

# “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 (pages 17-27)
- 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 manage 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 [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 [MyForms.ucr.edu](#). 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 [Academic Calendar](#) to determine when the EAF has a processing fee.

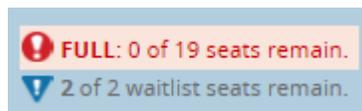
This document will demonstrate how to:

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.

**Search Results — 56 Classes**  
 Term: Fall 2015 Subject and Course Number: ENGL001A English

CRN	Subject	Subject Description	Course#	Section#	Title	Units	Meeting Times	Instructor	Status	Action
14044	ENGL	English	001A	001	BEGINNING COMPOS... Lecture	4	S M T W T F S 10:10 AM - 11:00 AM Bull	Spaise, Terry (Prim...	1 of 22 seats... 2 of 2 waitlist see	Add
14027	ENGL	English	001A	002	BEGINNING COMPOS... Lecture	4	S M T W T F S 09:10 AM - 10:30 AM Bull	Sell, Jeremy (Prima...	FULL: 0 o... 2 of 2 wa...	Add

**Summary**

CRN	Details	Title	Units	Schedule	Status	Action
14027	ENGL 001A...	BEGINNING COMP...	4	Lecture	Pending	Add Add Remove Waitlist
13270	ECON 002...	INTRODUCTION T...	5	Lecture	Registered	
13281	ECON 002...	INTRODUCTION T...	0	Discus...	Registered	

- 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 BEGINNING COMPOSITION English 001A 002**  
 Term: 201540 | CRN: 14027

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

- 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.

ENGL 001A CRN 14027: FULL COURSE WAITLIST OPEN - This course is full. A waitlist with 0 students is available.

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 56 Classes  
 Term: Fall 2015 Subject and Course Number: ENGL001A English

CRN	subject	subject describe	course#	section	Title	Units	Meeting Times	Instructor	Status	
14044	ENGL	English	001A	001	BEGINNING COMPOS... Lecture	4	M T W T F 10:10 AM - 11:00 AM Bull	Spaise, Terry (Prim...	1 of 22 seats... 2 of 2 waitlist see	Add
14027	ENGL	English	001A	002	BEGINNING COMPOS... Lecture	4	S U T W T F S 09:10 AM - 10:30 AM Bull	Sell, Jeremy (Prima...	FULL 0 o... 2 of 2 wa...	Add

Schedule Schedule Details

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTI... ID				
9am			BEGINNING COMPOSITION		BEGINNING COMPOSITION		
10am							
11am							
12pm							

Summary

CRN	Details	Title	Units	Schedule	Status	Action
14027	ENGL 001A...	BEGINNING COMP...	4	Lecture	Errors Prevent...	Remove
13270	ECON 002...	INTRODUCTION T...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION T...	0	Discus...	Registered	None

Total Units | Registered: 5 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

Submit

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

Schedule Schedule Details

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTI... ID				
9am			BEGINNING COMPOSITION		BEGINNING COMPOSITION		
10am							
11am							
12pm							
1pm							
2pm							
3pm		INTRODUCTI... ID		INTRODUCTI... ID		INTRODUCTI... ID	
4pm							
5pm							
6pm							

Summary

CRN	Details	Title	Units	Schedule	Status	Action
14027	ENGL 001A...	BEGINNING COMP...	4	Lecture	Pending	Waitlist
13270	ECON 002...	INTRODUCTION T...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION T...	0	Discus...	Registered	None

Total Units | Registered: 5 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

Submit

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

Banner Self-Service » Student » Registration » Select a Term » Register for Classes

**Save Successful**

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Search Results — 56 Classes**  
 Term: Fall 2015 Subject and Course Number: ENGL001A English

CRN	Subject	Subject Description	Course	Section	Title	Units	Meeting Times	Instructor	Status	Action
14044	ENGL	English	001A	001	BEGINNING COMPOS... Lecture	4	M T W T F 10:10 AM - 11:00 AM Bull	Spaize, Terry (Prim...	1 of 22 seats... 2 of 2 waitlist sea	Add
14027	ENGL	English	001A	002	BEGINNING COMPOS... Lecture	4	S U T W T F 09:10 AM - 10:30 AM Bull	Sell, Jeremy (Prima...	<b>FULL: 0 of 19 seats remain.</b> 2 of 2 wa...	Add

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**Schedule** | Schedule Details

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCT...				
9am			BEGINNING COMPOSITION		BEGINNING COMPOSITION		
10am							
11am							
12pm							
1pm							
2pm							

---

**Summary**

CRN	Details	Title	Units	Schedule	Status	Action
14027	ENGL 001...	BEGINNING COMP...	0	Lecture	Waitlisted	None
13270	ECON 002...	INTRODUCTION T...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION T...	0	Discus...	Registered	None

Total Units | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 16

Conditional Add and Drop | **Submit**

## 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.

**FULL: 0 of 50 seats remain.**

**2 of 2 waitlist seats remain.**

**LINKED**

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

Search Results  
Term: Fall 2015 Subject and Course Number: BUS010 Business Search Again

CRN	Subject	Subject Desc	Course#	Section#	Title	Units	Meeting Times	Instructor	Status	
11519	BUS	Business	010	001	INTRODUCTION TO - Lecture	4	09:10 AM - 10:30 AM	Singh, Raj (Primary)	3 of 348 sea... LINKED	View Linked Add
11520	BUS	Business	010	002	INTRODUCTION TO - Lecture	4	08:40 AM - 09:30 AM	Jesso, Sean (Prm...	3 of 341 sea... LINKED	View Linked Add
11521	BUS	Business	010	021	INTRODUCTION TO - Discussion	0	02:10 PM - 03:00 PM	Kandabolu, Tarun...	1 of 50 seat... 2 of 2 waitlist se... LINKED	View Linked Add
11522	BUS	Business	010	022	INTRODUCTION TO - Discussion	0	03:10 PM - 04:00 PM	Kaur, Tarjinder (Pr...	<b>FULL D...</b> 2 of 2 w... LINKED	View Linked <b>Add</b>

- 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 INTRODUCTION TO BUSINESS Business 010 022**

Term: 201540 | CRN: 11522

Class Details	Enrollment Actual: 50
Course Description	Enrollment Maximum: 50
Instructor/Meeting Times	Enrollment Seats Available (may have been offered to students on the waitlist): 0
Final Exam and Schedule	Waitlist Capacity: 2
Notes	Waitlist Actual: 0
Linked Sections	Waitlist Seats Available: 2
<b>Enrollment/Waitlist</b>	
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.

Banner Self-Service » Student » Registration » Select a Term » Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Back To Search Results | **Linked Sections**  
Term: Fall 2015 | Subject and Course Number: BUS010 Business

**Title :** INTRODUCTION TO BUSINESS    **Schedule Type :** Discussion    **CRN:** 11522

CRN	Subject	Subject Description	Course Num	Section	Title	Units	Meeting Times	Instructor	Status
11519	BUS	Business	010	001	INTRODUCTION TO BUSINESS - Lecture	4	S M T W T F S 09:10 AM - 10:30 AM Building: Ni	Singh, Raj (Primary)	3 of 348 seats re... <a href="#">LINKED</a>

**Total Units :** 0

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**Schedule** | Schedule Details | **Summary**

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTION TO BUSINESS				
9am			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		
10am							
11am							
12pm							
1pm							

CRN	Details	Title	Units	Schedule	Status	Action
11522	BUS 010, 022	INTRODUCTION TO...	0	Discus...	Errors Prevent...	Remove
11519	BUS 010, 001	INTRODUCTION TO...	4	Lecture	Errors Prevent...	Remove
13270	ECON 002,...	INTRODUCTION T...	5	Lecture	Registered	None
13281	ECON 002,...	INTRODUCTION T...	0	Discus...	Registered	None

Total Units | Registered: 5 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop | **Submit**

**BUS 010 CRN 11519: ADDITIONAL ACTIVITY NEEDED** - This course requires enrollment in multiple sections (i.e. lecture and discussion and/or lab, etc.). Please select all required sections.

**BUS 010 CRN 11522: FULL COURSE WAITLIST OPEN** - This course is full. A waitlist with 0 students is available.

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.

**Schedule** | Schedule Details | **Summary**

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTION TO BUSINESS				
9am			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		
10am							
11am							
12pm							
1pm							
2pm							
3pm		INTRODUCTION TO BUSINESS	INTRODUCTION TO BUSINESS	INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS	

CRN	Details	Title	Units	Schedule	Status	Action
11522	BUS 010, 022	INTRODUCTION TO...	0	Discus...	Errors Prevent...	Waitlist
11519	BUS 010, 001	INTRODUCTION TO...	4	Lecture	Errors Prevent...	Remove
13270	ECON 002,...	INTRODUCTION T...	5	Lecture	Registered	None
13281	ECON 002,...	INTRODUCTION T...	0	Discus...	Registered	None

Total Units | Registered: 5 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop | **Submit**

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

Banner Self-Service » Student » Registration » Select a Term » Register for Classes

**Register for Classes** Save Successful

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**Find Classes** | Enter CRNs | Plans | Schedule and Options

[Back To Search Results](#) **Linked Sections**  
Term: Fall 2015 Subject and Course Number: BUS010 Business

**Title :** INTRODUCTION TO BUSINESS **Schedule Type :** Discussion **CRN:** 11522 Add All

CRN	Subject	Subject Description	Course No.	Section	Title	Units	Meeting Times	Instructor	Status
11519	BUS	Business	010	001	INTRODUCTION TO BUSINE- Lecture	4	09:10 AM - 10:30 AM Building: Ni	Singh, Raj (Primary)	3 of 348 seats re- <a href="#">LINKED</a>

Total Units : 0

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**Schedule** | Schedule Details

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTI...				
9am							
10am							
11am							
12pm							

**Summary**

CRN	Details	Title	Units	Schedule	Status	Action
11522	BUS 010, 0...	INTRODUCTION T...	0	Discus...	Waitlisted	None
13270	ECON 002, ...	INTRODUCTION T...	5	Lecture	Registered	None
13281	ECON 002, ...	INTRODUCTION T...	0	Discus...	Registered	None

Total Units | Registered: 9 | Billing: 1 | CEU: 0 | Min: 0 | Max: 10

Conditional Add and Drop Submit

## DROP FROM A WAITLIST

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

**Class Schedule for Fall 2015**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTI TO				
9am			BEGINNING COMPOSITION		BEGINNING COMPOSITION		
10am							
11am							
12pm							
1pm							
2pm							

**Summary**

CRN	Details	Title	Units	Schedule	Status	Action
14027	ENGL 001...	BEGINNING COMP...	0	Lecture	Waitlisted	Drop
13270	ECON 002...	INTRODUCTION T...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION T...	0	Discus...	Registered	None

Total Units | Registered: 5 | Billing: 5 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop

2. You have been successfully dropped from the waitlist if the status reads **Dropped**.

Banner Self-Service • Student • Registration • Select a Term • Register for Classes

**Register for Classes**

Save Successful

**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Search Results — 56 Classes**  
Term: Fall 2015 Subject and Course Number: ENGL001A English

CRN	Subject	Subject Description	Course #	Section #	Title	Units	Meeting Times	Instructor	Status	Action
14044	ENGL	English	001A	001	BEGINNING COMPOS... Lecture	4	M T W T F 10:10 AM - 11:00 AM Bull	Spaice, Terry (Prim...	1 of 22 seats... 2 of 2 waitlist see	Add
14027	ENGL	English	001A	002	BEGINNING COMPOS... Lecture	4	M T W T F 09:10 AM - 10:30 AM Bull	Sell, Jeremy (Prima...	FULL: 0 of 0 2 of 2 wa...	Add

**Class Schedule for Fall 2015**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTI TO				
9am							
10am							
11am							
12pm							
1pm							
2pm							

**Summary**

CRN	Details	Title	Units	Schedule	Status	Action
14027	ENGL 001...	BEGINNING COMP...	4	Lecture	Dropped	None
13270	ECON 002...	INTRODUCTION T...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION T...	0	Discus...	Registered	None

Total Units | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop

# 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 [Academic Calendar](#) 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, [HIST 010-001](#)(lecture) and [HIST 010-022](#)(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, [CHEM 001A-001](#)(lecture) and [CHEM 011A-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 [MyForms.ucr.edu](#). 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 [Academic Calendar](#) 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.



Registration

4. Select **Register for Classes**.

UCRIVERSIDE

Banner Self-Service • Student • Registration

### Registration

**What would you like to do?**

<p><b>Prepare for Registration</b> View your registration status, registration time, and if you have any holds preventing registration.</p>	<p><b>Register for Classes</b> Search and register for your classes. You can also view your schedule and adjust variable unit classes.</p>
<p><b>Term Plan</b> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.</p>	<p><b>Browse Schedule of Classes</b> View sections that are being offered in a term.</p>
<p><b>View Your Class Schedule</b> View your past schedules and your ungraded classes.</p>	<p><b>Browse Course Catalog</b> Look up basic course information like subject, course description, and prerequisites. Actual sections offered in a term are listed under Browse Schedule of Classes.</p>

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

UCRIVERSIDE

Banner Self-Service • Student • Registration • Select a Term

### SELECT A TERM

Terms Open for Registration

Continue

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

Banner Self-Service » Student » Registration » Select a Term » Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria**

Term: Fall 2015

Subject and Course Number

Subject

Course Number

Open Sections Only

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**Schedule** | **Summary**

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am			INTRODUCTI... TO COLLEGE GENERAL BUSI...		INTRODUCTI... TO COLLEGE GENERAL BUSI...		
10am		BEGINNING COMPOSITION		BEGINNING COMPOSITION		BEGINNING COMPOSITION	
11am			INTRODUCTI... TO COLLEGE GENERAL BUSI...		INTRODUCTI... TO COLLEGE GENERAL BUSI...		
12pm			INTRODUCTI... TO COLLEGE GENERAL BUSI...	INTRODUCTI... TO COLLEGE GENERAL BUSI...	INTRODUCTI... TO COLLEGE GENERAL BUSI...		
1pm							
2pm					INTRODUCTI... TO COLLEGE GENERAL BUSI...		
3pm							

Summary

CRN	Details	Title	Units	Schedule T	Status	Action
14044	ENGL 001...	BEGINNING COM...	4	Lecture	Registered	None
11519	BUS 010...	INTRODUCTION T...	4	Lecture	Registered	None
11521	BUS 010...	INTRODUCTION T...	0	Discus...	Registered	None
16140	MATH 004...	INTRODUCTION T...	5	Lecture	Registered	None
16142	MATH 004...	INTRODUCTION T...	0	Addi...	Registered	None

Total Units | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 17

Conditional Add and Drop

7. Navigate to the section you desire to drop in the **Summary** panel and change the action to **Drop** and press **Submit**.

- Please remember to also drop any linked activities or corequisites.

**Schedule** | **Summary**

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am			INTRODUCTI... TO COLLEGE GENERAL BUSI...		INTRODUCTI... TO COLLEGE GENERAL BUSI...		
10am		BEGINNING COMPOSITION		BEGINNING COMPOSITION		BEGINNING COMPOSITION	
11am			INTRODUCTI... TO COLLEGE GENERAL BUSI...		INTRODUCTI... TO COLLEGE GENERAL BUSI...		
12pm			INTRODUCTI... TO COLLEGE GENERAL BUSI...	INTRODUCTI... TO COLLEGE GENERAL BUSI...	INTRODUCTI... TO COLLEGE GENERAL BUSI...		
1pm							
2pm					INTRODUCTI... TO COLLEGE GENERAL BUSI...		
3pm							

Summary

CRN	Details	Title	Units	Schedule T	Status	Action
14044	ENGL 001...	BEGINNING COM...	4	Lecture	Registered	Drop
11519	BUS 010...	INTRODUCTION T...	4	Lecture	Registered	None
11521	BUS 010...	INTRODUCTION T...	0	Discus...	Registered	None
16140	MATH 004...	INTRODUCTION T...	5	Lecture	Registered	None
16142	MATH 004...	INTRODUCTION T...	0	Addi...	Registered	None

Total Units | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 17

Conditional Add and Drop

8. Cheers, you have dropped the section if the status reads **Dropped** and receive a **Save Successful** message.

Banner Self-Service » Student » Registration » Select a Term » Register for Classes

**Register for Classes**

**Save Successful**

Find Classes | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria**

Term: Fall 2015

Subject and Course Number

Subject

Course Number

Open Sections Only

Title

General Education Requirements

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**Class Schedule for Fall 2015**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am			INTRODUCTIO TO BUSINESS		INTRODUCTIO TO BUSINESS		
10am							
11am			INTRODUCTIO TO COLLEGE MATH-MATHE MATIC FOR BUSI NESS MAJORS		INTRODUCTIO TO COLLEGE MATH-MATHE MATIC FOR BUSI NESS MAJORS		
12pm				INTRODUCTIO TO COLLEGE ENGLISH FOR BUSINESS MAJORS		INTRODUCTIO TO COLLEGE ENGLISH FOR BUSINESS MAJORS	
1pm							

**Summary**

CRN	Details	Title	Units	Schedule T	Status	Action
14044	ENGL 001...	BEGINNING COM...	0	Lecture	Dropped	None
11519	BUS 010...	INTRODUCTION I...	4	Lecture	Registered	None
11521	BUS 010...	INTRODUCTION I...	0	Discus...	Registered	None
16140	MATH 004...	INTRODUCTION I...	5	Lecture	Registered	None
16142	MATH 004...	INTRODUCTION I...	0	Addis...	Registered	None

Total Units | Registered: 9 | Billing: 13 | CEU: 0 | Min: 0 | Max: 17

Conditional Add and Drop

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

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## REVISION HISTORY

Version	Date	Name	Description

## INTRODUCTION AND PURPOSE

The waitlist is a feature department utilize to automatically manage 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 [MyForms.ucr.edu](http://MyForms.ucr.edu). 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 [Academic Calendar](#) 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](http://Rweb.ucr.edu).
3. Enter your UCR NetID and password.
4. Select the **Registration** icon in R'web.



Registration

5. Select **Register for Classes**.

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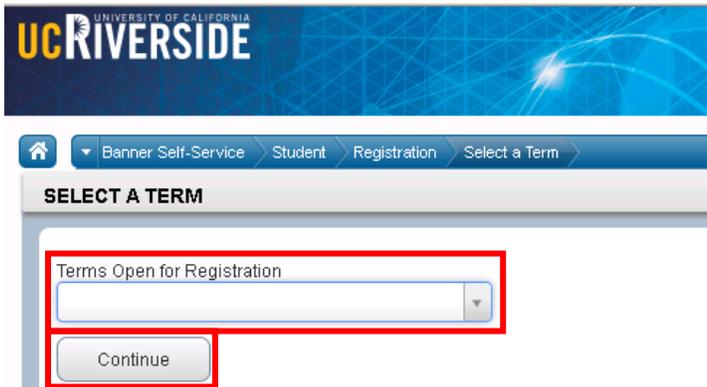
Banner Self-Service • Student • Registration

### Registration

**What would you like to do?**

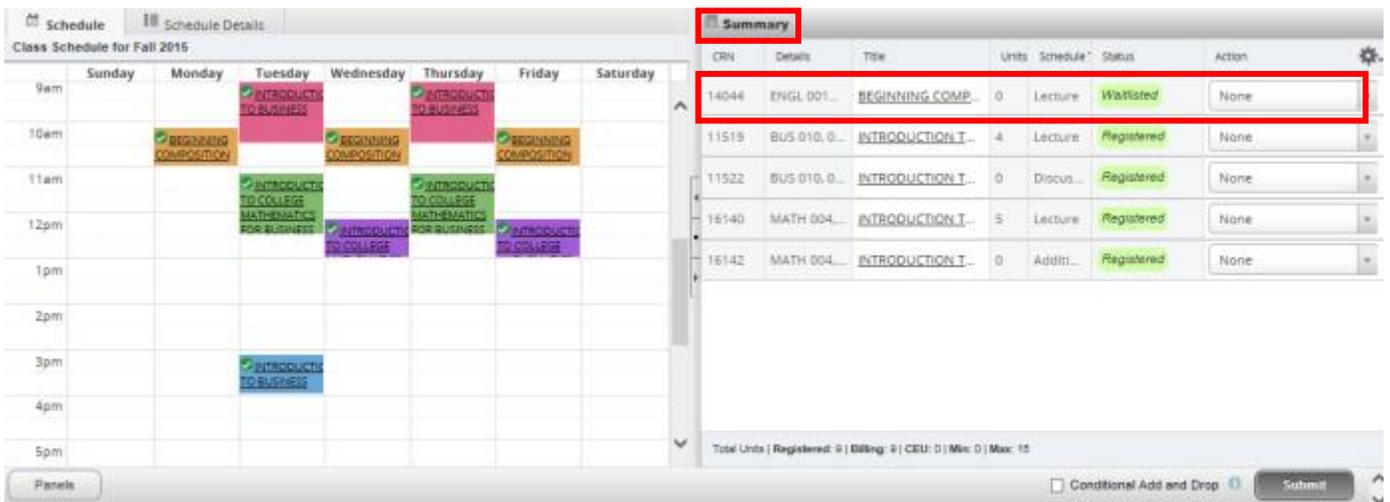
<a href="#">Prepare for Registration</a> View your registration status, registration time, and if you have any holds preventing registration.	<a href="#">Register for Classes</a> Search and register for your classes. You can also view your schedule and adjust variable unit classes.
<a href="#">Term Plan</a> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	<a href="#">Browse Schedule of Classes</a> View sections that are being offered in a term.
<a href="#">View Your Class Schedule</a> View your past schedules and your ungraded classes.	<a href="#">Browse Course Catalog</a> Look up basic course information like subject, course description, and prerequisites. Actual sections offered in a term are listed under Browse Schedule of Classes.

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



## HOW TO ADD INTO A SECTION AFTER BEING ON THE WAITLIST

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



2. Change the **Action** to **Add** and press **Submit**.

**Summary**

CRN	Details	Title	Units	Schedule	Status	Action
14044	ENGL 001...	BEGINNING COMP...	0	Lecture	Waitlisted	Add
11519	BUS 010, 0...	INTRODUCTION T...	4	Lecture	Registered	None
11522	BUS 010, 0...	INTRODUCTION T...	0	Discus...	Registered	None
16140	MATH 004...	INTRODUCTION T...	5	Lecture	Registered	None
16142	MATH 004...	INTRODUCTION T...	0	Addit...	Registered	None

Total Units | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop

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

**Register for Classes**

Save Successful

**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria**

Term: Fall 2015

Subject and Course Number

Subject

Course Number

Open Sections Only

Title

General Education Requirements

**Summary**

CRN	Details	Title	Units	Schedule	Status	Action
14044	ENGL 001...	BEGINNING COMP...	4	Lecture	Registered	None
11519	BUS 010, 0...	INTRODUCTION T...	4	Lecture	Registered	None
11522	BUS 010, 0...	INTRODUCTION T...	0	Discus...	Registered	None
16140	MATH 004...	INTRODUCTION T...	5	Lecture	Registered	None
16142	MATH 004...	INTRODUCTION T...	0	Addit...	Registered	None

Total Units | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop

## HOW TO ADD INTO LINKED SECTIONS AFTER BEING ON THE WAITLIST

- As mentioned earlier, you have received a waitlist notification and have one of the linked activities in your **Summary** panel with a **Waitlisted Status**.
- 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.

The screenshot shows the 'Class Schedule for Fall 2015' on the left and the 'Summary' panel on the right. The summary panel contains the following data:

CRN	Details	Title	Units	Schedule T	Status	Action
11522	BUS 010, 022	INTRODUCTION TO...	0	Discus...	Waitlisted	None
16140	MATH 004...	INTRODUCTION TO...	5	Lecture	Registered	None
16142	MATH 004...	INTRODUCTION TO...	0	Additio...	Registered	None
13270	ECON 002...	INTRODUCTION TO...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION TO...	0	Discus...	Registered	None

Total Units | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 15

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

The screenshot shows the 'Class Schedule for Fall 2015' on the left and the 'Summary' panel on the right. The summary panel now includes an additional entry:

CRN	Details	Title	Units	Schedule T	Status	Action
11579	BUS 010, 001	INTRODUCTION TO B...	4	Lecture	Pending	Add
11522	BUS 010, 022	INTRODUCTION TO...	0	Discus...	Waitlisted	None
16140	MATH 004...	INTRODUCTION TO...	5	Lecture	Registered	None
16142	MATH 004...	INTRODUCTION TO...	0	Additio...	Registered	None
13270	ECON 002...	INTRODUCTION TO...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION TO...	0	Discus...	Registered	None

Total Units | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 15

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

**Summary**

CRN	Details	Title	Units	Schedule T	Status	Action
11519	BUS 010, 001	INTRODUCTION TO B...	4	Lecture	Pending	Add
11522	BUS 010, 022	INTRODUCTION TO ...	0	Discus...	Waitlisted	Add
16140	MATH 004...	INTRODUCTION TO ...	5	Lecture	Registered	None
16142	MATH 004...	INTRODUCTION TO ...	0	Additio...	Registered	None
13270	ECON 002...	INTRODUCTION TO ...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION TO ...	0	Discus...	Registered	None

Total Units | Registered: 10 | Billing: 10 | CEU: 0 | Min: 0 | Max: 15

5. 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

Register for Classes

Save Successful

Find Classes | Enter CRNs | Plans | Schedule and Options

**Enter Course Reference Numbers (CRNs) to Register**

Term: Fall 2015

CRN

+ Add Another CRN

**Summary**

CRN	Details	Title	Units	Schedule T	Status	Action
11519	BUS 010, 001	INTRODUCTION TO ...	4	Lecture	Registered	None
11522	BUS 010, 022	INTRODUCTION TO ...	0	Discus...	Registered	None
16140	MATH 004...	INTRODUCTION TO ...	5	Lecture	Registered	None
16142	MATH 004...	INTRODUCTION TO ...	0	Additio...	Registered	None
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

## 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.

The screenshot shows the R'Web interface with two main panels: 'Schedule' and 'Summary'.

**Schedule Panel:** Displays a grid for 'Class Schedule for Fall 2015' from Sunday to Saturday. Time slots range from 8am to 6pm. Color-coded blocks represent classes:
 

- Waitlisted (Red/Orange):** 'BEGINNING COMP TO' sections on Tuesday (8-10am), Wednesday (10-12pm), and Friday (10-12pm).
- Registered (Green/Blue):** 'INTRODUCTION TO BUSINESS' sections on Tuesday (9-11am), Wednesday (9-11am), Thursday (9-11am), and Friday (9-11am).
- Registered (Green):** 'INTRODUCTION TO COLLEGE' sections on Monday (3-5pm), Wednesday (3-5pm), and Friday (3-5pm).

**Summary Panel:** Lists the following sections:
 

CRN	Details	Title	Units	Schedule T	Status	Action
14044	ENGL 001A...	BEGINNING COMP...	0	Lecture	Waitlisted	None
11519	BUS 010.001	INTRODUCTION TO...	4	Lecture	Registered	None
11521	BUS 010.021	INTRODUCTION TO...	0	Discus...	Registered	None
16131	MATH 004...	INTRODUCTION TO...	5	Lecture	Registered	None
16134	MATH 004...	INTRODUCTION TO...	0	Additio...	Registered	None
13270	ECON 002...	INTRODUCTION TO...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION TO...	0	Discus...	Registered	None

At the bottom of the Summary panel, it shows: 'Total Units | Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 16'. There is a 'Conditional Add and Drop' checkbox and a 'Submit' button.

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	Waitlisted	None
11519	BUS 010, 001	INTRODUCTION TO ...	4	Lecture	Registered	None
11521	BUS 010, 021	INTRODUCTION TO ...	0	Discus...	Registered	None
16131	MATH 004,...	INTRODUCTION TO ...	5	Lecture	Registered	None
16134	MATH 004,...	INTRODUCTION TO ...	0	Additio...	Registered	None
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 Submit

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

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
11521	BUS 010, 021	INTRODUCTION TO ...	0	Discus...	Registered	None
16131	MATH 004,...	INTRODUCTION TO ...	5	Lecture	Registered	None
16134	MATH 004,...	INTRODUCTION TO ...	0	Additio...	Registered	None
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 Submit

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**.

Summary						
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
11521	BUS 010, 021	INTRODUCTION TO...	0	Discus...	Registered	None
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
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 **Submit**

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 » Student » Registration » Select a Term » Register for Classes

**Save Successful**

Find Classes | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria**

Term: Fall 2015

Subject and Course Number

Subject

Course Number

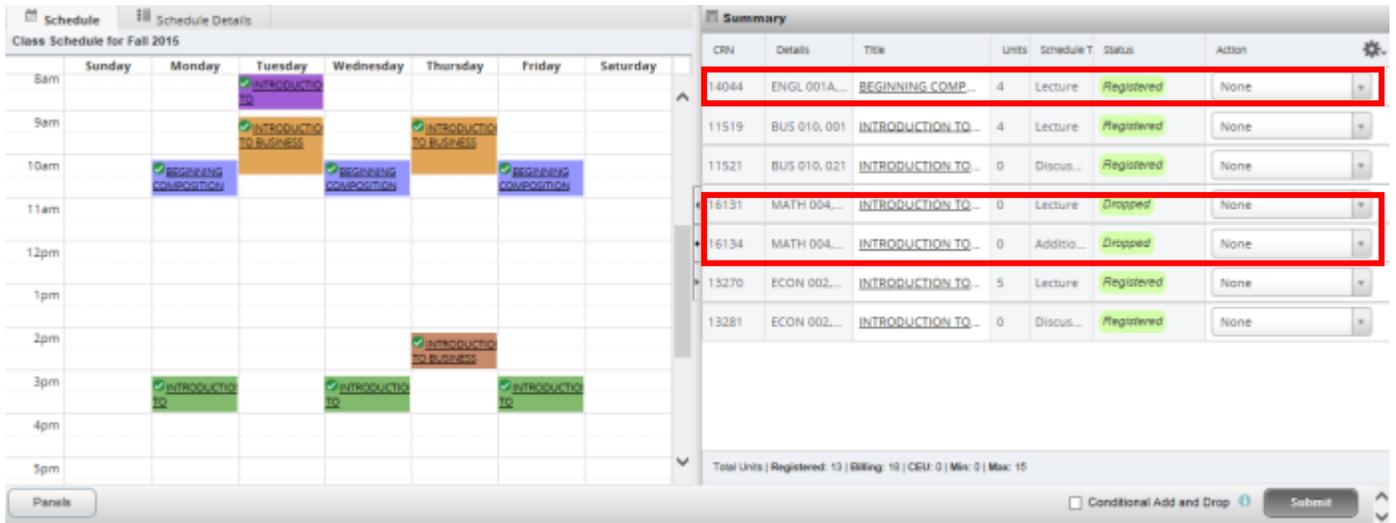
Open Sections Only

Title

General Education Requirements

Instructor

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



**Class Schedule for Fall 2015**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTIO TO				
9am			INTRODUCTIO TO BUSINESS		INTRODUCTIO TO BUSINESS		
10am		BEGINNING COMPOSITION		BEGINNING COMPOSITION		BEGINNING COMPOSITION	
11am							
12pm							
1pm							
2pm					INTRODUCTIO TO BUSINESS		
3pm		INTRODUCTIO TO		INTRODUCTIO TO		INTRODUCTIO TO	
4pm							
5pm							

**Summary**

CRN	Details	Title	Units	Schedule T	Status	Action
14044	ENGL 001A...	BEGINNING COMP...	4	Lecture	Registered	None
11519	BUS 010, 001	INTRODUCTION TO...	4	Lecture	Registered	None
11521	BUS 010, 021	INTRODUCTION TO...	0	Discus...	Registered	None
15131	MATH 004...	INTRODUCTION TO...	0	Lecture	Dropped	None
16134	MATH 004...	INTRODUCTION TO...	0	Additio...	Dropped	None
13270	ECON 002...	INTRODUCTION TO...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION TO...	0	Discus...	Registered	None

Total Units | Registered: 13 | Billing: 10 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop

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

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Introduction and Purpose .....	2
Procedures .....	3

## 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 [Academic Calendar](#) 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, HIST 010-001(lecture) and HIST 010-022(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, CHEM 001A-001(lecture) and CHEM 011A-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 [Myforms.ucr.edu](http://Myforms.ucr.edu). 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 [Academic Calendar](#) 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.

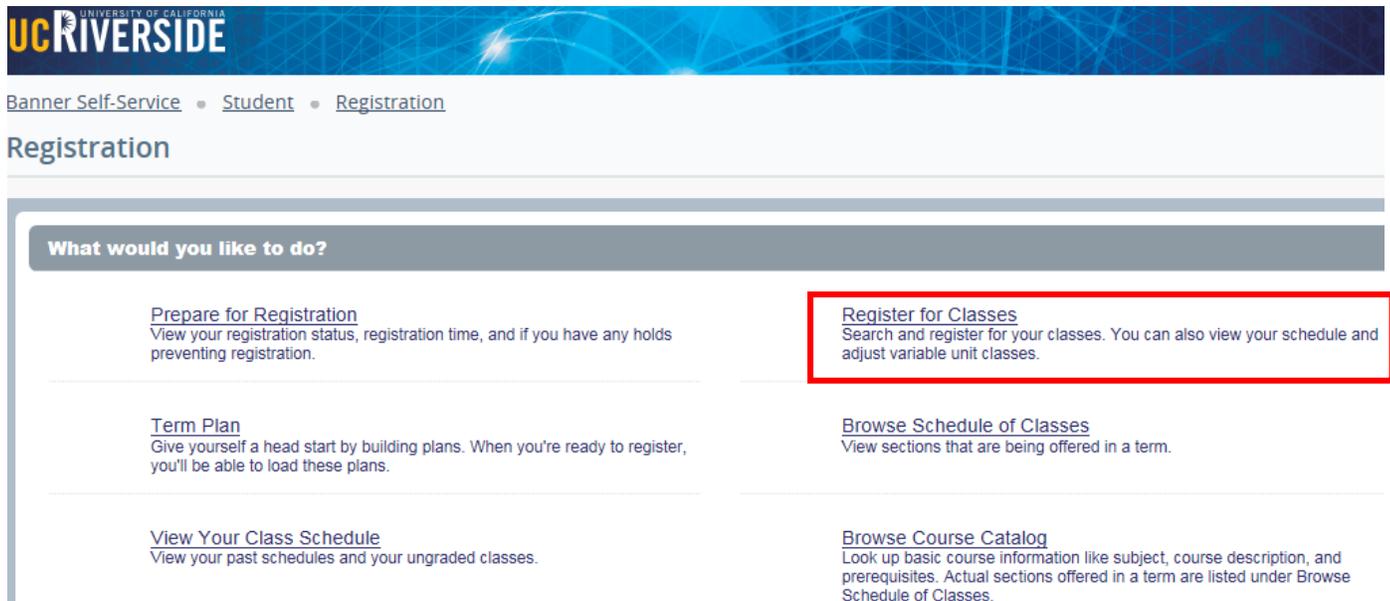
## PROCEDURES

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



Registration

4. Select **Register for Classes**.



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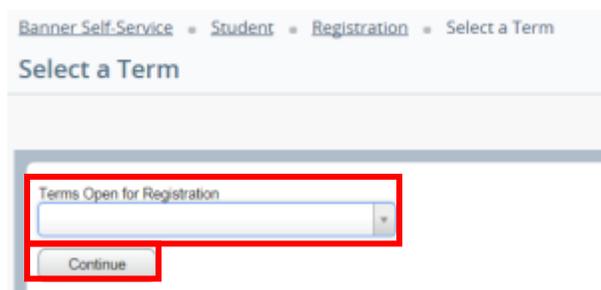
[Banner Self-Service](#) • [Student](#) • [Registration](#)

### Registration

**What would you like to do?**

- Prepare for Registration**  
View your registration status, registration time, and if you have any holds preventing registration.
- Register for Classes**  
Search and register for your classes. You can also view your schedule and adjust variable unit classes.
- Term Plan**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Schedule of Classes**  
View sections that are being offered in a term.
- View Your Class Schedule**  
View your past schedules and your ungraded classes.
- Browse Course Catalog**  
Look up basic course information like subject, course description, and prerequisites. Actual sections offered in a term are listed under Browse Schedule of Classes.

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



[Banner Self-Service](#) • [Student](#) • [Registration](#) • [Select a Term](#)

### Select a Term

Terms Open for Registration

Continue

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

Banner Self-Service » Student » Registration » Select a Term » Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria**

Term: Fall 2015

Subject and Course Number

Subject

Course Number

Open Sections Only

Title

---

**Schedule** | Schedule Details

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTO TO BUSINESS		INTRODUCTO TO BUSINESS		
10am		BEGINNING COMPOSITION		BEGINNING COMPOSITION		BEGINNING COMPOSITION	
11am			INTRODUCTO TO COLLEGE MATHEMATICS FOR BUSINESS		INTRODUCTO TO COLLEGE MATHEMATICS FOR BUSINESS		
12pm				INTRODUCTO TO COLLEGE MATHEMATICS		INTRODUCTO TO COLLEGE MATHEMATICS	
1pm							
2pm					INTRODUCTO TO BUSINESS		
3pm							

Panels

**Summary**

CRN	Details	Title	Units	Schedule T	Status	Action
14044	ENGL 001...	BEGINNING COMP...	4	Lecture	Registered	None
11519	BUS 010, 0...	INTRODUCTION T...	4	Lecture	Registered	None
11521	BUS 010, 0...	INTRODUCTION T...	0	Discus...	Registered	None
16140	MATH 004...	INTRODUCTION T...	5	Lecture	Registered	None
16142	MATH 004...	INTRODUCTION T...	0	Additio...	Registered	None

Total Units | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 17

Conditional Add and Drop

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*

The screenshot shows the 'Class Schedule for Fall 2015' interface. On the left is a grid showing class times from 8am to 6pm across the days of the week. On the right is the 'Summary' tab, which contains a table of classes. Two rows in the table are highlighted with a red box: the first row for CRN 11519 (BUS 010, INTRODUCTION T, 4 units, Lecture, Pending) and the second row for CRN 11521 (BUS 010, INTRODUCTION T, 0 units, Discus..., Pending). Both rows have an 'Add' button in the 'Action' column, also highlighted with a red box.

CRN	Details	Title	Units	Schedule T	Status	Action
11519	BUS 010...	INTRODUCTION T...	4	Lecture	Pending	Add
11521	BUS 010...	INTRODUCTION T...	0	Discus...	Pending	Add
16140	MATH 004...	INTRODUCTION T...	5	Lecture	Registered	None
16142	MATH 004...	INTRODUCTION T...	0	Additio...	Registered	None
14044	ENGL 001...	BEGINNING COMP...	4	Lecture	Registered	None
13270	ECON 002...	INTRODUCTION T...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION T...	0	Discus...	Registered	None

Total Units | Registered: 14 | Billing: 14 | CEU: 0 | Misc: 0 | Max: 17

Conditional Add and Drop

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

This screenshot is identical to the previous one, but the 'Conditional Add and Drop' checkbox at the bottom right of the summary table is now checked and highlighted with a red box.

Conditional Add and Drop

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.

The screenshot shows the R'Web registration interface. On the left is a 'Class Schedule for Fall 2015' grid. On the right is a 'Summary' table. The summary table has a red box around the row for MATH 004, which has a 'Drop' button in the 'Action' column.

CRN	Details	Title	Units	Schedule T	Status	Action
11519	BUS 010...	INTRODUCTION T...	4	Lecture	Pending	Add
11521	BUS 010...	INTRODUCTION T...	0	Discus...	Pending	Add
16140	MATH 004...	INTRODUCTION T...	5	Lecture	Registered	Drop
16142	MATH 004...	INTRODUCTION T...	0	Additio...	Registered	Drop
14044	ENGL 001...	BEGINNING COMP...	4	Lecture	Registered	None
13270	ECON 002...	INTRODUCTION T...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION T...	0	Discus...	Registered	None

Total Units | Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 17

Conditional Add and Drop

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.
    - i. 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.

Banner Self-Service » Student » Registration » Select a Term » Register for Classes

✔ Save Successful

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Back To Search Results | **Linked Sections**  
Term: Fall 2015 | Subject and Course Number: BUS010 Business

**Title : INTRODUCTION TO BUSINESS**    **Schedule Type : Lecture**    **CRN: 11519**    Add All

CRN	Subject	Subject Description	Course Num	Section	Title	Units	Meeting Times	Instructor	Status
11521	BUS	Business	010	021	INTRODUCTION TO BUSIN... Discussion	0	S M T W T F S 02:10 PM - 03:00 PM Building: No	Kondabolu, Tarun (Prim...	1 of 50 seats re... 2 of 2 waitlist seats re <a href="#">LINKED</a>

Total Units : 0

**Title : INTRODUCTION TO BUSINESS**    **Schedule Type : Lecture**    **CRN: 11519**    Add All

CRN	Subject	Subject Description	Course Num	Section	Title	Units	Meeting Times	Instructor	Status
11526	BUS	Business	010	026	INTRODUCTION TO BUSIN...	0	T W T F S 04:10 PM - 05:00 PM Building: No	Yin, Yisuan (Primaru)	1 of 50 seats re... 2 of 2 waitlist seats re

**Schedule** | Schedule Details | **Summary**

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTI... BUSINESS				
9am			INTRODUCTI... TO BUSINESS		INTRODUCTI... TO BUSINESS		
10am		BEGINNING COM... POSITIONAL		BEGINNING COM... POSITIONAL		BEGINNING COM... POSITIONAL	
11am							
12pm							
1pm							

CRN	Details	Title	Units	Schedule	Status	Action
11519	BUS 010,...	INTRODUCTION T...	4	Lecture	Registered	None
11521	BUS 010,...	INTRODUCTION T...	0	Discu...	Registered	None
16140	MATH 004...	INTRODUCTION T...	0	Lecture	Dropped	None
16142	MATH 004...	INTRODUCTION T...	0	Additi...	Dropped	None
14044	ENGL 001...	BEGINNING COM...	4	Lecture	Registered	None
13270	ECON 002...	INTRODUCTION T...	5	Lecture	Registered	None

Total Units | Registered: 13 | Billing: 18 | CEU: 0 | Min: 0 | Max: 17

Conditional Add and Drop    Submit

- 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** box is that 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.

Banner Self-Service > Student > Registration > Select a Term > Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Back To Search Results | **Linked Sections**  
Term: Fall 2015 | Subject and Course Number: BUS010 Business

**Title :** INTRODUCTION TO BUSINESS    **Schedule Type :** Discussion    **CRN:** 11522

CRN	Subject	Subject Description	Course Num	Section	Title	Units	Meeting Times
11519	BUS	Business	010	001	INTRODUCTION TO BUSINESS Lecture	4	09:10 AM - 10:30 AM Thu

**BUS 010 CRN 11519: ADDITIONAL ACTIVITY NEEDED** - This course requires enrollment in multiple sections (i.e. lecture and discussion and/or lab, etc.). Please select all required sections.

**BUS 010 CRN 11522: FULL COURSE WAITLIST OPEN** - This course is full. A waitlist with 0 students is available.

**Unable to make requested changes so your schedule was not changed.**

**Class Schedule for Fall 2015**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTION TO BUSINESS				
9am			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		
10am		INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS	
11am		INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS	INTRODUCTION TO BUSINESS		
12pm			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		
1pm			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		
3pm		INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS	
4pm			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		

**Summary**

CRN	Details	Title	Units	Schedule Type	Status	Action
11522	BUS 010, 002	INTRODUCTION TO BU	0	Discussion	Errors Preventing S	Remove
11519	BUS 010, 001	INTRODUCTION TO BU	4	Lecture	Errors Preventing S	Remove
14844	ENGL 001A, 0...	BEGINNING COMPOSIT	4	Lecture	Registered	None
16140	MATH 004, 010	INTRODUCTION TO CO	5	Lecture	Registered	None
16142	MATH 004, 012	INTRODUCTION TO CO	0	Admission	Registered	None
13276	ECON 002, 001	INTRODUCTION TO MA	5	Lecture	Registered	None
13281	ECON 002, 031	INTRODUCTION TO MA	0	Discussion	Registered	None

Total Units | Registered: 14 | Billing: 14 | CEU: 0 | Max 0 | Max 17

Conditional Add and Drop    **Submit**

- 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.

Banner Self-Service » Student » Registration » Select a Term » Register for Classes

## Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Back To Search Results **Linked Sections**  
Term: Fall 2015 Subject and Course Number: BUS010 Business

**Title :** INTRODUCTION TO BUSINESS **Schedule Type :** Discussion **CRN:** 11522

CRN	Subject	Subject Description	Course Num	Section	Title	Units	Meeting Times
11519	BUS	Business	010	001	INTRODUCTION TO BUSINESS Lecture	4	09:10 AM - 10:30 AM BU...

**BUS 010 CRN 11519: ADDITIONAL ACTIVITY NEEDED** - This course requires enrollment in multiple sections (i.e. lecture and discussion and/or lab, etc.). Please select all required sections.

**BUS 010 CRN 11522: FULL COURSE WAITLIST OPEN** - This course is full. A waitlist with 0 students is available.

**Unable to make requested changes so your schedule was not changed.**

**Class Schedule for Fall 2015**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTION TO MICROECONOMICS				
9am			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		
10am		BEGINNING COMPOSITION		BEGINNING COMPOSITION		BEGINNING COMPOSITION	
11am			INTRODUCTION TO POLITICAL SCIENCE		INTRODUCTION TO POLITICAL SCIENCE		
12pm			INTRODUCTION TO POLITICAL SCIENCE		INTRODUCTION TO POLITICAL SCIENCE		
1pm			INTRODUCTION TO POLITICAL SCIENCE		INTRODUCTION TO POLITICAL SCIENCE		
2pm							
3pm		INTRODUCTION TO BUSINESS	INTRODUCTION TO BUSINESS	INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS	
4pm							

**Summary**

CRN	Details	Title	Units	Schedule Typ	Status	Action
11522	BUS 010, 002	INTRODUCTION TO BU...	0	Discussion	Errors Preventing R...	Waitlist
11519	BUS 010, 001	INTRODUCTION TO BU...	4	Lecture	Errors Preventing R...	Remove
14044	ENGL 001A, 0...	BEGINNING COMPOSITI...	4	Lecture	Registered	None
16140	MATH 004, 010	INTRODUCTION TO CO...	5	Lecture	Registered	None
16142	MATH 004, 012	INTRODUCTION TO CO...	0	Addition...	Registered	None
13270	ECON 002, 001	INTRODUCTION TO MA...	5	Lecture	Registered	None
13281	ECON 002, 031	INTRODUCTION TO MA...	0	Discussion	Registered	None

Total Units | Registered: 14 | Billing: 14 | CEU: 0 | Misc: 0 | Max: 17

Conditional Add and Drop **Submit**

# HOW TO REGISTER FOR AND ADJUST THE UNITS FOR A VARIABLE UNIT CLASS IN R'WEB

---

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Procedures .....	3

## 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 [Academic Calendar](#) 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.

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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 [Academic Calendar](#) to determine when the EAF has a processing fee.

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

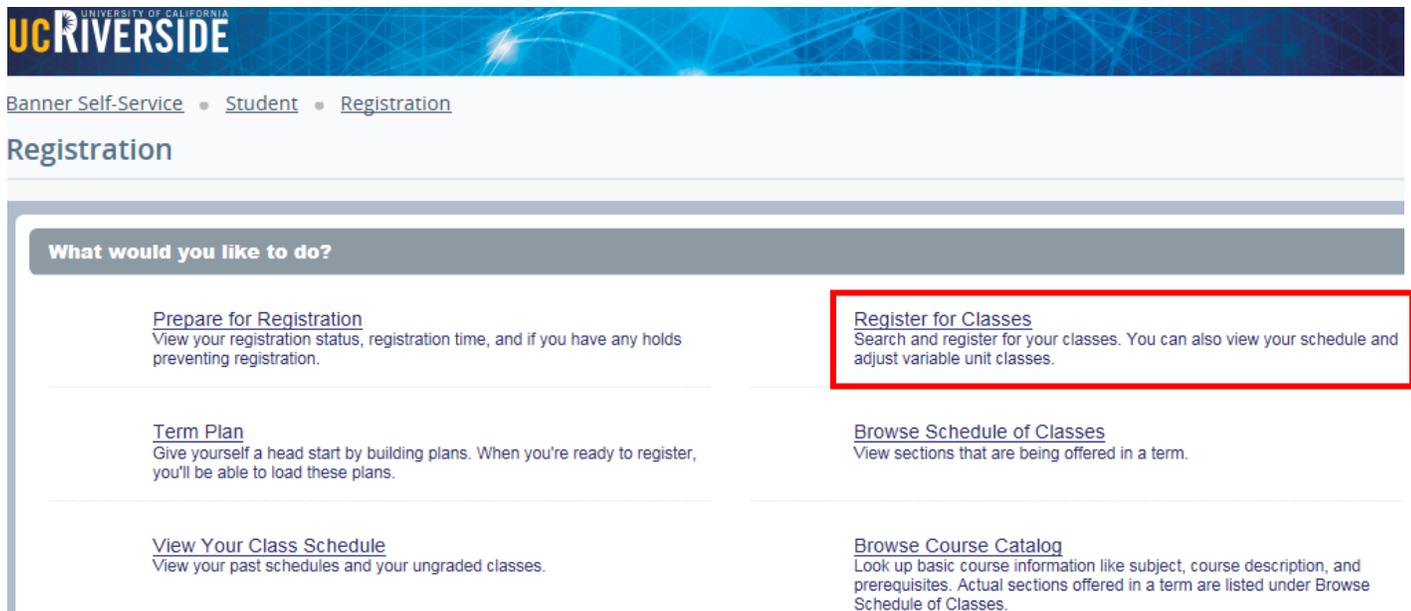
## PROCEDURES

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



Registration

4. Select **Register for Classes**.



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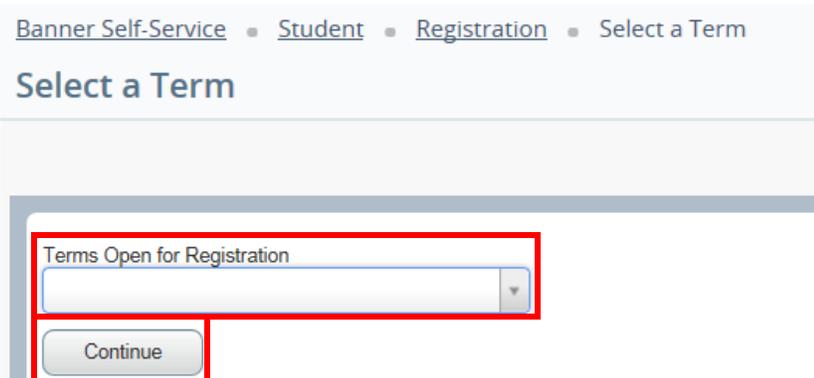
Banner Self-Service • Student • Registration

### Registration

**What would you like to do?**

- [Prepare for Registration](#)  
View your registration status, registration time, and if you have any holds preventing registration.
- [Register for Classes](#)  
Search and register for your classes. You can also view your schedule and adjust variable unit classes.
- [Term Plan](#)  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [Browse Schedule of Classes](#)  
View sections that are being offered in a term.
- [View Your Class Schedule](#)  
View your past schedules and your ungraded classes.
- [Browse Course Catalog](#)  
Look up basic course information like subject, course description, and prerequisites. Actual sections offered in a term are listed under Browse Schedule of Classes.

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



Banner Self-Service • Student • Registration • Select a Term

### Select a Term

Terms Open for Registration

Continue

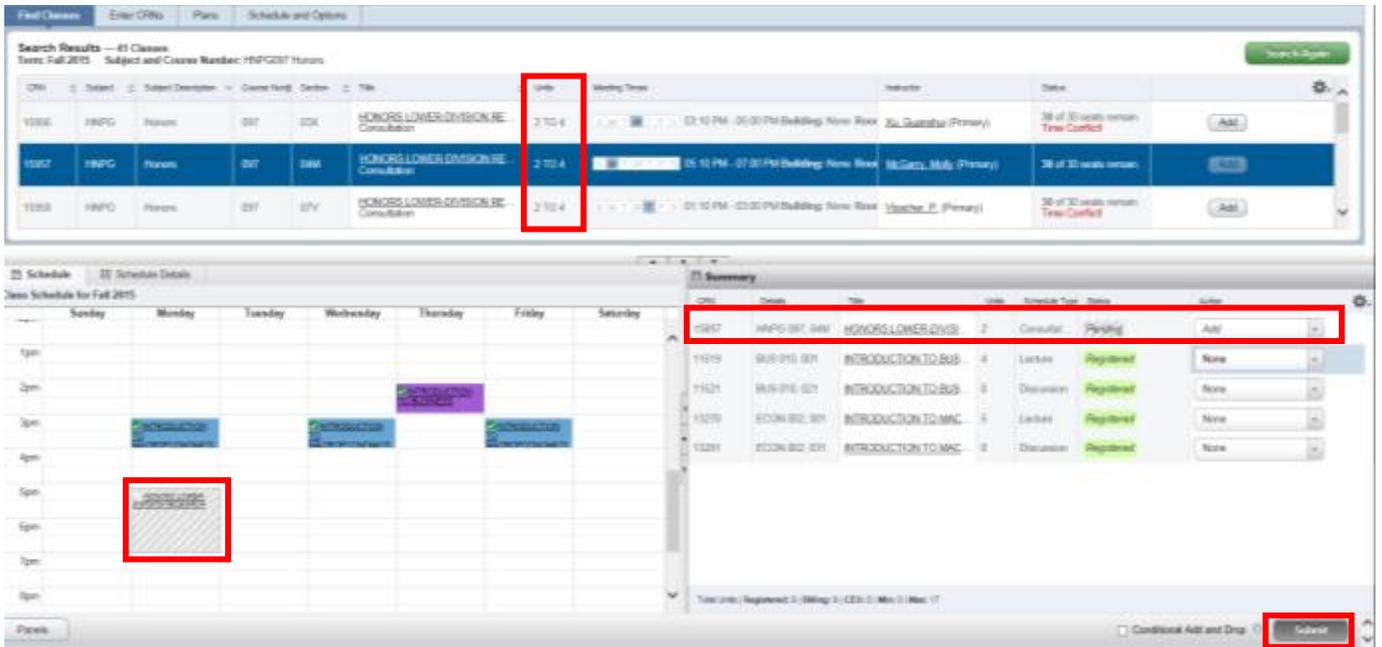
6. Utilizing one of the registration paths mentioned in *How to Register for Classes Through Find Classes* or *How to Register for Classes By Entering the CRN*, or *How to Register for Classes Through Term Plan* locate the section.
  - a. The **Units** column lists the unit range the course has been 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.

The screenshot displays the R'Web registration interface. At the top, the search results for 'HONORS LOWER DIVISION Consultation' (CRN 15956-15958) are shown. The 'Units' column for all sections is highlighted in red, showing a range of '2 TO 4'. The 'Status' column for sections 15956 and 15958 is also highlighted in red, indicating a 'Time Conflict'. Below the search results, the 'Schedule' panel shows a weekly grid with a red box highlighting a 'Time Conflict' on Monday at 5pm. The 'Summary' panel on the right shows the selected section (CRN 15957) with 2 units assigned, and other registered sections (CRN 11521, 11519, 13270, 13281) with their respective units and statuses.

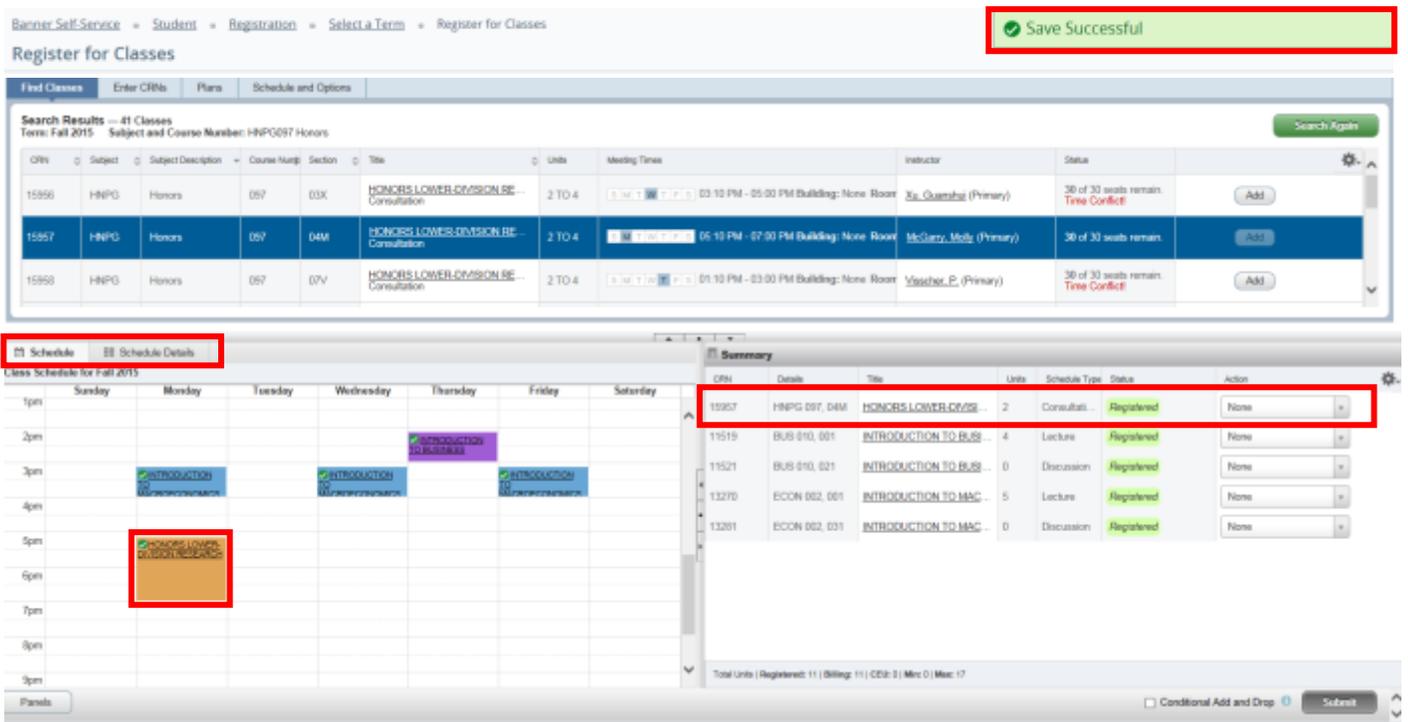
CRN	Subject	Subject Description	Course Nbr	Section	Title	Units	Meeting Times	Instructor	Status
15956	HNPG	Honors	097	03X	HONORS LOWER DIVISION Consultation	2 TO 4	03:10 PM - 05:00 PM Building: N	Xu, Guanzhu (Primary)	30 of 30 seats r... Time Conflict
15957	HNPG	Honors	097	04M	HONORS LOWER DIVISION Consultation	2 TO 4	05:10 PM - 07:00 PM Building: N	McGarry, Molly (Primary)	30 of 30 seats r...
15958	HNPG	Honors	097	07V	HONORS LOWER DIVISION Consultation	2 TO 4	01:10 PM - 03:00 PM Building: N	Voscher, P. (Primary)	30 of 30 seats r... Time Conflict

CRN	Details	Title	Units	Schedule T	Status	Action
15957	HNPG 097...	HONORS LOWER DIVISION	2	Consult	Pending	Add
11521	BUS 010, 021	INTRODUCTION TO...	0	Discuss	Registered	None
11519	BUS 010, 001	INTRODUCTION TO...	4	Lecture	Registered	None
13270	ECON 002...	INTRODUCTION TO...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION TO...	0	Discuss	Registered	None

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**.



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



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.

Find Classes | Enter CRNs | Plans | **Schedule and Options**

**Summary**  
Term: Fall 2015

CRN	Details	Title	Units	Status	Schedule Type	Grade Mode	Registration Date	Level	Message
15957	HMPG 097, 04M	HONORS LOWER DIVISION...	2	Registered	Consultation	Letter	09/06/2016	Undergraduate	Registered09/...
11519	BUS 010, 001	INTRODUCTION TO BUSINESS	4	Registered	Lecture	Letter	09/06/2016	Undergraduate	Registered09/...
11521	BUS 010, 021	INTRODUCTION TO BUSINESS	0	Registered	Discussion	Letter	09/06/2016	Undergraduate	Registered09/...

Schedule | Schedule Details

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTION TO MACROECONOMICS				
9am			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		
10am							
11am							
12pm							
1pm							
2pm					INTRODUCTION TO BUSINESS		
3pm		INTRODUCTION TO MACROECONOMICS		INTRODUCTION TO MACROECONOMICS			INTRODUCTION TO MACROECONOMICS
4pm							

Submit

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.

Find Classes | Enter CRNs | Plans | **Schedule and Options**

**Summary**  
Term: Fall 2015

CRN	Details	Title	Units	Status	Schedule Type	Grade Mode	Registration Date	Level	Message
15957	HMPG 097, 04M	HONORS LOWER DIVISION RES...	2 Must be from 2 to 4	Registered	Consultation	Letter	09/06/2016	Undergraduate	Registered09/06/...
11519	BUS 010, 001	INTRODUCTION TO BUSINESS	4	Registered	Lecture	Letter	09/06/2016	Undergraduate	Registered09/06/...
11521	BUS 010, 021	INTRODUCTION TO BUSINESS	0	Registered	Discussion	Letter	09/06/2016	Undergraduate	Registered09/06/...
13270	ECON 002, 001	INTRODUCTION TO MACROECONOMICS	5	Registered	Lecture	Letter	09/06/2016	Undergraduate	Registered09/06/...
13281	ECON 002, 031	INTRODUCTION TO MACROECONOMICS	0	Registered	Discussion	Letter	09/06/2016	Undergraduate	Registered09/06/...

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

Banner Self-Service » Students » Registration » Select a Term » Register for Classes

**Save Successful**

### Register for Classes

Find Classes | Enter CRNs | Plans | **Schedule and Options**

**Summary**  
Term: Fall 2015

CRN	Details	Title	Units	Status	Schedule Type	Grade Mode	Registration Date	Level	Message
15...	HNPG 097, 04M	HONORS LOWER DIVISIO...	3	Registered	Consultation	Letter	09/06/2016	Undergraduate	Registered08...
11519	BUS 010, 001	INTRODUCTION TO BUSIN...	4	Registered	Lecture	Letter	09/06/2016	Undergraduate	Registered08...
11521	BUS 010, 021	INTRODUCTION TO BUSIN...	0	Registered	Discussion	Letter	09/06/2016	Undergraduate	Registered08...
13270	ECON 002, 001	INTRODUCTION TO MACR...	5	Registered	Lecture	Letter	09/06/2016	Undergraduate	Registered08...
13281	ECON 002, 031	INTRODUCTION TO MACR...	0	Registered	Discussion	Letter	09/06/2016	Undergraduate	Registered08...

Records: 5

Schedule | Schedule Details

**Class Schedule for Fall 2015**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTION TO MANAGERIAL ECONOMICS				
9am			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		
10am							
11am							
12pm							
1pm							

Submit

# 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 [Academic Calendar](#) 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, [HIST 010-001](#)(lecture) and [HIST 010-022](#)(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, [CHEM 001A-001](#)(lecture) and [CHEM 01LA-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 [MyForms.ucr.edu](#). 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 [Academic Calendar](#) 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.

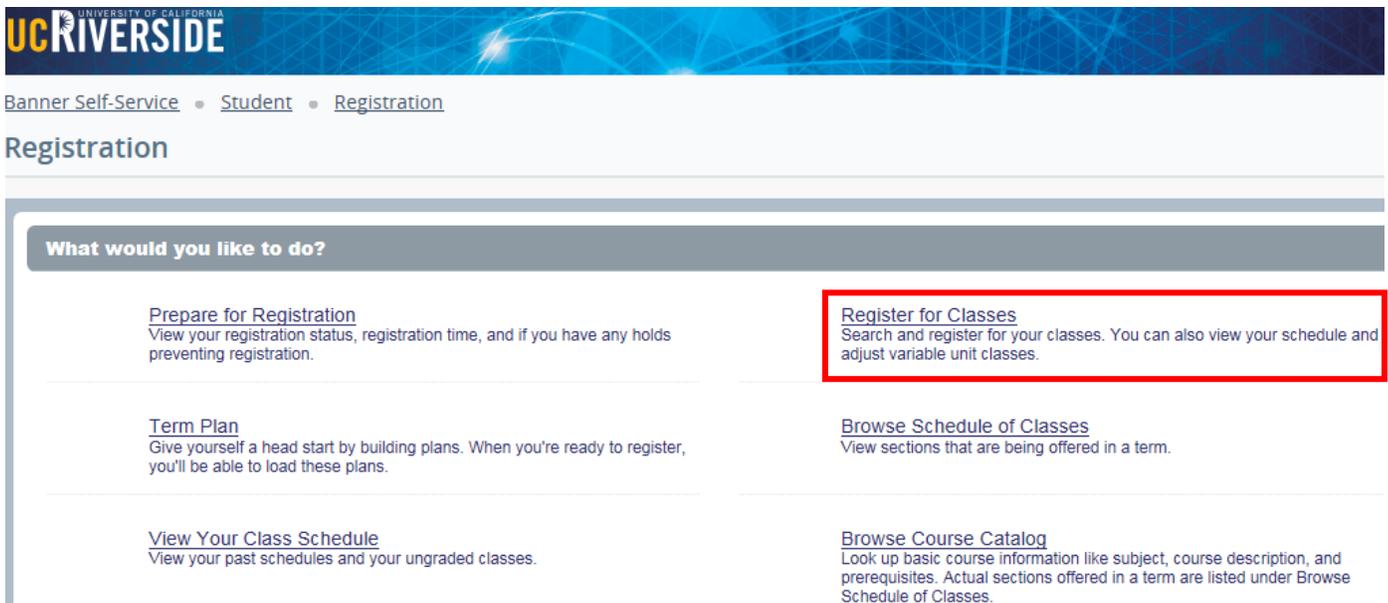
## PROCEDURES

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



Registration

4. Select **Register for Classes**.



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### Registration

**What would you like to do?**

<p><a href="#">Prepare for Registration</a> View your registration status, registration time, and if you have any holds preventing registration.</p>	<p><a href="#">Register for Classes</a> Search and register for your classes. You can also view your schedule and adjust variable unit classes.</p>
<p><a href="#">Term Plan</a> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.</p>	<p><a href="#">Browse Schedule of Classes</a> View sections that are being offered in a term.</p>
<p><a href="#">View Your Class Schedule</a> View your past schedules and your ungraded classes.</p>	<p><a href="#">Browse Course Catalog</a> Look up basic course information like subject, course description, and prerequisites. Actual sections offered in a term are listed under Browse Schedule of Classes.</p>

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



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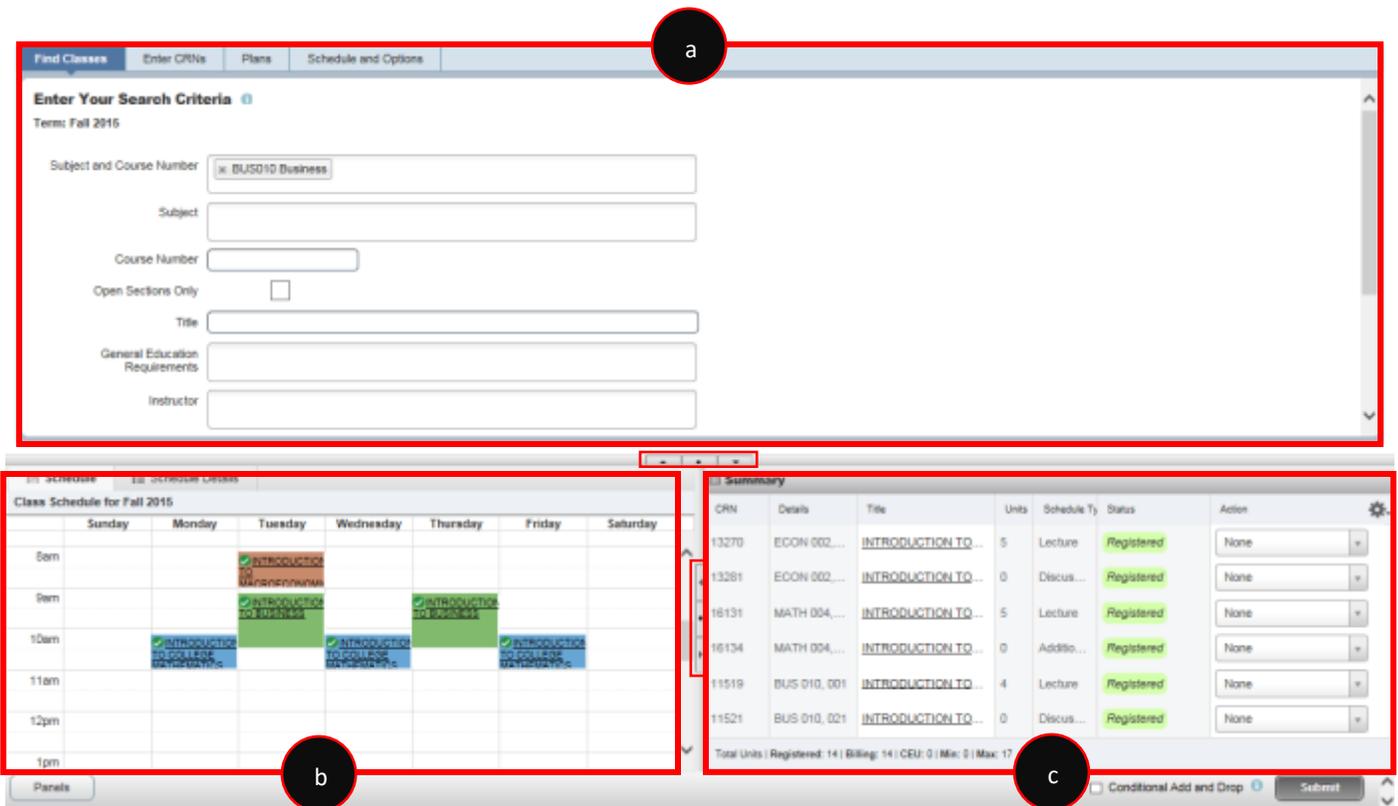
[Banner Self-Service](#) • [Student](#) • [Registration](#) • [Select a Term](#)

### SELECT A TERM

Terms Open for Registration

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**.



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.

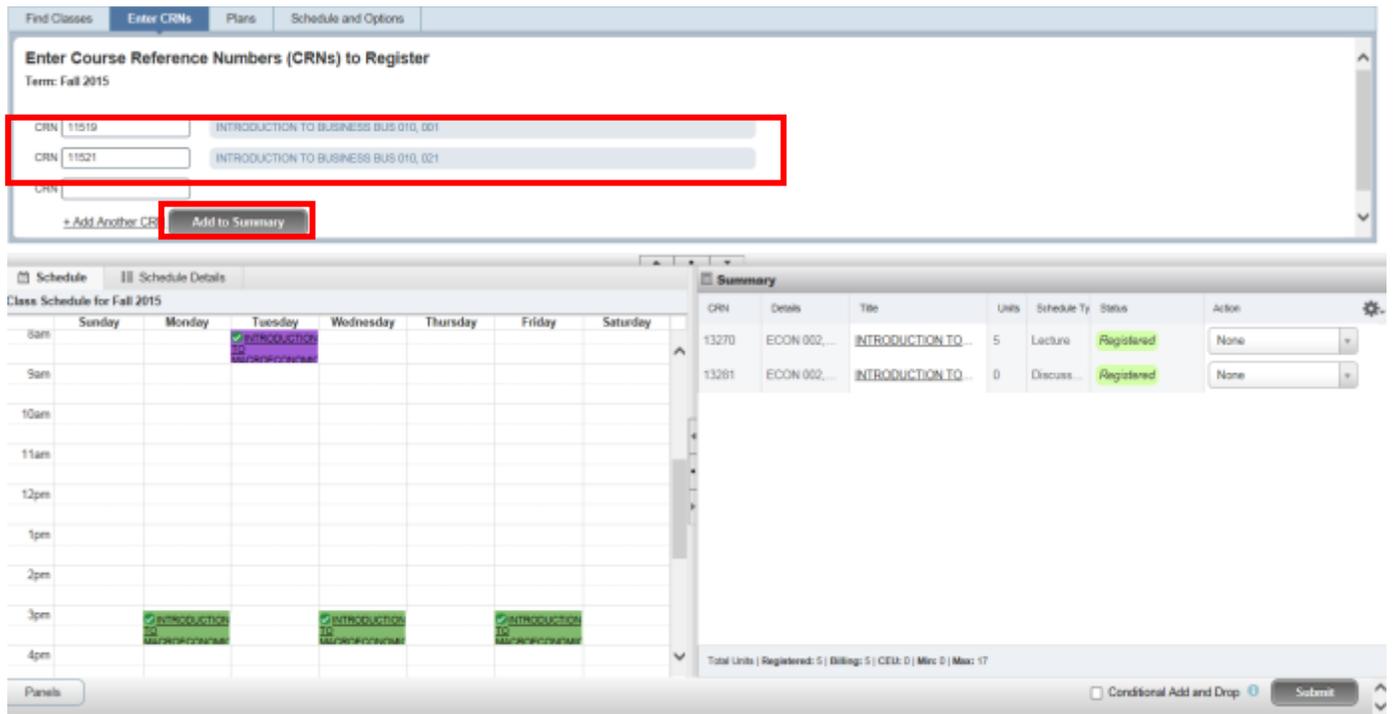
**Note:** CRN stands for **Course Reference Number**. It represents the unique 5 digit number for a section of a course.

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.

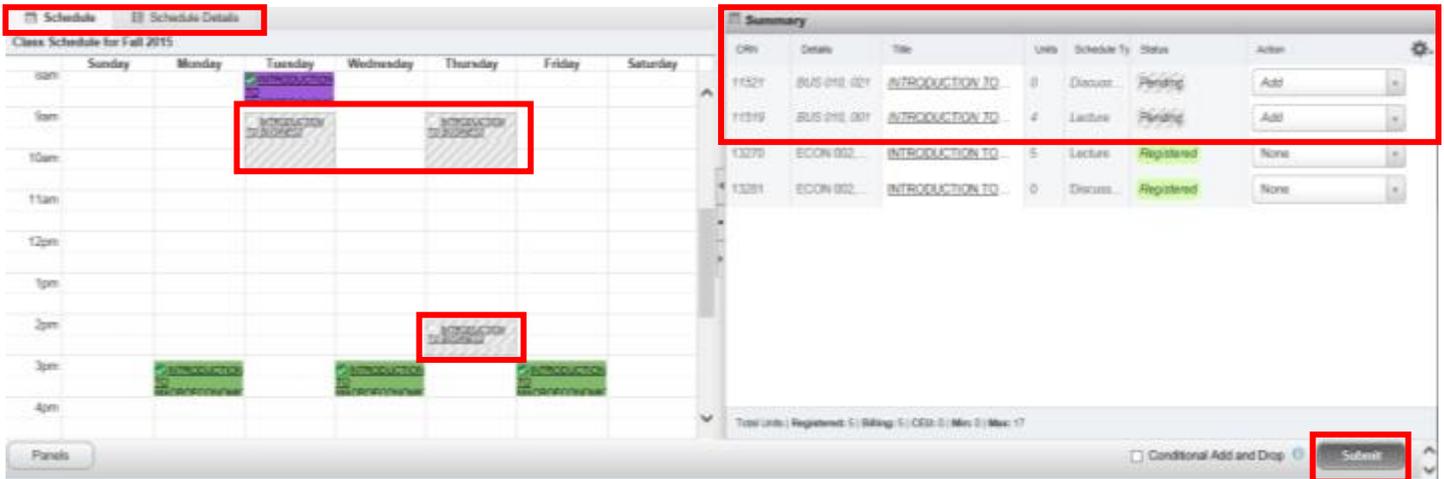
CRN	Details	Title	Units	Schedule Ty	Status	Action
13270	ECON 002...	INTRODUCTION TO...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION TO...	0	Discuss...	Registered	None

Total Units | Registered: 5 | Billing: 5 | CEH: 0 | Min: 0 | Max: 17

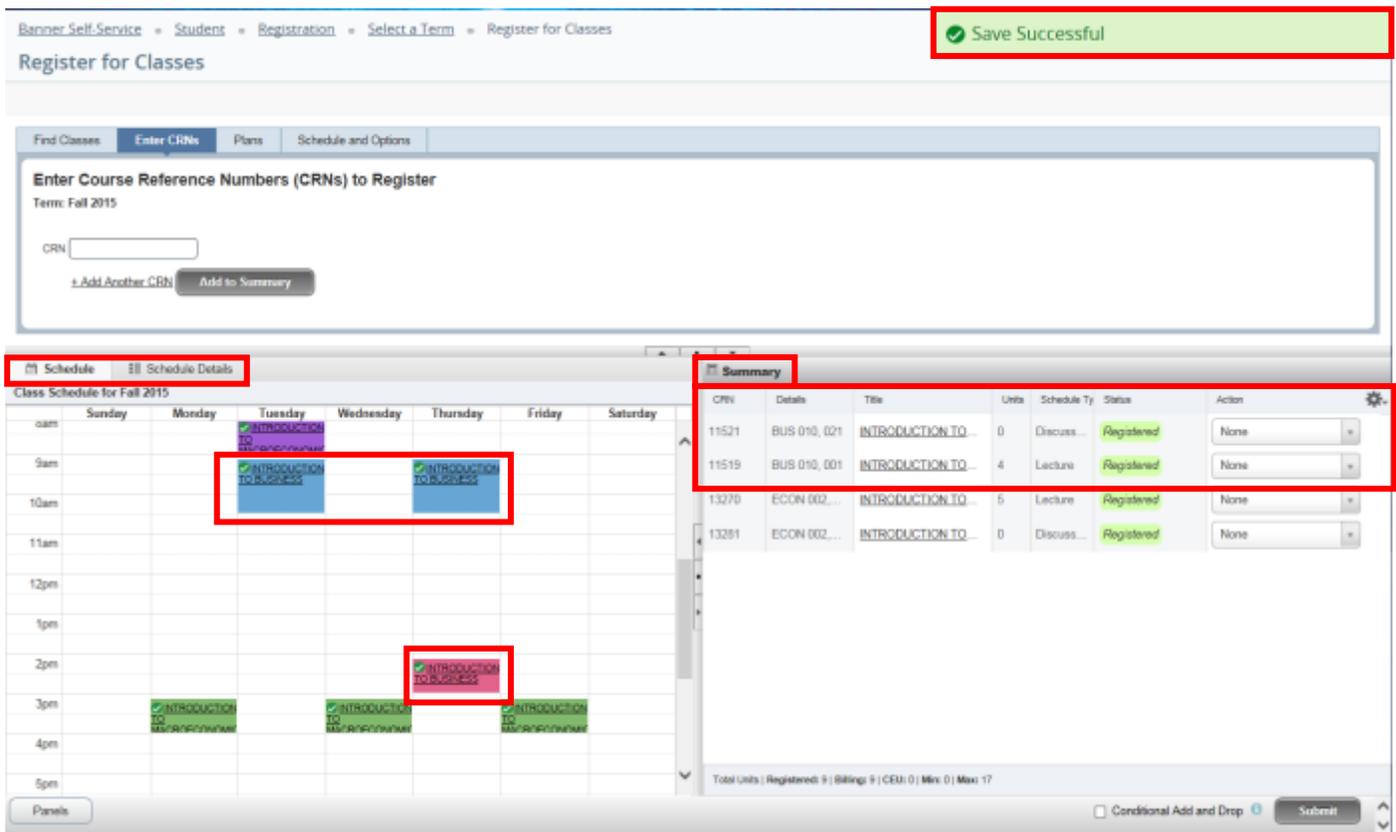
9. Enter the CRN and press Tab or select +Add Another CRN if you would like to add additional CRNs. When complete select Add to Summary.
  - a. When Tab or **+Add Another CRN** is pressed the class title, subject, course number, and section number will appear.
  - b. Reminder, if the section has a linked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



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**.



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.



# 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](#).

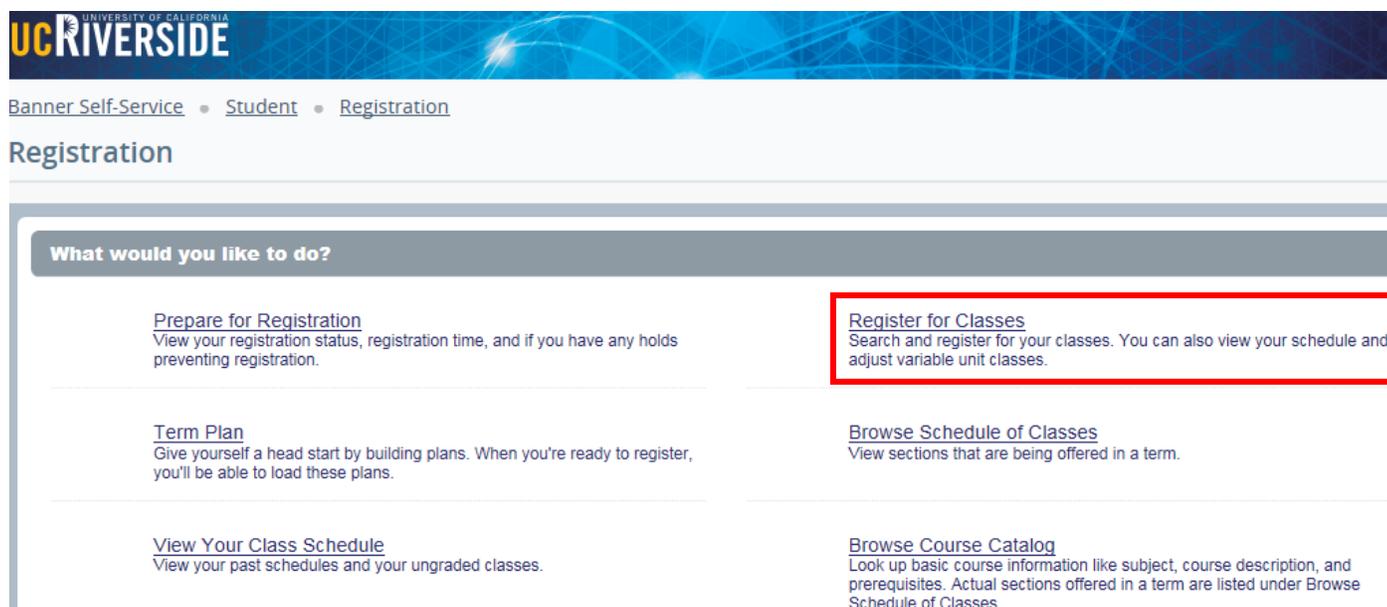
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<p><a href="#">View Your Class Schedule</a> View your past schedules and your ungraded classes.</p>	<p><a href="#">Browse Course Catalog</a> Look up basic course information like subject, course description, and prerequisites. Actual sections offered in a term are listed under Browse Schedule of Classes.</p>

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



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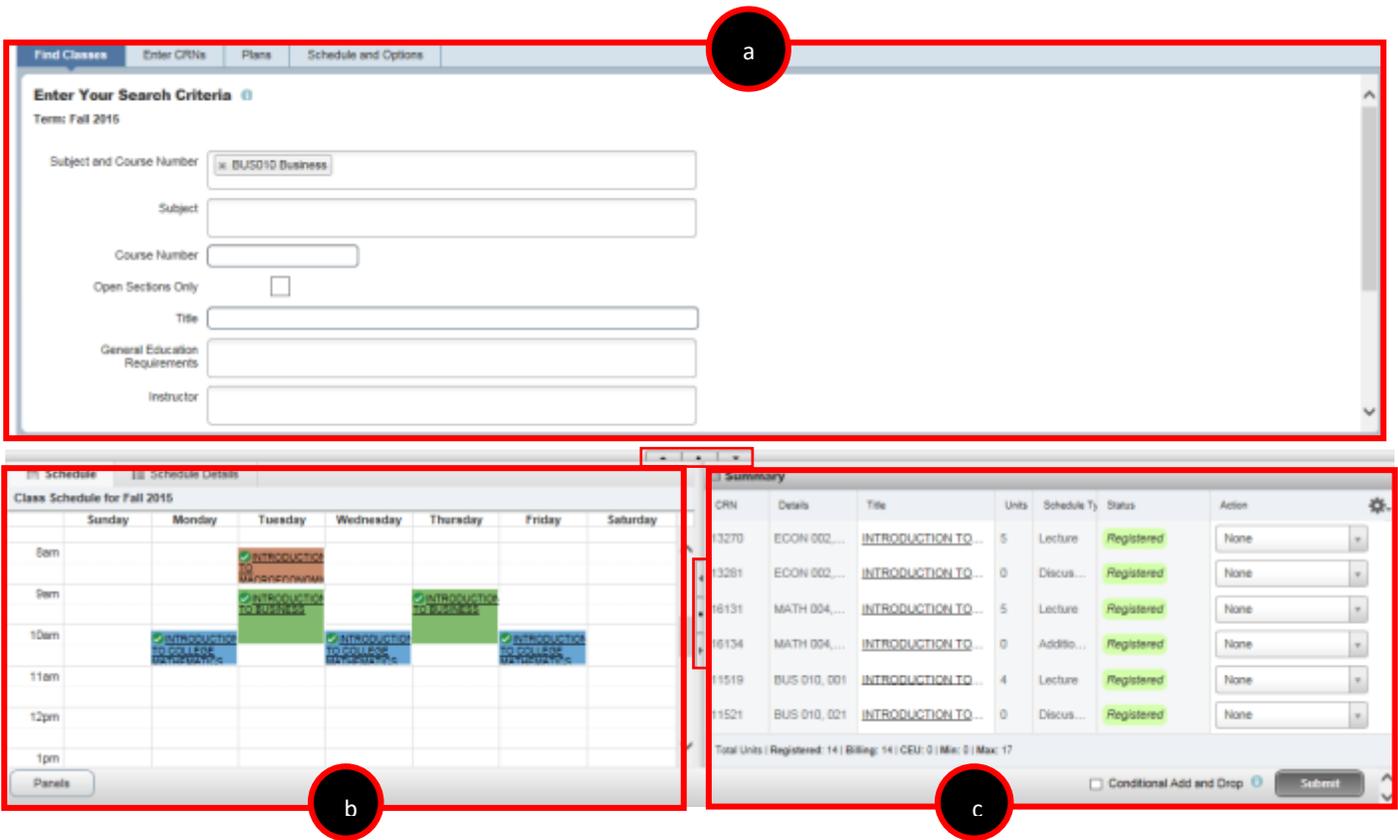
Banner Self-Service • Student • Registration • Select a Term

### SELECT A TERM

Terms Open for Registration

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).
- Search Results:** Top panel allows you to view search results in a list format.
  - 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.
  - 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**.



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:
- Find Classes:** Available to all students.
  - Enter CRNs:** Available to all students.
  - Plans:** Available to all students.
  - 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 Search Criteria** ⓘ

Term: Spring 2016

Subject and Course Number

Subject

Course Number

Open Sections Only

Title

General Education Requirements

Instructor

Course Delivery

College

Level

Keyword

[▶ 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 | Plans | Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: Fall 2015

Subject and Course Number

Subject

Course Number

Open Sections Only

Title

General Education Requirements

Instructor

Course Delivery

College

Level

Keyword

[▶ Advanced 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.

The screenshot shows the 'Find Classes' search interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is selected. Below the tabs, the section is titled 'Enter Your Search Criteria' with a help icon. The term is set to 'Fall 2015'. A search input field labeled 'Subject and Course Number' (highlighted with a red box) contains the text 'BUS'. A dropdown menu is open, showing a list of business courses: BUS010 Business, BUS020 Business, BUS021 Business, BUS100W Business, BUS101 Business, BUS102 Business, BUS103 Business, BUS104 Business, and BUS105 Business. Below the search input, there are several other search criteria fields: Instructor, Course Delivery, College, Level, and Keyword. At the bottom, there are buttons for 'Search', 'Clear', and a link for 'Advanced Search'.

9. 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.

The screenshot displays the 'Find Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below these is a search bar with the text 'Search Results - 16 Classes' and 'Term: Fall 2015 Subject and Course Number: BUS010 Business'. A red box highlights this search bar area. Below the search bar is a table of search results with columns: CRN, Subject, Subject Description, Course #, Section, Title, Units, Meeting Times, Instructor, and Status. The table lists four classes: 11519, 11520, 11521, and 11522. Below the table is a 'Class Schedule for Fall 2015' grid with columns for days of the week (Sunday to Saturday) and rows for times (6am to 11am). To the right of the grid is a 'Summary' panel showing 'No registered or pending classes' and 'Total Units / Registered: 0 / Billing: 0 / CRN: 0 / Min: 0 / Max: 17'. At the bottom right, there is a 'Conditional Add and Drop' checkbox and a 'Submit' button.

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

This image is a close-up of the search results table header. It shows the following columns: CRN, Subject, Subject Description, Course #, Section, Title, Units, Meeting Times, Instructor, and Status. Red boxes are drawn around the down arrows on the CRN, Subject, Subject Description, Course #, and Section columns, indicating that these columns can be sorted.

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

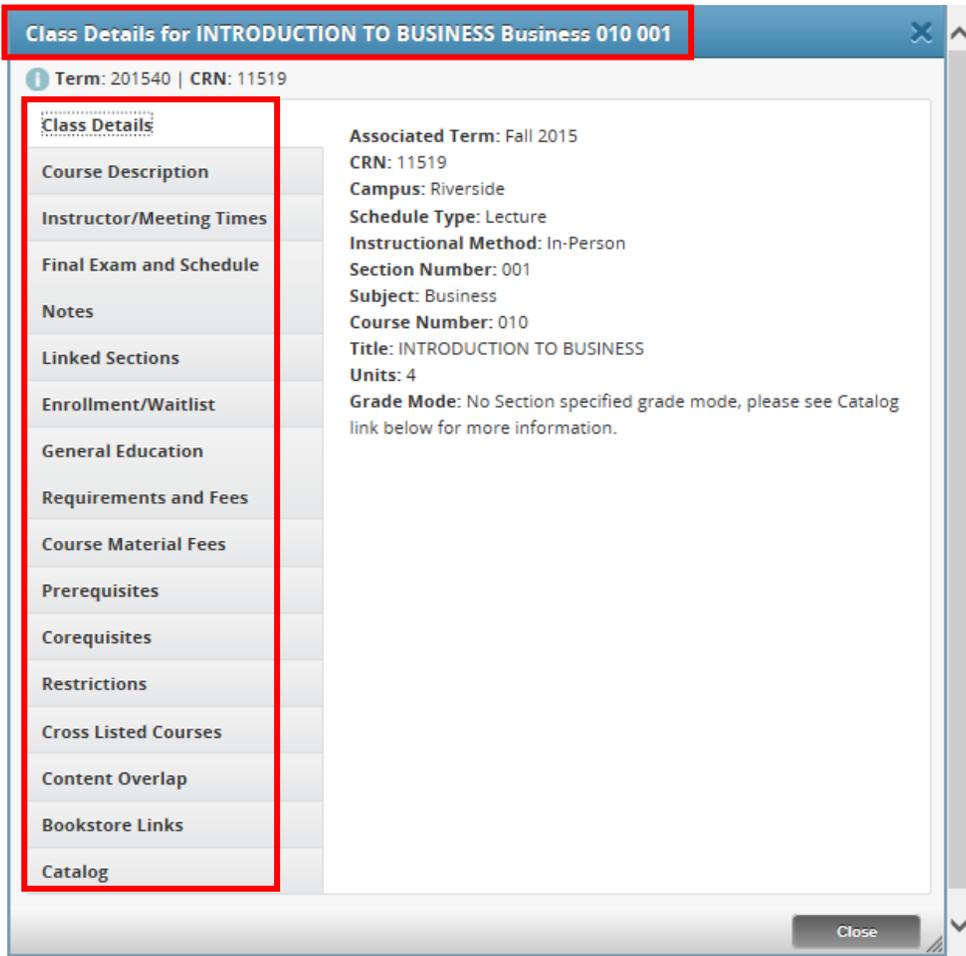
Search Results — 16 Classes  
Term: Fall 2015 Subject and Course Number: BUS010 Business

CRN	Subject	Subject Description	Section	Course No	Title	Units	Meeting Times	Instructor	Status
11519	BUS	Business	001	010	INTRODUCTION TO B... Lecture	4	09:10 AM - 10:30 AM Buildi...	Singh, Raj (Primary)	3 of 345 seats... LINKED
11520	BUS	Business	002	010	INTRODUCTION TO B... Lecture	4	08:40 AM - 09:30 AM Buildi...	Jasso, Sean (Primary)	3 of 341 seats... LINKED
11521	BUS	Business	021	010	INTRODUCTION TO B... Discussion	0	02:10 PM - 03:00 PM Buildi...	Kandabolu, Tanu (P...	1 of 50 seats r... 2 of 2 waitlist seats LINKED
11522	BUS	Business	022	010	INTRODUCTION TO B... Discussion	0	03:10 PM - 04:00 PM Buildi...	Kaur, Tallinder (Prim...	FULL 0 of 2 of 2 wait... LINKED
11523	BUS	Business	023	010	INTRODUCTION TO B... Discussion	0	11:10 AM - 12:00 PM Buildi...	Lee, Jennifer (Primary)	1 of 50 seats r... 2 of 2 waitlist seats LINKED
11524	BUS	Business	024	010	INTRODUCTION TO B... Discussion	0	02:10 PM - 03:00 PM Buildi...	Hsieh, Pei-Ju (Primary)	1 of 50 seats r... 2 of 2 waitlist seats LINKED

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

CRN	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.



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  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.

CRN	Subject	Subject Descr	Course Np	Section	Title	Units	Meeting Times	Instructor	Status	
11519	BUS	Business	010	001	INTRODUCTION TO B... Lecture	4	09:10 AM - 10:30 AM Buil	Sarah Raj	3 of 340 seats remain. LINKED	View Linked Add
11520	BUS	Business	010	002	INTRODUCTION TO B... Lecture	4	08:40 AM - 09:30 AM Buil	Jessie Sato	3 of 341 seats remain. LINKED	View Linked Add
11521	BUS	Business	010	021	INTRODUCTION TO B... Discussion	0	02:10 PM - 03:00 PM Buil	Kandoboku	1 of 50 seats remain. 2 of 2 waitlist seats remain. LINKED	View Linked Add
11522	BUS	Business	010	002	INTRODUCTION TO B... Discussion	0	03:10 PM - 04:00 PM Buil	Keur Talin	FULL: 0 of 50 seats rem... 2 of 2 waitlist seats rem... LINKED	View Linked Add
11523	BUS	Business	010	003	INTRODUCTION TO B... Discussion	0	11:10 AM - 12:00 PM Buil	Lee Jennie	1 of 50 seats remain. 2 of 2 waitlist seats remain. LINKED	View Linked Add
11524	BUS	Business	010	024	INTRODUCTION TO B... Discussion	0	02:10 PM - 03:00 PM Buil	Haish Bai	1 of 50 seats remain. 2 of 2 waitlist seats remain. LINKED	View Linked Add
11525	BUS	Business	010	025	INTRODUCTION TO B... Discussion	0	12:10 PM - 01:00 PM Buil	Li Jinsai (Pr	1 of 50 seats remain. 2 of 2 waitlist seats remain. LINKED	View Linked Add
11526	BUS	Business	010	026	INTRODUCTION TO B... Discussion	0	04:10 PM - 05:00 PM Buil	Yin Yiyao	1 of 50 seats remain. 2 of 2 waitlist seats remain. LINKED	View Linked Add
11527	BUS	Business	010	027	INTRODUCTION TO B... Discussion	0	09:10 AM - 10:00 AM Buil	Mou Bei	3 of 48 seats remain. 2 of 2 waitlist seats remain. LINKED	View 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.

CRN	Subject	Subject Description	Course Np	Section	Title	Units	Meeting Times	Instructor	Status	
14044	ENGL	English	001A	001	BEGINNING COMPOSITION Lecture	4	10:10 AM - 11:00 AM Bu	Spacie, T...	1 of 22 seats remain. 2 of 2 waitlist seats remain.	Add
14027	ENGL	English	001A	002	BEGINNING COMPOSITION Lecture	4	09:10 AM - 10:30 AM Bu	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**.

CRN	Subject	Subject Description	Course Np	Section	Title	Units	Meeting Times	Instructor	Status	
14044	ENGL	English	001A	001	BEGINNING COMPOSITION Lecture	4	10:10 AM - 11:00 AM Building: 1	Spacie, Tarry (Primary)	1 of 22 seats remain. 2 of 2 waitlist seats remain.	Add
14027	ENGL	English	001A	002	BEGINNING COMPOSITION Lecture	4	09:10 AM - 10:30 AM Building: 1	Sell, Jeremy (Primary)	3 of 22 seats remain. 2 of 2 waitlist seats remain.	Add

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.

Search Results — 16 Classes  
 Term: Fall 2015 Subject and Course Number: BUS010 Business Search Again

CRN	Subject	Subject Description	Course Number	Section	Title	Units	Meeting Times	Instructor	Status
11519	BUS	Business	010	001	INTRODUCTION TO BUSINESS Lecture	4	1 1 1 1 1 1 1 09:10 AM - 10:00 AM	Singh, Raj (Primary)	3 of 348 seats remain 2 of 2 waitlist seats remain <a href="#">LINKED</a> <a href="#">View Linked</a> <a href="#">Add</a>
11520	BUS	Business	010	002	INTRODUCTION TO BUSINESS Lecture	4	1 1 1 1 1 1 1 00:40 AM - 08:00 AM	Jasso, Sean (Primary)	3 of 341 seats remain 2 of 2 waitlist seats remain <a href="#">LINKED</a> <a href="#">View Linked</a> <a href="#">Add</a>
11521	BUS	Business	010	021	INTRODUCTION TO BUSINESS Discussion	0	1 1 1 1 1 1 1 02:10 PM - 03:00 PM	Kondabolu, Tarun (Primary)	1 of 50 seats remain 2 of 2 waitlist seats remain <a href="#">LINKED</a> <a href="#">View Linked</a> <a href="#">Add</a>
11522	BUS	Business	010	022	INTRODUCTION TO BUSINESS Discussion	0	1 1 1 1 1 1 1 03:10 PM - 04:00 PM	Kaur, Talinder (Primary)	<b>FULL</b> 2 of 2 waitlist seats remain <a href="#">LINKED</a> <a href="#">View Linked</a> <a href="#">Add</a>

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.

Back To Search Results **Linked Sections**  
 Term: Fall 2015 Subject and Course Number: BUS010 Business

**Title : INTRODUCTION TO BUSINESS** **Schedule Type : Lecture** **CRN: 11519** [Add All](#)

CRN	Subject	Subject Description	Course Num	Section	Title	Units	Meeting Times	Instructor	Status
11521	BUS	Business	010	021	INTRODUCTION TO BUSINESS Discussion	0	1 1 1 1 1 1 1 02:10 PM - 03:00 PM Building: None R	Kondabolu, Tarun (Primary)	1 of 50 seats remain 2 of 2 waitlist seats remain <a href="#">LINKED</a>

Total Units : 0

**Title : INTRODUCTION TO BUSINESS** **Schedule Type : Lecture** **CRN: 11519** [Add All](#)

CRN	Subject	Subject Description	Course Num	Section	Title	Units	Meeting Times	Instructor	Status
11520	BUS	Business	010	020	INTRODUCTION TO BUSINESS Discussion	0	1 1 1 1 1 1 1 04:10 PM - 05:00 PM Building: None R	Yin, Yizeng (Primary)	1 of 50 seats remain 2 of 2 waitlist seats remain <a href="#">LINKED</a>

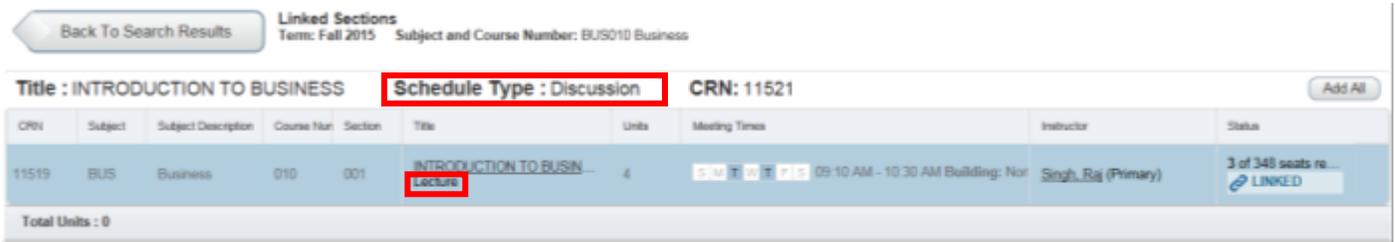
Total Units : 0

**Title : INTRODUCTION TO BUSINESS** **Schedule Type : Lecture** **CRN: 11519** [Add All](#)

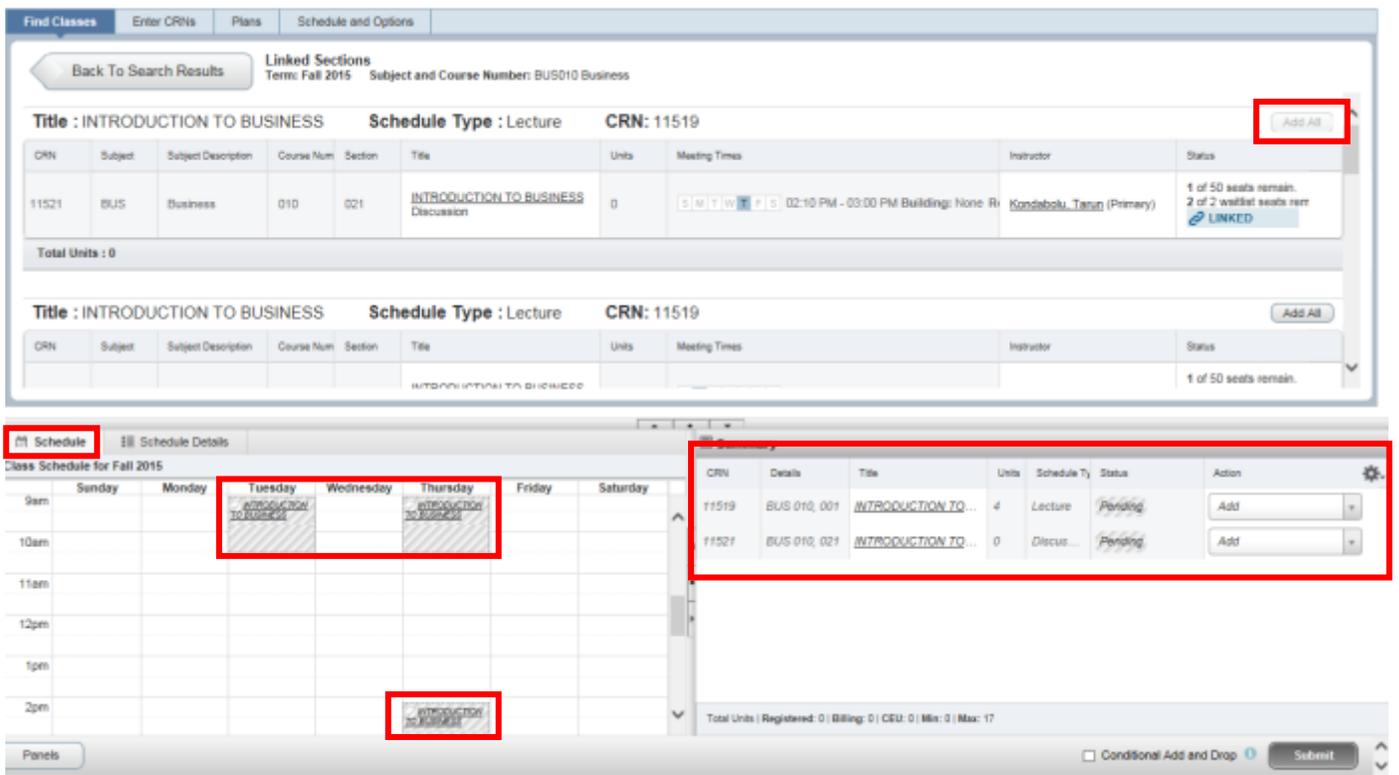
CRN	Subject	Subject Description	Course Num	Section	Title	Units	Meeting Times	Instructor	Status
11523	BUS	Business	010	023	INTRODUCTION TO BUSINESS Discussion	0	1 1 1 1 1 1 1 11:10 AM - 12:00 PM Building: None R	Lee, Jennifer (Primary)	1 of 50 seats remain 2 of 2 waitlist seats remain <a href="#">LINKED</a>

Total Units : 0

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



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

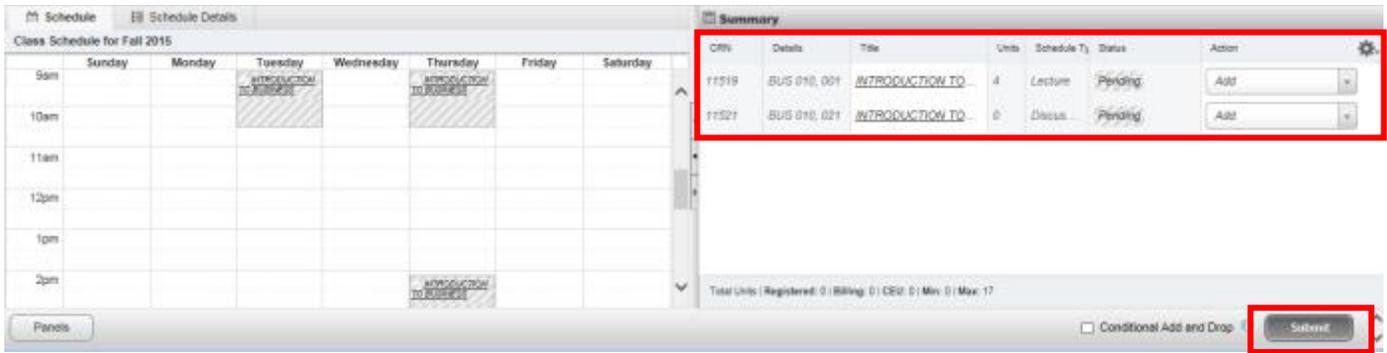


15. The section is added to Summary panel and the status is pending. The student is not enrolled in the section yet. In order to complete registration, the student will need to:

a. Review and confirm the information in the summary panel.

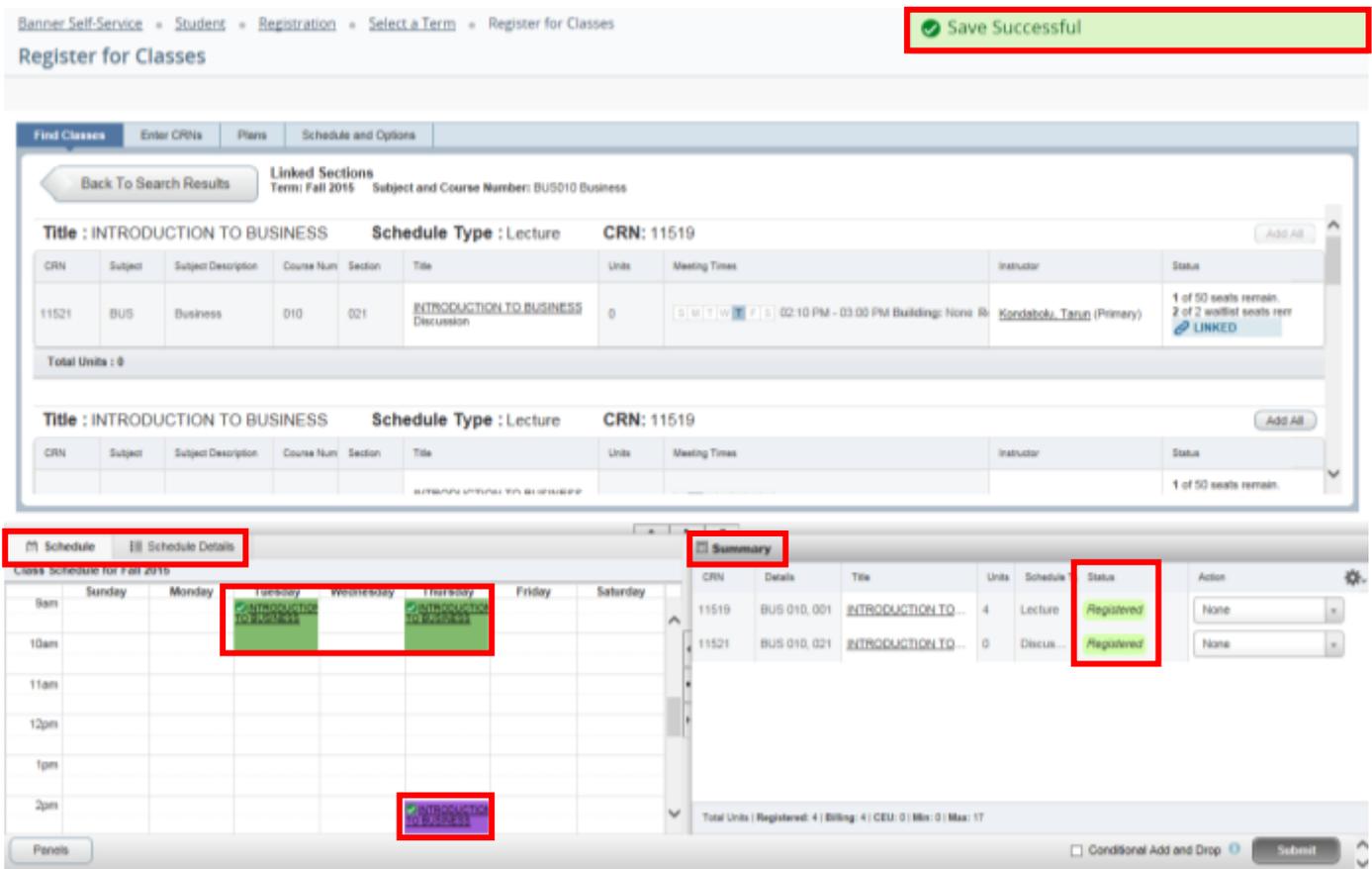
- **Add:** Add the section. This action will automatically default.
- **Remove:** If you don't want to attempt to enroll, change the action to **Remove** in the Summary panel. This selection will only appear before a student enrolls in the section(s).

16. Press **Submit**.



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**.

- The section is now showing in a color block in the **Schedule**.
- The message “**Save Successful**” appears in the upper right hand corner. If registration is not successful the student will receive an error message instead.



# HOW TO VIEW YOUR CLASS SCHEDULE IN R'WEB

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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

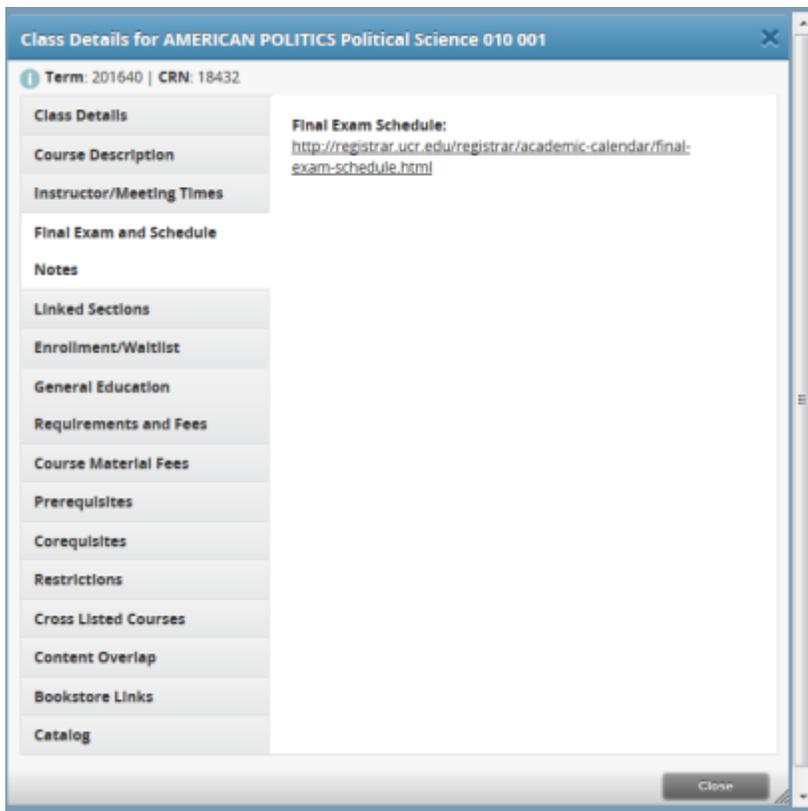
1. Select **Schedule and Options** located on the header.

The screenshot displays the 'Schedule and Options' interface. The top panel, titled 'Summary' for the term 'Fall 2015', shows a list of registered classes with the following data:

CRN	Details	Title	Units	Status	Schedule Type	Grade Mode	Registration Date	Level	Message
14044	ENGL 001A, 001	BEGINNING COMPOSITION	4	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered08/...
11519	BUS 010, 001	INTRODUCTION TO BUSINESS	4	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered08/...
11521	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...

The bottom panel, titled 'Schedule', shows a weekly calendar view for Fall 2015. The calendar displays registered sections as colored blocks across the days of the week (Sunday through Saturday) and time slots (8am to 2pm). The blocks are color-coded: green for 'BEGINNING COMPOSITION', purple for 'INTRODUCTION TO BUSINESS', and blue for 'INTRODUCTION TO BUSINESS'. The calendar shows that 'BEGINNING COMPOSITION' is scheduled on Monday, Wednesday, and Friday from 10am to 11am. 'INTRODUCTION TO BUSINESS' is scheduled on Tuesday, Thursday, and Saturday from 9am to 10am, and on Thursday from 2pm to 3pm.

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.



- 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*.

Find Classes | Enter CRNs | Plans | **Schedule and Options**

### Summary

Term: Fall 2015

CRN	Title	Units	Grade Mode	Level
14044	<a href="#">BEGINNING COMPOSITION</a>	4	Letter	Undergraduate
11519	<a href="#">INTRODUCTION TO BUSINESS</a>	4	Letter	Undergraduate

Schedule | **Schedule Details**

Class Schedule for Fall 2015

- ▼ [BEGINNING COMPOSITION](#) | English 001A Section 001 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Registered
  - 09/24/2015 -- 12/04/2015 S M T W T F S 10:10 AM - 11:00 AM Location: Riverside Building: Humanities and Social Sciences Room: 1405
  - Instructor: [Spaise, Terry](#) (Primary)
  - CRN: 14044
  - Message: Registered | Hours: 4 | Level: Undergraduate | Campus: Riverside | Schedule Type: Lecture | Instructional Method: In-Person | Grade Mode: Letter | Waitlist Position: 0 | Notification Expires: 08/31/2016 08:31 PM**
- ▶ [INTRODUCTION TO BUSINESS](#) | Business 010 Section 001 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Registered
  - 09/24/2015 -- 12/04/2015 S M T W T F S 09:10 AM - 10:30 AM Location: Riverside Building: University Village Room: THE9
  - Instructor: [Singh, Raj](#) (Primary)
  - CRN: 11519
- ▶ [INTRODUCTION TO BUSINESS](#) | Business 010 Section 021 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Registered
  - 09/24/2015 -- 12/04/2015 S M T W T F S 02:10 PM - 03:00 PM Location: Riverside Building: Sproul Hall Room: 2355
  - Instructor: [Kondabolu, Tarun](#) (Primary)
  - CRN: 11521
- ▶ [INTRODUCTION TO MACROECONOMICS](#) | Economics 002 Section 001 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Registered

Submit

- 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.

CRN	Details	Title	Units	Status	Schedule Type	Grade Mode	Registration Date	Level	Message
14044	ENGL 001A, 001	BEGINNING COMPOSITION	4	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered08/...
11519	BUS 010, 001	INTRODUCTION TO BUSINESS	4	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered08/...
11521	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...
13270	ECON 002, 001	INTRODUCTION TO MACROEC	5	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered08/...
13281	ECON 002, 031	INTRODUCTION TO MACROEC	0	Registered	Discussion	Letter	08/31/2016	Undergraduate	Registered08/...

Records: 7

Total Units | Registered: 13 | Billing: 18 | CEU: 0 | Min: 0 | Max: 15

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**

- 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	11519	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	11521	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	13270	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	13281	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	14044	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

Title	Course Details	Units	CRN	Meeting Times
INTRODUCTION TO BUSINESS	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
INTRODUCTION TO BUSINESS	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
INTRODUCTION TO MACROECONOMICS	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
INTRODUCTION TO MACROECONOMICS	ECON 002 031	0.0	13281	09/24/2015 - 12/04/2015 Tuesday 08:10 AM - 09:00 AM Riverside, Olmsted, 1136 Ro, Yoon
BEGINNING COMPOSITION	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

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

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			✔ INTRODUCTION TO MACROECONOMICS				
9am			✔ INTRODUCTION TO BUSINESS		✔ INTRODUCTION TO BUSINESS		
10am		✔ BEGINNING COMPOSITION		✔ BEGINNING COMPOSITION		✔ BEGINNING COMPOSITION	
11am							
12pm							
1pm							
2pm					✔ INTRODUCTION TO BUSINESS		
3pm		✔ INTRODUCTION TO MACROECONOMICS		✔ INTRODUCTION TO MACROECONOMICS		✔ INTRODUCTION TO MACROECONOMICS	

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

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- Introduction and Purpose ..... 2
- Procedures ..... 2
  - View Time Tickets in Registration ..... 2
  - View Time Tickets from the Student Profile ..... 4

## 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. [Student Profile](#)

## PROCEDURES

### VIEW TIME TICKETS IN REGISTRATION

1. Go to [Rweb.ucr.edu](http://Rweb.ucr.edu).
2. Enter your UCR NetID and password.
3. Select the **Registration** icon in R'Web.



Registration

4. Select **Prepare for Registration**.

## Registration

**What would you like to do?**

<p><a href="#">Prepare for Registration</a> View your registration status, registration time, and if you have any holds preventing registration.</p>	<p><a href="#">Register for Classes</a> Search and register for your classes. You can also view your schedule and adjust variable unit classes.</p>
<p><a href="#">Term Plan</a> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.</p>	<p><a href="#">Browse Schedule of Classes</a> View sections that are being offered in a term.</p>
<p><a href="#">View Your Class Schedule</a> View your past schedules and your ungraded classes.</p>	<p><a href="#">Browse Course Catalog</a> Look up basic course information like subject, course description, and prerequisites. Actual sections offered in a term are listed under Browse Schedule of Classes.</p>

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

Terms Open for Registration

Fall 2015

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**

Term: Fall 2015

- ✔ Your Student Status permits registration.
- ✔ You have no holds which prevent registration.
- i 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 09/17/2015 08:00 AM - 10/10/2016 11:59 PM
- ✔ Your academic status permits registration.

**Permit Override**

- i You have received a Permit for CRN Not Applicable, CHEM001A (GENERAL CHEMISTRY), type: Pre-requisite Only
- i You have received a Permit for CRN Not Applicable, CHEM01LA (GENERAL CHEMISTRY LABORATORY), type: Pre-requisite Only
- i You have received a Permit for CRN Not Applicable, EE001A (ENGINEERING CIRCUIT ANALYSIS I), type: Pre-requisite Only
- i You have received a Permit for CRN Not Applicable, ENGL001A (BEGINNING COMPOSITION), type: Pre-requisite Only
- i You have received a Permit for CRN Not Applicable, HNP097 (HONORS LOWER-DIVISION RESEARCH), type: Pre-requisite Only
- i You have received a Permit for CRN Not Applicable, HNP097 (HONORS LOWER-DIVISION RESEARCH), type: Faculty/Department Approv Only
- i You have received a Permit for CRN Not Applicable, MATH004 (INTRO COLL MATH BUS & SOC SC), type: Pre-requisite Only
- i Your class standing for registration purposes is Freshman

**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

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 student's class standing for registration purposes.
  - f. The student's primary curriculum and catalog.

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## 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.

The screenshot shows the Student Profile page in R'Web. At the top left, a dropdown menu labeled "Term" is highlighted with a red box and set to "Fall 2015". The page header includes "Standing: Good Standing, as of Winter 2016", "Overall Hours: 0", "Overall GPA: 0.00", "Registration Notices: 4", and "Holds: 0". The main content area is divided into several sections:

- Bio Information:** Email: [highlander.hoss@ucr.edu](mailto:highlander.hoss@ucr.edu), Phone: Not Provided
- General Information:** Level: Undergraduate, Class: Freshman, Status: Active, Student Type: Continuing, First Term Attended: Fall 2015, Last Term Attended: None, Leave of Absence: Not Provided
- Graduation Information:** Graduation Applications: None
- Advisors:** Advisors are not assigned for the selected term.
- CURRICULUM, HOURS & GPA:** A table with columns for Primary, Secondary, and Hours & GPA. The Primary column contains: 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.
- REGISTERED COURSES:** Not Registered
- Total Hours:** Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 17

The left sidebar contains a navigation menu with the following items: "CONFIDENTIAL", "HOSS, Highlander", "Curriculum and Courses", "Prior Education and Testing", "Additional Links", and "Student Schedule".

5. In the student profile there are two ways you can view your time ticket for the term.
- 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**.

The screenshot displays a student profile page with the following sections:

- Header:** Term: Fall 2016, Standing: Good Standing, as of Winter 2016, Overall Hours: 0, Overall GPA: 0.00, Registration Notices: 4, Holds: 0.
- Left Sidebar:**
  - CONFIDENTIAL
  - HOSS, Highlander
  - Curriculum and Courses
  - Prior Education and Testing
  - Additional Links
  - Student Schedule
  - View Application to Graduate
  - Term Plans
  - View Grades
  - Academic Calendar
  - Degree Audit and Plans
  - Are you Ready to Register** (highlighted with a red box)
  - Browse Schedule of Classes
- Bio Information:**
  - Email: [highlander.hoss@ucr.edu](mailto:highlander.hoss@ucr.edu)
  - Phone: Not Provided
- General Information:**
  - Level: Undergraduate
  - Class: Freshman
  - Status: Active
  - Student Type: Continuing
  - First Term Attended: Fall 2015
  - Last Term Attended: None
  - Leave of Absence: Not Provided
- Graduation Information:**
  - Graduation Applications: None
- Advisors:**
  - Advisors are not assigned for the selected term.
- CURRICULUM, HOURS & GPA:**
  - Primary: 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
  - Secondary: (Empty)
  - Hours & GPA: (Empty)
- REGISTERED COURSES:**
  - Not Registered
- Total Hours:** Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 17

- 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**.

Term: Fall 2015 ▾ Standing: Good Standing, as of Fall 2015 Overall Hours: 0 Overall GPA: 0.00



**CONFIDENTIAL**

HOSS, Highlander

- Curriculum and Courses
- Prior Education and Testing
- 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
- Browse Course Catalog

**Bio Information**

Email: [highlander.hoss@ucr.edu](mailto:highlander.hoss@ucr.edu)  
 Phone: Not Provided

**General Information**

Level: Undergraduate  
 Class: Freshman  
 Status: Active  
 Student Type: First Time Transfer  
 First Term Attended: Fall 2015  
 Last Term Attended: None  
 Leave of Absence: Not Provided

**Graduation Information**

Graduation Applications: None

**Advisors**

Advisors are not assigned for the selected term.

**CURRICULUM, HOURS & GPA**

Primary	Secondary	Hours & GPA
<b>Degree:</b>	Bachelor of Science	
<b>Level:</b>	Undergraduate	
<b>Program:</b>	B.S. in Business Administration	
<b>College:</b>	Business Administration	
<b>Major:</b>	Business Administration	
<b>Concentration:</b>	Not Provided	
<b>Minor:</b>	Not Provided	
<b>Catalog Term:</b>	Fall 2015	

**REGISTERED COURSES**

Course Title	Details	Units	Prerequisites	Status
INTRODUCTION TO BUSINESS	BUS 010 001	4		Registered
INTRODUCTION TO BUSINESS	BUS 010 021	4		Registered
INTRODUCTION TO MACROECONOMICS	ECON 002 0...	4		Registered
INTRODUCTION TO MACROECONOMICS	ECON 002 0...	4		Registered
BEGINNING COMPOSITION	ENGL 001A...	4		Registered

Total Hours | Registered Hours: 13 | Billing Hours: 18 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 15

Registration Notices: 4

Holds: 0

**Overall Academic Standing**  
 Good Standing  
 Permits Registration

**Student Status**  
 Active  
 Permits Registration

**Enrollment Status**  
 Permits Registration

**Time Tickets**

From: 05/18/2015 8:00:36 AM  
 To: 06/05/2015 11:59:36 PM

From: 06/06/2015 8:00:36 AM  
 To: 06/12/2015 11:59:36 PM

From: 09/02/2015 8:00:36 AM  
 To: 09/16/2015 11:59:36 PM

From: 09/17/2015 8:00:36 AM  
 To: 10/10/2015 11:59:36 PM