

# HOW TO REGISTER FOR AND ADJUST THE UNITS FOR A VARIABLE UNIT CLASS IN R'WEB

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## TABLE OF CONTENTS

Revision History .....	2
Introduction and Purpose .....	2
Procedures .....	3

## 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.

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.

This document will demonstrate how a student may register for and adjust the units for a Variable Unit Class.

## 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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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**.

Banner Self-Service • Student • Registration • Select a Term

### Select a Term

Terms Open for Registration

Continue

6. Utilizing one of the registration paths mentioned in *How to Register for Classes Through Find Classes* or *How to Register for Classes By Entering the CRN*, or *How to Register for Classes Through Term Plan* locate the section.
  - a. The **Units** column lists the unit range the course has been approved for.
  - b. The example below demonstrates the course has been approved to be taken for 2-4 units. It also demonstrates two of the sections being offered have a time conflict with registered section.
7. Add the **Variable Unit Course** to the **Summary** panel.

The screenshot displays the R'Web registration interface. At the top, the search results for 'Term: Fall 2015' and 'Subject and Course Number: HNPG097 Honors' are shown. A table lists three sections of 'HONORS LOWER DIVISION Consultation' (CRN 15956, 15957, 15958). The 'Units' column for all sections is '2 TO 4'. The 'Status' column shows '30 of 30 seats r...' and 'Time Conflict' for the first two sections. Below the search results, the 'Schedule' panel shows a weekly grid with a red box highlighting a 'Time Conflict' message. The 'Summary' panel shows a table of registered and pending sections, with a red box highlighting the 'Add' button for the selected section (CRN 15957).

CRN	Subject	Subject Description	Course Nbr	Section	Title	Units	Meeting Times	Instructor	Status
15956	HNPG	Honors	097	03X	HONORS LOWER DIVISION Consultation	2 TO 4	03:10 PM - 05:00 PM Building: N	Xu, Guanzhu (Primary)	30 of 30 seats r... Time Conflict
15957	HNPG	Honors	097	04M	HONORS LOWER DIVISION Consultation	2 TO 4	05:10 PM - 07:00 PM Building: N	McGarry, Molly (Primary)	30 of 30 seats r... Time Conflict
15958	HNPG	Honors	097	07V	HONORS LOWER DIVISION Consultation	2 TO 4	01:10 PM - 03:00 PM Building: N	Voscher, P. (Primary)	30 of 30 seats r... Time Conflict

CRN	Details	Title	Units	Schedule T	Status	Action
15957	HNPG 097...	HONORS LOWER DIVISION	2	Consult...	Pending	Add
11521	BUS 010, 021	INTRODUCTION TO...	0	Discuss...	Registered	None
11519	BUS 010, 001	INTRODUCTION TO...	4	Lecture	Registered	None
13270	ECON 002...	INTRODUCTION TO...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION TO...	0	Discuss...	Registered	None

8. When the section is added to the Summary Panel it will assign the least amount of units the section is offered for. This can be adjusted once registration is successful.
9. Press **Submit**.

The screenshot shows the Banner Self-Service interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below these is a search bar and a 'Search Again' button. The search results table has columns for CRN, Subject, Subject Description, Course Num, Section, Title, Units, Meeting Times, Instructor, and Status. The 'Units' column for the three results is highlighted with a red box. Below the search results is a 'Schedule' tab and a 'Schedule Details' tab. The 'Schedule' tab shows a grid for the week of Fall 2015. A class is highlighted with a red box. To the right of the grid is a 'Summary' table with columns for CRN, Section, Title, Units, Schedule Type, Status, and Action. The first row in the summary table is highlighted with a red box. At the bottom right, there is a 'Submit' button highlighted with a red box.

10. Registration is successful and the student is now registered in the section. We can proceed with adjusting the units.

The screenshot shows the Banner Self-Service interface. At the top, there are tabs for 'Banner Self-Service', 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below these is a 'Save Successful' message highlighted with a red box. Below the message is the same search results table as in the previous screenshot. Below the search results is a 'Schedule' tab and a 'Schedule Details' tab. The 'Schedule' and 'Schedule Details' tabs are highlighted with a red box. The 'Schedule' tab shows a grid for the week of Fall 2015. A class is highlighted with a red box. To the right of the grid is a 'Summary' table with columns for CRN, Section, Title, Units, Schedule Type, Status, and Action. The first row in the summary table is highlighted with a red box. At the bottom right, there is a 'Submit' button highlighted with a red box.

11. Click on the **Schedule and Options** tab on the header and the student schedule will appear.

12. Navigate to the **Variable Unit Section**. The unit number is underlined.

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

**Summary**  
Term: Fall 2015

CRN	Details	Title	Units	Status	Schedule Type	Grade Mode	Registration Date	Level	Message
15957	HMPG 097, 04M	HONORS LOWER DIVISION...	2	Registered	Consultation	Letter	09/06/2016	Undergraduate	Registered09/...
11519	BUS 010, 001	INTRODUCTION TO BUSINESS	4	Registered	Lecture	Letter	09/06/2016	Undergraduate	Registered09/...
11521	BUS 010, 021	INTRODUCTION TO BUSINESS	0	Registered	Discussion	Letter	09/06/2016	Undergraduate	Registered09/...

Schedule | Schedule Details

Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTION TO MACROECONOMICS				
9am			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		
10am							
11am							
12pm							
1pm							
2pm					INTRODUCTION TO BUSINESS		
3pm		INTRODUCTION TO MACROECONOMICS		INTRODUCTION TO MACROECONOMICS			INTRODUCTION TO MACROECONOMICS
4pm							

Submit

13. Click on the **Units** and it will prompt you to **Edit** the units on the section. Once selected it will provide the unit range the course has been approved for. The example below demonstrates the course has been approved to be taken for 2-4 units.

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

**Summary**  
Term: Fall 2015

CRN	Details	Title	Units	Status	Schedule Type	Grade Mode	Registration Date	Level	Message
15957	HMPG 097, 04M	HONORS LOWER DIVISION RES...	2 Must be from 2 to 4	Registered	Consultation	Letter	09/06/2016	Undergraduate	Registered09/06/...
11519	BUS 010, 001	INTRODUCTION TO BUSINESS	4	Registered	Lecture	Letter	09/06/2016	Undergraduate	Registered09/06/...
11521	BUS 010, 021	INTRODUCTION TO BUSINESS	0	Registered	Discussion	Letter	09/06/2016	Undergraduate	Registered09/06/...
13270	ECON 002, 001	INTRODUCTION TO MACROECONOMICS	5	Registered	Lecture	Letter	09/06/2016	Undergraduate	Registered09/06/...
13281	ECON 002, 031	INTRODUCTION TO MACROECONOMICS	0	Registered	Discussion	Letter	09/06/2016	Undergraduate	Registered09/06/...

14. Press **Submit** and the change is successful.

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

**Save Successful**

### Register for Classes

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

#### Summary

Term: Fall 2015

CRN	Details	Title	Units	Status	Schedule Type	Grade Mode	Registration Date	Level	Message
15...	HNPG 097, 04M	HONORS LOWER DIVISIO...	3	Registered	Consultation	Letter	09/06/2016	Undergraduate	Registered08...
11519	BUS 010, 001	INTRODUCTION TO BUSIN...	4	Registered	Lecture	Letter	09/06/2016	Undergraduate	Registered08...
11521	BUS 010, 021	INTRODUCTION TO BUSIN...	0	Registered	Discussion	Letter	09/06/2016	Undergraduate	Registered08...
13270	ECON 002, 001	INTRODUCTION TO MACR...	5	Registered	Lecture	Letter	09/06/2016	Undergraduate	Registered08...
13281	ECON 002, 031	INTRODUCTION TO MACR...	0	Registered	Discussion	Letter	09/06/2016	Undergraduate	Registered08...

Records: 5

Schedule | Schedule Details

#### Class Schedule for Fall 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am			INTRODUCTION TO MANAGERIAL ECONOMICS				
9am			INTRODUCTION TO BUSINESS		INTRODUCTION TO BUSINESS		
10am							
11am							
12pm							
1pm							

Submit