

# 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 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](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.

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.



Registration

4. Select **Register for Classes**.

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### 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**.

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### Select a Term

Terms Open for Registration

Continue

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

**Register for Classes**

Find Classes | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria**

Term: Fall 2015

Subject and Course Number

Subject

Course Number

Open Sections Only

Title

---

**Schedule** | Schedule Details

Class Schedule for Fall 2015

|      | Sunday | Monday                | Tuesday  | Wednesday                         | Thursday                                       | Friday                | Saturday |
|------|--------|-----------------------|--|-----------------------------------|--|-----------------------|----------|
| 8am  |        |                       | INTRODUCTO TO BUSINESS                         |                                   | INTRODUCTO TO BUSINESS                         |                       |          |
| 10am |        | BEGINNING COMPOSITION |  | BEGINNING COMPOSITION             |  | BEGINNING COMPOSITION |          |
| 11am |        |                       | INTRODUCTO TO COLLEGE MATHEMATICS FOR BUSINESS |                                   | INTRODUCTO TO COLLEGE MATHEMATICS FOR BUSINESS |                       |          |
| 12pm |        |                       | INTRODUCTO TO COLLEGE MATHEMATICS              | INTRODUCTO TO COLLEGE MATHEMATICS | INTRODUCTO TO COLLEGE MATHEMATICS              |                       |          |
| 1pm  |        |                       |  |                                   |  |                       |          |
| 2pm  |        |                       |  |                                   | INTRODUCTO TO BUSINESS                         |                       |          |
| 3pm  |        |                       |  |                                   |  |                       |          |

**Summary**

| CRN   | Details       | Title             | Units | Schedule T | Status     | Action |
|-------|---------------|-------------------|-------|------------|------------|--------|
| 14044 | ENGL 001...   | BEGINNING COMP... | 4     | Lecture    | Registered | None   |
| 11519 | BUS 010, 0... | INTRODUCTION T... | 4     | Lecture    | Registered | None   |
| 11521 | BUS 010, 0... | INTRODUCTION T... | 0     | Discus...  | Registered | None   |
| 16140 | MATH 004...   | INTRODUCTION T... | 5     | Lecture    | Registered | None   |
| 16142 | MATH 004...   | INTRODUCTION T... | 0     | Additio... | Registered | None   |

Total Units | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 17

Conditional Add and Drop | Submit

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*

The screenshot shows the 'Class Schedule for Fall 2015' interface. On the left is a grid showing class times from 8am to 6pm across the days of the week. On the right is the 'Summary' tab, which contains a table of classes. Two classes, CRN 11519 and 11521, are in a 'Pending' status. The 'Add' button for each of these classes is highlighted with a red box. At the bottom right, there is a checkbox for 'Conditional Add and Drop' which is currently unchecked.

| CRN   | Details     | Title             | Units | Schedule T | Status     | Action |
|-------|-------------|-------------------|-------|------------|------------|--------|
| 11519 | BUS 010...  | INTRODUCTION T... | 4     | Lecture    | Pending    | Add    |
| 11521 | BUS 010...  | INTRODUCTION T... | 0     | Discus...  | Pending    | Add    |
| 16140 | MATH 004... | INTRODUCTION T... | 5     | Lecture    | Registered | None   |
| 16142 | MATH 004... | INTRODUCTION T... | 0     | Additio... | Registered | None   |
| 14044 | ENGL 001... | BEGINNING COMP... | 4     | Lecture    | Registered | None   |
| 13270 | ECON 002... | INTRODUCTION T... | 5     | Lecture    | Registered | None   |
| 13281 | ECON 002... | INTRODUCTION T... | 0     | Discus...  | Registered | None   |

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

This screenshot is identical to the previous one, but the 'Conditional Add and Drop' checkbox at the bottom right of the summary table is now checked and highlighted with a red box.

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.

The screenshot shows the R'Web registration interface. On the left is a 'Class Schedule for Fall 2015' grid with days of the week and times from 8am to 6pm. On the right is a 'Summary' table with columns: CRN, Details, Title, Units, Schedule T, Status, and Action. A red box highlights the row for CRN 16142, MATH 004, INTRODUCTION T... with 0 units, Addtl... schedule type, and Registered status. The Action column for this row has a 'Drop' button. Other rows include BUS 010 (Pending), ENGL 001 (Registered), ECON 002 (Registered), and another ECON 002 (Registered). At the bottom right, there is a 'Submit' button and a 'Conditional Add and Drop' checkbox.

| CRN   | Details     | Title             | Units | Schedule T | Status     | Action |
|-------|-------------|-------------------|-------|------------|------------|--------|
| 11519 | BUS 010...  | INTRODUCTION T... | 4     | Lecture    | Pending    | Add    |
| 11521 | BUS 010...  | INTRODUCTION T... | 0     | Discus...  | Pending    | Add    |
| 16140 | MATH 004... | INTRODUCTION T... | 5     | Lecture    | Registered | Drop   |
| 16142 | MATH 004... | INTRODUCTION T... | 0     | Addtl...   | Registered | Drop   |
| 14044 | ENGL 001... | BEGINNING COMP... | 4     | Lecture    | Registered | None   |
| 13270 | ECON 002... | INTRODUCTION T... | 5     | Lecture    | Registered | None   |
| 13281 | ECON 002... | INTRODUCTION T... | 0     | Discus...  | Registered | None   |

Total Units | Registered: 14 | Billing: 14 | CEU: 0 | Min: 0 | Max: 17

Conditional Add and Drop

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.

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

✔ Save Successful

### 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 : Lecture**    **CRN: 11519**    Add All

| CRN   | Subject | Subject Description | Course Num | Section | Title                               | Units | Meeting Times                                  | Instructor                | Status  |
|-------|---------|---------------------|------------|---------|-------------------------------------|-------|--|---------------------------|---|
| 11521 | BUS     | Business            | 010        | 021     | INTRODUCTION TO BUSIN... Discussion | 0     | S M T W T F S 02:10 PM - 03:00 PM Building: No | Kondabolu, Tarun (Prim... | 1 of 50 seats re...<br>2 of 2 waitlist seats re<br><a href="#">LINKED</a> |

Total Units : 0

**Title : INTRODUCTION TO BUSINESS**    **Schedule Type : Lecture**    **CRN: 11519**    Add All

| CRN   | Subject | Subject Description | Course Num | Section | Title                    | Units | Meeting Times                              | Instructor            | Status  |
|-------|---------|---------------------|------------|---------|--------------------------|-------|--|-----------------------|---|
| 11526 | BUS     | Business            | 010        | 026     | INTRODUCTION TO BUSIN... | 0     | T W T F S 04:10 PM - 05:00 PM Building: No | Yin, Yisuan (Primaru) | 1 of 50 seats re...<br>2 of 2 waitlist seats re |

**Class Schedule for Fall 2015**

|      | Sunday | Monday                | Tuesday                      | Wednesday             | Thursday                     | Friday                | Saturday |
|------|--------|-----------------------|------------------------------|-----------------------|------------------------------|-----------------------|----------|
| 8am  |        |                       | INTRODUCTI...<br>BUSINESS    |                       |                              |                       |          |
| 9am  |        |                       | INTRODUCTI...<br>TO BUSINESS |                       | INTRODUCTI...<br>TO BUSINESS |                       |          |
| 10am |        | BEGINNING COMPOSITION |                              | BEGINNING COMPOSITION |                              | BEGINNING COMPOSITION |          |
| 11am |        |                       |                              |                       |                              |                       |          |
| 12pm |        |                       |                              |                       |                              |                       |          |
| 1pm  |        |                       |                              |                       |                              |                       |          |

**Summary**

| CRN   | Details     | Title             | Units | Schedule  | Status     | Action |
|-------|-------------|-------------------|-------|-----------|------------|--------|
| 11519 | BUS 010,... | INTRODUCTION T... | 4     | Lecture   | Registered | None   |
| 11521 | BUS 010,... | INTRODUCTION T... | 0     | Discu...  | Registered | None   |
| 16140 | MATH 004... | INTRODUCTION T... | 0     | Lecture   | Dropped    | None   |
| 16142 | MATH 004... | INTRODUCTION T... | 0     | Additi... | Dropped    | None   |
| 14044 | ENGL 001... | BEGINNING COM...  | 4     | Lecture   | Registered | None   |
| 13270 | ECON 002... | INTRODUCTION T... | 5     | Lecture   | Registered | None   |

Total Units | Registered: 13 | Billing: 18 | CEU: 0 | Min: 0 | Max: 17

Conditional Add and Drop    Submit

- 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 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.

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

| CRN   | Subject | Subject Description | Course Num | Section | Title                               | Units | Meeting Times           |
|-------|---------|---------------------|------------|---------|-------------------------------------|-------|-------------------------|
| 11519 | BUS     | Business            | 010        | 001     | INTRODUCTION TO BUSINESS<br>Lecture | 4     | 09:10 AM - 10:30 AM Thu |

**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.**

**Class Schedule for Fall 2015**

| Time | Sunday | Monday                   | Tuesday                  | Wednesday                | Thursday                 | Friday                   | Saturday |
|------|--------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| 8am  |        |                          | INTRODUCTION TO BUSINESS |                          |                          |                          |          |
| 9am  |        |                          | INTRODUCTION TO BUSINESS |                          | INTRODUCTION TO BUSINESS |                          |          |
| 10am |        | INTRODUCTION TO BUSINESS |                          | INTRODUCTION TO BUSINESS |                          | INTRODUCTION TO BUSINESS |          |
| 11am |        | INTRODUCTION TO BUSINESS |                          | INTRODUCTION TO BUSINESS | INTRODUCTION TO BUSINESS |                          |          |
| 12pm |        |                          | INTRODUCTION TO BUSINESS |                          | INTRODUCTION TO BUSINESS |                          |          |
| 1pm  |        |                          | INTRODUCTION TO BUSINESS |                          | INTRODUCTION TO BUSINESS |                          |          |
| 3pm  |        | INTRODUCTION TO BUSINESS |                          | INTRODUCTION TO BUSINESS |                          | INTRODUCTION TO BUSINESS |          |
| 4pm  |        |                          | INTRODUCTION TO BUSINESS |                          | INTRODUCTION TO BUSINESS |                          |          |

**Summary**

| CRN   | Details         | Title              | Units | Schedule Type | Status              | Action |
|-------|-----------------|--------------------|-------|---------------|---------------------|--------|
| 11522 | BUS 010, 002    | INTRODUCTION TO BU | 0     | Discussion    | Errors Preventing S | Remove |
| 11519 | BUS 010, 001    | INTRODUCTION TO BU | 4     | Lecture       | Errors Preventing S | Remove |
| 14844 | ENGL 001A, 0... | BEGINNING COMPOSIT | 4     | Lecture       | Registered          | None   |
| 16140 | MATH 004, 010   | INTRODUCTION TO CO | 5     | Lecture       | Registered          | None   |
| 16142 | MATH 004, 012   | INTRODUCTION TO CO | 0     | Addition      | Registered          | None   |
| 13276 | ECON 002, 001   | INTRODUCTION TO MA | 5     | Lecture       | Registered          | None   |
| 13281 | ECON 002, 031   | INTRODUCTION TO MA | 0     | Discussion    | Registered          | None   |

Total Units | Registered: 14 | Billing: 14 | CEU: 0 | Max 0 | Max 17

Conditional Add and Drop    **Submit**

- 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

| CRN   | Subject | Subject Description | Course Num | Section | Title                               | Units | Meeting Times             |
|-------|---------|---------------------|------------|---------|-------------------------------------|-------|---------------------------|
| 11519 | BUS     | Business            | 010        | 001     | INTRODUCTION TO BUSINESS<br>Lecture | 4     | 09:10 AM - 10:30 AM BU... |

**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.**

**Class Schedule for Fall 2015**

|      | Sunday | Monday                   | Tuesday                           | Wednesday                | Thursday                          | Friday                   | Saturday |
|------|--------|--------------------------|-----------------------------------|--------------------------|-----------------------------------|--------------------------|----------|
| 8am  |        |                          | INTRODUCTION TO MICROECONOMICS    |                          |                                   |                          |          |
| 9am  |        |                          | INTRODUCTION TO BUSINESS          |                          | INTRODUCTION TO BUSINESS          |                          |          |
| 10am |        | BEGINNING COMPOSITION    |                                   | BEGINNING COMPOSITION    |                                   | BEGINNING COMPOSITION    |          |
| 11am |        |                          | INTRODUCTION TO POLITICAL SCIENCE |                          | INTRODUCTION TO POLITICAL SCIENCE |                          |          |
| 12pm |        |                          | INTRODUCTION TO POLITICAL SCIENCE |                          | INTRODUCTION TO POLITICAL SCIENCE |                          |          |
| 1pm  |        |                          | INTRODUCTION TO POLITICAL SCIENCE |                          | INTRODUCTION TO POLITICAL SCIENCE |                          |          |
| 2pm  |        |                          |                                   |                          |                                   |                          |          |
| 3pm  |        | INTRODUCTION TO BUSINESS | INTRODUCTION TO BUSINESS          | INTRODUCTION TO BUSINESS |                                   | INTRODUCTION TO BUSINESS |          |
| 4pm  |        |                          |                                   |                          |                                   |                          |          |

**Summary**

| CRN   | Details         | Title                  | Units | Schedule Typ | Status                 | Action   |
|-------|-----------------|------------------------|-------|--------------|------------------------|----------|
| 11522 | BUS 010, 002    | INTRODUCTION TO BU...  | 0     | Discussion   | Errors Preventing R... | Waitlist |
| 11519 | BUS 010, 001    | INTRODUCTION TO BU...  | 4     | Lecture      | Errors Preventing R... | Remove   |
| 14044 | ENGL 001A, 0... | BEGINNING COMPOSITI... | 4     | Lecture      | Registered             | None     |
| 16140 | MATH 004, 010   | INTRODUCTION TO CO...  | 5     | Lecture      | Registered             | None     |
| 16142 | MATH 004, 012   | INTRODUCTION TO CO...  | 0     | Addition...  | Registered             | None     |
| 13270 | ECON 002, 001   | INTRODUCTION TO MA...  | 5     | Lecture      | Registered             | None     |
| 13281 | ECON 002, 031   | INTRODUCTION TO MA...  | 0     | Discussion   | Registered             | None     |

Total Units | Registered: 14 | Billing: 14 | CEU: 0 | Misc: 0 | Max: 17

Conditional Add and Drop **Submit**