HOW TO REGISTER FOR A CLASS USING THE CONDITIONAL ADD AND DROP FEATURE 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 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. 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.

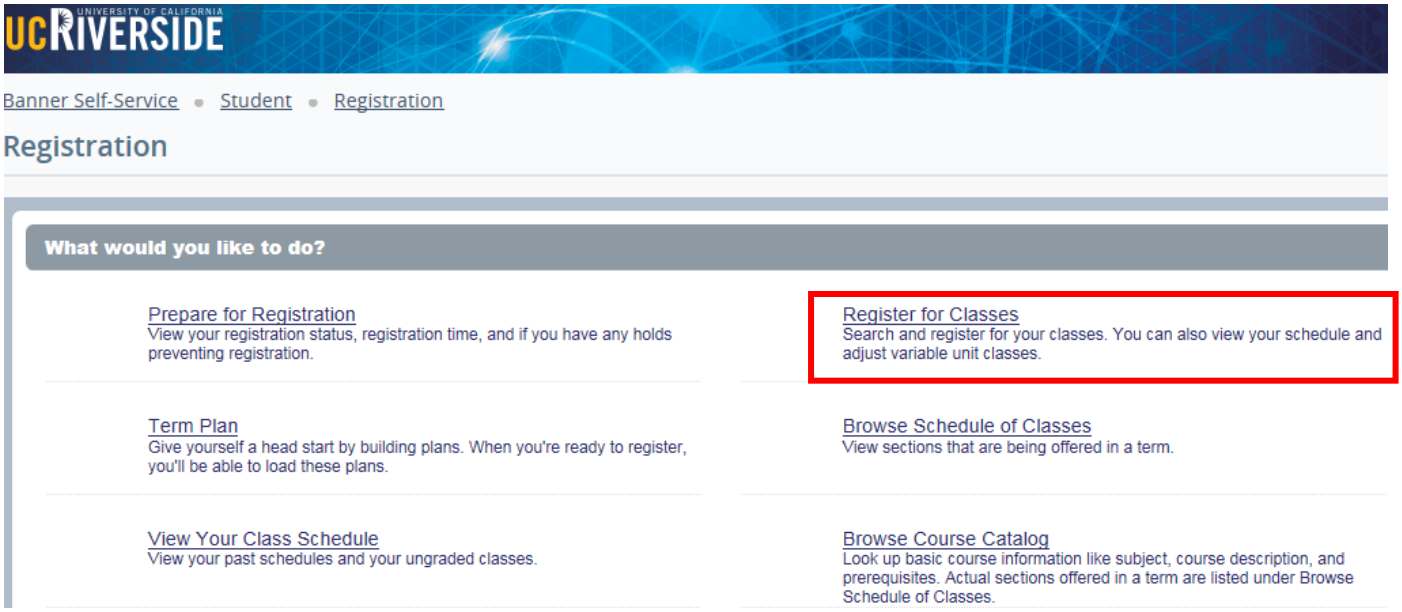
The EAF is utilized to add or drop a section(s), and/or change the grading basis, or unit value of a section(s). Please visit the Academic Calendar to determine when the EAF has a processing fee.

In R'Web there is a feature known as Conditional Add and Drop which allows a student to drop a section from their schedule on the condition that he/she is able to add into another section. This document will demonstrate how to register for a class using the Conditional Add and Drop feature in R'Web.

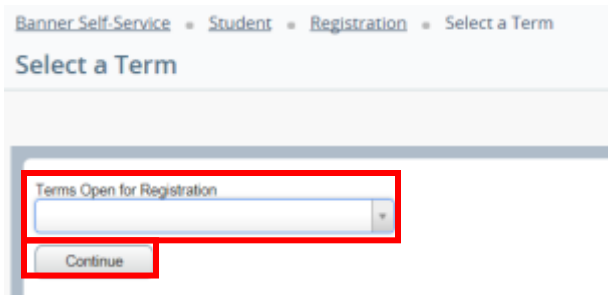
PROCEDURES

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

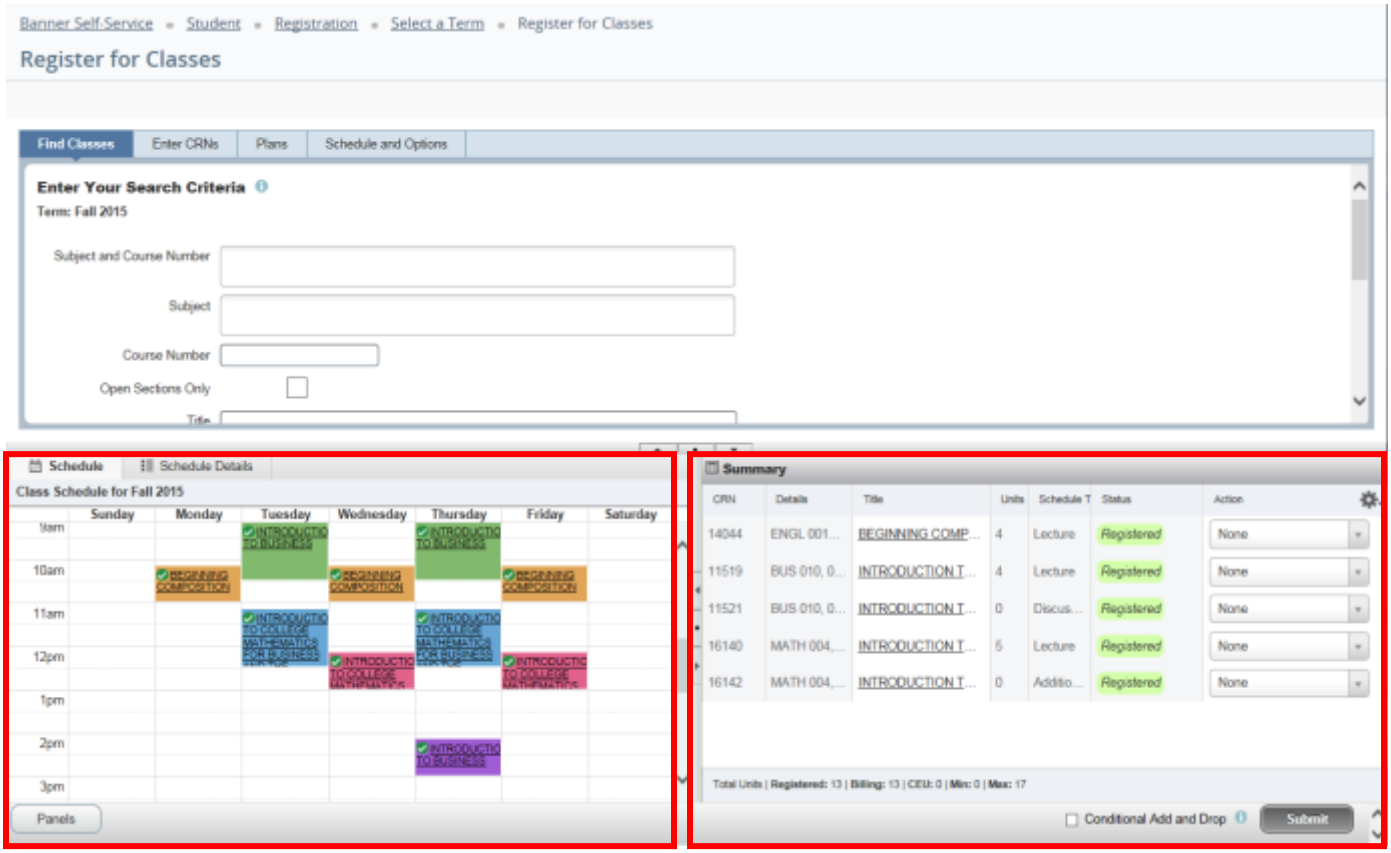
4. Select **Register for Classes**.



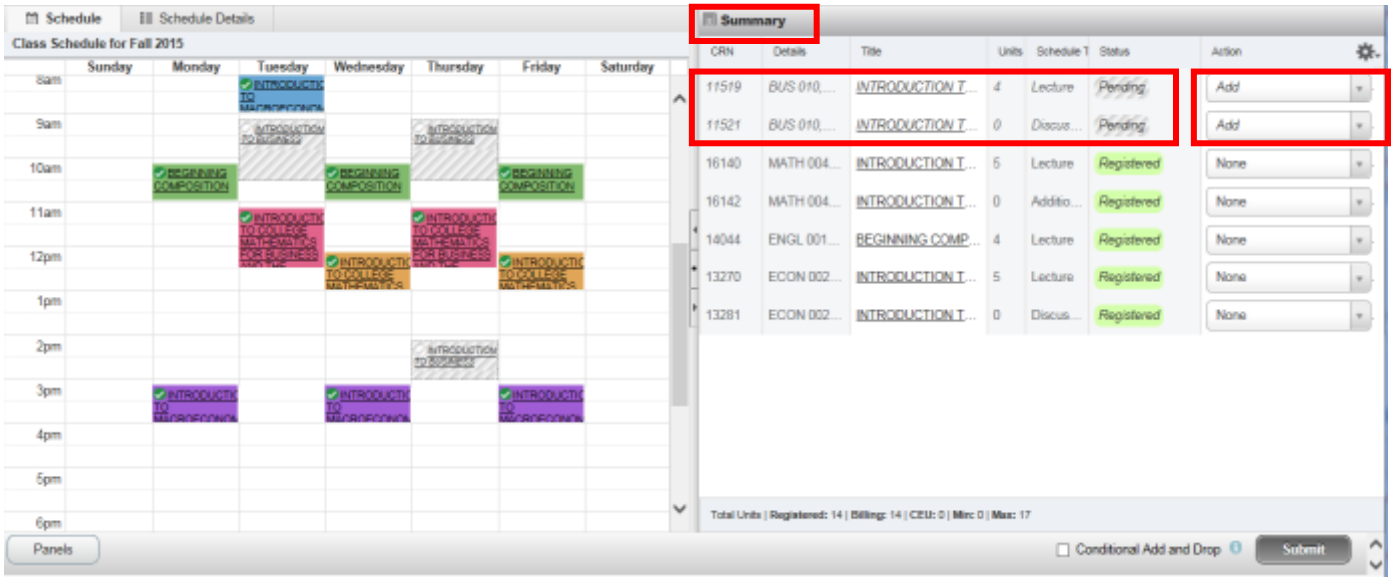
5. Select the appropriate **term** and press **Continue**.



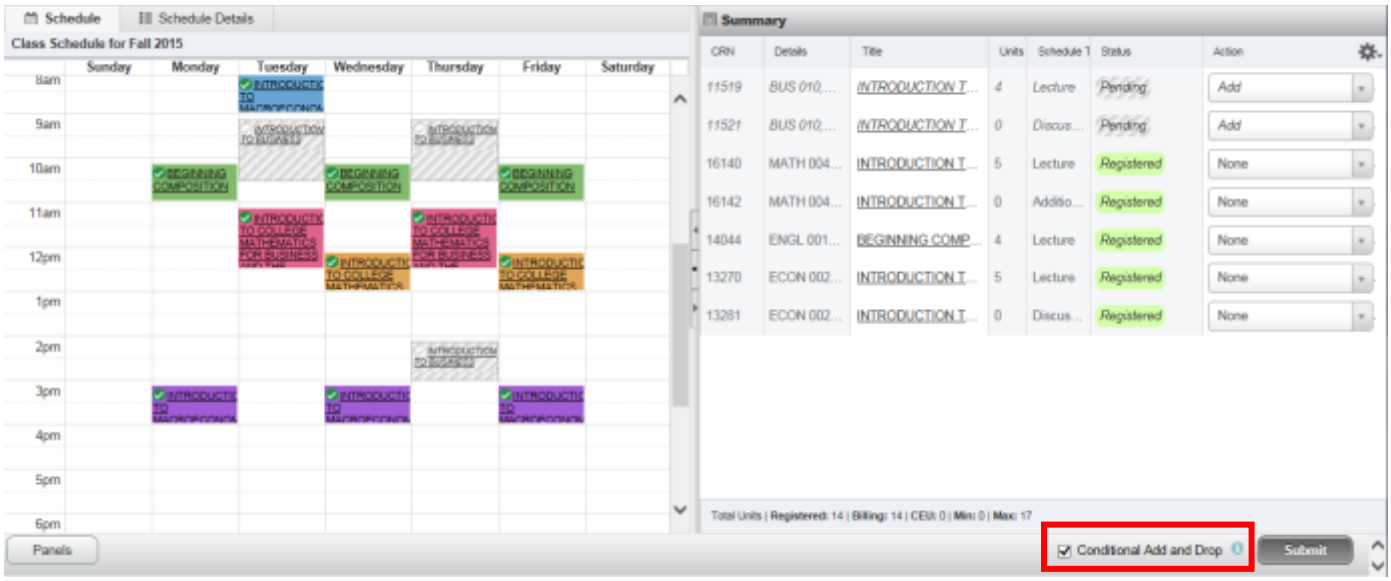
6. Your registered sections display in the **Schedule** and **Summary** panel.



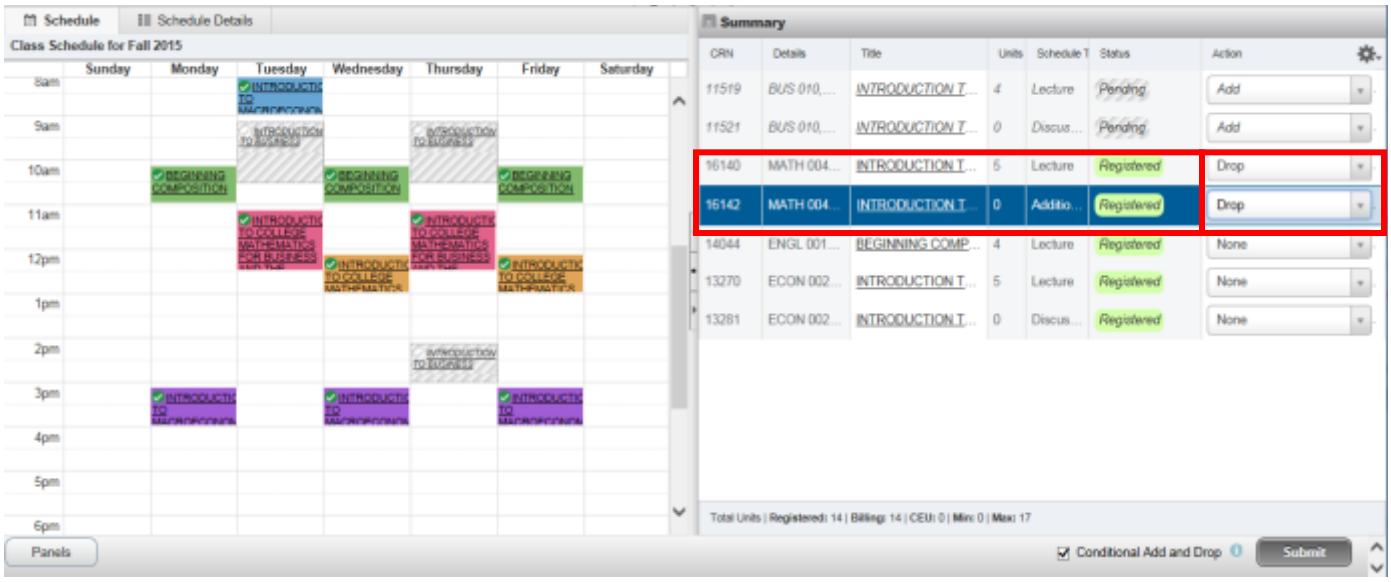
7. Using Find Classes, Enter CRNs or Plans tab in the header add the desired section to the **Summary panel** and verify the Action is **Add**. Please be sure to also add any linked activities and/or corequisites. For information on how to add a section to the summary panel using the Find Classes, Enter CRNS or Plans tab please review procedures called:
    a. *How to Register for Classes Through Find Classes*
    b. *How to Register for Classes by Entering the CRN*
    c. *How to Register for a Variable Unit Class*
    d. *How to Register for Classes Through Term Plan*



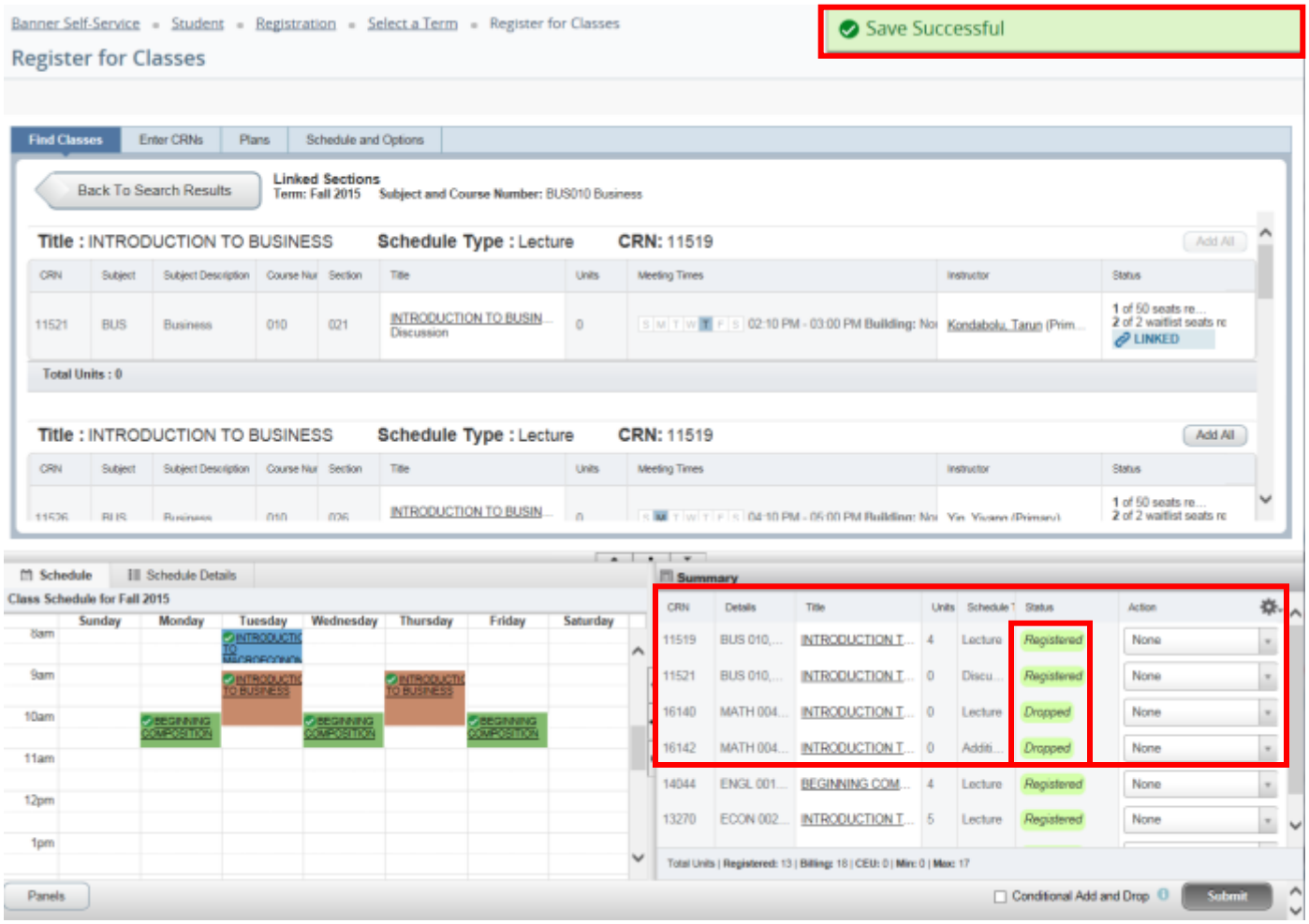
8. Check the box next to **Conditional Add and Drop**.



9. Navigate to the section that you want to drop and change the **Action** to **Drop.** Please remember to also drop any linked activities and/or corequisites.

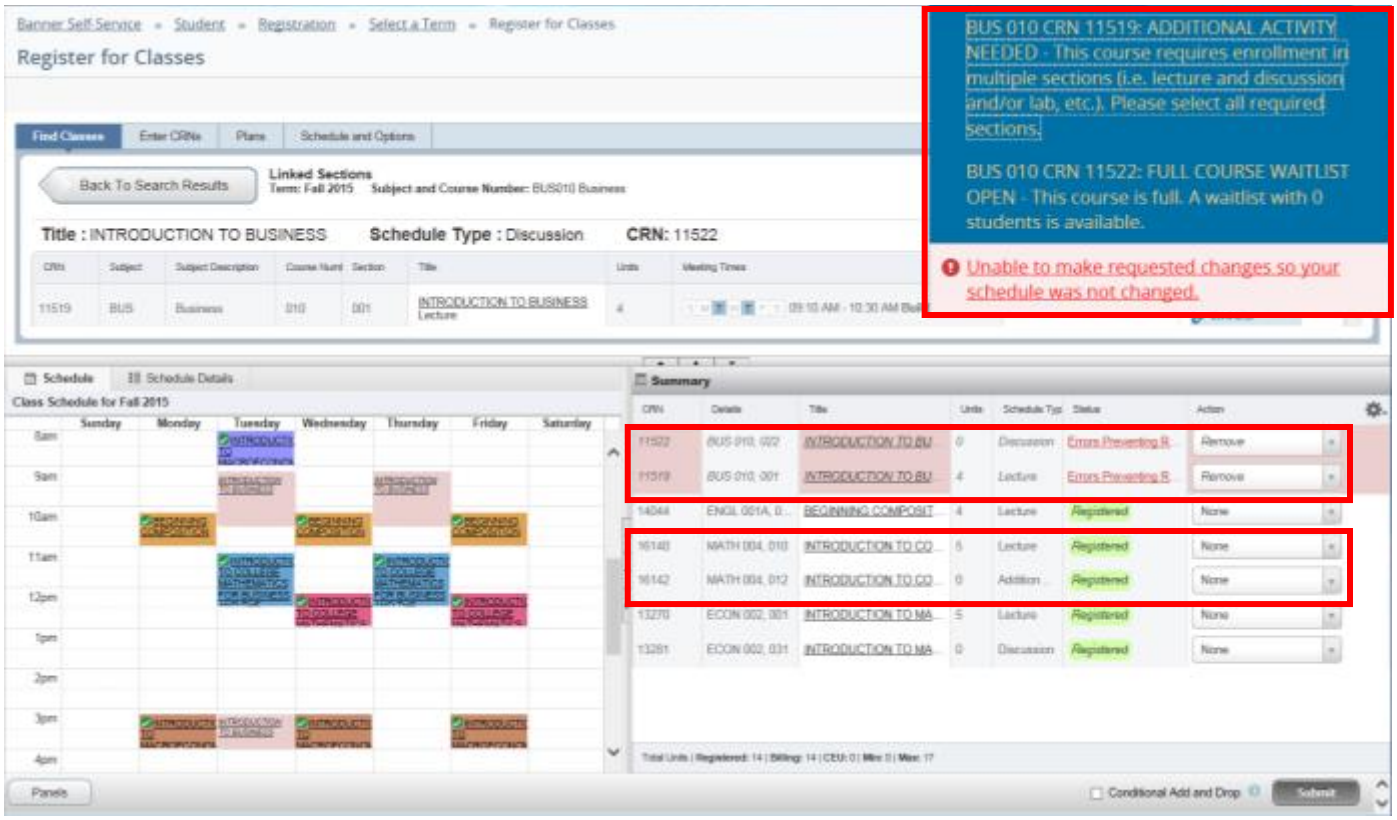


10. Press **Submit.** Changes to your registration will either be completed or an error message will display. If an error displays the original enrolled section will not be dropped.
    a. If no errors occurred the swap is successful and the **Status** reads **Dropped** from the original section and **Registered** in the new desired section.
        i. In this example, the desired section is BUS 010 and the original enrolled section is MATH 004. The student was able to successfully register in BUS 010 and drop MATH 004 since the status reads **Registered** and **Dropped** accordingly.



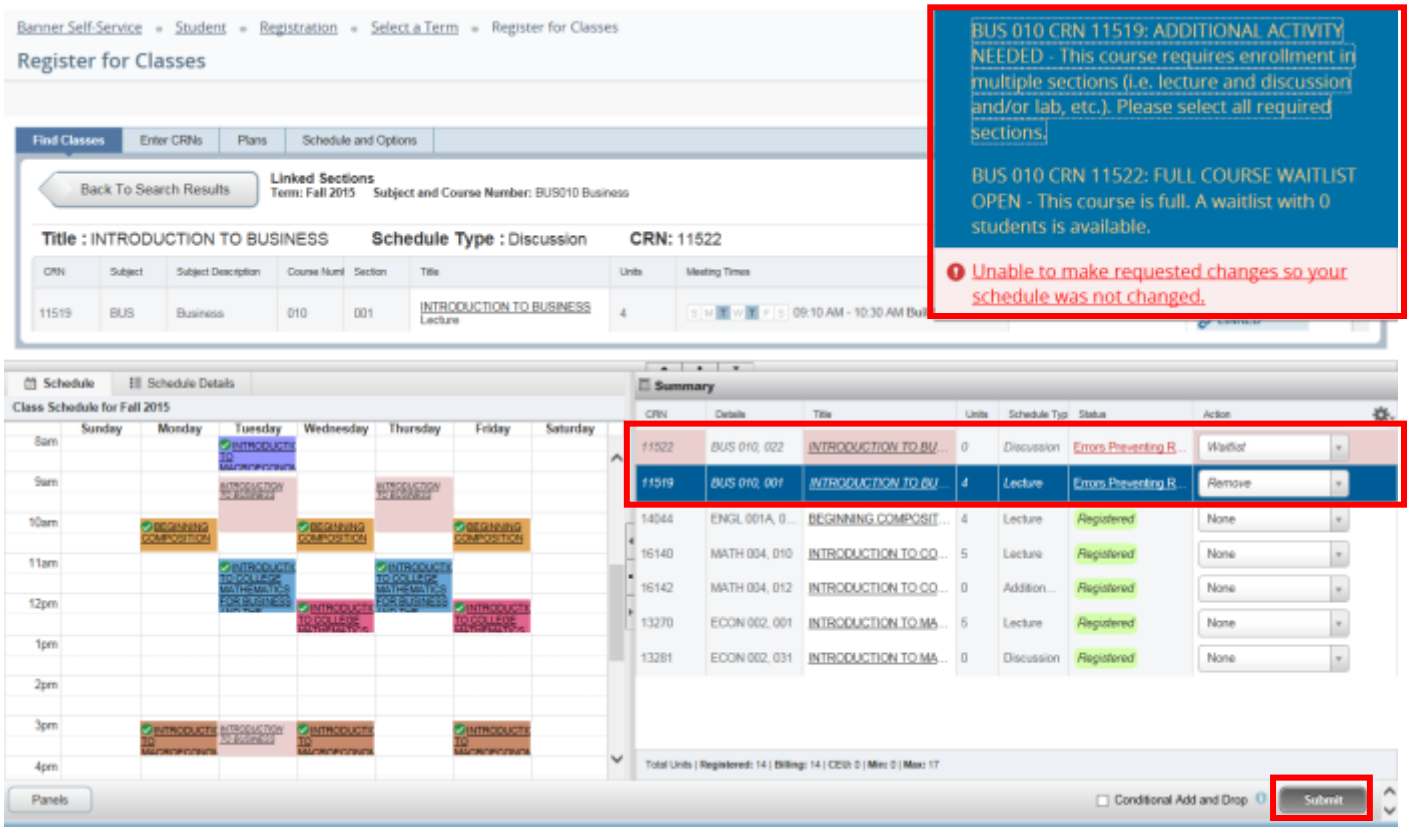
b. Swap with error: Various errors can prompt preventing registration in the desired section. A message saying "Unable to make requested changes so your schedule was not changed" appears. The benefit of the **Conditional Add and Drop** box is that is the original section(s) does not get dropped if the desired section cannot be added. The student can either waitlist the new section, resolve the error to continue, or remove the section and select another section to enroll in.

   i. In this example, the desired section was BUS 010 and the original enrolled section was MATH 004. The student received a full course **error** preventing registration in BUS 010. MATH 004 was not dropped and the student is still enrolled in this section.



c. To Remove the section change the **Action** to **Remove** and press **Submit**.
   i. To waitlist the section see procedures called *How to Add to or Drop from a Waitlist*.

d. Resolve the error by selecting another section, removing the section you requested to add from your Summary, or by rearranging your schedule. Press **Submit.** In the example below, the desired section was full and the student resolved the error by waitlisting the discussion.


Banner Self-Service » Student » Registration » Select a Term » Register for Classes
Register for Classes
Find Classes
Enter CRNs
Plans
Schedule and Options
Back To Search Results
Linked Sections
Term: Fall 2015
Subject and Course Number: BUS010 Business
Title : INTRODUCTION TO BUSINESS
Schedule Type : Discussion
CRN: 11522
BUS 010 CRN 11519: ADDITIONAL ACTIVITY NEEDED - This course requires enrollment in multiple sections (i.e. lecture and discussion and/or lab, etc.). Please select all required sections.
BUS 010 CRN 11522: FULL COURSE WAITLIST OPEN - This course is full. A waitlist with 0 students is available.
Unable to make requested changes so your schedule was not changed.
Schedule
Schedule Details
Class Schedule for Fall 2015
Summary
Panels
Conditional Add and Drop
Submit