINTRODUCT	TO COLLEGE MATHEMATICS FOR BUSINESS				13281	ECON 002,	INTRODUCTION TO	0	Discus	Registered	None	¥
1pm				TO COLLEGE		TO COLLEGE										
2pm								~	Total Unit	s Registered: 10 E	Billing: 10 CEU: 0 Min: 0	Max: 15				
Panels														Conditional Add a	nd Drop 0 Sub	mit

3. Add all the required linked activities to the **Summary** panel.

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	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		CRN	Detxh	TITH	Units	Schedule T	Sterra	ACTON	19
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10am								1	16140	MATH 004	INTRODUCTION TO	5	Lecture	Registered	None	٠
11am			INTROCUET		MINCOUT				16142	MATH 004	INTRODUCTION TO	0	Additio	Registered	None	*
12pm			TO COLLEGE MATHEMATICS FOR BLICINESS	SINTRODUCT	TO COLLEGE MATHEMATICS FOR BUSINESS	SINTSODUCT			13270	ECON 002	INTRODUCTION TO .	5	Lecture	Registered	None	
1pm				TO COLLEGE		TD COLLEGE			13281	ECON 002	INTRODUCTION TO	0	Discus	Registered	None	*
2pm																
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4pm									rotar unit	s negestered: 10 6	Billing: 10 CEU: 0 Min: 0	Marc 10				

4. Select the drop down button in the Action column and change the Action to all of the linked activities to Add and press Submit.

How To Enroll After Receiving a Waitlist Notification in R'Web

International In	Wednesday 1		Friday	Saturday		CRN	Details	Ttle	Units	Schedule T	Status	Action	\$
			Friday	Saturday									
CLAURINES	8				^	11519	BUS 010, 001	INTRODUCTION TO B	4	Lecture	Periding	Add	
		ADRODUCTION MARINELI				11522	BUS 010, 022	INTRODUCTION TO	0	Discus	Waltisted	Add	•
111110	1				E	16140	MATH 004	INTRODUCTION TO	SI.	Lecture	Registered	None	
MINDOLOT	2	-					MATH 004,	INTRODUCTION TO	0	Additio	Registered	None	5
TO COLLEGE MATHEMATICS RCR BUSINESS	84	ATHEMATICS	SHIRODUCT			13270	ECON 002	INTRODUCTION TO -	5	Lecture	Registered	None	*
	TO COLLEGE		D COLLEGE			13281	ECON 002	INTRODUCTION TO	0	Discus	Registered	None	
	MIRODUCT		DINTRODUCT										
La servicione		-	-		~	Total Unit	s Registered: 10 E	Nilling: 10 CEU: 0 Min: 0	Max: 15				
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5. Cheers, you have successfully enrolled in the linked activities if the **Status** reads **Registered**.

				gistration	 Select a 	Term - Register	for Cla	5565		📀 Save	Suco	essful			
Regi	ster for	Classes	5												
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🖆 Sch Class Sci	hedule for Fa							CRN	Details	Title	Units	Schedule T	Status	Action	¢.
				Wednesday	Thursday	Friday Saturdi	y A	_	Details	Title	Units 4	Schedule T Lecture	Status Registered	Action None	¢.
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Class Sci Sam Sam 10am	hedule for Fa	all 2015	Tuesday		INTRODUCT TO BUSINESS		^	CRN 11519 11522 16140	Details BUS 010, 001 BUS 010, 022 MATH 004,		4 0 5	Lecture Discus Lecture	Registered Registered Registered	None None None	v
Class Sci Barn Sam 10am 11am	hedule for Fa	all 2015	Tuesday		INTRODUCT TO BUSINESS		^	CRN 11519 11522 16140 16142	Details BUS 010, 001 BUS 010, 022 MATH 004, MATH 004,		4 0 5 0	Lecture Discus Lecture Additio	Registered Registered Registered Registered	None None None None	•
Class Sci Sam 9am 10am 11am 12pm	hedule for Fa	all 2015	Tuesday		INTRODUCT TO BUSINESS		^	CRN 11519 11522 - 16140 - 16142 - 13220 13281	Details BUS 010, 001 BUS 010, 022 MATH 004, ECON 002, ECON 002,	INTRODUCTION TQ INTRODUCTION TQ INTRODUCTION TQ INTRODUCTION TQ INTRODUCTION TQ	4 0 5 0 5 0	Lecture Discus Lecture Additio Lecture	Registered Registered Registered Registered	None None None None None None	*

HOW TO ADD INTO A WAITLISTED SECTION THAT HAS A TIME CONFLICT WITH A REGISTERED SECTION

If you receive a waitlist notification for a section that conflicts with a registered course, and you decide to enroll in the waitlisted course instead, follow these steps.

- 1. The sections you're **Registered** and **Waitlisted** for are listed in your **Summary** Panel.
 - a. Friendly reminder, be sure to add any linked sections, paired with the waitlisted section, in the **Summary** panel. Please review *How to Add into Linked Sections after being on the Waitlist* above to learn more.
 - b. In the example below, the student is registered in the linked activities MATH 004 lecture and discussion and waitlisted for ENGL 001A. The time conflict is visible with the color blocks in the **Schedule** panel.

Sche	edule II	Schedule Deta	ails						Summ	hary						
as Sch	edule for Fall							_	CRN	Details	Title	Units	Schedule T	Status	Action	¢
8am	Sunday	Monday	Tuesday NITRODUCTIO TO	Wednesday	Thursday	Friday	Saturday	^	14044	ENGL 001A,	BEGINNING COMP	0	Lecture	Wattisted	None	Ŧ
9am			INTRODUCTION TO BUSINESS		INTRODUCTIO TO BUSINESS				11519	BUS 010, 001	INTRODUCTION TO	4	Lecture	Registered	None	Ŧ
0em	- F	OBEGI OINTRO COMPO TO							11521	BUS 010, 021	INTRODUCTION TO	0	Discus	Registered	None	٣
1am		AND DE LA		AMERICAN LAN		AMILE AND		r	16131	MATH 004	INTRODUCTION TO	5	Lecture	Registered	None	٣
2pm									16134	MATH 004,	INTRODUCTION TO	0	Additio	Registered	None	Ŧ
1pm									13270	ECON 002,	INTRODUCTION TO	5	Lecture	Registered	None	٣
2pm									13281	ECON 002	INTRODUCTION TO	0	Discus	Registered	None	Ŧ
3pm		-			TO BUSINESS											
		■ <u>INTRODUCTIO</u> <u>TO</u>		NTRODUCTIO 10		SINTRODUCTION TQ TQ										
4pm																
5pm			INTRODUCTIO TO COLLEGE		NIRCOUCTIO TO COLLEGE											
6pm								~	Total Unit	Registered: 14	Billing: 14 CEU: 0 Min: 0	Max: 15				
Panels														Conditional Add a	nd Drop 🔒 👘 Sut	mit

2. It's good practice to check the **Conditional Add and Drop box** to ensure you are not dropped from one section without getting enrolled in the other section.

CRN	Details	Title	Units	Schedule T	Status	Action	‡
14044	ENGL 001A,	BEGINNING COMPO	0	Lecture	Waltisted	None	Ŧ
1519	BUS 010, 001	INTRODUCTION TO	4	Lecture	Registered	None	Ŧ
1521	BUS 010, 021	INTRODUCTION TO	0	Discus	Registered	None	Ŧ
16131	MATH 004,	INTRODUCTION TO	5	Lecture	Registered	None	*
6134	MATH 004,	INTRODUCTION TO	0	Additio	Registered	None	*
3270	ECON 002,	INTRODUCTION TO	5	Lecture	Registered	None	Ŧ
3281	ECON 002,	INTRODUCTION TO	0	Discus	Registered	None	*

- 3. Change the ${\bf Action}$ of the waitlisted section and any linked sections to ${\bf Add}.$
 - a. In this example, the action of ENGL 001A was changed to Add.

🗉 Summ	ary				_		
CRN	Details	Title	Units	Schedule T	Status	Action	* -
14044	ENGL 001A,	BEGINNING COMP	0	Lecture	Waitlisted	Add	*
11519	BUS 010, 001	INTRODUCTION TO	4	Lecture	Registered	None	٣
11521	BUS 010, 021	INTRODUCTION TO	0	Discus	Registered	None	٣
16131	MATH 004,	INTRODUCTION TO	5	Lecture	Registered	None	v
16134	MATH 004,	INTRODUCTION TO	0	Additio	Registered	None	v
13270	ECON 002,	INTRODUCTION TO	5	Lecture	Registered	None	¥
13281	ECON 002,	INTRODUCTION TO	0	Discus	Registered	None	¥

Total Units Registered: 14 Billing: 14 CEU: 0 Min: 0 Max: 15			
	Conditional Add and Drop 0	Submit	00

- 4. Change the Action of the Registered section and any linked sections to Drop and press Submit.
 - a. In this example, the action for MATH 004 and its linked activity is changed to **Drop**.

Summ	ary						
CRN	Details	Title	Units	Schedule T	Status	Action	₩.
14044	ENGL 001A,	BEGINNING COMP	0	Lecture	Waitlisted	Add	Ŧ
11519	BUS 010, 001	INTRODUCTION TO	4	Lecture	Registered	None	Ŧ
11521	BUS 010, 021	INTRODUCTION TO	0	Discus	Registered	None	Ŧ
16131	MATH 004,	INTRODUCTION TO	5	Lecture	Registered	Drop	¥
16134	MATH 004,	INTRODUCTION TO	0	Additio	Registered	Drop	•
13270	ECON 002,	INTRODUCTION TO	5	Lecture	Registered	None	Ŧ
13281	ECON 002,	INTRODUCTION TO	0	Discus	Registered	None	·

Total Units Registered: 14 Billing: 14 CEU: 0 Min: 0 Max: 15			
	Conditional Add and Drop 0	Submit	0

5. Cheers, the change is successful if the status of your previous **Waitlisted** section(s) now reads **Registered** and your previous **Registered** section now reads **Dropped**.

Banner Self-Service = Stur Register for Classe	<u>ient = Registration = Select a Term</u> = Register for Classes e		Save Successful	
Register for classe	,			
Find Classes Enter CRNs	Plans Schedule and Options			l
Enter Your Search Criter Term: Fall 2015	ia 0		^	
Subject and Course Number		1		
Subject		ĺ		l
Course Number				l
Open Sections Only		2		l
Title]		L
General Education Requirements]		l
Instructor]	Ŷ	

How To Enroll After Receiving a Waitlist Notification in R'Web

🗂 Sche	dule II	Schedule Det	alls						II Sum	mary						
Class Sch	edule for Fal							_	CRN	Details	Title	Units	Schedule T	Status	Action	\$
8am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	~	14044	ENGL 001A	BEGINNING COMP	4	Lecture	Registered	None	*
9am			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS				11519	BUS 010, 001	INTRODUCTION TO	4	Lecture	Registered	None	*
10am									11521	BUS 010, 021	INTRODUCTION TO	0	Discus	Registered	None	v
11am		COMPOSITION		COMPOSITION		LUNPUSITION			16131	MATH 004,	INTRODUCTION TO	0	Lecture	Dropped	None	٠
12pm									16134	MATH 004	INTRODUCTION TO	0	Additio	Dropped	None	v
1pm									13270	ECON 002,	INTRODUCTION TO	5	Lecture	Registered	None	*
2pm									13281	ECON 002,	INTRODUCTION TO	0	Discus	Registered	None	*
3pm					TO BUSINESS			1								
4pm		10		10		10										
5pm								~	Total Uni	s Registered: 13	Billing: 19 CEU: 0 Min: 0	Max: 15				
Panels														Conditional Add ar	nd Drop 🕕 🗾 Sa	hmit

HOW TO REGISTER FOR A CLASS USING THE CONDITIONAL ADD AND DROP FEATURE IN R'WEB

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Version	Date	Name	Description

INTRODUCTION AND PURPOSE

Registration dates and times in R'Web are referred to as Time Tickets. A student may initially enroll in classes during their assigned time ticket and may continue to make changes to their schedule during First Pass and Makeup/Open Enrollment via R'Web. Please visit the <u>Academic Calendar</u> online for dates. Once time tickets have been assigned for the term, the student can view it in their Student Profile as well as in Registration: Prepare for Registration.

In R'Web there are courses that require enrollment in multiple activities (i.e. lecture and discussion) which are called Linked Activities. Linked activities are sections that have the same subject and course number; an example, <u>HIST 010</u>-001(lecture) and <u>HIST 010</u>-022(discussion). All linked activities must be added or dropped simultaneously for successful enrollment changes.

Corequisites are sections that have to be taken simultaneously and have two different subjects and course numbers; for example, <u>CHEM 001A</u>-001(lecture) and <u>CHEM 01LA</u>-002(lab). Both corequisite sections must be added and dropped simultaneously for successful enrollment changes.

Undergraduate students may continue to request changes to their class schedule after R'Web closes by completing an online Enrollment Adjustment Form (EAF) available at <u>Myforms.ucr.edu</u>. Graduate students seeking to make changes to their enrollment after R'Web closes may obtain a paper EAF from their department's Graduate Program Coordinator.

The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the <u>Academic</u> <u>Calendar</u> to determine when the EAF has a processing fee.

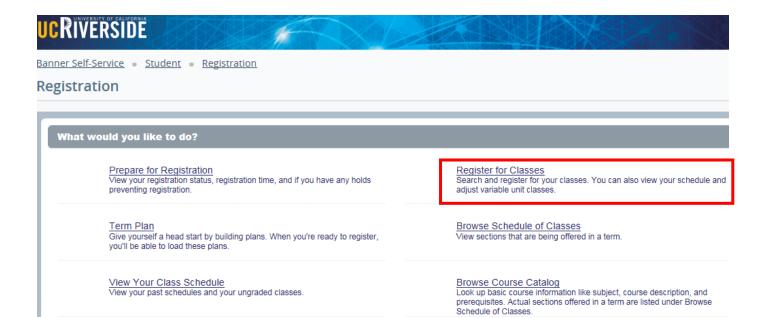
In R'Web there is a feature known as Conditional Add and Drop which allows a student to drop a section from their schedule on the condition that he/she is able to add into another section. This document will demonstrate how to register for a class using the Conditional Add and Drop feature in R'Web.

PROCEDURES

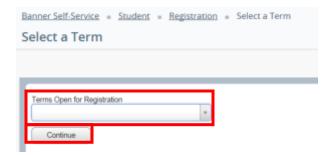
- 1. Go to Rweb.ucr.edu.
- 2. Enter your UCR NetID and password.
- 3. Select the **Registration** icon in R'Web.



4. Select Register for Classes.



5. Select the appropriate **term** and press **Continue**.



6. Your registered sections display in the **Schedule** and **Summary** panel.

Banner Self-Servic		- <u>Registr</u>	ation = Sele	ct a Term 。	Register for C	lasses								
Register for	Classes													
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- 7. Using Find Classes, Enter CRNs or Plans tab in the header add the desired section to the Summary panel and verify the Action is Add. Please be sure to also add any linked activities and/or corequisites. For information on how to add a section to the summary panel using the Find Classes, Enter CRNS or Plans tab please review procedures called:
 - a. How to Register for Classes Through Find Classes
 - b. How to Register for Classes by Entering the CRN
 - c. How to Register for a Variable Unit Class
 - d. How to Register for Classes Through Term Plan

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8. Check the box next to **Conditional Add and Drop**.

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9. Navigate to the section that you want to drop and change the **Action** to **Drop**. Please remember to also drop any linked activities and/or corequisites.

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- 10. Press **Submit.** Changes to your registration will either be completed or an error message will display. If an error displays the original enrolled section will not be dropped.
 - a. If no errors occurred the swap is successful and the **Status** reads **Dropped** from the original section and **Registered** in the new desired section.
 - In this example, the desired section is BUS 010 and the original enrolled section is MATH 004. The student was able to successfully register in BUS 010 and drop MATH 004 since the status reads **Registered** and **Dropped** accordingly.

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- b. Swap with error: Various errors can prompt preventing registration in the desired section. A message saying "Unable to make requested changes so your schedule was not changed" appears. The benefit of the Conditional Add and Drop boxis that is the original section(s) does not get dropped if the desired section cannot be added. The student can either waitlist the new section, resolve the error to continue, or remove the section and select another section to enroll in.
 - i. In this example, the desired section was BUS 010 and the original enrolled section was MATH 004. The student received a full course **error** preventing registration in BUS 010. MATH 004 was not dropped and the student is still enrolled in this section.

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4pm														

- c. To Remove the section change the Action to Remove and press Submit.
 - i. To waitlist the section see procedures called *How to Add to or Drop from a Waitlist*.
- d. Resolve the error by selecting another section, removing the section you requested to add from your Summary, or by rearranging your schedule. Press **Submit.** In the example below, the desired section was full and the student resolved the error by waitlisting the discussion.

ind Class	sses En	ter CRNs Plan	Sched	ule and Opt	ptions					_	se	ctions.	etc.). Please si		
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HOW TO REGISTER FOR AND ADJUST THE UNITS FOR A VARIABLE UNIT CLASS IN R'WEB

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F	REVISION HISTORY												
	Version	Date	Name	Description									

INTRODUCTION AND PURPOSE

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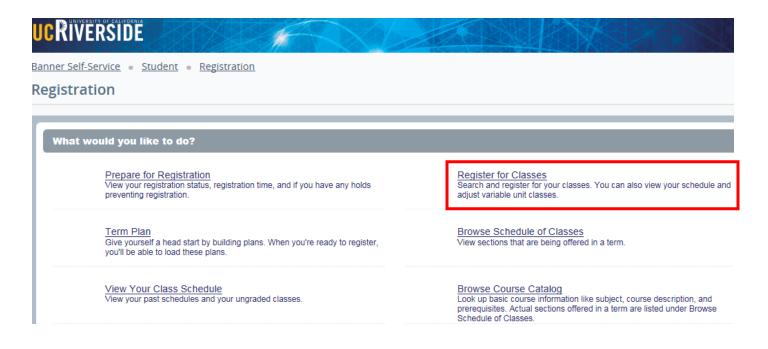
This document will demonstrate how a student may register for and adjust the units for a Variable Unit Class.

PROCEDURES

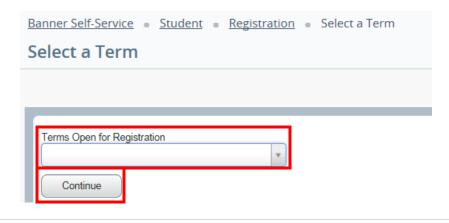
- 1. Go to Rweb.ucr.edu.
- 2. Enter your UCR NetID and password.
- 3. Select the **Registration** icon in R'Web.



4. Select Register for Classes.



5. Select the appropriate term and press **Continue**.



- 6. Utilizing one of the registration paths mentioned in *How to Register for Classes Through Find Classes* or *How to Register for Classes By Entering the CRN*, or *How to Register for Classes Through Term Plan* locate the section.
 - a. The **Units** column lists the unit range the course has been approved for.
 - b. The example below demonstrates the course has been approved to be taken for 2-4 units. It also demonstrates two of the sections being offered have a time conflict with registered section.
- 7. Add the Variable Unit Course to the Summary panel.

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- 8. When the section is added to the Summary Panel it will assign the least amount of units the section is offered for. This can be adjusted once registration is successful.
- 9. Press Submit.

How To Register for and Adjust the Units for a Variable Unit Class In R'Web

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pe.	-	ARM/REAL	-					12							
-		P0530964													

10. Registration is successful and the student is now registered in the section. We can proceed with adjusting the units.

ed Classes	Enter	r CRNs Plans	Schedule a	nd Options												
arch Res m: Fall 20'	sults — 41 ()15 Subje	Classes ect and Course Numbe	r: HNPG097 H	lonars												Search Again
ORN 0	Subject (C Subject Description +	Course Nump	Section 0	Title		0 Units	Meeting Times			instructor		Statue			φ.
5956	HNPG	Honors	097	D3X	HONORS L	LOWER-DMSIC/	1 RE 2 TO	-	r is 03:10 PM	- 05:00 PM Building: No	ne Roorr <u>Xa. Quanshui</u> (Prin	wy)	30 of 30 set Time Confi	ita remain. ef	Add	
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- 11. Click on the **Schedule and Options** tab on the header and the student schedule will appear.
- 12. Navigate to the Variable Unit Section. The unit number is underlined.

How To Register for and Adjust the Units for a Variable Unit Class In R'Web

immary m: Fall 20									ä	🗎
CRN :	0 Details	Title	+ Units	Satus	Schedule Type	Grade Mode	Registration Date	Level	Message	☆.
15957	HNPG 097, 04M	HONORS LOWER-DMSION	2	Registered	Consultation	Letter	08/06/2016	Undergraduate	Registered08/	
11519	BUS 010, 001	INTRODUCTION TO BUSINESS	4	Registered	Lecture	Letter	08/06/2016	Undergraduate	Registered08/	
11521	BUS 010, 021	INTRODUCTION TO BUSINESS	0	Registered	Discussion	Letter	08/06/2016	Undergraduate	Registered08/	
ichedule	III Schedule Detai	5								
	for Fall 2015		Tu			Thursd	8V	Friday	Sature	łav
		Monday	Tu	esday	Wednesday	Thursd	ay	Friday	Sature	lay
Schedule	for Fall 2015	Monday	INTRODUCTION CROECONON	esday		Thursd		Friday	Sature	iay
n m	for Fall 2015	Monday	INTRODUCTION CROECONON	esday NTO NTO				Friday	Sature	lay
Schedule m	for Fall 2015	Monday	INTRODUCTION CROECONON	esday NTO NTO				Friday	Sature	lay
schedule m m	for Fall 2015	Monday	INTRODUCTION CROECONON	esday NTO NTO				Friday	Sature	iay
m m m	for Fall 2015	Monday	INTRODUCTION CROECONON	esday NTO NTO				Friday	Saturt	lay

13. Click on the **Units** and it will prompt you to **Edit** the units on the section. Once selected it will provide the unit range the course has been approved for. The example below demonstrates the course has been approved to be taken for 2-4 units.

Panels

mmary n: Fall 201									ä	θ
ORN :	0 Details	Title	- Units	Status	Schedule Type	Grade Mode	Registration Date	Level	Message	φ.
5967	HNPG 097, 04M	HONORS LOWER DAVISION RES.	Munt be from 2 to 4	Registered	Consultation	Lotter	08/06/2016	Undergraduate	Registered03/06	
1519	BUS 010, 001	INTRODUCTION TO BUSINESS	4	Registered	Lecture	Latter	08/06/2016	Undergraduate	Registered03/06/	
1521	BUS 010, 021	INTRODUCTION TO BUSINESS	0	Registered	Discussion	Latter	08/06/2016	Undergraduate	Registered05/06/	
3270	ECON 882, 891	INTRODUCTION TO MACROECO	5	Registered	Lecture	Letter	05/06/2016	Undergraduate	Registered05/06/	
3281	ECON 002, 031	INTRODUCTION TO MACROECO	0	Registered	Discussion	Letter	05/06/2016	Undergraduate	Registered05/06/	

14. Press **Submit** and the change is successful.

Fiscel	for Classes									
nd Classe		Plans Schedule and Op	tions							
ummar arm: Fall 2									<u>a</u>	Ð
CRN	0 Details	Tite	+ Units	Status	Schedule Type	Grade Mode	Registration Date	Level	Message	₿.
	HNPG 097, 04M	HONORS LOWER-DIMISIO		Registered	Consultation	Letter	08/06/2016	Undergraduate	Registered08	
11519	BUS 010, 001	INTRODUCTION TO BUSIN	. 4	Registered	Lecture	Letter	08/06/2016	Undergraduate	Registered08	
11521	BUS 010, 021	INTRODUCTION TO BUSIN.	. 0	Registered	Discussion	Letter	08/06/2016	Undergraduate	Registered08	
13270	ECON 002, 001	INTRODUCTION TO MACR.	6	Registered	Lecture	Letter	08/06/2016	Undergraduate	Registered08	
13281	ECON 002, 031	INTRODUCTION TO MACR	0	Registered	Discussion	Letter	08/06/2016	Undergraduate	Registered08	
									Record	s: 5
Schedule	II Schedule Det	tails		Г						_
	e for Fall 2015									
am	Sunday	Monday		ion To	Wednesday	Thurs	day	Friday	Saturd	ay
am				ION TO BUSINESS			TO BUSINESS			
am										
am										
pm										
pm										

HOW TO REGISTER FOR CLASSES BY ENTERING THE CRN IN R'WEB

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REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

Registration dates and times in R'Web are referred to as Time Tickets. A student may initially enroll in classes during their assigned time ticket and may continue to make changes to their schedule during First Pass and Makeup/Open Enrollment via R'Web. Please visit the <u>Academic Calendar</u> online for dates. Once time tickets have been assigned for the term, the student can view it in their Student Profile as well as in Registration: Prepare for Registration.

In R'Web there are courses that require enrollment in multiple activities (i.e. lecture and discussion) which are called Linked Activities. Linked activities are sections that have the same subject and course number; an example, <u>HIST 010</u>-001(lecture) and <u>HIST 010</u>-022(discussion). All linked activities must be added or dropped simultaneously for successful enrollment changes.

Corequisites are sections that have to be taken simultaneously and have two different subjects and course numbers; for example, <u>CHEM 001A</u>-001(lecture) and <u>CHEM 01LA</u>-002(lab). Both corequisite sections must be added and dropped simultaneously for successful enrollment changes.

Undergraduate students may continue to request changes to their class schedule after R'Web closes by completing an online Enrollment Adjustment Form (EAF) available at <u>MyForms.ucr.edu</u>. Graduate students seeking to make changes to their enrollment after R'Web closes may obtain a paper EAF from their department's Graduate Program Coordinator.

The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the <u>Academic</u> <u>Calendar</u> to determine when the EAF has a processing fee.

This document will demonstrate how a student may register for a class through the Enter CRNs tab in R'Web.

PROCEDURES

- 1. Go to Rweb.ucr.edu.
- 2. Enter your UCR NetID and password.
- 3. Select the **Registration** icon in R' Web.



4. Select Register for Classes.



5. Select a term under Terms Open for Registration and press Continue.



- 6. The Search Results page presents three panels. The panels can be minimized or maximized by selecting the toggle arrows or reset back to default by selecting the reset button (the dot).
 - a. Search Results: Top panel allows you to view search results in a list format.
 - b. Schedule (Calendar): Provides a visual of how registered sections apply to a student's hourly, daily, and weekly schedule. Sections will be differentiated with color blocks allowing the student to view the number of times the section meets throughout the week and it allows the student to easily identify if a section conflicts with another registered or selected section.
 c. Summary: Will list selected sections; this is very similar to a shopping cart meaning they're not officially on your schedule until the Status changes to Registered.

							a							
Find (Classes Enter	CRNs	Plans Sci	hedule and Option	•		Ů							
	Fall 2015	Criteria	0											^
Sul	bject and Course Nu	mber	BUS010 Busines	5										
	Sk	doject												
	Course Nu	mber 🗌												
	Open Sections	Only												
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	General Educ Requirer													
	Inst	nuctor					_							
														Ť
III acro	equie 12 Sch	egule Detail	5			-		immary						
Class Sch	hedule for Fall 2015	5					CRN	Details	Title	Units	Schedule Ty	Status	Action	¢
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday Saturday	1327		INTRODUCTION TO	5	Lecture	Registered	None	
8em			NTRODUCTION				1328		INTRODUCTION TO		Discus	Registered	None	
Sem			INTRODUCTION TO BUSINESS		NTRODUCTIO		1613		INTRODUCTION TO	5	Lecture	Registered	None	
10em	00	VTRODUCTIO			A REAL DOG &	NINCOLCTICA TO COLLEGE	1613				Addito	Registered	None	
11am	10	VTRODUCTIO COLLEGE NEWATICS		CONTRODUCTION TO COLLEGE MATLEMATICS		TO COLLEGE WATHENGTICS	1151		INTRODUCTION TO	4	Lecture	Registered	None	-
							1152		INTRODUCTION TO		Discus	Registered	None	-
12pm									Billing: 14 CEU: 0 Min: 0 Mi		L-10C03	, agained	Hune	*
1pm		_	t				Total	Units Negistered: 14 I	sing HICED CIMACOLM	ac 17	с			
Panels	·) Conditional Add	and Drop 0	Submit

- 7. In the Register for Classes panel the student can register for sections by selecting one of the four possible tab options at the top:
 - a. Find Classes: Available to all students.
 - b. Enter CRNs: Available to all students. Discussed in this document.
 - c. **Plans:** Available to all students.
 - d. **Blocks:** Available to students participating in Learning Communities. Please review *How to Enroll in Learning Communities* document to learn more.

Find Classes	Enter CRNs	Plans	Blocks	Schedule and Options	
Enter Your S	earch Criteria	0			
Term: Spring 20	216				
Subject and Co	ourse Number				
	Subject				
0	ourse Number				
Open	Sections Only]		
	Title 🗌				
	eral Education Requirements				
	Instructor				
0	ourse Delivery				
	College				
	Level				
	Keyword				
		Search	Cear	Advanced Search	

Note: CRN stands for Course Reference Number. It represents the unique 5 digit number for a section of a course.

- 8. Select Enter CRNs in the header.
 - a. If the student is registered for any sections they can be viewed in the Schedule and in the Summary panel like the example below.

Regist	er for	Classes														
Find Cla Enter	Course	Enter CRNs Reference N		dule and Options	ter			_				_				
CRN (+ Add Aroth	GT CRN Add to	o Summary													
🖞 Sched		I Schedule Details					-		🗉 Sumi	nary						
Class Sche	dule for Fa Sunday	I 2015 Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	_	CNN	Details	Title	Units	Schedule Ty	Status	Action	\$
Sam			INTRODUCTION					~	13270	ECON 002,	INTRODUCTION TO	5	Lecture	Registered	None	*
9am									13281	ECON 002,	INTRODUCTION TO	0	Discuss	Registered	None	*
10am									-							
11am									4							
12pm																
									•							
1pm																
2pm																
3pm																
4pm								~	Total Unit	s Registered: 5 Bill	ling: 5 CEU: 0 Min: 0 Max:	17				
Panels														Conditional A	dd and Drop 0 🌅	ibmit 🕻

- 9. Enter the CRN and press Tab or select +Add Another CRN if you would like to add additional CRNs. When complete select Add to Summary.
 - a. When Tab or +Add Another CRN is pressed the class title, subject, course number, and section number will appear.
 - b. Reminder, if the section has a linked activity both of the CRNs for the primary section and secondary sections will be needed for successful enrollment. See the example below.

Find C	lasses E	nter CRNs	Plans Scho	dule and Options												
	r Course F Fall 2015	Reference N	umbers (CR	Ns) to Regis	ter											^
CRN	11519	IN	TRODUCTION TO	BUSINESS BUS 01	0, 001											
CRN	11521	IN	TRODUCTION TO	BUSINESS BUS 01	0, 021											
CHN	+ Add Another	CR Add to	Summary													~
								-								
Class Set	edule for Fall	Schedule Details							Sum			-				
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		CRN	Details	Title	Units	Schedule Ty	Status	Action	\$
Sam			NTRODUCTION 10 Macane contain					^	13270	ECON 002,	INTRODUCTION TO	5	Lecture	Registered	None	*
9am									13281	ECON 002,	INTRODUCTION TO	0	Discuss	Registered	None	w
10am																
11am									1							
12pm									,							
1pm																
2pm								1								
3pm		NTRODUCTION		NTRODUCTION TO		Introduction										
4pm		WICHTECONOM		WORDFORMULE		MacRoscowow?		~	Total Uni	n Registered: 5 Di	lling: S CEU: D Mirc D Max:	17				
Panels														Conditional A	dd and Drop 0 Sub	

- 10. The sections are in the Summary panel and their status is pending. The student is not enrolled in the sections yet. In order to complete registration, the student will need to:
 - a. Review and confirm the information in the summary panel.
 - i. Add: Add the section. This action will automatically default.
 - ii. **Remove:** If you don't want to attempt to enroll, change the action to **Remove** in the Summary panel. This selection will only appear before a student adds into the section(s).
- 11. Press Submit.

Th Sched	tule E	Schedule Details	11 C						Summ	ary .						
an Scho	dule for Fell 2							0	(R)	Details	18	UND	Schedule Ty	Sta	Actur	
ian	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		1521	845 010 021	AVTRODUCTION TO	0	Desure	766416	Add	1
Sam			- MORELETIN		NOTICE OF			1	1215	BUS \$10, 001	A/TRODUCTION TO	a.	Lathre	Paratie	Add	*
10um								0	3279	ECOV 002	INTRODUCTION TO	5	Lecture	Repistered	None	*
ttan								10	3281	ECON 002	INTRODUCTION TO	0	Distant.	Repistered	None	
t2pm								-								
tpn.								11								
2917					-MERSON											
3pm		Summer of		Amopuctos		S-ACRODUCTION										
4pm		Brererowow .		and the second se		illes renn nar		v ,	tool Look	Fegeteret 5 Bill	ing 51 CED 11 Mirs 11 Marc	a di				
Panels														🗋 Conditional Ad	d and Drop 0	Submit

- 12. Cheers, registration is successful if no errors are received and the student is now registered in the section. Note that the status in the Summary is updated to Registered.
 - a. The section(s) is now showing in a color block in the **Schedule**.
 - b. The message "Save Successful" appears in the upper right hand corner. If registration is not successful an error message will appear instead.

		- <u>Student</u>	 Registratio 	n = <u>Select</u>	<u>a Term</u> = Re	gister for Cla	sses					🥏 Sav	/e S	uccessfu	ıl		
Regist	er for C	ldsses															
Find Cla	esses E	nter CRNs	Plans Sche	dule and Options													
Enter	Course F	Reference Ni	umbers (CRI	Ns) to Regis	ster												
Term: F	all 2015																
CRN																	
1	Add Another	CRN Add to	Summers														
1		1000															
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ff) Sched	Jule II	Schedule Details							IT Sun								
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oam	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	~	11521	BUS 010, 021	INTRODUCT	ON TO	0	Discuss	Registered	None	*
9am			NIRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS				11519	BUS 010, 001	INTRODUCT	ON TO	4	Lecture	Registered	None	*
10am									13270	ECON 002,	INTRODUCT	ION TO	5	Lecture	Registered	None	*
11am		_							13281	ECON 002,	INTRODUCT	ON TO	0	Discuss	Registered	None	*
12pm									•								
1pm									•								
2pm					NTRODUCTION TO BUSINESS			÷									
3pm		NTRODUCTION															
4pm																	
6pm								~	Total U	nits Registered: 9 88	ling: 9 CEU: 0 M	in: 0 Max: 17					
Panels									-						Conditional	Add and Drop 0	Submit

HOW TO REGISTER FOR CLASSES THROUGH FIND CLASSES IN R'WEB

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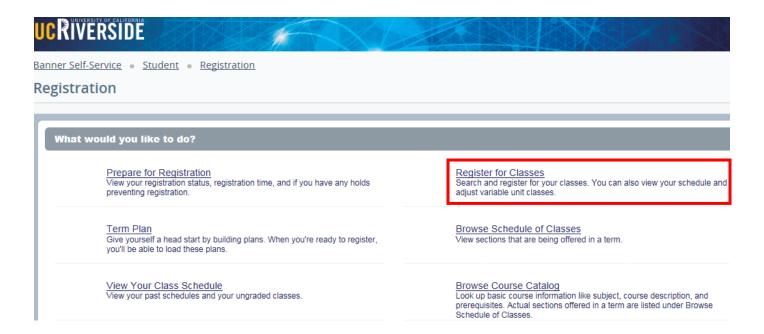
This document will demonstrate how a student may register for classes through the Find Classes tab in R'Web.

PROCEDURES

- 1. Go to Rweb.ucr.edu.
- 2. Enter your UCR NetID and password.
- 3. Select the **Registration** icon in R'Web.



4. Select Register for Classes.



5. Select a term under Terms Open for Registration and press Continue.



- 6. The **Search Results** page presents three panels. The panels can be minimized or maximized by selecting the toggle arrows or reset back to default by selecting the reset button (the dot).
 - a. Search Results: Top panel allows you to view search results in a list format.
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 c. Summary: Will list selected sections; this is very similar to a shopping cart meaning they're not officially on their schedule until the Status changes to Registered.

Enter Your Se	arch Criteri	a ()												
ferm: Fall 2016														
Subject and Cou	ise Number	BUS010 Business	1											
	Subject						i i							
Cou	rse Number													
Open Se	ctions Only													
	Title 🗌													
	Education Quirements						1							
							-							
	Instructor													
	Schedule Det	sis				-				_				_
	Schedule Det	Tuesday	Wednesday	Thursday	Friday	Saturday	CRN	Details	Tole	Unita	Schedule Ty	Status	Action	
Schedule for Fa Sunday	E Schedule Deb	Tuesday	Wednesday	Thursday	Friday				Title INTRODUCTION TO	Unita S	Schedule Ty Lecture	Status Registered	Action None	
Schedule for Fa Sunday	E Schedule Deb	Tuesday	Wednesday				CRN	Details		5				
Schedule for Fa Sunday	E Schedule Deb	Tuesday	Wednesday	Thursday			CRN 13270	Details ECON 002,	INTRODUCTION TO	5 0	Lecture	Registered	None	
Schedule for Pa Sunday am	2 Schedule Des Il 2015 Monday	Tuesday	SINTRODUCTION				CRN 13270	Details ECON 002, ECON 002,	INTRODUCTION TO	5 0	Lecture Discus	Registered Registered	None	
Schedule for Pa Sunday	E Schedule Deb	Tuesday					3 Summ CRN 13270 13281 16131	Details ECON 002, ECON 002, MATH 004,		5 0 5	Lecture Discus Lecture	Registered Registered Registered	None None None	
Schedule for Fa Sunday m m m m	2 Schedule Des Il 2015 Monday	Tuesday	SINTRODUCTION				CRN CRN 13270 13281 16131 16134	Details ECON 002, ECON 002, MATH 004, MATH 004, BUS 010, 001		5 0 5 0 4	Lecture Discus Lecture Additio	Registered Registered Registered Registered	None None None	
Schedule for F a Sunday m m m m	2 Schedule Des Il 2015 Monday	Tuesday	SINTRODUCTION				CRN 13270 13281 16131 16134 11519 11521	Details ECON 002, ECON 002, MATH 004, MATH 004, BUS 010, 001 BUS 010, 021	INTRODUCTION TO INTRODUCTION TO INTRODUCTION TO INTRODUCTION TO INTRODUCTION TO INTRODUCTION TO	5 0 5 4 0	Lecture Discus Lecture Additio Lecture	Registered Registered Registered Registered	None None None None	
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- 7. In the **Register for Classes** panel the student can register for sections by selecting one of the four possible tab options at the top:
 - a. Find Classes: Available to all students.
 - b. Enter CRNs: Available to all students.
 - c. **Plans:** Available to all students.
 - d. **Blocks:** Available to students participating in Learning Communities. Please review *How to Enroll in Learning Communities* document to learn more.

Find Classes	Enter CRNs	Plans	Blocks	Schedule and Options	
Enter Your Sea	arch Criteria	0			
Term: Spring 201	6				
Subject and Cou	rse Number				
	Subject				
Cou	rse Number				
Open S	ections Only]		
	Title				
	al Education equirements				
	Instructor				
Cou	rse Delivery				
	College				
	Level				
	Keyword				
		Search	Clear	Advanced Search	

Note: The Find Classes tab allows students to search for classes by the Subject and Course Number, Subject, Course Number, Open Sections Only, Title, General Education Requirements, Instructor, Course Delivery, College, Level, and Keyword.

The Advanced Search selections allows students to search for classes with additional information such as **Summer Session**, **Course Number Range**, and **Buildings**, **Keyword** (Exact Phrase) **Schedule Type**, **Meeting Days**, **Start Time**, **End Time**, **Unit Range**, and by **Departments**. As the user begins their search, possible matches will appear as the information is typed in the fields. More than one entry can be entered in each field.

	Find Classes	Enter CRNs	Plana	Scher	tule and Options			
6	Enter Your S	earch Criteri	a 0					
	Term: Pall 2015							
	Subject and Co	ourse Number						
		Subject						
I	0	sunse Number						
I	Open	Sections Only]				
I		Title						
		ral Education Requirements						
		Instructor						
	~	urse Delivery						
		College						
		Level						
		Keyword					_	
			Search	<u>Char</u>	+ Advances	i Search		

- 8. Once the Search Criteria is entered, press **Search**.
 - a. In this example, we will be registering for a section by utilizing the Subject and Course Number field. Possible matches will list as the information is entered in the field. Multiple entries can be entered in each field.

Find Classes	Enter CRNs	Plans	Schedule and Options	
Enter Your S Term: Fall 2015	earch Criter	ia O		
Subject and Co	ourse Number	BUS		×
	Subject	BUS010 Bus BUS020 Bus		^
Co	ourse Number	BUS021 Bus BUS100W B		
Open S	Sections Only	BUS101 Bus	iness	
	Title	BUS102 Bus BUS103 Bus		
	eral Education Requirements	BUS104 Bus BUS105 Bus		~
	Instructor			
Co	ourse Delivery			
	College			
	Level			
	Keyword			
		Search	Clear Advanced S	Search

 Matches to your search will appear in the top panel under Search results. CRN, Subject, Subject Description, Course Number, Section, Title, Units, Meeting Times, Instructor, and Status display. The order of the columns can be changed by dragging and dropping the column header.

stric Fa	8 2015 5	subject and Cou	rse numb	a. 0000									
CRN :	Subject 2	Subject Description	Course B	Section ;	784		UNIS	Vieting Times			Instructor	Suna	φ.
11518	nus	Busivess	010	501	INTRODUCT Lecture	NON TO B	4		09-10	0 AM - 10:30 AM Buildi	Singh, Raj (Primary)	3 of 348 seets.	View Linked
11520	aus	Dusinees	010	002	INTRODUCT Lecture	DON TO B	×.		08.40	0 AM - 09:30 AM Buildi	Jaseo, Seat (Primary)	3 of 341 seets 2 LINKED	Wew Linked
1521	aus	Dusiness	010	021	INTRODUCT Discussion	TON TO B	0	(in the second	82-10	2 PM - 03 00 PM Buildi	Kondabolu, Tarun (P	1 of 50 seats r 2 of 2 wellist seats @ LINKED	View Linked Add
11522	BUS	Business	010	022	INTRODUCT	DON TO B						OPIAL Do	
1044	BVD.	-24941614	.010	-0.02	Discussion	Dell List M	0		03,10	5 PM - 64:50 PM Buildk	Saur, Talindar (Prim.,.	♥ 2 of 2 wei Ø LINKED	(Vew Lenked) Add
				462			D				Kaut, Talindar (Prim.,		
Schedu		Schedule Detail		- 462			0				Sau, Talindar (Pres.,		
Schedt Sched	de II	Schedule Detail				Thursday	0 Frid	1.					
Schedu Sched	ule II Iule for Fail	Schedule Detail			Discussion			1.		Summary			
Schedu Sched	ule II Iule for Fail	Schedule Detail			Discussion			1.		Summary			
Schedt Sched am	ule II Iule for Fail	Schedule Detail			Discussion			1.		Summary			
Schedu i Sched	ule II Iule for Fail	Schedule Detail			Discussion			1.		Summary			
Schedt Sched 971 971 971	ule II Iule for Fail	Schedule Detail			Discussion			1.		Summary			

a. The user may select the down arrow at the top of any column which can sort the results by that column.

CRN 😄 Subject Cesorip le Dourse 🕸 Bectile 😄 Title	\$	Units	Meeting Times	Instructor	Status	袋.

b. The **gear** icon gives the option to remove columns.

		- 56 Classes object and Court	se Numbe	H: BUSDIC	Dusiness.						Scarch Agar
SN (c	Subject o	Subject Description	Section ;;	Course No	784	o Units	Meeting Times	Instructor	Batur		*
1519	BUS	Business	001	010	INTRODUCTION TO B	4	5 10 TH W TH ST. 59 10 AM - 10.30 AM Build	Situh, Rai (Primary)	3 of 348 seeds	- Vew Links	CRN Subject
1629	eus	Eusitess	002	010	INTRODUCTION TO B	4	(1 M 1 M 1 E 1 00.40 AM - 09.30 AM Builde	Jasso, Sean (Primary)	3 of 341 seats CLINKED	Mew Links	Subject Description
1521	aus	Dusiness	021	010	INTRODUCTION TO B	0	5 H (1 W T 1 5 02:10 PM + 03:00 PM Buildin	Kondabolu, Tanın (P	1 of 50 anata r 2 of 2 weithet seats CLINKED	Mere Links	R Section I Title
1522	BUS	Business	822	010	INTRODUCTION TO B	Ð	()	Kaur, Tallinder (Prim	V 2 of 2 wait	(View Links	R Units Meeting Times Instructor
1523	BUS	Business	023	D10	INTRODUCTION TO B - Discussion	Ð	- 📓 T (w. 1. 1. 1. 11.10 AM - 12.00 PM Builds	Lee_Jennifer (Primary)	t of 50 seets r. 2 of 2 welflet seets CLINKED	(View Linkes	R Status
1524	aus.	Business	024	010	INTRODUCTION TO B	0	()	Haleh, Pel-Ju (Primary)	1 of 50 seats r 2 of 2 waltist seats 2 LINKED	View Linked	Add

c. To expand or condense a column the user can hoover over the column until the double arrow is visible.

c	RN	Subject	Subject Description	Course Number	Section	Instructor	Units	Meeting Times	Status

10. When the title of a section is selected additional class details display. Class Details will provide general information about the section, course description, Instructor/Meeting times, Final Exam and Schedule, Linked sections, Enrollment/Waitlist, Degree fulfillments, any associated Course Material Fees, Prerequisites, Corequisites, Restrictions, Cross Listed Courses, Content Overlap, Bookstore Links, and Catalog information. Be sure to read this information carefully prior to enrolling in the class.

Class Details	Associated Term: Fall 2015
Course Description	CRN: 11519 Campus: Riverside
Instructor/Meeting Times Final Exam and Schedule	Schedule Type: Lecture Instructional Method: In-Person Section Number: 001 Subject: Business
Notes Linked Sections	Course Number: 010 Title: INTRODUCTION TO BUSINESS Units: 4
Enrollment/Waitlist General Education	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.
Requirements and Fees	
Course Material Fees	
Prerequisites Corequisites	
Restrictions	
Cross Listed Courses	
Content Overlap	
Bookstore Links	

- 11. The **Status** column will show the number of seats available, waitlist availability, whether it's part of a linked series, or if there is a time conflict with a registered section. If sections require enrollment in linked activities there will be a *Clinked* icon.
 - a. The below is an example of primary sections (lecture) that have linked activities (discussions). One of the discussions being offered is already full and is offering a waitlist.

		 16 Classes ubject and C 	ourse Nur	nber: BU	S010 Business					Search Again
cnn ;	Dubject ()	Subject Deve	Course 19	Sectory	Title	C. Units	Meeting Times	Instructor	Datas	φ.
11519	BUS	Dusivers	010	001	Lecture CTION TO B		1	Sinah, Raj (3 of 348 seats remain. P LINKED	(Vew Linked) (Add)
11520	BUS	Business	010	002	INTRODUCTION TO B	÷.	- M - M - M - OS-40 AM - DS-30 AM Builds	Janao, Sean	3 of 341 austa remain. Ø LINKED	View Linked Add
11521	BUS	Dusiness	010	021	INTRODUCTION TO B	0	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Kandabolu,	1 of 50 seats ternain. 2 of 2 webliet seats remain 2 LINKED	View Linked
1522	BUS	Business	010	922	Discussion	o	5 1 1 1 1 1 1 5 03 10 PM - 04 00 PM Buildin	Keur, Telin	V 2 of 2 watter seets rem	(Vew Linked) (Add
11523	BUS	Business	010	023	INTRODUCTION TO B . Discussion	0	■ 1 w 1 2 = 11.10 AM - 12.00 PM Builds	Lee, Jannife	1 of 50 seats remain. 2 of 2 welfist seats remain 2 LINKED	View Linked
11524	BUS	Business	010	024	INTRODUCTION TO B	a:	1 M - 1 02-10 PM - 03-00 PM Builde	Haish, Pais)	1 of 50 seats remain. 2 of 2 watilat seats remain 2 LINKED	(View Linked) (Add)
11525	BUS	Dustress	010	825	INTRODUCTION TO B Discussion	0	1 0 1 0 1 💌 1 12 10 PM - D1 00 PM Builds	LL, Jinsui (Pr	1 of 50 seats remain. 2 of 2 wattest seats remain. 2 LINKED	View Linked
11528	BUS	Business	010	026	INTRODUCTION TO B	0		Yin, Yiyang	1 of 50 seats remain. 2 of 2 waldet seats remain. Ø LINKED	(
11527	BUS	Dusiness	010	027	INTRODUCTION TO B	0	1 H T N 🎬 - 1 00:10 AM - 10:00 AM Buildin	Mou, Beixi (3 of 48 sexts remain 2 of 2 welfast sexts remain	(Wew Linked) (Add)

b. The example below is an example of a warning the student receives *before* they have selected a section telling them they will receive a time conflict error if they try to enroll. It appears when a student is viewing a section that conflicts with a section they're already enrolled in.

'	ind Class	es Er	ter CRNs Pl	ans S	chedule an	d Options					
			6 Classes iject and Course M	Number: El	IGL001A E	nglish					Search Again
	CRN 0	Subject o	Subject Description-	Course Nor	Section 0	Tite 0	Units	Meeting Times	Instructor	Status	华. ^
	14044	ENGL	English	001A	001	BEGINNING COMPOSITION Lecture	4	S M T W T K S 10:10 AM - 11:00 AM Be	Spaise, T	1 of 22 seats remain. 2 of 2 waitlist seats remain.	Add
	14027	ENGL	English	001A	002	BEGINNING COMPOSITION Lecture	4	S W T W T F S 09:10 AM - 10:30 AM Be	Sell. Jere	3 of 22 seats remain. 2 of 2 waitlist seats remain. Time Conflict!	Add

12. Navigate to the section you would like to enroll in. If the desired section does not have any linked activities and it is only one primary section like the example below press **Add** and skip to **step #8**.

		56 Classes bject and Course	Number: E	NGLODIA E	nglish					Scurch Again (
CRN (Subject ()	Bulgert Description	Course Ng	Sector 0	Tile (UNIN	Maating Tirras	Initialie	Datas	
14044	ENGL.	English	001A	001	BEGINNING COMPOSITION Lective	a.	1 🗰 1 💓 1 🕅 10 10 AM - 11 00 AM Building: 1	Scales, Tarry (Primary)	1 of 22 seats remain. 2 of 2 walfist seats remain.	AND
14027	ENOL.	English	001A	002	BEGINNING COMPOSITION Letter	4	1 🗶 - 🗶 00-10 AM - 10-30 AM Building: 1	Sell, Jeremy (Primary)	3 of 22 seats remain. 2 of 2 welfiet seats remain.	AM

13. If the section has linked activities press **View Linked**. We recommend you click this next to the lecture to view all of the enrollment combinations.

28N - 2	; Subject	© Subject Descript	Course Numbr	Section.	; Tile	0.9	rite .	Meeting Times	Instructor	Status		\$.
1519	BUS	Business	010	001	INTRODUCTION TO BUSINESS Letters	4		(1.9 🕅 - 🕅 (1.) 09:10 AM - 10	Singh, Raj (Primary)	3 of 348 se Ø LINKED	View Linked Add	
520	BUS	Business	010	002	INTRODUCTION TO BUSINESS Lecture	4		- 第一第一第一日 - 00.40 AM - 08	Jasso, Sean (Primary)	3 of 341 se.	View Linked	
121	BUS	Business	010	021	INTRODUCTION TO BUSINESS Discussion	0		(1) H (1) W 🕅 7 (1) 02:10 PM - 031	Kondabolu, Tarun (1 of 50 sea. 2 of 2 weitint as 2 LINKED	View Linked Add	
522	BUS	Business	010	022	INTRODUCTION TO BUSINESS Discussion			1	Kaur Talinder (Pri	9 FULL	View Livied Add	

a. If **View Linked** is selected on the lecture all the paired secondary activities display. In this example, all the discussions linked to the lecture are listed.

Title :	INTRODU	UCTION TO BU	SINESS	Sci	hedule Type : Lecture	CRN:	11519		A05.48
CNN.	Salpt	Subject Description	Contellute	Sector	79	1998	Needing Times	Instructor	Status
1521	BUS	Business	010	621	INTEGRATION TO BUSINESS Decument	0	1	Kondabolu, Tanan (Primary)	1 of 50 seets remain. 2 of 2 waitist seats rem Ø LINKED
Total U	nits : 0								
Title :	INTROD	JCTION TO BU	SINESS	Sci	hedule Type : Lecture	CRN:	11519		(Add Ad
CRN	Super	Subject Description	Course Num	Sector	794	um	Meeting Trives	herveter	Salus
1526	BUS	Dustrees	010		INTRODUCTION TO BUSINESS Decument	0	T 🗮 T ((T (T))) DC 52 PM - 05 52 PM Building: Nove Bi	Yo, Yuang (Primary)	1 of 50 seets remain. 2 of 2 waldst seats rem
Total U	nite : 0								
Tale			04/500	8.4	and the Transmission	CON	11510		Cana
		UCTION TO BU			hedule Type : Lecture	CRN:			Add Ad
ORM	5-fait	Subject Description	Course Num	Seden	76	1048	Meating Times	hanutar.	Batua
1923	805	Dusivess	010	122	INTRODUCTION TO BUSINESS Decumion		1 🗮 1 - 1 1 1 110 AM - 1200 PM Building: Nove B	Lee Jerniler (Primery)	1 of 50 souts remain. 2 of 2 webliet souts rem LINKED

b. If **View Linked** is selected on a discussion, then the primary linked section will appear. This displays only one combination.

в	lack To Se	arch Results	Linked Term: Fa		s Subject and Course Number: BUS	010 Busin	855		
Title :	INTROD	UCTION TO B	USINES	s	Schedule Type : Discus	sion	CRN: 11521		Add All
CRN	Subject	Subject Description	Course Nun	Section	Title	Units	Meeting Times	instructor	Status
11519	BUS	Business	010	001	INTRODUCTION TO BUSIN	4	S M T W T P S 09:10 AM - 10:30 AM Building: Nor	<u>Singh, Raj</u> (Primary)	3 of 348 seats re CLINKED
Total U	nits : 0								

14. Navigate to the desired section and press Add All. This will conveniently add all the linked activities to the Summary and Schedule panel.

Lecture CRN: 11						Add All	N 1
Units						Constant (
	Meeting Times			Instructor		Status	
TO BUSINESS 0	SMTWT	r s 02:10 PM -	03:00 PM Building: None I	Nondabolu, Tar	<u>un</u> (Primary)	1 of 50 seats remain. 2 of 2 waitist seats rem 2 UNKED	
							ĺ,
Lecture CRN: 11	1519					Add All	5
Units	Meeting Times			Instructor		Status	
TO DUCHIECO						1 of 50 seats remain.	~
Felday Saturday	CRN	Details	Title	Units Schedule Ty	Status	Action	
rivey security	A 11519	BUS 010, 001	INTRODUCTION TO	4 Lecture	Pending	Add	
	11521	BUS 010, 021	INTRODUCTION TO	0 Discus	Pending	Add	-
							_
	Units	The BHOMEON Friday Saturday 711519	TO BHOMECO	The BHORNEOD Fridey Saturday T1519 BUS 010, 001 <u>INTRODUCTION TO</u>	TO BHOMEDO	Lecture CRN: 11519 Units Meeting Times Instructor Tri- Di ICINICOLO Friday Saturday T1519 BUS 010, 001 <u>INTRODUCTION TO</u> 4 Lecture Persona	Lecture CRN: 11519 Add All Units Meeting Times Instructor I of 50 seats remain. Friday Saturday T1519 BUS 010, 001 MTRODUCTION TQ 4 Lecture Periodical Add

- 15. The section is added to Summary panel and the status is pending. <u>The student is not enrolled in the section yet.</u> In order to complete registration, the student will need to:
 - a. Review and confirm the information in the summary panel.
 - Add: Add the section. This action will automatically default.
 - **Remove:** If you don't want to attempt to enroll, change the action to **Remove** in the Summary panel. This selection will only appear before a student enrolls in the sections(s).
- 16. Press Submit.

ass Sche	dule for Fall 2	015							CRN	Details	754	Chills.	Schedule Ty	Dates	Action	4
9am	Sunday	Monday	Tuesday	Wednesday		Friday	Saturday									10.0
			TO ADDRESS		ICROSCICTOR ICROSCICTOR			^	11519	BUS 010, 001	INTRODUCTION TO	4	Lectore	Pending	A00	*
10em			111111		111111				11521	8US 010, 021	NTRODUCTION TO	¢.	Datas	Penang	Alt	-
11am																
12pm																
1pm																
2pm					ANNOUCRON TO REPORT			~	Telaruna	s Registered: 0 : 84	ling DI CEU DI Min DI Max	17				

- 17. Registration is successful if no errors appear and the student is now registered in the section(s). Note that the status in the **Summary** is updated to **Registered**.
 - a. The section is now showing in a color block in the **Schedule**.
 - b. The message "Save Successful" appears in the upper right hand corner. If registration is not successful the student will receive an error message instead.

	-Service		egistration	 Sele 	ct a Term = Register for Clas	ses				💌 S	ave St	iccessfu	ul -			
giste	TOP CA	15565														
Find Class	Ent	or CRNs Plans	Schedu	le and Opti	055											
		_	Linked Sec	tions			-				-			-		_
В	ack To Sea	rch Results	Term: Fall 20	rt6 Subj	ect and Course Number: BUS010 Bu	siness										
Title :	INTRODU	JCTION TO BU	SINESS	Sch	hedule Type : Lecture	CRN: 1	1519)							Add All	
CRN	Subject	Subject Description	Course Num	Section	Title	Units	Mer	ting Times			in	Inclor		Status		
11521	BUS	Business	010	021	INTRODUCTION TO BUSINESS Discussion	0		u [1] W [1] (5 02:10 PM -	03.00 PM Building: No	na Ri <u>K</u> i	indabolu. Ta	<u>erun</u> (Primary)	2 of 2	0 seats remain. 2 waitlist seats rem INKED	
Total Ur	ita : 0															
Title	NTROD	JCTION TO BU	ENCER	Rei	adula Tuna i Lastras	CRN: 1	45.47								Add All	
					edule Type : Lecture											4
CRN	Subject	Subject Description	Course Num	Section	Title	Units	Med	ting Times				tructor		Status		~
					SITEAD INTIAL TO BURNERP									1 015	30 seats remain.	_
Schedule	HI S	hedule Details					1	II Summ								
	e for Fall 20							CRN	Details	Title	Units	Schedule 1	Status		Action	-
am 5	unday	Monday To	COUCTION	ecnesoay	Introduction To Business	Saturday		11519	BUS 010, 001	INTRODUCTION TO	4	Lecture	Registered	1	None	
8/1		150.000			In Protection		î	11521	BUS 010, 021	INTRODUCTION TO	. 0	Discus	Registered	Ì	None	
5/71																
pm							-									
pm																
pm					C INTRODUCTION		~	Total Units	Registered: 4 Dill	ing:4 CEU:0 Min:0 Mi	ua: 17					
eneis					The second s								-	-	Drop O Seben	

HOW TO VIEW YOUR CLASS SCHEDULE IN R'WEB

TABLE OF CONTENTS

Revision History	2
Introduction and Purpose	2
Procedures	3
Schedule and Options	3

REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

The student's class schedule may be conveniently viewed in the Schedule and Options tab. Students can view which sections they're registered in, dropped, and waitlisted in.

R'Web has a print and e-mail feature in the Schedule and Options tab. Students have the flexibility to print out their schedule for the term in a list and calendar format. They can also e-mail their class schedule to themselves and up to three other e-mail recipients at a time. When the e-mail feature is used, the recipient will have the option to add the student's schedule to their e-mail calendar through an .ics file.

This document will demonstrate how a student can view, e-mail, and print their class schedule for the term.

PROCEDURES

SCHEDULE AND OPTIONS

1. Select Schedule and Options located on the header.

π; Fall 23	015								ä	
CRN	0 Details	Title	+ Units	Status	Schedule Type	Grade Mode	Registration Date	Level	Mesuge 💰	* -
4044	ENGL 001A, 001	BEGINNING COMPOSITION	16	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered00/	
1519	BUS 010, 001	INTRODUCTION TO BUSINESS	4	Registered	Lecture	Letter	06/31/2016	Undergraduate	Registered08/	
1521	BUS 010, 021	INTRODUCTION TO BUSINESS	0	Registered	Discussion	Letter	06/31/2016	Undergraduate	Registered00/	
				Dropped	Lecture	Letter	06/91/2016	Undergraduate	Web Drop Cou	
	MATH 004, 001	INTRODUCTION TO COLLEGE	0	uropped	Wednesday		insday	friday	Seturday	
hedule	III Schedule Des	Monday	1	uesday	1.1.1.					
hedule	III Schedule Des	Mondøy	T Patteopucti Naceopuction	uesday	1.1.1.		ursdøy			
chedule	III Schedule Des	Mondøy	T Patteopucti Naceopuction	Tuesday IQN TO MCS	1.1.1.	The	uradey to To Bullination			
hedule newsee	III Schedule Des	Mondey	T Patteopucti Naceopuction	Tuesday IQN TO MCS	Wednesday	The	uradey to To Bullination	friday		
hedule n	III Schedule Des	Mondey	T Patteopucti Naceopuction	Tuesday IQN TO MCS	Wednesday	The	uradey to To Bullination	friday		
n n	III Schedule Des	Mondey	T Patteopucti Naceopuction	Tuesday IQN TO MCS	Wednesday	The	uradey to To Bullination	friday		

- 2. The page displays two panels; the bottom panel has two tabs:
 - a. **Summary panel:** Registration activity is in a list format. Students can view their registered units and maximum units allowed.
 - b. Schedule (Calendar): Provides a weekly visual of registered sections. Sections will be differentiated with color blocks allowing the student to view the number of times the section meets throughout the week. The weekly schedule repeats throughout the term until final exam week. The final exam schedule can be accessed by clicking on the title of any course and selecting Final Exam and Schedule Notes.

Class Details for AMERICAN P	OLITICS Political Science 010 001	×	ŕ
1 Term: 201640 CRN: 18432			
Class Details	Final Exam Schedule:		l
Course Description	http://registrar.ucr.edu/registrar/academic-calendar/final- exam-schedule.html		
Instructor/Meeting Times			
Final Exam and Schedule			l
Notes			
Linked Sections			
Enrollment/Waitlist			
General Education			
Requirements and Fees			
Course Material Fees			
Prerequisites			
Corequisites			
Restrictions			
Cross Listed Courses			
Content Overlap			
Bookstore Links			
Catalog			
	Close		ľ

c. Schedule Details:

Additional details such as the Instructor, building, room, instructional method, waitlist position, waitlist notification expiration are available to view by selecting the **Schedule Details** tab. To view all of the information, be sure to click the black triangle arrow in order to expand information for the course you are viewing. To learn more please review *How to View Your Waitlist Position and Expiration Time*.

F	ind Clas	sses E	Enter CRNs	Plans	Schedule and Options						
	umm erm: Fa	-							薁	🗎	^
	CRN	\$	Title		-	Units	Grade Mode	Level		₩.	
	•	14044	BEGINNING	COMPOSIT	<u>10N</u>	4	Letter	Undergraduate			
	•	11519	INTRODUCT	TION TO BU	SINESS	4	Letter	Undergraduate			\sim
	Schedu s Sched	ule	Schedule De	etails		• •	¥				
09/2 Instr	4/2015	12/04/20	SITION Engl 15 SMT ry (Primary)		ction 001 Class Begin: 09/24 10:10 AM - 11:00 AM Locatic		: 12/04/2015 Ii ng: Humanities and Social Sciences	Registered			^
Mess	age: Re		Hours: 4 Lev 08/31/2016 08:3		aduate Campus: Riverside	Schedule Type: L	ecture Instructional Method: In-Pe	erson Grade Mode: Letter Wa	aitlist F	osition:	0
09/2 Instr	4/2015		15 SMT		0 Section 001 Class Begin: 09 09:10 AM - 10:30 AM Locatio		End: 12/04/2015 Iing: University Village Room: THE9	Registered			
► <u>IN</u>	TRODU	CTION TO	BUSINESS E	Business 010	Section 021 Class Begin: 09	9/24/2015 Class	End: 12/04/2015	Registered			
Instr			15 SMT <u>, Tarun</u> (Prima		02:10 PM - 03:00 PM Locatio	on: Riverside Build	ing: Sproul Hall Room: 2355				
► <u>IN</u>	TRODU	CTION TO	MACROECON	NOMICS Ed	onomics 002 Section 001 Cla	ass Begin: 09/24/2	015 Class End: 12/04/2015	Registered			~
P	anels										

3. Students can easily print or e-mail their class schedule for the term by selecting the calendar or print icon in the upper right hand corner.

mmary m: Fall 201									ã I
CRN 0	Details	πtie	Units	STALLS	schedule Type	Grade Mode	Registration Date	Level	Message 🕴
4044	ENGL 001A, 001	BEGINNING COMPOSITION	4	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered08/
1519	BUS 010, 001	INTRODUCTION TO BUSINESS	4	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered08/
1521	BUS 010, 021	INTRODUCTION TO BUSINESS	0	Registered	Discussion	Letter	08/31/2016	Undergraduate	Registered08/
16131	MATH 004, 001	INTRODUCTION TO COLLEGE	0	Dropped	Lecture	Letter	08/31/2016	Undergraduate	Web Drop Cou
16134	MATH 004, 004	INTRODUCTION TO COLLEGE	0	Dropped	Additional Lect	Letter	08/31/2016	Undergraduate	Web Drop Cou
3270	ECON 002, 001	INTRODUCTION TO MACROEC	5	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered08/
3281	ECON 002, 031	INTRODUCTION TO MACROEC	0	Registered	Discussion	Letter	08/31/2016	Undergraduate	Registered08/
									Records

4. When the icon is selected the student will have the option to e-mail their term schedule to themselves and three other recipients. You may edit the **Subject** of the e-mail message in the field listed.

Email Schedule and Downloadable Calendar File

Email your schedule and an .ics file to your calendar. Please send again if you make changes to your schedule.

	Myself (highlander.hoss@ucr.edu)
Email	
Email	
Email	
Subject	Fall 2015
	Send

a. The recipient will receive the student's schedule for the term in a list format along with the option to download the schedule to their calendar through an .ics file. Use this feature to add your class schedule to your electronic calendar.

Message

Fall 2015.ics (7 KB)

Highlander HOSS Fall 2015 Schedule

Highlander HOSS

Classification: Freshman Level: Undergraduate

College: Business Administration Major: Business Administration

Department: Business Administration

Title	Course Details	Units	CRN	Meeting Times
INTRODUCTION TO BUSINESS	BUS 010 001	4.0		09/24/2015 - 12/04/2015 Tuesday, Thursday 09:10:00 - 10:30:00 Riverside, University Village, THE9 Singh, Raj
INTRODUCTION TO BUSINESS	BUS 010 021	0.0		09/24/2015 - 12/04/2015 Thursday 02:10:00 - 03:00:00 Riverside, Sproul Hall, 2355 Kondabolu, Tarun
INTRODUCTION TO MACROECONOMICS	ECON 002 001	5.0		09/24/2015 - 12/04/2015 Monday, Wednesday, Friday 03:10:00 - 04:00:00 Riverside, University Lecture Hall, 1000 McLaren, Craig
INTRODUCTION TO MACROECONOMICS	ECON 002 031	0.0		09/24/2015 - 12/04/2015 Tuesday 08:10:00 - 09:00:00 Riverside, Olmsted, 1136 Ro, Yoon
BEGINNING COMPOSITION	ENGL 001A 001	4.0		09/24/2015 - 12/04/2015 Monday, Wednesday, Friday 10:10:00 - 11:00:00 Riverside, Humanities and Social Sciences, 1405 Spaise, Terry

Total Units | Registered: 13 | Billing: 13 | CEU: 0

5. When the icon is selected the student will be prompted to print their schedule. The Schedule will print in a list and calendar format.

^

UC Riverside

Highlander HOSS Fall 2015 Schedule

Classification: Freshman Level: Undergraduate College: Business Administration Major: Business Administration Department:Business Administration

Course Details	Units	CRN	Meeting Times
BUS 010 001	4.0	11519	09/24/2015 - 12/04/2015 Tuesday, Thursday 09:10 AM - 10:30 AM Riverside, University Village, THE9 Singh, Raj
BUS 010 021	0.0	11521	09/24/2015 - 12/04/2015 Thursday 02:10 PM - 03:00 PM Riverside, Sproul Hall, 2355 Kondabolu, Tarun
ECON 002 001	5.0	13270	09/24/2015 - 12/04/2015 Monday, Wednesday, Friday 03:10 PM - 04:00 PM Riverside, University Lecture Hall, 1000 McLaren, Craig
ECON 002 031	0.0	13281	09/24/2015 - 12/04/2015 Tuesday 08:10 AM - 09:00 AM Riverside, Olmsted, 1136 Ro, Yoon
ENGL 001A 001	4.0	14044	09/24/2015 - 12/04/2015 Monday, Wednesday, Friday 10:10 AM - 11:00 AM Riverside, Humanities and Social Sciences, 1405 Spaise, Terry
	BUS 010 001 BUS 010 021 ECON 002 001	BUS 010 001 4.0 BUS 010 021 0.0 ECON 002 001 5.0 ECON 002 031 0.0	BUS 010 001 4.0 11519 BUS 010 021 0.0 11521 BUS 010 021 0.0 11521 ECON 002 001 5.0 13270 ECON 002 031 0.0 13281

Total Units | Registered: 13 | Billing: 13 | CEU: 0

1 This is a general view of your term schedule. Download your schedule for a weekly view.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
8am								
			TO					^
9am								
			TO BUSINESS		TO BUSINESS			
10am				BEGINNING		BEGINNING		
		COMPOSITION		COMPOSITION		COMPOSITION		
11am								
12pm								
1pm								
2pm								
					TO BUSINESS			
3pm								
		TO		то		то		~

HOW TO VIEW YOUR TIME TICKET (REGISTRATION TIME) IN R'WEB

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REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

Registration dates and times in R'Web are referred to as Time Tickets. Registration eligible students will receive time tickets for any given term. During the process of assigning time tickets certain populations are given priority registration status. After this, time tickets are determined by a student's number of earned units—highest number to lowest number and class. Therefore, a senior with 172 earned units will receive an earlier time ticket than a senior with 145 earned units.

UCR has two phases of registration – the First Pass where undergraduates are limited to 17 units and the Second Pass when this limit is lifted, which includes Makeup/Open Enrollment. Time ticket periods are used and automated for the First and Second Pass.

Students with pending transfer units should be aware that these units will not be calculated toward their UCR unit total until official transcripts from each school attended have been received and reviewed by the Office of Undergraduate Admissions and Advising Staff.

Time tickets can be accessed a few different ways. This document will demonstrate how to view time tickets from:

- 1. Prepare for Registration within the Registration icon of R'Web
- 2. <u>Student Profile</u>

PROCEDURES

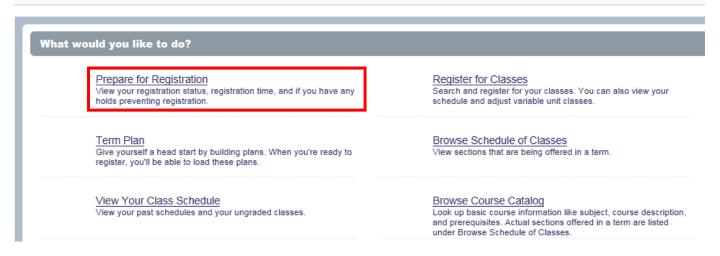
VIEW TIME TICKETS IN REGISTRATION

- 1. Go to Rweb.ucr.edu.
- 2. Enter your UCR NetID and password.
- 3. Select the **Registration** icon in R'Web.



4. Select Prepare for Registration.

Registration



5. Select the appropriate **Term** and press **Continue**.



6. The **Time Ticket** is available to view in **Registration Status**. A time ticket is the time period in which you can enroll in classes and adjust your schedule.

Prepare for Registration

Registration Status	
Registration Status Term: Fall 2015 Your Student Status permits registration. You have no holds which prevent registration. Time tickets allow registration at this time. Please register within these times: 05/18/2015 08:00 AM - 06/05/2015 11:59 PM 06/08/2015 08:00 AM - 06/12/2015 11:59 PM 09/02/2015 08:00 AM - 09/16/2015 11:59 PM 09/12/2015 08:00 AM - 10/10/2016 11:59 PM	Primary Curriculum Level: Undergraduate Program: BS in Business Administration College: Business Administration Degree: Bachelor of Science Catalog Term: Fall 2015 Major: Business Administration Department: Business Administration
Your academic status permits registration. Permit Override	
You have received a Permit for CRN Not Applicable, CHEM001A (GENERAL CHEMISTRY), type: Pre-requisite Only	
You have received a Permit for CRN Not Applicable, CHEM01LA (GENERAL CHEMISTRY LABORATORY), type: Pre-requisite Only	
1 You have received a Permit for CRN Not Applicable, EE001A (ENGINEERING CIRCUIT ANALYSIS I), type: Pre-requisite Only	
1 You have received a Permit for CRN Not Applicable, ENGL001A (BEGINNING COMPOSITION), type: Pre-requisite Only	
1 You have received a Permit for CRN Not Applicable, HNPG097 (HONORS LOWER-DIVISION RESEARCH), type: Pre-requisite Only	
You have received a Permit for CRN Not Applicable, HNPG097 (HONORS LOWER-DIVISION RESEARCH), type: Faculty/Department Approv Only	
1 You have received a Permit for CRN Not Applicable, MATH004 (INTRO COLL MATH BUS & SOC SC), type: Pre-requisite Only	
1) Your class standing for registration purposes is Freshman	

7. **Registration Status** also displays:

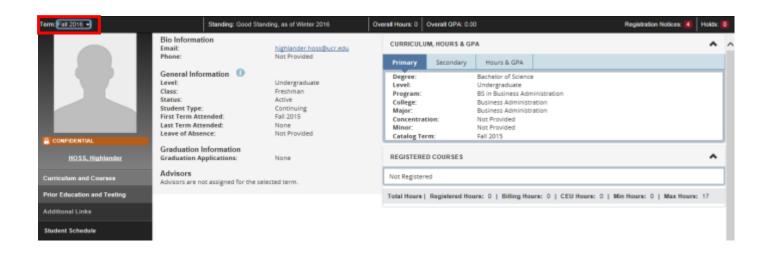
- a. If student status permits registration.
- b. If there are holds that prevent registration.
- c. If academic status prevents registration.
- d. If permits assigned to the student allow registration in a course or in a section.
- e. The students class standing for registration purposes.
- f. The student's primary curriculum and catalog.

VIEW TIME TICKETS FROM THE STUDENT PROFILE

- 1. Go to Rweb.ucr.edu.
- 2. Enter your UCR NetID and password.
- 3. Select the **Student Profile** icon in R'Web.



4. Select the appropriate **term** on the top left.



- 5. In the student profile there are two ways you can view your time ticket for the term.
 - a. The first option is available by selecting **Are you Ready to Register** on the left hand side. This displays the page above where the time ticket can be viewed in **Registration Status**.

How to View Your Time Ticket (Registration Time) in R'Web

Term: Pall 2016 +	Standing: Good S	tanding, as of Winter 2016	Overall Hours: 0 Overall GPA: 0.00 Registration Not	ices: 🚺 🛛 Holds: 🕯
	Bio Information Email: highlander.hoss Phone: Not Provided	highlander.hoss@ucr.edu Not Provided	CURRICULUM, HOURS & GPA Primary Secondary Hours & GPA	^
	General Information () Level: Class: Status: Student Type: First Term Attended: Last Term Attended: Leave of Absence:	Undergraduate Freshman Active Continuing Fall 2015 None Not Provided	Degree: Bachelor of Science Level: Undergraduate Program: BS in Business Administration College: Business Administration Major: Business Administration Concentration: Not Provided Minor: Not Provided Catalog Term: Fall 2015	
CONFIDENTIAL HOSS, Highlander	Graduation Information	None	REGISTERED COURSES	^
Curriculum and Courses	Graduation Applications: Advisors Advisors are not assigned for the		Not Registered	
Prior Education and Testing			Total Hours Registered Hours: 0 Billing Hours: 0 CEU Hours: 0 Min Hours: 0 M	ax Hours: 17
Additional Links				
Student Schedule				
View Application to Graduate				
Term Plans				
View Grades				
Academic Calendar				
Degree Audit and Plans				
Are you Ready to Register				
Browse Schedule of Classes				

- b. The second option is to select **Registration Notices** on the upper right side of the header. This option allows you to remain in the student profile.
 - i. Registration Notices also displays:
 - If student status permits registration.
 - If academic status prevents registration.
 - If a student has cancelled, withdrawn, or lapsed for the term in the Enrollment Status.

How to View Your Time Ticket (Registration Time) in R'Web

Term: Fall 2015 +	Standing: Good Standing, as of Feit 2015 Overall Hours. 0 Overall GPA: 0.00				Registration Notices (4) Holds (0)			
	Phone: Not Pro General Information Level: Undergy Class Pentium Status: Active Student Type: First Tir First Term Attended: Fell 2077 Last Term Attended: None	highlander hoss@ucr.edu	CURRICULUM, HOURS & GPA			Overall Academic Star Good Standing		
		First Time Transfer Fail 2015	Primary Secondar Degree: Level: Program: College: Major: Concentration: Minor: Catalog Term:	gree: Bachelor of Science vel: Undergraduate ogram: 55 in Business Admin lifege: Business Administrati spor: Business Administrati ncentration: Not Provided mer: Not Provided		Permits Registration Student Status Active Permits Registration Enrollment Status Permits Registration Time Tickets From: 05/18/2015 8-00:36 AM To: 05/05/2015 11:59:36 PM		
CONFIDENTIAL HOSS. Highlander	Graduation Information Graduation Applications:	None	REGISTERED COURSES	n/41				
Curriculum and Courses	Advisors Advisors are not assigned for the s	elected term.	Course Title	Details		From: 06/08/2015 8:00:36 AM		
Prior Education and Testing			INTRODUCTION TO BUSH	4E55 BUS 010 001			12/2015 11:59:36 PM	
Additional Links			INTRODUCTION TO BUSH	4855 BUS-010 021		From: 0 To: 09/1		
Student Schedule			INTRODUCTION TO MACE	IOEC., ECON 002 0		From: 09/17/2015 8:00:36 AM		
View Application to Graduate			INTRODUCTION TO MACE	IOEC ECON 002.0		To: 101		
			BEGINNING COMPOSITIO	N ENGLODIA	14044	4	Registered	Sparse Te
Term Plans			<					
View Grades			Total Hours Registered	Hours: 13 Billing Hou	nac 18 0	EU Hours:	0 Min Hours: 0 Max	Hours: 15
Academic Calendar								
Degree Audit and Plans								
Are you Ready to Register								
Browse Schedule of Classes								

Browse Course Catalog