“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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### 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, corequisite, 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 themselves 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 \( \text{FULL: 0 of 19 seats remain} \) 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.

      \[ \text{FULL: 0 of 19 seats remain.} \]
      \[ 2 \text{ of 2 waitlist seats remain.} \]

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

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

3. You have successfully added into the waitlist if your status reads **Waitlisted**.
ADD TO A WAITLIST FOR A CLASS THAT HAS LINKED ACTIVITIES

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

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

![Add button example](image)

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.

![Enrollment/Waitlist tab example](image)

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.
   
   ![Waitlist example](image)

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

3. Press **submit**.

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

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**DROP FROM A WAITLIST**

1. Navigate to the waitlisted section and change the Action to **Drop** and press **Submit**.
2. You have been successfully dropped from the waitlist if the status reads **Dropped**.
HOW TO DROP A CLASS IN R’WEB

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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 can drop a class in R’Web.
How to Drop a Class in R'Web

PROCEDURES

2. Enter your UCR NetID and password.
3. Select Registration icon in R'Web.

4. Select Register for Classes.

5. Select the appropriate Term and press Continue.
6. Registered and waitlisted sections display in the Schedule and Summary panel.

7. Navigate to the section you desire to drop in the Summary panel and change the action to Drop and press Submit.
   a. Please remember to also drop any linked activities or corequisites.
8. Cheers, you have dropped the section if the status reads **Dropped** and receive a **Save Successful** message.
HOW TO ENROLL AFTER RECEIVING A WAITLIST NOTIFICATION IN R’WEB

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

INTRODUCTION AND PURPOSE

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

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

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

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

**PROCEDURES**

1. After being on the waitlist you have received an e-mail informing you there is a space available.
2. Go to Rweb.ucr.edu.
3. Enter your UCR NetID and password.
4. Select the Registration icon in R’web.
5. Select Register for Classes.
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**.
3. Cheers, you have successfully enrolled in the linked activities if the **Status** reads **Registered**.
How To Add Into Linked Sections After Being On the Waitlist

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

2. Since the waitlist is on the smallest section of the linked courses the other linked activity will not be in the Summary panel. You will have to add all the linked sections to the Summary panel before you can successfully enroll in the course. Please refer to How to Register for Classes in R’Web to learn how to add sections in the Summary panel.

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

4. Select the drop down button in the Action column and change the Action to all of the linked activities to Add and press Submit.
How To Enroll After Receiving a Waitlist Notification in R’Web

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

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.
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.

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.
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**.
How To Enroll After Receiving a Waitlist Notification in R’Web

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11519 BUS 010, 001  | 4 Lecture | Registered | None |
11521 BUS 010, 021  | 4 Lecture | Registered | None |
14044 ENGL 001A, 001 | 4 Lecture | Registered | None |

| MATH 004, 004 | 0 Lecture | Dropped | None |
| MATH 004, 004 | 0 Lecture | Dropped | None |

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Total Units: Registered: 16 (Billing: 15 CEU: 1 Min: 1 Max: 15)
HOW TO REGISTER FOR A CLASS USING THE CONDITIONAL ADD AND DROP FEATURE IN R’WEB

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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

2. Enter your UCR NetID and password.
3. Select the Registration icon in R’Web.

4. Select Register for Classes.

5. Select the appropriate term and press Continue.
6. Your registered sections display in the **Schedule and Summary** panel.

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*
8. Check the box next to **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.
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.
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.
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.
How to Register for a Class Using the Conditional Add and Drop Feature in R'Web

Universe of Discourse

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

Register for Classes

Find Classes > Enter CRNs

Linked Sections
Title: INTRODUCTION TO BUSINESS

Schedule Type: Discussion
CRN: 11622

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.
HOW TO REGISTER FOR AND ADJUST THE UNITS FOR A VARIABLE UNIT CLASS IN R’WEB

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This document will demonstrate how a student may register for and adjust the units for a Variable Unit Class.
How To Register for and Adjust the Units for a Variable Unit Class In R’Web

PROCEDURES

2. Enter your UCR NetID and password.
3. Select the Registration icon in R’Web.

4. Select Register for Classes.

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

7. **Add** the **Variable Unit Course** to the **Summary** panel.

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.
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.
14. Press **Submit** and the change is successful.
HOW TO REGISTER FOR CLASSES BY ENTERING THE CRN IN R’WEB

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How To Register for Classes By Entering the CRN in R’Web

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.
How To Register for Classes By Entering the CRN in R’Web

PROCEDURES

2. Enter your UCR NetID and password.
3. Select the Registration icon in R’Web.

4. Select Register for Classes.

5. Select a term under Terms Open for Registration and press Continue.
6. The Search Results page presents three panels. The panels can be minimized or maximized by selecting the toggle arrows or reset back to default by selecting the reset button (the dot).

   a. **Search Results:** Top panel allows you to view search results in a list format.
   b. **Schedule (Calendar):** Provides a visual of how registered sections apply to a student’s hourly, daily, and weekly schedule. Sections will be differentiated with color blocks allowing the student to view the number of times the section meets throughout the week and it allows the student to easily identify if a section conflicts with another registered or selected section.
   c. **Summary:** Will list selected sections; this is very similar to a shopping cart meaning they’re not officially on your schedule until the Status changes to Registered.

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.
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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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 classes through the Find Classes tab in R’Web.
PROcedures

2. Enter your UCR NetID and password.
3. Select the Registration icon in R’Web.

4. Select Register for Classes.

5. Select a term under Terms Open for Registration and press Continue.
6. The **Search Results** page presents three panels. The panels can be minimized or maximized by selecting the toggle arrows or reset back to default by selecting the reset button (the dot).

   a. **Search Results**: Top panel allows you to view search results in a list format.
   b. **Schedule (Calendar)**: Provides a visual of how registered sections apply to a student’s hourly, daily, and weekly schedule. Sections will be differentiated with color blocks allowing the student to view the number of times the section meets throughout the week and it allows the student to easily identify if a section conflicts with another registered or selected section.
   c. **Summary**: Will list selected sections; this is very similar to a shopping cart meaning they’re not officially on 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:

   a. **Find Classes**: Available to all students.
   b. **Enter CRNs**: Available to all students.
   c. **Plans**: Available to all students.
   d. **Blocks**: Available to students participating in Learning Communities. Please review *How to Enroll in Learning Communities* document to learn more.
How to Register for Classes Through Find Classes in R'Web

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

   ![Find Classes in R'Web](image)

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

b. The **gear** icon gives the option to remove columns.
c. To expand or condense a column the user can hover over the column until the double arrow is visible.

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 linked 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.
How to Register for Classes Through Find Classes in R’Web

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.

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.
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.

![Image of search results]

- **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.

![Image of linked sections]

- **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 sections(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**.
   a. The section is now showing in a color block in the **Schedule**.
   b. The message **“Save Successful”** appears in the upper right hand corner. If registration is not successful the student will receive an error message instead.
HOW TO VIEW YOUR CLASS SCHEDULE IN R’WEB

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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.

<table>
<thead>
<tr>
<th>Summary</th>
<th>Schedule and Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN</td>
<td>Details</td>
</tr>
<tr>
<td>14044</td>
<td>ENG 001: A, 001</td>
</tr>
<tr>
<td>11511</td>
<td>INTRODUCTION TO BUSINESS</td>
</tr>
<tr>
<td>11521</td>
<td>INTRODUCTION TO BUSINESS</td>
</tr>
<tr>
<td>16131</td>
<td>MATH 001: 001</td>
</tr>
</tbody>
</table>

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.*
3. Students can easily print or e-mail their class schedule for the term by selecting the calendar or print icon in the upper right hand corner.
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 a .ics file to your calendar. Please send again if you make changes to your schedule.

- **Email**
- **Email**
- **Email**

**Subject** Fall 2015

Send

a. The recipient will receive the student’s schedule for the term in a list format along with the option to download the schedule to their calendar through an .ics file. Use this feature to add your class schedule to your electronic calendar.
Highlander HOSS Fall 2015 Schedule

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Course Details</th>
<th>Units</th>
<th>CRN</th>
<th>Meeting Times</th>
</tr>
</thead>
</table>
| 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, Sprout 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  
09:10:00 - 09:00:00  
Riverside, Olmstead, 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.
How to View Your Class Schedule in R’Web

UC Riverside
Highlander HOSS Fall 2015 Schedule

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Course Details</th>
<th>Units</th>
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</thead>
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<tr>
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<td>09/24/2015 - 12/04/2015</td>
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<td></td>
<td>Tuesday, Thursday</td>
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<td>Riverside, Olmsted, 1136</td>
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<td>Ro, Yoon</td>
</tr>
<tr>
<td>BEGINNING COMPOSITION</td>
<td>ENGL 001A 001</td>
<td>4.0</td>
<td>14044</td>
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<td>Spalke, Terry</td>
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</tbody>
</table>

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

This is a general view of your term schedule. Download your schedule for a weekly view.
HOW TO VIEW YOUR TIME TICKET (REGISTRATION TIME) IN R’WEB

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

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

2. Enter your UCR NetID and password.
3. Select the Registration icon in R’Web.
4. Select **Prepare for Registration**.

Registration

4.

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

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

**VIEW TIME TICKETS FROM THE STUDENT PROFILE**

2. Enter your UCR NetID and password.
3. Select the **Student Profile** icon in R’Web.
4. Select the appropriate term on the top left.

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