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.

Registration

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.