

# HOW TO ENROLL IN LEARNING COMMUNITY CLASSES IN R'WEB

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## TABLE OF CONTENTS

Revision History..... 2

Introduction and Purpose ..... 2

Procedures ..... 3

    Students Who Only Have One Learning Community Block Option ..... 4

    Students Who Have Multiple Learning Community Block Options ..... 5

## 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 [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](http://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.

Learning communities are groups of freshman students who enroll or become enrolled in a planned cluster of two or three core courses that are coordinated by theme, academic major, or discipline. The clusters are primarily coordinated by the college offices. For additional information please visit the [Learning Community](#) website.

This document will demonstrate how to enroll Learning Community classes. There will be students who will have

1. [One Learning Community Option](#)
2. [Multiple Learning Community Options](#)

## PROCEDURES

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



Registration

4. Select Register for Classes



[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 listed under Browse Schedule of Classes.

5. Select the appropriate **term** and press **Continue**



## STUDENTS WHO ONLY HAVE ONE LEARNING COMMUNITY BLOCK OPTION

1. After selecting the term, you will automatically be routed to the **Blocks** tab and the Learning Community block will already be selected for you.
  - a. The "Find Classes, Enter CRNs, and Plans tab will be inactive until you complete enrollment in the Learning Community. Students should select a block to enroll in at this time, even if they are still finalizing their schedule for a term.

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

**Select Your Block Option**  
Term: Fall 2015

Alternative Block: Lrng Comm PreBus Block 1

CRN	Details	Title	Units	Instructor	Meeting Times	Status
14044	ENGL 001A, 001	<u>BEGINNING COMPOSITION</u>	4	<u>Spaise, Terry</u> (Primary)	<u>S</u> <u>M</u> <u>T</u> <u>W</u> <u>T</u> <u>F</u> <u>S</u> 10:10 AM - 11:00 AM Building: Humanit	9 of 30 seats remain. 1 of 2 waitlist seats ...
10389	ART 005, 001	<u>BEGINNING SCULPTURE AND T...</u>	4	<u>Daley, Bracken</u> (Primary)	<u>S</u> <u>M</u> <u>T</u> <u>W</u> <u>T</u> <u>F</u> <u>S</u> 01:40 PM - 02:30 PM Building: None Rc	11 of 30 seats remain...

Records: 2

Schedule | Schedule Details | Summary

Submit

2. Press **Submit**
3. Cheers, you have successfully enrolled in the Learning Community Classes if the Status reads **Registered**
  - a. If you receive an error message and you're not able to enroll in a class within the block you will still be enrolled in the other classes. You will have to resolve any errors received with your Learning Community Coordinator.
  - b. Interested in taking additional classes? Even though you're already enrolled in a learning community block, you may continue to enroll in additional classes. For instructions on how to enroll in additional classes please refer to *How to Add a Class in R'Web*.

Save Successful

Register for Classes

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

**Select Your Block Option**

Term: Fall 2015

Alternative Block: Lrng Comm PreBus Block 1

CRN	Details	Title	Units	Instructor	Meeting Times	Status
14044	ENGL 001A, 001	BEGINNING COMPOSITION	4	Spaise, Terry (Primary)	M T W T F 10:10 AM - 11:00 AM Building: Humanit	9 of 30 seats remain, 1 of 2 waitlist seats ...
10389	ART 005, 001	BEGINNING SCULPTURE AND T...	4	Dailey, Bracken (Primary)	M T W T F 01:40 PM - 02:30 PM Building: None Rc	11 of 30 seats remal...

Records: 2

Schedule | Schedule Details | Summary

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am		BEGINNING COMPOSITION		BEGINNING COMPOSITION		BEGINNING COMPOSITION	
11am							
12pm							
1pm							
2pm		BEGINNING SCULPTURE		BEGINNING SCULPTURE		BEGINNING SCULPTURE	
3pm							

CRN	Details	Title	Units	Schedule	Status	Action
10389	ART 005, 0...	BEGINNING SCULP...	4	Lecture	Registered	None
14044	ENGL 001...	BEGINNING COMP...	4	Lecture	Registered	None

Total Units | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 17

Submit

STUDENTS WHO HAVE MULTIPLE LEARNING COMMUNITY BLOCK OPTIONS

1. After selecting the term, you will automatically be routed to the **Blocks** tab and multiple Learning Community block options are available to view.

**Select Your Block Option**  
Term: Fall 2015

**Alternative Block: Lrng Comm CHASS Block 1**

CRN	Details	Title	Units	Instructor	Meeting Times	Status
14044	ENGL 001A, 001	BEGINNING COMPOSITION	4	Spaise, Terry (Primary)	S M T W T F S 10:10 AM - 11:00 AM Building: Human	8 of 30 seats remain. 1 of 2 waitlist seats ...
10389	ART 005, 001	BEGINNING SCULPTURE AND T...	4	Dalley, Bracken (Primary)	S M T W T F S 01:40 PM - 02:30 PM Building: None R	10 of 30 seats rema...

Records: 2

**Alternative Block: Lrng Comm CHASS Block 2**

CRN	Details	Title	Units	Instructor	Meeting Times	Status
14045	ENGL 001A, 020	BEGINNING COMPOSITION	4	Danner, Keith (Primary)	S M T W T F S 11:10 AM - 12:00 PM Building: None R	<b>FULL: 0 of 22 se...</b> 2 of 2 waitlist se...
10390	ART 005, 002	BEGINNING SCULPTURE AND T...	4	Gabbard, Tiffany (Primary)	S M T W T F S 03:10 AM - 04:00 AM Building: None R	1 of 15 seats remain.

Records: 2

**Alternative Block: Lrng Comm CHASS Block 3**

CRN	Details	Title	Units	Instructor	Meeting Times	Status
						<b>FULL: 0 of 23 se...</b>

Submit

2. Select the **Block** of classes you're interested in enrolling in and press **Submit**.
3. Cheers, you have successfully enrolled in the Learning Community Classes if the Status reads **Registered**
  - a. If you receive an error message and you're not able to enroll in a class within the block you will still be enrolled in the other classes. You will have to resolve any errors received with your Learning Community Coordinator.
  - b. Interested in taking additional classes? Even though you're already enrolled in a learning community block, you may continue to enroll in additional classes. For instructions on how to enroll in additional classes please refer to *How to Add a Class in R'Web*.

### Register for Classes

Save Successful

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

#### Select Your Block Option

Term: Fall 2015

Alternative Block: Lrng Comm CHASS Block 1

CRN	Details	Title	Units	Instructor	Meeting Times	Status
14044	ENGL 001A, 001	BEGINNING COMPOSITION	4	Spaite, Terry (Primary)	M T W T F 10:10 AM - 11:00 AM Building: Human	8 of 30 seats remain, 1 of 2 waitlist seats...
10389	ART 005, 001	BEGINNING SCULPTURE AND T...	4	Dailey, Bracken (Primary)	M W T F 01:40 PM - 02:30 PM Building: None R	10 of 30 seats rema...

Records: 2

Alternative Block: Lrng Comm CHASS Block 2

Schedule | Schedule Details

#### Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am		BEGINNING COMPOSITION		BEGINNING COMPOSITION		BEGINNING COMPOSITION	
11am							
12pm							
1pm							
2pm		BEGINNING SCULPTURE		BEGINNING SCULPTURE		BEGINNING SCULPTURE	
3pm							

Summary

CRN	Details	Title	Units	Schedule	Status	Action
10389	ART 005, 0...	BEGINNING SCULP...	4	Lecture	Registered	None
14044	ENGL 001...	BEGINNING COMP...	4	Lecture	Registered	None

Total Units | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 17

Submit