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

TABLE OF CONTENTS

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. 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.

4. Select **Register for Classes**.

5. Select the appropriate term and press **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.

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**.

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

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.

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.

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