

HOW TO REGISTER FOR CLASSES THROUGH TERM PLAN 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 [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 011A-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. 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.

This document will demonstrate how a student may register for a class through Term Plan.

PROCEDURES

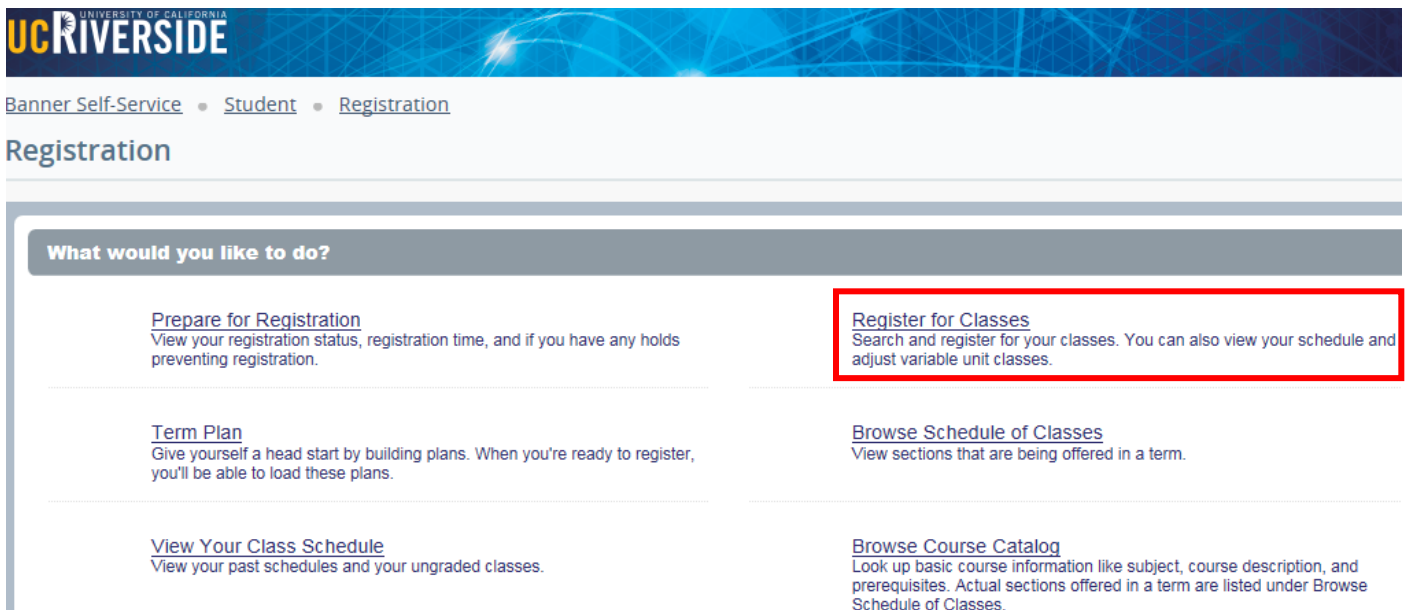
REGISTRATION OVERVIEW

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**.



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Registration

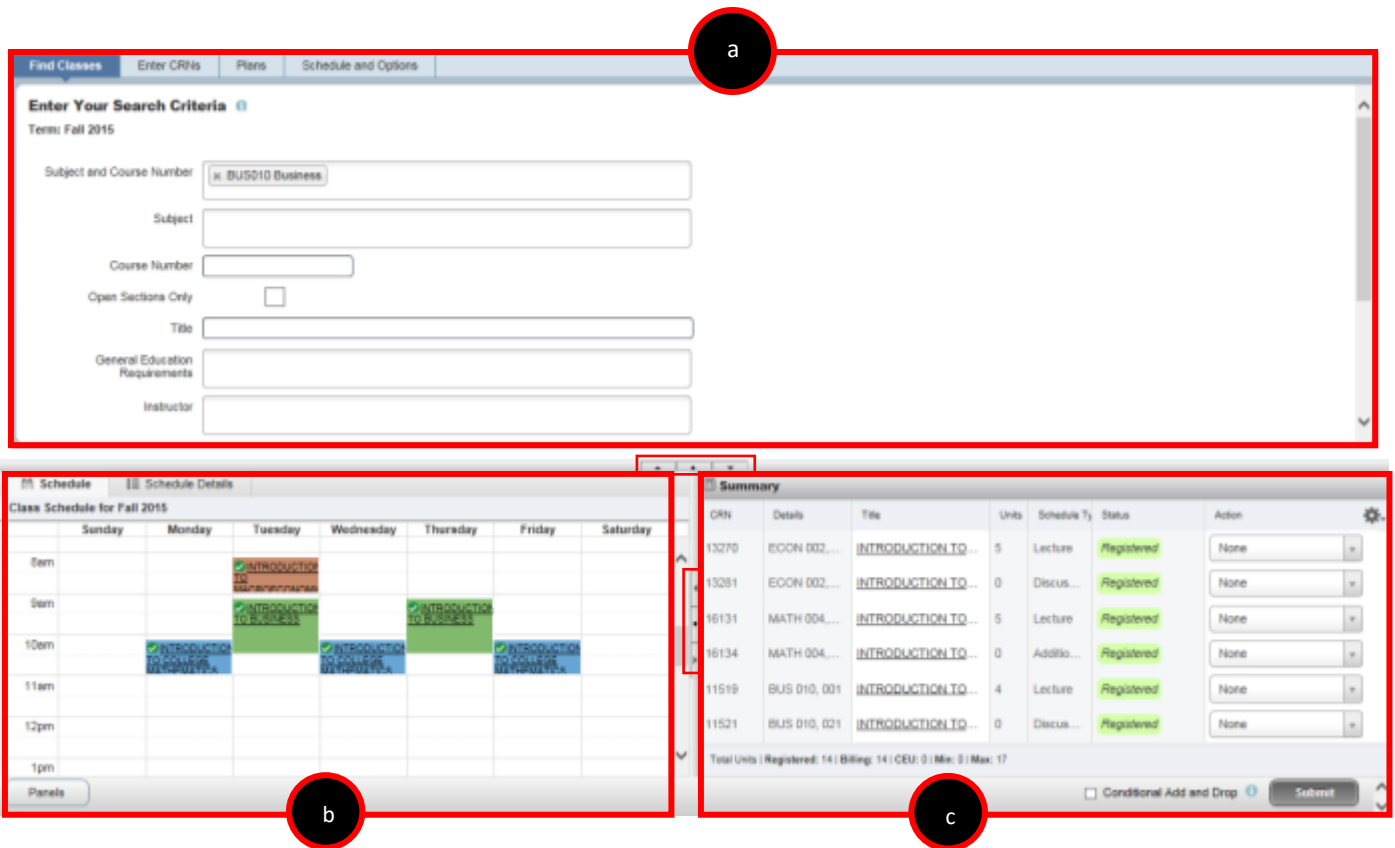
What would you like to do?

<p>Prepare for Registration View your registration status, registration time, and if you have any holds preventing registration.</p>	<p>Register for Classes Search and register for your classes. You can also view your schedule and adjust variable unit classes.</p>
<p>Term Plan Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.</p>	<p>Browse Schedule of Classes View sections that are being offered in a term.</p>
<p>View Your Class Schedule View your past schedules and your ungraded classes.</p>	<p>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.</p>

5. Select a term under **Terms Open for Registration** and press **Continue**.



6. 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 registered 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 registered or selected section.
 - c. **Summary:** Will list selected sections; this is very similar to a shopping cart meaning they're not officially on the schedule until the **Status** changes to **Registered**.



7. In the Register for Classes panel the student can register for sections by selecting one of the four possible tab options at the top:
 - a. **Find Classes:** Available to all students.
 - b. **Enter CRNs:** Available to all students.
 - c. **Plans:** Available to all students.
 - d. **Blocks:** Available to students participating in Learning Communities. Please review *How to Enroll in Learning Communities* document to learn more.

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

Enter Your Search Criteria ⓘ

Term: Spring 2016

Subject and Course Number

Subject

Course Number

Open Sections Only

Title

General Education Requirements

Instructor

Course Delivery

College

Level

Keyword

[▶ Advanced Search](#)

REGISTER FOR CLASSES THROUGH PLANS

Students have the flexibility to create 3 educational plans for each term when the Schedule of Classes becomes available. Term Plan allows a student to organize their proposed class schedule in advance before their time ticket arrives. For additional information on Term Plans please review the document on *How to Create a Term Plan in R'Web*.

1. In the **Register for Classes** page select **Plans**.

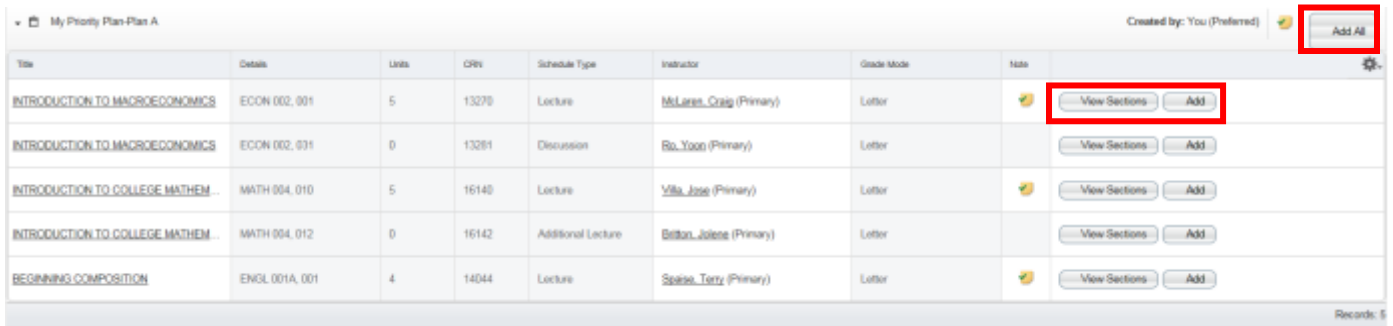
Register for Classes

- In **Register from a plan** the student's **Preferred** plan is listed first while the other student created and Degree Audit plans (if available) are minimized. If an Advisor has also approved a plan(s) you can also view it here.

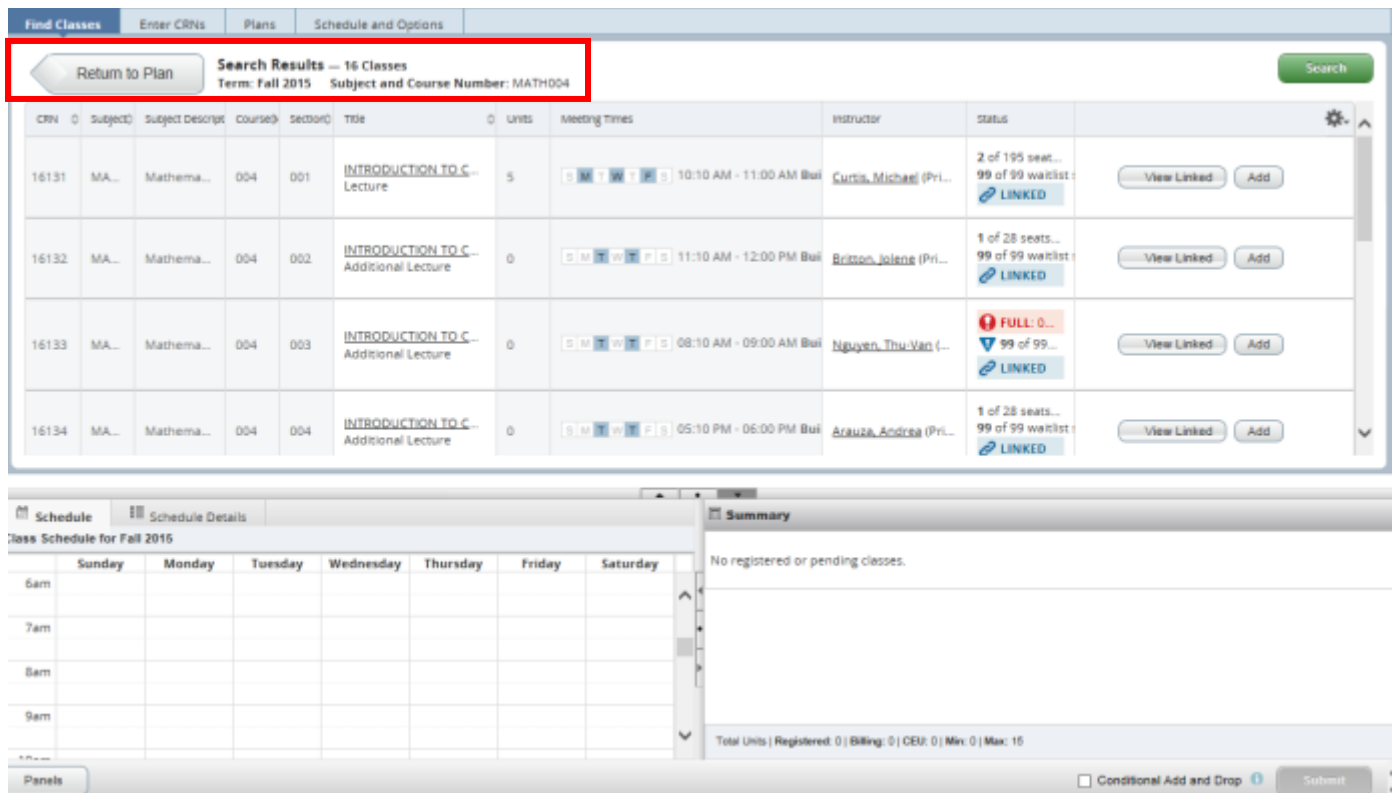
Title	Details	Units	CRN	Schedule Type	Instructor	Grade Mode	Note
INTRODUCTION TO COLLEGE...	MATH 004, 010	5	16140	Lecture	Villa, Jose (Primary)	Letter	
INTRODUCTION TO COLLEGE...	MATH 004, 012	0	16142	Additional Lec...	Britton, Lolene (Primary)	Letter	
BEGINNING COMPOSITION	ENGL 001A, 001	4	14044	Lecture	Spaize, Terry (Primary)	Letter	
INTRODUCTION TO MACROECONOMICS	ECON 002, 001	5	13270	Lecture	McLaren, Craig (Primary)	Letter	
INTRODUCTION TO MACROECONOMICS	ECON 002, 031	0	13281	Discussion	Bo, Yoon (Primary)	Letter	

SECTIONS IN THE PLAN

3. If **sections** were added to the plan, the **View Sections**, **Add**, and **Add All** buttons are visible.
 - a. **View Sections** is available in the event the student changes their mind and see if the course is offered at a different day/time than the one they originally planned. When selected, the student will be routed to the search results for that course, thus, allowing the student to add a different section than they had originally planned to their Summary panel.



- i. **Note:** After a section(s) is added to the **Summary panel** the student can return to their plans by selecting **Return to Plan**.



- b. When **Add** is selected, the section is added to the **Summary** and **Schedule** panels. Please note, linked activities must also be added for successful registration. The sections added to the Summary panel don't all have to come from the same plan; sections from different plans may be added to the **Summary** panel for enrollment.

Register from a plan.
Term: Fall 2015

My Priority Plan Plan A Created by: You (Preferred) **Add All**

Title	Details	Units	CRN	Schedule Type	Instructor	Grade Mode	Note	Action
INTRODUCTION TO MACROECONOMICS	ECON 002, 001	5	13270	Lecture	McLaren, Craig (Primary)	Letter		View Sections Add
INTRODUCTION TO MACROECONOMICS	ECON 002, 031	0	13281	Discussion	Bo, Yoon (Primary)	Letter		View Sections Add
INTRODUCTION TO COLLEGE MATHEM...	MATH 004, 010	5	10140	Lecture	Vila, Jose (Primary)	Letter		View Sections Add
INTRODUCTION TO COLLEGE MATHEM...	MATH 004, 012	0	10142	Additional Lecture	Dillon, John (Primary)	Letter		View Sections Add

Schedule Schedule Details
Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							

Summary

CRN	Details	Title	Units	Schedule Type	Status	Action
13281	ECON 002, 031	INTRODUCTION TO MAC...	0	Discussion	Pending	Add
13270	ECON 002, 001	INTRODUCTION TO MAC...	5	Lecture	Pending	Add

Total Units | Registered: 0 | Billing: 0 | CRN: 0 | Min: 0 | Max: 17

Conditional Add and Drop Submit

- c. When **Add All** is selected all the sections in the plan are added to the **Summary** and **Schedule** panels.

First Classes Enter CRNs **Plan** Schedule and Options

My Priority Plan Plan A Created by: You (Preferred) **Add All**

Title	Details	Units	CRN	Schedule Type	Instructor	Grade Mode	Note	Action
INTRODUCTION TO MACROECONOMICS	ECON 002, 001	5	13270	Lecture	McLaren, Craig (Primary)	Letter		View Sections Add
INTRODUCTION TO MACROECONOMICS	ECON 002, 031	0	13281	Discussion	Bo, Yoon (Primary)	Letter		View Sections Add
INTRODUCTION TO COLLEGE MATHEM...	MATH 004, 010	5	10140	Lecture	Vila, Jose (Primary)	Letter		View Sections Add
INTRODUCTION TO COLLEGE MATHEM...	MATH 004, 012	0	10142	Additional Lecture	Dillon, John (Primary)	Letter		View Sections Add
BEGINNING COMPOSITION	ENGL 001A, 001	4	14044	Lecture	Spacie, Terry (Primary)	Letter		View Sections Add

Schedule Schedule Details
Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
8am							
10am							
11am							
12pm							
1pm							

Summary

CRN	Details	Title	Units	Schedule Type	Status	Action
14044	ENGL 001A, 001	BEGINNING COMPOSITI...	4	Lecture	Pending	Add
10142	MATH 004, 012	INTRODUCTION TO COL...	0	Additional	Pending	Add
10140	MATH 004, 010	INTRODUCTION TO COL...	5	Lecture	Pending	Add
13281	ECON 002, 031	INTRODUCTION TO MAC...	0	Discussion	Pending	Add
13270	ECON 002, 001	INTRODUCTION TO MAC...	5	Lecture	Pending	Add

Total Units | Registered: 0 | Billing: 0 | CRN: 0 | Min: 0 | Max: 17

Conditional Add and Drop Submit

COURSES IN THE PLAN

- If **courses** were added to the plan instead of sections, the only selection available is **View Sections** because a specific section must be selected in order to add it to the Summary panel for enrollment. Keep in mind, the course may not be offered for the term and therefore it's possible no sections are found.

Register from a plan.

Term: Fall 2015

The screenshot shows a web interface for registering from a plan. At the top, there are three plan entries: 'My Priority Plan-Plan A', 'Secondary Plan-Plan B', and 'PLAN C'. The 'PLAN C' section is expanded, showing a table of courses. Two rows are visible: 'WORLD HISTORY: PREHIS...' and 'INTRODUCTION TO THE S...'. Each row has a 'View Sections' button highlighted with a red box. The interface also shows 'Created by: You' and 'Add All' buttons for each plan.

Title	Details	Units	CRN	Schedule Type	Instructor	Grade Mode	Note
WORLD HISTORY: PREHIS...	HIST 010	0					
INTRODUCTION TO THE S...	ETST 001	0					

- Navigate to the desired plan and/or sections and **Add** them to the **Summary Panel** and Press Submit.

The screenshot shows the registration interface with a class schedule and a summary panel. The class schedule is for Fall 2015, showing a grid of days and times. The summary panel is open, showing a table of selected sections. The 'Submit' button is highlighted with a red box.

CRN	Details	Title	Units	Schedule Type	Status	Action
11519	BUS 010 001	INTRODUCTION TO BU...	4	Lecture	Pending	Add
11521	BUS 010 021	INTRODUCTION TO BU...	0	Discussion	Pending	Add
10140	MATH 004 010	INTRODUCTION TO CO...	5	Lecture	Pending	Add
10142	MATH 004 012	INTRODUCTION TO CO...	0	Additional	Pending	Add
14044	ENGL 001A 001	BEGINNING COMPOSIT...	4	Lecture	Pending	Add

- Cheers, you have successfully registered for sections from Plans if the status reads **Registered**.

- a. **Save Successful** message will prompt.
- b. The sections will have color blocks in the **Schedule panel**.

The screenshot shows the Banner Self-Service registration interface. At the top, a green message box with a checkmark says "Save Successful". Below this is a table of class sections for a "Secondary Plan-Plan B". The table has columns for Title, Details, Units, CRN, Schedule Type, Instructor, and Grade Mode. Several sections are highlighted in blue. Below the table, there are two panels: "Class Schedule for Fall 2015" and "Summary". The "Class Schedule" panel shows a weekly grid with colored blocks representing class sections. The "Summary" panel shows a table of registered sections with columns for CRN, Details, Title, Units, Schedule Type, Status, and Action. The status for all registered sections is "Registered".

Title	Details	Units	CRN	Schedule Type	Instructor	Grade Mode
INTRODUCTION TO COLLEGE MATH...	MATH 004, 001	5	95131	Lecture	Curtis, Michael (Primary)	Letter
INTRODUCTION TO COLLEGE MATH...	MATH 004, 004	0	95134	Additional Lecture	Acosta, Andrea (Primary)	Letter
INTRODUCTION TO BUSINESS	BUS 010, 001	4	11519	Lecture	Singh, Raj (Primary)	Letter
INTRODUCTION TO BUSINESS	BUS 010, 021	0	11521	Discussion	Kandabolu, Tarun (Primary)	Letter
INTRODUCTION TO MANAGERIAL ECONOMICS	ECON 002, 001	5	13270	Lecture	McLaren, Craig (Primary)	Letter
INTRODUCTION TO MACROECONOMICS	ECON 002, 001	0	13281	Discussion	Wu, Yuen (Primary)	Letter

CRN	Details	Title	Units	Schedule Type	Status	Action
11519	BUS 010, 001	INTRODUCTION TO BU...	4	Lecture	Registered	None
11521	BUS 010, 021	INTRODUCTION TO BU...	0	Discussion	Registered	None
95140	MATH 004, 010	INTRODUCTION TO CO...	5	Lecture	Registered	None
95142	MATH 004, 012	INTRODUCTION TO CO...	0	Additional	Registered	None
14044	ENGL 001A, 001	BEGINNING COMPOSIT...	4	Lecture	Registered	None

7. If an error message is received for a section the error will have to be resolved before enrollment in that section is successful.
 - a. The example below gave two messages:
 - i. Save Successful for Registered sections
 - ii. Prerequisite error message for ENGL001A which was not met.

Banner Self-Service > Student > Registration > Select a Term > Register for Classes

Register for Classes

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

Secondary Plan-Plan B

Title	Details	Units	CRN	Schedule Type	Instructor	Grade Mode	Notes
INTRODUCTION TO COLLEGE	MATH 004, 001	5	16131	Lecture	Cuffs, Michael (Primary)	Letter	View Sections Add
INTRODUCTION TO COLLEGE	MATH 004, 004	0	16134	Additional Lect...	Arauzo, Andrea (Primary)	Letter	View Sections Add
INTRODUCTION TO BUSINESS	BUS 010, 001	4	11519	Lecture	Singh, Raj (Primary)	Letter	View Sections Add
INTRODUCTION TO BUSINESS	BUS 010, 021	0	11521	Discussion	Kondatolu, Tarun (Primary)	Letter	View Sections Add
INTRODUCTION TO MACROEC	ECON 002, 001	5	13270	Lecture	McLaren, Craig (Primary)	Letter	View Sections Add

✔ Save Successful

ENGL 001A CRN 14044: PREREQUISITE REQUIRED - You have not completed the required prerequisite(s). Please review the information in the Schedule of Classes for requirements of this course.

Schedule | Schedule Details

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		
10am		Beginning Intermediate	INTRODUCTION TO COLLEGE	INTRODUCTION TO COLLEGE			
11am			INTRODUCTION TO COLLEGE		INTRODUCTION TO COLLEGE		
12pm			INTRODUCTION TO COLLEGE	INTRODUCTION TO COLLEGE	INTRODUCTION TO COLLEGE	INTRODUCTION TO COLLEGE	
1pm			INTRODUCTION TO COLLEGE	INTRODUCTION TO COLLEGE			
2pm					INTRODUCTION TO BUSINESS		

Summary

CRN	Details	Title	Units	Schedule T.	Status	Action
11521	BUS 010, 021	INTRODUCTION T...	0	Discus...	Registered	None
11519	BUS 010, 001	INTRODUCTION T...	4	Lecture	Registered	None
14044	ENGL 001	BEGINNING COME...	4	Lecture	Enroll Forward	Remove
16142	MATH 004	INTRODUCTION T...	0	Additio...	Registered	None
16140	MATH 004	INTRODUCTION T...	5	Lecture	Registered	None

Total Units | Registered: 9 | Billing: 0 | CEU: 0 | Min: 0 | Max: 17

Conditional Add and Drop Submit