HOW TO ENROLLIN LEARNING COMMUNITY CLASSES IN R'WEB

TABLE OF CONTENTS

Revision History	2
ntroduction 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 <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, <a href="https://example.chem.onl.che

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 <u>Academic Calendar</u> 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

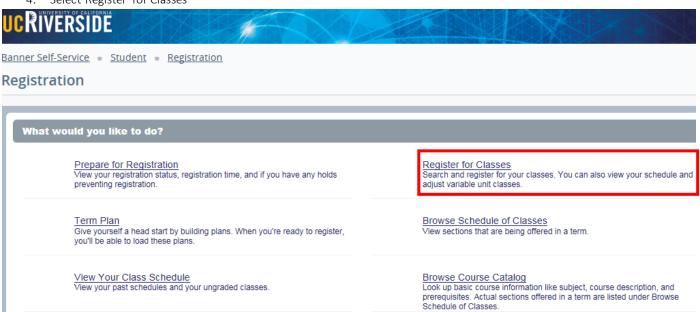
- 1. One Learning Community Option
- 2. Multiple Learning Community Options

PROCEDURES

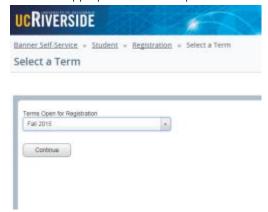
- 1. Go to Rweb.ucr.edu
- 2. Enter your UCR NetID and password
- 3. Select the Registration icon in R'Web



4. Select Register for Classes

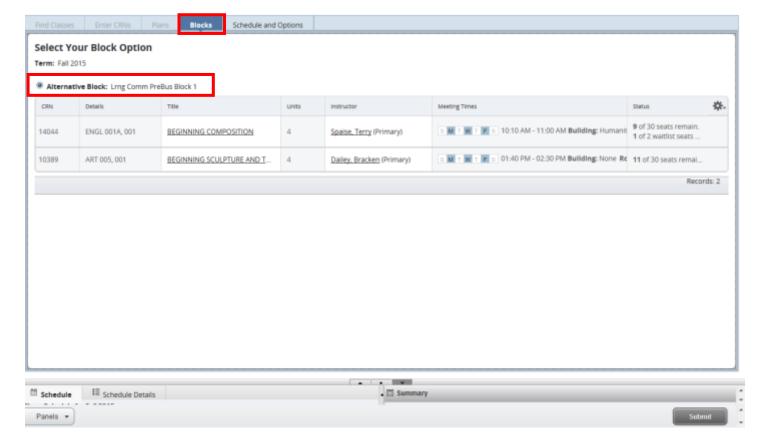


5. Select the appropriate term and press Continue



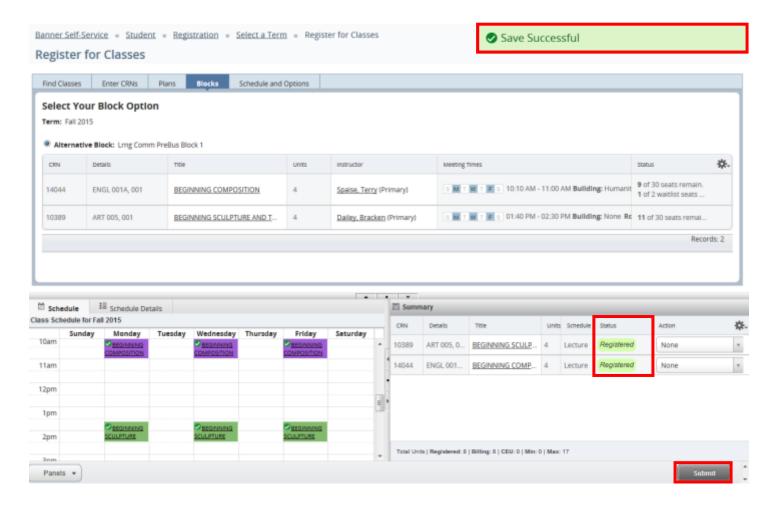
STUDENTS WHO ONLY HAVE ONE LEARNING COMMUNITY BLOCK OPTION

- 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.



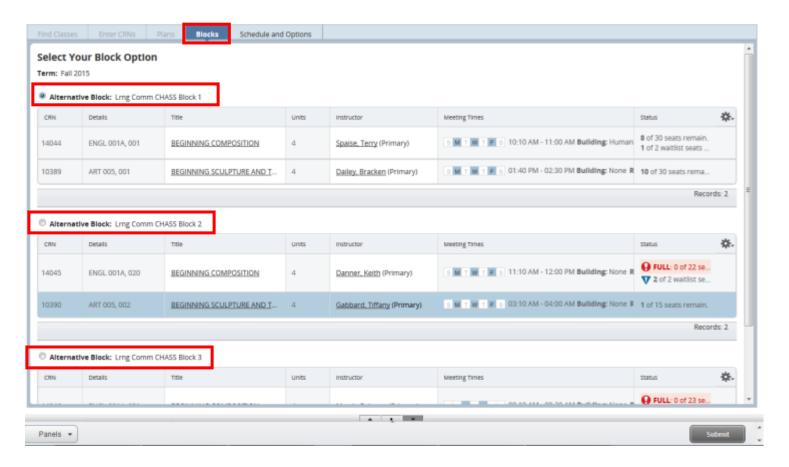
2. Press Submit

- 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*.



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.



- 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 classess please refer to *How to Add a Class in R'Web*.

