HOW TO CREATE A TERM PLAN IN R'WEB

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REVISION HISTORY

Version	Date	Name	Description

INTRODUCTION AND PURPOSE

Students can create or edit registration plans by selecting **Term Plan** in Self-Service. Term Plan allows a student to organize their proposed class 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 of 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. 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. 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, <u>HIST 010</u>-001 (lecture) and <u>HIST 010</u>-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, <u>CHEM 001A</u>-001 (lecture) and <u>CHEM 01LA</u>-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 and add sections to their enrollment from their plans when their time ticket arrives.

This document will demonstrate how to create a plan in R'Web.

PROCEDURES

- 1. Go to Rweb.ucr.edu.
- 2. Enter your UCR NetID and password.
- 3. Select **Registration** in the Applications window.



4. Select Term Plan.

UCRIVERSIDE	
Banner Self-Service - Student - Registration Registration	
What would you like to do?	
Prepare for Registration View your registration status, registration time, and if you have any holds preventing registration.	Register for Classes Search and register for your classes. You can also view your schedule and adjust variable unit classes.
Term Plan Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	Browse Schedule of Classes View sections that are being offered in a term.
View Your Class Schedule View your past schedules and your ungraded classes.	Browse Course Catalog Look up basic course information like subject, course description, and prerequisites. Actual sections offered in a term are issed under Browse Schedule of Classes.

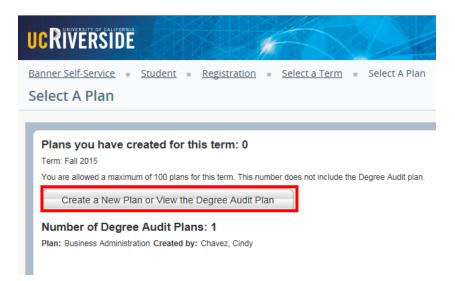
5. Select the **Term** and press **Continue**.

Banner Self-Service • Student • Select a Term	Registration Select a Term
Terms Open for Planning 1 Fall 2015 Continue	×

- 6. You will arrive to the **Plans you have created for this term** page.
 - a. Students will be able to create 3 plans.
 - b. A message will appear if a Degree Audit Plan is available.

Banner Self-Service Student Registration Select a Term Select A Plan Select A Plan Plans you have created for this term: 0 Term: Fail 2015 You are allowed a maximum of 100 plans for this term. This number does not include the Degree Audit plan. Create a New Plan or View the Degree Audit Plan Number of Degree Audit Plans: 1	JCRIVERSIDE						
Term: Fall 2015 You are allowed a maximum of 100 plans for this term. This number does not include the Degree Audit plan. Create a New Plan or View the Degree Audit Plan		<u>Student</u> •	<u>Registration</u>	•	<u>Select a Term</u>	•	Select A Plan
	Plans you have or	reated for the					
	Term: Fall 2015			umbe	r does not include t	the D	egree Audit plan.

7. Select Create a New Plan or View the Degree Audit Plan.



8. Term Plan opens up where he/she can either Find Classes to create a plan or view their Degree Audit Plan.

Banner Self-Service • Student • Registration • Select a Term • Select A Plan • Term Plan
Term Plan
Find Classes Degree Audit Plans
Enter Your Search Criteria Term: Fall 2015
Subject and Course Number
Subject
Course Number
Keyword (With Any Words)
Level
Title
General Education Requirements and Fees
Departments
Search Clear + Advanced Search

- a. To Find Classes to create a plan please move forward to Step 9.
- b. To view the Degree Audit Plan select the **Degree Audit Plans** tab.

Term Plan		
Find Classes	Degree Audit Plans	
Enter Your S	earch Criteria	

Note: The Degree Audit Plan will display courses that have been planned for the term and specify the Advisor who assigned it. Degree Audit plans cannot be edited here but classes may be added to create a Term Plan from it. <u>Please continue to step #12.</u>

* 🗂 ikal	ness Administration						Created by: Chavez, C
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	ENGL 001A	BEGINNING COMPOSITION	4				View Sections Add Course
	MATH 004	INTRO COLL MATH BUS & SOC SC	5				View Sections Add Course
	BUS 010	INTRODUCTION TO BUSINESS	4				View Sections Add Course
							Recon
M Schulub	EE Rotantia Datain						
11 Schedule Iss Schedule 1	EE Schedule Details for Fall 2015				□ Pall 2015Untitled P	Plan 📢	
uss Schedule 1		Tuesday Wednesday The	niay	Friday Saturda	C Fall 2015Untitled P		

9. To Find Classes to Create a Plan

- a. You will arrive to **Enter Your Search Criteria** to search for sections to add to your plan. This page allows you to search for sections by subject and course number, subject, course number, keyword, level, title, General Education Requirements, and by department.
- b. The **Advanced Search** selection allows students to search for classes with additional information such as course number range, college, schedule type, unit range, and additional keywords.

Banner Self-Service + Student + Registration + Select a Term + Select A Plan + Term Plan
Term Plan
Find Classes Degree Audit Plans
Enter Your Search Criteria
Term: Fall 2015
Subject and Course Number
Bubject
Course Number
Keyword (With Any Words)
Lovel
Title
General Education
Requirements and Fees
Departments
Bearch Clear + Advanced Bearch
Open and close bottom panels to display extra registration information.
Panels Sove Plan
Sove Pall

10. As you begin your search, possible matches will list as the information is entered in the fields.

Find Classes Degree Auc	It Plans	
Enter Your Search Crit Term: Fall 2015	eria	
Subject and Course Number	BUS	×
Subject	BUS020 Business BUS010 Business	
Course Number	BUS021 Business	
Keyword (With Any Words)		
Level		
Title		
General Education Requirements and Fees		
Departments		
	Search Clear + Advanced Search	

- 11. More than one entry can be entered in each field.
 - a. Enter your search criteria in any of the fields and press **Search**.

Find Classes	Degree Audit Plans
Enter Your Sea	rch Criteria
Term: Fall 2015	
Subject and Course	e Number 🛛 😠 BUS010 Business 🗍 🛪 BUS020 Business
	Subject
Course	e Number
Keyword (With Ar	ny Words)
	Level
	Title
General Requirements	Education and Fees
Dep	partments
	Search Clear + Advanced Search

- 12. 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 planned 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 planned course. Please note: if a course is selected instead of a section this feature will not be available since the course will not have the meeting times listed.
 - c. **Term Plan panel:** Will list planned sections; this is very similar to a shopping cart meaning they are not yet part of the plan until the Status changes to Planned. Notes can be added near the plan title and also to sections in the plan. The user will add a title when **Save Plan** is selected.

	Subject Descrip	Course f	Section(Title	Units	Meeting Times	а	Instructor		Status				贷. 。
						-				2 -1 2 40 4				4.
BUS	Business	010	001	INTRODUCTION TO Lecture	4	SMTWTFS 09	:10 AM - 10:30 AM E	<u>Singh, Raj</u> (P	rimary	14 of 14 v	attist	View Linked	Add	
BUS	Business	010	002	INTRODUCTION TO	4					14 of 14 v	vaitlist	View Linked	Add	
BUS	Business	010	021	INTRODUCTION TO Discussion	0	SMTW T FS 02	:10 PM - 03:00 PM E	Kondabolu, T	arun	2 of 2 wa	tlist sea	View Linked	Add	
		etails					My First Plan	+	_		_		_	Prefe
Sunday	all 2015 Monday	Tues	day W	Vednesday Thursday	Frida	w Saturday	Title	Details	Units	CRN So	edule Note	Status	Action	
	monody	Duson	D I	Plusoio (Fierred)		.,	INTRODUCTIO	BUS 010	4	11519 Lec	ture 🔸	Planned	None +	
							NTROPUSTIO	BUS 010	0	11521 Dia		Channel of		
							INTRODUCTIO	003010		11521 UIS	•••	Planned	None -	
						_	INTRODUCTIO	803 010	U	11521 019	••••	Manned	None	
	BUS BUS	BUS Business BUS Business	BUS Business 010 BUS Business 010	BUS Business 010 002 BUS Business 010 021 elle III Schedule Details	BUS Business 010 001 Lecture BUS Business 010 002 INTRODUCTION TO BUS Business 010 021 INTRODUCTION TO BUS Business 010 021 INTRODUCTION TO	BUS Business 010 001 Lecture 4 BUS Business 010 002 INTRODUCTION TO 4 BUS Business 010 021 INTRODUCTION TO 0 BUS Business 010 021 INTRODUCTION TO 0	BUS Business 010 001 Lecture 4 BUS Business 010 002 INTRODUCTION TO 4 BUS Business 010 021 INTRODUCTION TO 0 Set TWEFFS 02	BUS BUSNESS 010 001 Lecture 4 Image: Comparison of the state of th	BUS BUSINESS 010 001 Lecture 4 Image: Asy of the second	BUS Business 010 001 Lecture 4 Image: Constraint of the constraint of t	BUS Business 010 001 INTRODUCTION TO 4 □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	BUS BUS integers Difference Difference <thdifference< th=""> Difference <thdifference< th=""> Difference</thdifference<></thdifference<>	BUS Business 010 001 INTRODUCTION TO Lecture 4 Image: Pice of the warded of t	Business 010 001 INTRODUCTION TO 4 INTERCOLUCION AM - 10.30 AM E Sinch. Rai (Primary) 14 of 14 waited (Primary) View Linked Add BUS Business 010 002 INTRODUCTION TO 4 Interconcentration 3 of 341 se 14 of 14 waited Add BUS Business 010 002 INTRODUCTION TO 4 Interconcentration 3 of 341 se 14 of 14 waited Add BUS Business 010 021 INTRODUCTION TO 4 Interconcentration 3 of 341 se 14 of 14 waited Add BUS Business 010 021 INTRODUCTION TO 4 Interconcentration 1 of 50 seat 2 of 2 waited edited Add BUS Business 010 021 INTRODUCTION TO 0 Interconcentration to 2 of 2 waited edited 1 of 50 seat Add Interconcentration 021 Interconcentration 0 Interconcentration Interconcentration Interconcentration Business 010 021 Interconcentration 0 Interconcentration Interconcentratino

- 13. The Search Results will show courses that match the search criteria and will organize them by **Subject**, **Subject**,
 - a. The user can drag and drop the columns.

Fiel Casses Dept	ee Audit Plans						
Search Results — Texts Fal 2015 Subject	Courses and Course Number: BUS010 Business						icarch Again
Suljari (Bulgard Description	Course Number (Tite	(into	Description		\$.
505	Dusmess	010	INTRODUCTION TO BUSINESS	0 OR 4	4 Units, Lasture 3, Discussion 1, Pre	View Sections Add Dourse	
H - Page tof t	H H TEW Per Page						Records: 1

b. Or select the carrot at the top of any column which can sort the search results by each column.

CPIN 🖞 Subject Description 🖞 Causes Num Section 🖞 Tife 🕴 thits Illeeing Times instructor Status	
	₽.

c. The **gear** icon gives the option to remove columns.

	Catalog S	earch Results			sults — — 16 Classes 015 Subject and Course N	umber: D	US010 Business			_	
IRN (Subject (Subject Descriptio	Course N	Section (Title (Units	Meeting Times	Instructor	Status		*
1519	BUS	Business	010	001	INTRODUCTION TO B Lecture	4	S W T W T F S 09-10 AM - 10:30 AM Builde	Singh, Raj (Primary)	3 of 348 seats PLINKED	View Linke	⊠ CRN ⊠ Subject
15:20	BUS	Business	010	002	INTRODUCTION TO B Lecture	4	s M T W T K s 08:40 AM - 09:30 AM Buildi	Jasso, Sean (Primary)	3 of 341 seats 2 LINKED	View Linker	Course Number
1521	BUS	Business	010	021	INTRODUCTION TO B Discussion	D	5 M T W T P S 02:10 PM - 03:00 PM Builds	Kondabolu, Tarun (P	1 of 50 seats r 2 of 2 weitist seats 2 LINKED	View Linke	Section Title
1522	BUS	Business	010	022	INTRODUCTION TO B Discussion	0	S M T W T F S 03:10 PM - 04:00 PM Buildi	Kaur, Talinder (Prim	PULL: 0 of ▼ 2 of 2 welt Ø LINKED	View Linke	☑ Units ☑ Meeting Times ☑ Instructor
1523	BUS	Business	010	023	INTRODUCTION TO B Discussion	D	S M T W T F S 11:10 AM - 12:00 PM Buildi	Lee. Jennifer (Primary)	1 of 50 seats r 2 of 2 waitist seats 2 LINKED	View Linker	RI Status
1524	BUS	Business	010	024	INTRODUCTION TO B Discussion	D	SWTWTFS 02:10 PM - 03:00 PM Buildi	Haish, Pai-Ju (Primary)	1 of 50 seats r 2 of 2 waitlist seats 2 LINKED	View Linked	Add
1525	BUS	Business	010	025	INTRODUCTION TO B Discussion	0	s и т и т в s 12:10 PM - 01:00 PM Buildk	Li. Jingvi (Primary)	1 of 50 seats r 2 of 2 waitist seats	View Linked	Add

d. To expand or shrink a column the user can hover over the column until the double arrow is visible and drag the column to change its width.

ORN	Subject	Subject Description	Course Number	Section	Instructor	\leftrightarrow	tie .	UHB	Meeting Times	Status
						_				

14. When the schedule of classes is available for the upcoming quarter the user will be see both **View Sections** and **Add Courses**. Please visit our Academic Calendar online to view the date the schedule of classes is published at <u>registrar.ucr.edu</u>.

Search Results — —2 Courses Term: Fall 2015 Subject and Course Number: BUS010 Business, BUS020 Business Search Again											
Subject (Subject Description	Course Number (Title	(Units	Description						
aus	Business	010	INTRODUCTION TO BUSINESS	0 OR 4	4 Units, Lecture 3, Di	View Sections Add Course					
JUS	Business	020	FINANCIAL ACCOUNTING AND REPORTI	0 OR 4	4 Units, Lecture 3, Di	View Sections Add Course					

- a. We recommend users select **View Sections** to view sections being offered for the upcoming quarter as not all courses are offered every quarter.
- b. An advantage of adding specific sections to a plan is students can conveniently reference their plan when their registration period arrives and enroll into their sections (if space is available and no enrollment errors are encountered.)
- c. If **Add Course** is selected the user will have to select a section that may have a linked activity at the time of registration or the user may discover the course is not being offered for the term at the time of registration. In

addition, added courses that require enrollment in linked activities will list "0" units but when a section is selected the actual number of units will be added.

15. Select View Sections.

earch Resu arm: Fall 2015	Its — — 2 Courses 5 Subject and Course M	lumber: BUS010 B	usiness, BUS020 Business			Search Again
Subject	C Subject Description	Course Number (Tite	(Units	Description	3
9US	Business	010	INTRODUCTION TO BUSINESS	0 OR 4	4 Units, Lecture 3, Di	View Sections Add Course
9US	Business	020	FINANCIAL ACCOUNTING AND REPORTI	0 OR 4	4 Units, Lecture 3, Di	View Sections Add Course

16. The Search Results will list sections in sequential order.

- a. If sections require enrollment in secondary activities there will be a **CINKED** icon visible.
- b. When the section is full and no additional seats are available a **PULL: 0 of 50 seats remain.** will be visible.
- c. The example below lists lectures that can be paired with secondary activities. One of the discussions being offered is already full.

	Catalog	Search Res	ults			— — 16 Class Subject and C		mber: BUS010 Bu	sinesi	E.				
CRN :	Subject)	Bubject Descrip	Course	Section	Tite		Units	Weeting Times			Instructor	Status		\$.,
11519	BUS	Business	010	001	INTRODUC Lecture	TION TO	4	1. 1. 11 1. 11 1.	- 05	10 AM - 10:30 AM E	Singh, Raj (Primary)	3 of 348 se Postechnol	(View Linked) (Add	
11520	BUS	Business	010	002	INTRODUK Lecture	TION TO	4	- M - M - M	0.00	40 AM - D9:30 AM E	Jasso, Sean (Pri	3 of 341 se	Vew Linked Add	
11521	BUS	Business	010	021	Discussion	TION TO	0		02	10 PM - 03:00 PM E	Kondabolu, Tarun	1 of 50 seat 2 of 2 wolfst co 2 LINIKED	View Linked Add	
11522	BUS	Business	010	022	Discussion	TION TO	0	1 1 1 1 1	: 03	10 PM - 04 00 PM E	Kaur, Talinder (Pr	G FULL 2 of 2 w Restriction	(Vew Linked Add	
				_				.E7.	atio					
Sched	ule tule for F	Ell Schedule D	etaile							🛱 Fall 2015Unti	tled Plan +J			
	Sunday	Monday	Tues	day	Wednesday	Thursday	Frida	y Saturday		No classes have be	en added to this plan.			
6am									~	1				
7am										•				
8am										1				
9am									v	Total Planned Units:	0			

Note: When the scroll bar is active there are additional results that are not immediately visible. Scroll down to view additional results on additional pages or change the amount per page.

Ċ	Catalog	Search Res	ults		h Results — — 16 Classe Fall 2015 Subject and C		umber: BUS010 Business			
				,					C LINKED	
1523	BUS	Business	010	023	INTRODUCTION TO Discussion	0	S M T W T F S 11:10 AM - 12:00 PM E	Lee, Jennifer (Pri	1 of 50 seat 2 of 2 waitist sec 2 LINKED	View Linked Add
1524	BUS	Business	010	024	INTRODUCTION TO Discussion	0	S M T W T P S 02:10 PM - 03:00 PM E	Haleh, Pelulu (Pri	1 of 50 seat 2 of 2 wattist sec C LINKED	View Linked Add
1525	BUS	Business	010	025	INTRODUCTION TO Discussion	0	S M T W T E S 12:10 PM - 01:00 PM E	Li, Jingvi (Primary)	1 of 50 seat 2 of 2 waitist sec 2 LINKED	View Linked Add
1526	BUS	Business	010	026	INTRODUCTION TO Discussion	0	S M T W T F S 04:10 PM - 05:00 PM E	Yin, Yiyang (Prim	1 of 50 seat 2 of 2 waitist sec 2 LINKED	View Linked Add
1527	BUS	Business	010	027	INTRODUCTION TO Discussion	0	SMTWTFS 09:10 AM - 10:00 AM E	Mou. Beixi (Primary)	3 of 48 seat 2 of 2 waitist sea 2 LINKED	View Linked Add
1528	BUS	Business	010	028	INTRODUCTION TO Discussion	0	S W T W T E S 10:10 AM - 11:00 AM E	Wang, Lutao (Pri	FULL: Z of 2 w Restriction! Z LINKED	View Linked Add

17. To view linked sections for a particular section, select **View Linked**. It is recommended to choose **View Linked** next to a lecture because it presents all viable combinations for the section.

CRN	(Bubject(Subject Descript	Course (Section (Tide	Units	Meeting Times	Instructor	Status		₿.
11519	BUS	Business	010	001	INTRODUCTION TO Lecture	4	s w T w T F s 09:10 AM - 10:30 AM E	<u>Sinsh, Rai</u> (Primary)	3 of 348 se Restriction!	View Linked Add	

18. In the example below, all the activities linked to the lecture section selected appear in groups because View Linked was selected on the lecture.

Title :	INTROD	UCTION TO I	BUSINE	SS	Schedule Type : Lect	ture	CRN: 11519		Add All	
CRN	Subject	Subject Description	Course Nur	Section	Title	Units	Meeting Times	Instructor	Status	
1521	BUS	Business	010	021	Discussion	0	SMTWMPS 02:10 PM - 03:00 PM Building: N	Kondabolu, Tarun (Prim	1 of 50 seats re 2 of 2 waitlist seats n 2 LINKED	
Total State	and a second									
	nits : 0		DUCINE	66	Sebedule Type () or		CDN: 44540		Canta	
		UCTION TO I	BUSINE	ss	Schedule Type : Lect	ture	CRN: 11519		Add Al	
		OUCTION TO Description	BUSINE:		Schedule Type : Lect	ture ^{Units}	CRN: 11519 Meeting Times	Instructor	Add Al	

a. If **View Linked** is selected on a discussion or lab, then the primary linked section will appear like the example below. This route only shows one schedule option.

Find Class	Find Classes Degree Audt Plans													
Back To Search Results Linked Sections — - 1 Optices Term: Fall 2015 Subject and Course Number: BUS010 Business														
Title : INTRODUCTION TO BUSINESS Schedule Type : Discussion CRN: 11521														
CRN	Subject	Subject Description	Course Num	Section	Title	Units	Meeting Times	Instructor	Status					
11519 BUS Business 010 001 Control BUSINESS 4 S M T M T F S 02.10 AM - 10.30 AM Building: None Ro Singh. Raj (Primery) 3 of 348 seets rem														
Total U	Total Units I 0													

19. Navigate to the desired group of sections and select Add All. When Add All is selected it will automatically add all linked activities to the plan in the Summary panel.

Title :	INTROD	UCTION TO I	BUSINE	SS	Schedule Type : Lect	ure	CRN: 11519		Add All
CRN	Subject	Subject Description	Course Nur	Section	Tite	Units	Meeting Times	Instructor	Status
11521	BUS	Business	010	021	INTRODUCTION TO BUSI Discussion	0	SWTWTES 02:10 PM - 03:00 PM Building: N	Kondabolu, Tarun (Prim	1 of 50 seats re 2 of 2 waitist seats n 2 LINKED
Total Un	its : 0								

20. The sections will be added to the Term Plan panel with a *Pending* status. The example below is temporarily titled **Fall** 2015Untitled Plan.

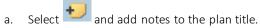
		RUSIN	E88	Schedule Tvn	a : Locture		CPN: 11510								Add All
Subject	Subject Description	Course No	ur Section	Title	Ur	its	Meeting Times				Instructor			Status	
BUS	Business	010	021	INTRODUCTION TO Discussion	BUSI 0		SMTW T FS 02:	10 PM - 03:00) PM Bi	uilding: N	Kondab	olu, Tarun	(Prim		
nits : O															
		DUSING	E85	Schedule Typ	be : Lecture		CRN: 11519							(Add All
e III	Schedule Details	BUSIN	E55	Schedule Typ	be : Lecture	•		tled Plan 🕇							Add All
e III le for Fall 2	Schedule Details 2015					•		tled Plan		CRN	Schedule	Note	Status	Action	
e III	Schedule Details 2015 Monday Ti		Wednesday	Thursday Frid		rday	Tex INTRODUCTIO	Details			Schedule Lecture	Note	Status Pending	_	
e III le for Fall 2	Schedule Details 2015 Monday Ti	uesday N				rday	Fall 2015Untit	Details	Unis 4	11519				f. Add	•
e III le for Fall 2	Schedule Details 2015 Monday Ti	uesday N		Thursday Frid		rday	Tek	Detaits BUS 010	Unis 4	11519	Lecture	٠	Pending	i Add	•
e III le for Fall 2	Schedule Details 2015 Monday Ti	uesday N		Thursday Frid		rday	Tek	Detaits BUS 010	Unis 4	11519	Lecture	٠	Pending	f. Add	•
e III le for Fall 2	Schedule Details 2015 Monday Ti	uesday N		Thursday Frid		rday	Tek	Detaits BUS 010	Unis 4	11519	Lecture	٠	Pending	f. Add	•
	Subject BUS hits:0	Subject Subject Description BUS Business alts : 0	Subject Subject Description Course N BUS Business 010	BUS Business 010 021	Subject Subject Description Course Null Section Title BUS Business 010 021 INTRODUCTION TO Discussion Nits : 0 INTRODUCTION TO INTRODUCTION TO INTRODUCTION TO	Subject Subject Description Course Nar Section Title Unit BUS Business 010 021 INTRODUCTION TO BUSI- Discussion 0	Subject Subject Description Course Nur Section Title Units BUS Business 010 021 INTRODUCTION TO BUSI Discussion 0	Subject Subject Description Course Nar Section Title Units Meeting Times BUS Business 010 021 INTRODUCTION TO BUSI	Subject Subject Description Course Nar Section Title Units Meeting Times BUS Business 010 021 INTRODUCTION TO BUSI- Discussion 0 S MIT WIT FIS 02:10 PM - 03:00	Subject Subject Description Course Nar Section Title Units Meeting Times BUS Business 010 021 INTRODUCTION TO BUSI	Subject Subject Description Course No Section Title Units Meeting Times BUS Business 010 021 INTRODUCTION TO BUSI	Subject Subject Description Course Nur Section Title Units Meeting Times Instruction BUS Business 010 021 INTRODUCTION TO BUSI- Discussion 0 IS MIT WITFES 02:10 PM - 03:00 PM Building: N Kondabuilding: N Nits : 0 V V V V V V V	Subject Subject Description Course Nar Section Title Units Meeting Times Instructor BUS Business 010 021 INTRODUCTION TO BUSI- Descussion 0 INTRODUCTION TO BUSI- Descussion 0 INTRODUCTION PM Building: N Kondaboku, Tarun Kondaboku, Tarun Nits : 0	Subject Subject Description Course Na Section Title Units Meeting Times Instructor BUS Business 010 021 INTRODUCTION TO BUSI- Discussion 0 Statistic Statis Statistic Statiste Statistic Statistic S	Subject Subject Description Course Nu Section Title Units Meeting Times Instructor Status BUS Business 010 021 INTRODUCTION TO BUSI- Discussion 0 Status Times 02:10 PM - 03:00 PM Building: N Kondabolu, Tarun (Prim 1 of 50 seats 2 of 2 watthet C LINKED

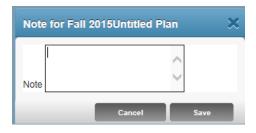
Note: The calendar is an extremely helpful tool in that it will demonstrate when a section creates a time conflict with another planned section. Sections that have time conflicts can be added to a plan. The time conflict, however, will have to be resolved at time of registration by adjusting the classes in the schedule.

	Catalog S	Search Result			2015 Subject and Cou	rse Numb	er: ENGL001A	4 Eng	lish								
CRN ;	Subject (Subject Descripti	Course 5	Section (Tide	< Units	Meeting Time	85			instructs	pr.		Status			桒. ^
14044	EN	English	001A	001	BEGINNING COMPO Lecture	4	• M • W		5 10:10 AM - 11:0	0 AM Bull	Spaise	Terry (P		1 of 22 se 2 of 2 wai		Add	
14027	EN	English	001A	002	BEGINNING COMPO Lecture	4			s 09:10 AM - 10:3	0 AM Bul	Salla	erenty (Pi		3 of 22 se 2 of 2 wai		Add	~
			-						•	_				_			
Schedu	tule for Fal	Schedule Deta	115						My Priority Pl		-	-	-	_	_	_	Prefer
		12012	_	_					Title	Details	Unit	CRN CRN	Scheduk	Note	Status	Action	
	Sunday	Monday	Tuesday	v Wedn	vesday Thursday F	Friday	Saturday										
	Sunday		Tuesday	1411	Hesday Thursday F	Friday		^	BEGINNING CO	ENGL 0	4	14027	Lecture	+	Peridicia	Add +	
	Sunday		and the	1411	and the second second second	Friday		^	BEGINNING CO	ENGL 0 BUS 010	4	14027 11519	Lecture Lecture	•	Perintia Perintia	Add + Add +	
am	Sunday		and the	1411	and the second second second	Friday		^						_			
am am	Sunday		and the	1411	and the second second second	Friday		^	INTRODUCTIO	BUS 010		11519	Lecture	•	Penality	Add +	
am f	Sunday		and the	1411	and the second second second	Friday		· · · · · ·	INTRODUCTIO	BUS 010		11519	Lecture	•	Penality	Add +	
am am	Sunday		and the	1411	and the second second second	Friday		· · · · · ·	INTRODUCTIO	BUS 010		11519	Lecture	•	Penality	Add +	
am am pm pm	Sunday		and the	1411	and the second second second	Friday		· · · · · ·	INTRODUCTIO	BUS 010		11519	Lecture	•	Penality	Add +	
am am pm	Sunday		1000	1411	and the second second second	Friday		· · · · · ·	INTRODUCTIO	BUS 010		11519	Lecture	•	Penality	Add +	

21. As mentioned earlier, notes can be added to the plan title and to sections in the plan.

VITRODUCTION BUS 010 4 11519 Lecture []] Pendlog Add + ITRODUCTION BUS 010 0 11521 Discu + Pendlog Add +		Title	Details	Unit	6 CRN	Schedule	Note	Status	Action	
TRODUCTION BUS 010 0 11521 Discu + Pending. Add x	RODUCTION 8US 010 0 11521 Discu 🕣 Penalog. Add x	NTRODUCTION	BUS 010,	4	11519	Lecture		Pending	Add +	
			BUS 010	0	44524	0.000	-	4000		
		TRODUCTION	5555610,		11041	Discu	•	Pending	Add +	
		TRODUCTION	000010,		11021	Discu	Ð	Pending	Add +	
		(TRODUCTION	555510,		175021	Libcy	Ð	Pending	Add +	
		TRODUCTION	500 9 Ng		73023	Discu	•	Penang	Add *	
		TRODUCTION	503 9 Ng		73023	Discu	•	Pending	Add *	
		17R0DUCTION	And a for the		71021	Diaca	•	Pending	Add *	
otal Planned Units: 0	al Planned Units: 0				71021	LABCU	•	Pending	Add +	
otal Planned Units: 0					71021	LABCO	•	Pending		
otal Planned Units: 0 Save Plan					71061	LABCU	•	Pending		an





22. Press Save Plan.

6e	Details	Unit	s CRN	Schedule	Note	Stetus	Action	-
TRODUCTION	8US 010,	4	11519	Lecture		Pending	Add +	
TRODUCTION	BUS 010,	0	11521	Discu	+	Pending	Add +	
						1000		

23. Name your plan and press **Save**.

Name Your Plan	×
Plan Name	
Close	Save

- 24. Congratulations, you have successfully created a Term Plan if the status now says **Planned**.
 - a. If notes were added the note icons will change from $\textcircled{\bullet}$ to $\textcircled{\bullet}$.

und C	lasses	Degree Audit Plan	a										
	Back To S	earch Results	Link	ed Section : Fall 2015	15 — — 7 Options Subject and Course Num	nber: BUSD	10 Busi	siness					
Title	e ; INTRO	DUCTION T	O BUSINE	ESS	Schedule Type :	Lecture	- 4	CRN: 11519				Adit All	1
CRN	Subject	Surgert Deserve	on Course N	w Sector	Tite	UN	tu	Meeting Times		mainution		Tata	
11521	BUB	Business	010	021	INTRODUCTION TO BUI Discussion	0 - O		[x]y] + [y]	uliding: N	Kondabolu, Tan	a (Prim	1 of 50 seals re 2 of 2 waitist seals n @ LINKED	
Tota	Units : 0												
Title		DUCTION T	D BUSINE	ESS	Schedule Type :	Lecture		CRN: 11519				(Add Al	
Title	e : INTRO	DUCTION T		ESS	Schedule Type :			CRN: 11519					
Sche	e : INTRO dule III edule for Fall	Schedule Delait 2015	•			C		City Printy Plan 🥑	CRN	Benedule Titule	Seto) ·
Sche Sche	e : INTRO dule III	Schedule Delait 2015 Monday	i Tuesday 1	ESS Wednesday	Thursday Friday		day	The Denis Unit		Barneside Pinde Lachare 🥑	Sista Panned	Action	
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iche Schi m	e : INTRO dule III edule for Fall	Schedule Delait 2015 Monday	i Tuesday 1		Thursday Friday	C	day	The Deals Units	11519	Lectize 🥩	Planed	Adam None x	
Sche	e : INTRO dule III edule for Fall	Schedule Delait 2015 Monday	i Tuesday 1		Thursday Friday	C	day	The Deals Units	11519	Lectize 🥩	Planed	Adam None x	

- 25. Repeat steps to add additional sections to the plan.
- 26. To remove a course from your plan select the drop down arrow and select **Delete** followed by **Save Plan**.

🗂 Sche	dule II	Schedule D	etails					C My Priority Pl	an 🕗							Preferred
Class Sch	edule for Fal	2015						Title	Details	Unit	CRN	Schedule	Note	Status	Action	\$
9am	Sunday	Monday	Tuesday Seusono Plannedu	Thursday Buson (Planned)	Friday	Saturday	~	INTRODUCTIO	BUS 010	4	11519	Lecture	+	Planned	None *	4.
10am								INTRODUCTIO	BUS 010	0	11521	Disc	+	Planned	None Delete	
11am																
12pm																
1pm							~	Total Planned Units:	4							
Panels															Save Pla	

- 27. Return to Term Plan to view each plan you have created.
 - a. In the example below, there are a total of three plans.
 - i. Two plans created by the student. One is a student *Preferred* plan and another has been *Approved* by an Advisor.
 - ii. One Degree Audit plan.

m: Fall 2015							
are allowed a maximum of 3 plans for th	is term. This number does no	ot include the D	legree Audit pi	lan.			
Create a New Plan or View the De	gree Audit Plan						
Plan: My Priority Plan 🥙 🗌 Created t	y: You Preferred					Delete	Edit
Title	Details	Units	CRN	Schedule Type	Instructor	Grade Mode	Note 🔅
BEGINNING COMPOSITION	ENGL 001A, 001	4	14044	Lecture	Spaise, Terry (Primary)	Letter	2
INTRODUCTION TO COLLEGE MATHEM	MATH 004, 010	5	16140	Lecture	<u>Villa, Jose</u> (Primary)	Letter	2
INTRODUCTION TO COLLEGE MATHEM	MATH 004, 012	0	16142	Additional Lecture	Britton, Jolene (Primary)	Letter	
INTRODUCTION TO MACROECONOMICS	ECON 002, 001	5	13270	Lecture	McLaren, Craig (Primary)	Letter	2
INTRODUCTION TO MACROECONOMICS	ECON 002, 031	0	13281	Discussion	Ro, Yoon (Primary)	Letter	

How To Create a Term Plan in R'Web

litie	Details	Units	CRN	Schedule Type	Instructor	Grade Mode	Note 🔅
TRODUCTION TO BUSINESS	BUS 010, 001	4	11519	Lecture	<u>Singh, Raj</u> (Primary)	Letter	2
NTRODUCTION TO BUSINESS	BUS 010, 021	0	11521	Discussion	Kondabolu, Tarun (Primary)	Letter	
NTRODUCTION TO COLLEGE MATHEM	MATH 004, 001	5	16131	Lecture	Curtis, Michael (Primary)	Letter	e
NTRODUCTION TO COLLEGE MATHEM	MATH 004, 004	0	16134	Additional Lecture	Arauza, Andrea (Primary)	Letter	
NTRODUCTION TO MACROECONOMICS	ECON 002, 001	5	13270	Lecture	McLaren, Craig (Primary)	Letter	v
NTRODUCTION TO MACROECONOMICS	ECON 002, 031	0	13281	Discussion	Ro. Yoon (Primary)	Letter	
Total Planned Units: 14							Records: 6