HOW TO DELETE A PLAN IN R’WEB

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INTRODUCTION AND PURPOSE

Students can create or edit registration plans by selecting Term Plan in Registration. Term Plan allows a student to organize their proposed course schedule. Term planning will be available when the Schedule of Classes (SOC) is available. Students have the flexibility to create 3 educational plans for any given term. Advisors or Faculty Advisors may create 3 additional plans beyond the 3 student created plans. Once the student reaches the maximum number of student created plans no additional student created plans can be created; the same applies to an Advisor or Faculty Advisor. Existing plans can be deleted and/or edited by their author. Plans created by another user can be viewed but not modified; i.e. only a student can edit a student created plan.

Term Plan does not check for course restrictions when plans are being created. Course restrictions include but are not limited to meeting the prerequisite, corequisites, major restrictions, etc. Restrictions will be verified in the Register for Classes path when students attempt to enroll in the courses in their plan.

Notes can be applied to a plan, a course, or section level in the plan summary. Notes can only be edited by the plan creator but they can be seen by any user who can view the plans (i.e. only the student can edit a note he/she created.)

Students designate one plan as the preferred plan. When a student creates one plan for a term, that plan is automatically identified as the preferred plan by default. The preferred plan is displayed at the top of the list of Term plans. Students cannot make a plan preferred when that plan was created for them by an Advisor. Advisors cannot make a student created plan a preferred plan. A Degree Audit plan cannot be designated as preferred. The Advisor or Faculty Advisor can approve student created plans and the student can view which Advisor/Faculty Advisor approved it.

When 3 plans exist, and the preferred plan is deleted the user receives a message that another plan should be selected to be the preferred plan. If the student creates 2 plans and deletes the preferred plan, the remaining plan automatically becomes the preferred plan.

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). During registration, all sections must be added or dropped simultaneously for successful changes. Therefore, in Term Plan we recommend students add sections to their plans instead of courses because the course may not be offered for that specific term. Students can, however, add courses if they don’t want to decide on a day and time yet, but should be aware that if the course is linked to additional activities (i.e. discussion, lab, etc.) it will read 0 units until a section is selected.

In R’Web Corequisites are courses that have two different subjects and course numbers; for example, CHEM 001A-001(lecture) and CHEM 01L-002(lab). During registration, both corequisite sections must be added or dropped simultaneously for successful changes.
Registration dates and times in R’Web are referred to as Time Tickets. At time of registration, students can conveniently reference to their plans when their time ticket arrives.

This document will demonstrate how to delete a plan in R’Web.

**PROCEDURES**

**VIEWING PLANS**

2. Enter your UCR NetID and password.
3. Select Registration in the Applications window.

4. Select Term Plan.

5. Select the Term and press continue.
6. You will arrive to the Plans you have created for this term page to view all the existing plans for the term selected. Your Preferred Plan is listed first followed by all the other plans.
DELETE AN EXISTING PLAN

1. Navigate to the plan you intend to delete and press **Delete**.

2. The plan has successfully deleted.
   a. Please note, when three plans exist, and the preferred plan is deleted, the user receives a message that another plan should be selected to be the preferred plan. If the student creates two plans and deletes the preferred plan, the remaining plan automatically becomes the preferred plan.
3. Return to Term Plan to review the changes.