How to Register for Classes Through Term Plan in R'Web

HOW TO REGISTER FOR CLASSES THROUGH TERM PLAN 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 a class through Term Plan.
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PROCEDURES

REGISTRATION OVERVIEW

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 has 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 the 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.

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**REGISTER FOR CLASSES THROUGH PLANS**

Students have the flexibility to create 3 educational plans for each term when the Schedule of Classes becomes available. Term Plan allows a student to organize their proposed class schedule in advance before their time ticket arrives. For additional information on Term Plans please review the document on *How to Create a Term Plan in R’Web*.

1. In the **Register for Classes** page select **Plans**.
2. In **Register from a plan** the student’s **Preferred** plan is listed first while the other student created and Degree Audit plans (if available) are minimized. If an Advisor has also approved a plan(s) you can also view it here.
SECTIONS IN THE PLAN

3. If sections were added to the plan, the View Sections, Add, and Add All buttons are visible.
   a. View Sections is available in the event the student changes their mind and see if the course is offered at a different day/time than the one they originally planned. When selected, the student will be routed to the search results for that course, thus, allowing the student to add a different section than they had originally planned to their Summary panel.

   i. **Note:** After a section(s) is added to the Summary panel the student can return to their plans by selecting Return to Plan.
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b. When **Add** is selected, the section is added to the **Summary** and **Schedule panels**. Please note, linked activities must also be added for successful registration. The sections added to the Summary panel don’t all have to come from the same plan; sections from different plans may be added to the **Summary panel** for enrollment.

c. When **Add All** is selected all the sections in the plan are added to the **Summary** and **Schedule panels**.
4. If courses were added to the plan instead of sections, the only selection available is View Sections because a specific section must be selected in order to add it to the Summary panel for enrollment. Keep in mind, the course may not be offered for the term and therefore it’s possible no sections are found.

5. Navigate to the desired plan and/or sections and Add them to the Summary Panel and Press Submit.

6. Cheers, you have successfully registered for sections from Plans if the status reads Registered.
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a. **Save Successful** message will prompt.

b. The sections will have color blocks in the **Schedule panel**.

7. If an error message is received for a section the error will have to be resolved before enrollment in that section is successful.
   a. The example below gave two messages:
      i. **Save Successful** for Registered sections
      ii. **Prerequisite** error message for ENGL001A which was not met.
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![Register for Classes through R'Web](image)

**Save Successful**

ENGL 001A CRN 14044: PREREQUISITE REQUIRED - You have not completed the required prerequisite(s). Please review the information in the Schedule of Classes for requirements of this course.