

HOW TO VIEW YOUR CLASS SCHEDULE IN R'WEB

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REVISION HISTORY

Version	Date	Name	Description

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.

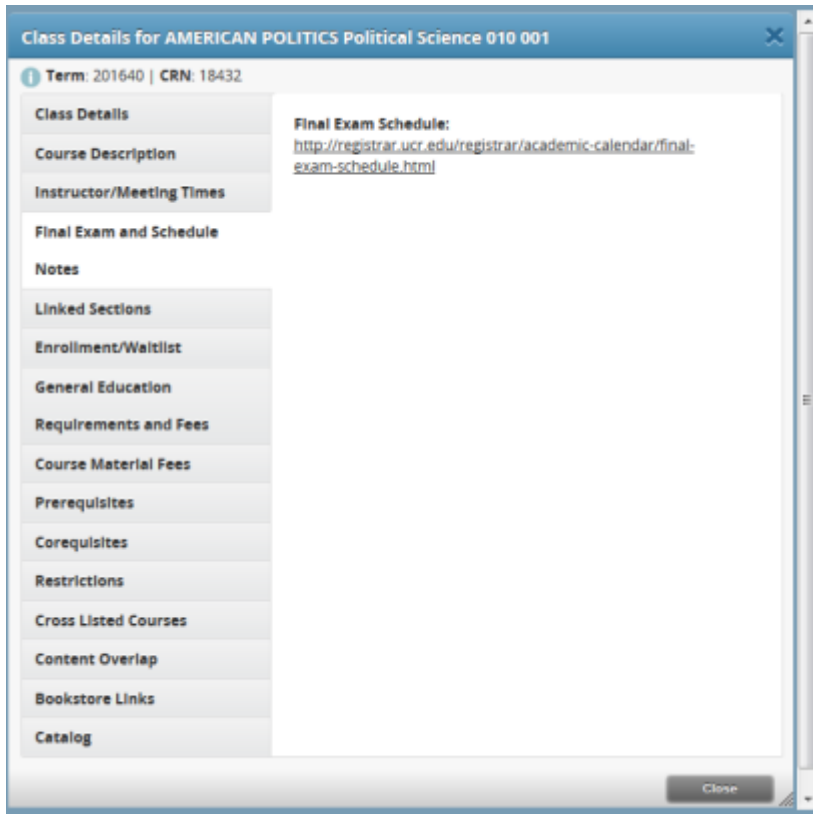
The screenshot displays the 'Schedule and Options' interface. The top panel, titled 'Summary' for the term 'Fall 2015', shows a list of registered classes with the following data:

CRN	Details	Title	Units	Status	Schedule Type	Grade Mode	Registration Date	Level	Message
14044	ENGL 001A, 001	BEGINNING COMPOSITION	4	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered08/...
11519	BUS 010, 001	INTRODUCTION TO BUSINESS	4	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered08/...
11521	BUS 010, 021	INTRODUCTION TO BUSINESS	0	Registered	Discussion	Letter	08/31/2016	Undergraduate	Registered08/...
16131	MATH 004, 001	INTRODUCTION TO COLLEGE...	0	Dropped	Lecture	Letter	08/31/2016	Undergraduate	Web Drop Cou...

The bottom panel, titled 'Class Schedule for Fall 2015', shows a weekly calendar view with the following schedule:

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTION TO MACROECONOMICS				
9am			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		
10am		BEGINNING COMPOSITION		BEGINNING COMPOSITION		BEGINNING COMPOSITION	
11am							
12pm							
1pm							
2pm					INTRODUCTION TO BUSINESS		

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*.

Find Classes | Enter CRNs | Plans | **Schedule and Options**

Summary

Term: Fall 2015

CRN	Title	Units	Grade Mode	Level
14044	BEGINNING COMPOSITION	4	Letter	Undergraduate
11519	INTRODUCTION TO BUSINESS	4	Letter	Undergraduate

Schedule | **Schedule Details**

Class Schedule for Fall 2015

- ▼ [BEGINNING COMPOSITION](#) | English 001A Section 001 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Registered
 09/24/2015 -- 12/04/2015 S M T W T F S 10:10 AM - 11:00 AM Location: Riverside Building: Humanities and Social Sciences Room: 1405
 Instructor: [Spaise, Terry](#) (Primary)
 CRN: 14044
Message: Registered | Hours: 4 | Level: Undergraduate | Campus: Riverside | Schedule Type: Lecture | Instructional Method: In-Person | Grade Mode: Letter | Waitlist Position: 0 | Notification Expires: 08/31/2016 08:31 PM
- ▶ [INTRODUCTION TO BUSINESS](#) | Business 010 Section 001 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Registered
 09/24/2015 -- 12/04/2015 S M T W T F S 09:10 AM - 10:30 AM Location: Riverside Building: University Village Room: THE9
 Instructor: [Singh, Raj](#) (Primary)
 CRN: 11519
- ▶ [INTRODUCTION TO BUSINESS](#) | Business 010 Section 021 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Registered
 09/24/2015 -- 12/04/2015 S M T W T F S 02:10 PM - 03:00 PM Location: Riverside Building: Sproul Hall Room: 2355
 Instructor: [Kondabolu, Tarun](#) (Primary)
 CRN: 11521
- ▶ [INTRODUCTION TO MACROECONOMICS](#) | Economics 002 Section 001 | Class Begin: 09/24/2015 | Class End: 12/04/2015 Registered

Panels Submit

- 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.


Find Classes | Enter CRNs | Plans | **Schedule and Options**

Summary
Term: Fall 2015

CRN	Details	Title	Units	Status	Schedule Type	Grade Mode	Registration Date	Level	Message
14044	ENGL 001A, 001	BEGINNING COMPOSITION	4	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered08/...
11519	BUS 010, 001	INTRODUCTION TO BUSINESS	4	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered08/...
11521	BUS 010, 021	INTRODUCTION TO BUSINESS	0	Registered	Discussion	Letter	08/31/2016	Undergraduate	Registered08/...
16131	MATH 004, 001	INTRODUCTION TO COLLEGE	0	Dropped	Lecture	Letter	08/31/2016	Undergraduate	Web Drop Cou...
16134	MATH 004, 004	INTRODUCTION TO COLLEGE	0	Dropped	Additional Lect...	Letter	08/31/2016	Undergraduate	Web Drop Cou...
13270	ECON 002, 001	INTRODUCTION TO MACROEC	5	Registered	Lecture	Letter	08/31/2016	Undergraduate	Registered08/...
13281	ECON 002, 031	INTRODUCTION TO MACROEC	0	Registered	Discussion	Letter	08/31/2016	Undergraduate	Registered08/...

Records: 7

Total Units | Registered: 13 | Billing: 18 | CEU: 0 | Min: 0 | Max: 15

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 an .ics file to your calendar. Please send again if you make changes to your schedule.

Myself (highlander.hoss@ucr.edu)

Email


Email

Email

Subject

- 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.

Message

 Fall 2015.ics (7 KB)

Highlander HOSS Fall 2015 Schedule

Highlander HOSS


Classification: Freshman **Level:** Undergraduate

College: Business Administration **Major:** Business Administration

Department: Business Administration

Title	Course Details	Units	CRN	Meeting Times
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, Sproul 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 08:10:00 - 09:00:00 Riverside, Olmsted, 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.

UC Riverside

Highlander HOSS Fall 2015 Schedule

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

Title	Course Details	Units	CRN	Meeting Times
INTRODUCTION TO BUSINESS	BUS 010 001	4.0	11519	09/24/2015 - 12/04/2015 Tuesday, Thursday 09:10 AM - 10:30 AM Riverside, University Village, THE9 Singh, Raj
INTRODUCTION TO BUSINESS	BUS 010 021	0.0	11521	09/24/2015 - 12/04/2015 Thursday 02:10 PM - 03:00 PM Riverside, Sproul Hall, 2355 Kondabolu, Tarun
INTRODUCTION TO MACROECONOMICS	ECON 002 001	5.0	13270	09/24/2015 - 12/04/2015 Monday, Wednesday, Friday 03:10 PM - 04:00 PM Riverside, University Lecture Hall, 1000 McLaren, Craig
INTRODUCTION TO MACROECONOMICS	ECON 002 031	0.0	13281	09/24/2015 - 12/04/2015 Tuesday 08:10 AM - 09:00 AM Riverside, Olmsted, 1136 Ro, Yoon
BEGINNING COMPOSITION	ENGL 001A 001	4.0	14044	09/24/2015 - 12/04/2015 Monday, Wednesday, Friday 10:10 AM - 11:00 AM Riverside, Humanities and Social Sciences, 1405 Spaise, Terry

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

This is a general view of your term schedule. Download your schedule for a weekly view.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			✔ INTRODUCTION TO MACROECONOMICS				
9am			✔ INTRODUCTION TO BUSINESS		✔ INTRODUCTION TO BUSINESS		
10am		✔ BEGINNING COMPOSITION		✔ BEGINNING COMPOSITION		✔ BEGINNING COMPOSITION	
11am							
12pm							
1pm							
2pm					✔ INTRODUCTION TO BUSINESS		
3pm		✔ INTRODUCTION TO MACROECONOMICS		✔ INTRODUCTION TO MACROECONOMICS		✔ INTRODUCTION TO MACROECONOMICS	