

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

Schedule | **Summary**

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am			INTRODUCT TO COLLEGE GENERAL BUS		INTRODUCT TO COLLEGE GENERAL BUS		
10am		BEGINNING COMPOSITION		BEGINNING COMPOSITION		BEGINNING COMPOSITION	
11am			INTRODUCT TO COLLEGE GENERAL BUS		INTRODUCT TO COLLEGE GENERAL BUS		
12pm			INTRODUCT TO COLLEGE GENERAL BUS	INTRODUCT TO COLLEGE GENERAL BUS	INTRODUCT TO COLLEGE GENERAL BUS	INTRODUCT TO COLLEGE GENERAL BUS	
1pm							
2pm					INTRODUCT TO BUSINESS		
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			INTRODUCT TO COLLEGE GENERAL BUS		INTRODUCT TO COLLEGE GENERAL BUS		
10am		BEGINNING COMPOSITION		BEGINNING COMPOSITION		BEGINNING COMPOSITION	
11am			INTRODUCT TO COLLEGE GENERAL BUS		INTRODUCT TO COLLEGE GENERAL BUS		
12pm			INTRODUCT TO COLLEGE GENERAL BUS	INTRODUCT TO COLLEGE GENERAL BUS	INTRODUCT TO COLLEGE GENERAL BUS	INTRODUCT TO COLLEGE GENERAL BUS	
1pm							
2pm					INTRODUCT TO BUSINESS		
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

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		INTRODUCTIO TO COLLEGE ENGLISH	
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