# 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 <u>Academic Calendar</u> 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, <u>HIST 010</u>-001(lecture) and <u>HIST 010</u>-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, <u>CHEM 001A</u>-001(lecture) and <u>CHEM 01LA</u>-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 <u>MyForms.ucr.edu</u>. 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 <u>Academic</u> <u>Calendar</u> to determine when the EAF has a processing fee.

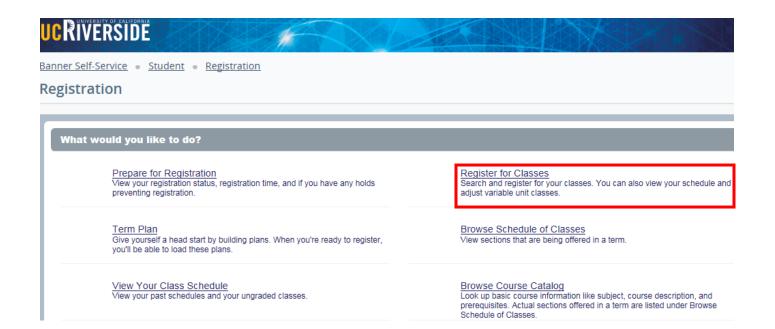
This document will demonstrate how a student can drop a class in R'Web.

### PROCEDURES

- 1. Go to Rweb.ucr.edu.
- 2. Enter your UCR NetID and password.
- 3. Select **Registration** icon in R'Web.



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.

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- 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.

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8. Cheers, you have dropped the section if the status reads **Dropped** and receive a **Save Successful** message.

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