

# HOW TO REGISTER FOR CLASSES BY ENTERING THE CRN 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](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 a class through the Enter CRNs tab in R'Web.

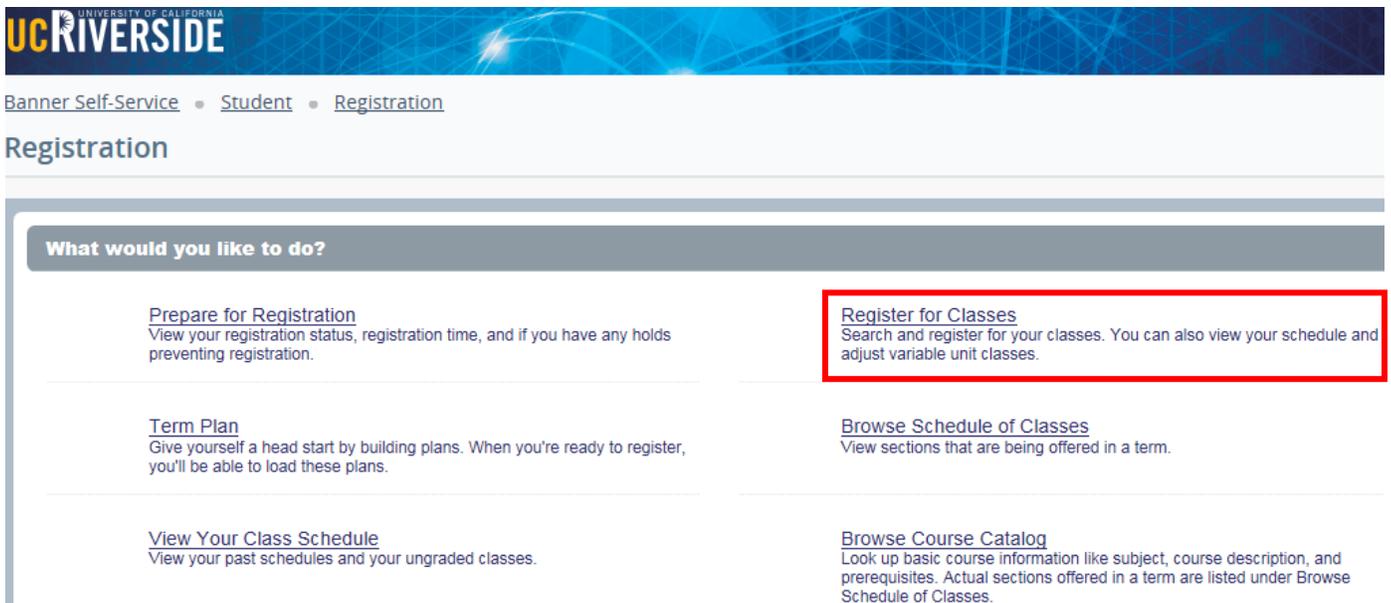
## PROCEDURES

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?**

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



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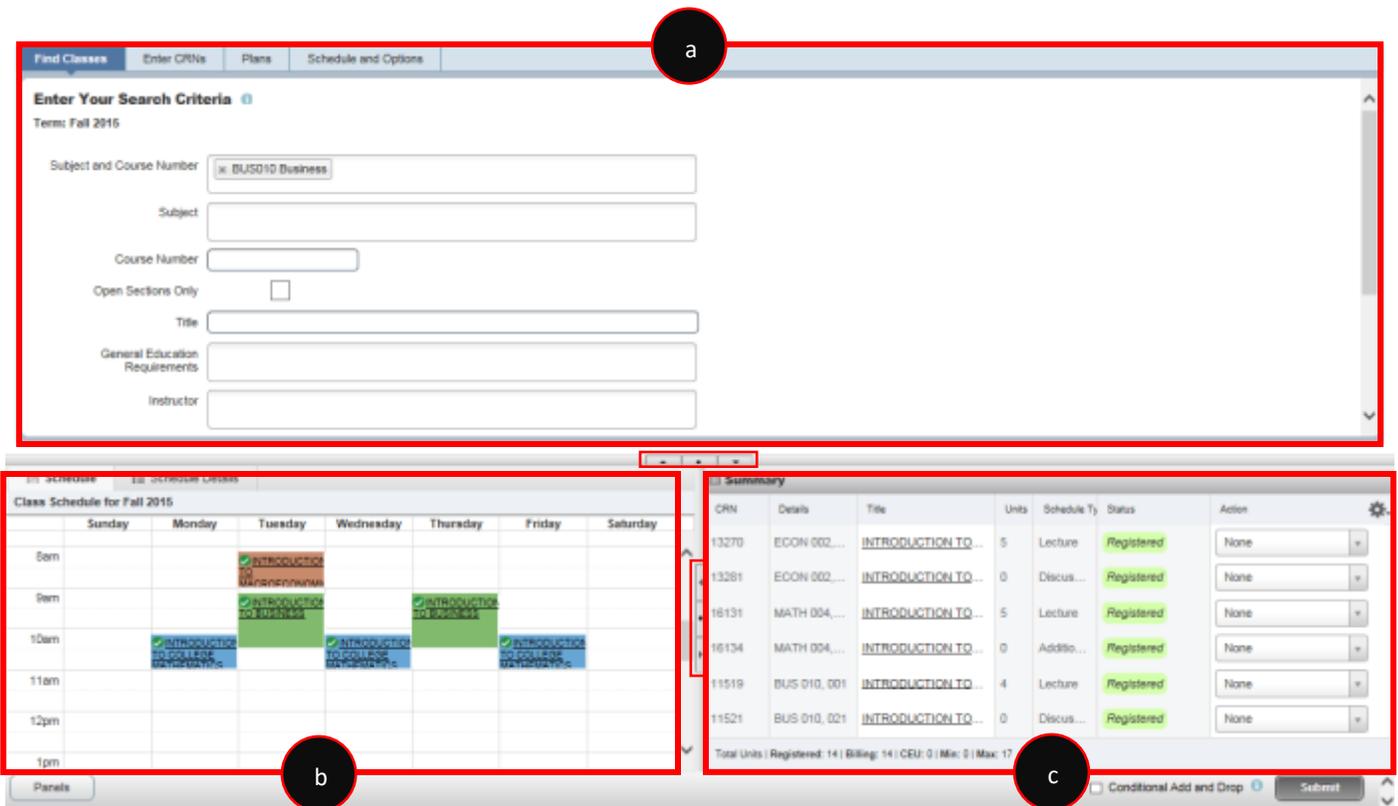
[Banner Self-Service](#) • [Student](#) • [Registration](#) • [Select a Term](#)

### SELECT A TERM

Terms Open for Registration

Continue

6. The Search Results page presents 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 your 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. Discussed in this document.
  - 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

Search Clear + Advanced Search

**Note:** CRN stands for **Course Reference Number**. It represents the unique 5 digit number for a section of a course.

8. Select **Enter CRNs** in the header.
  - a. If the student is registered for any sections they can be viewed in the Schedule and in the Summary panel like the example below.

**Register for Classes**

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

**Enter Course Reference Numbers (CRNs) to Register**

Term: Fall 2015

CRN

+ Add Another CRN Add to Summary

**Schedule** **Schedule Details** **Summary**

Class Schedule for Fall 2015

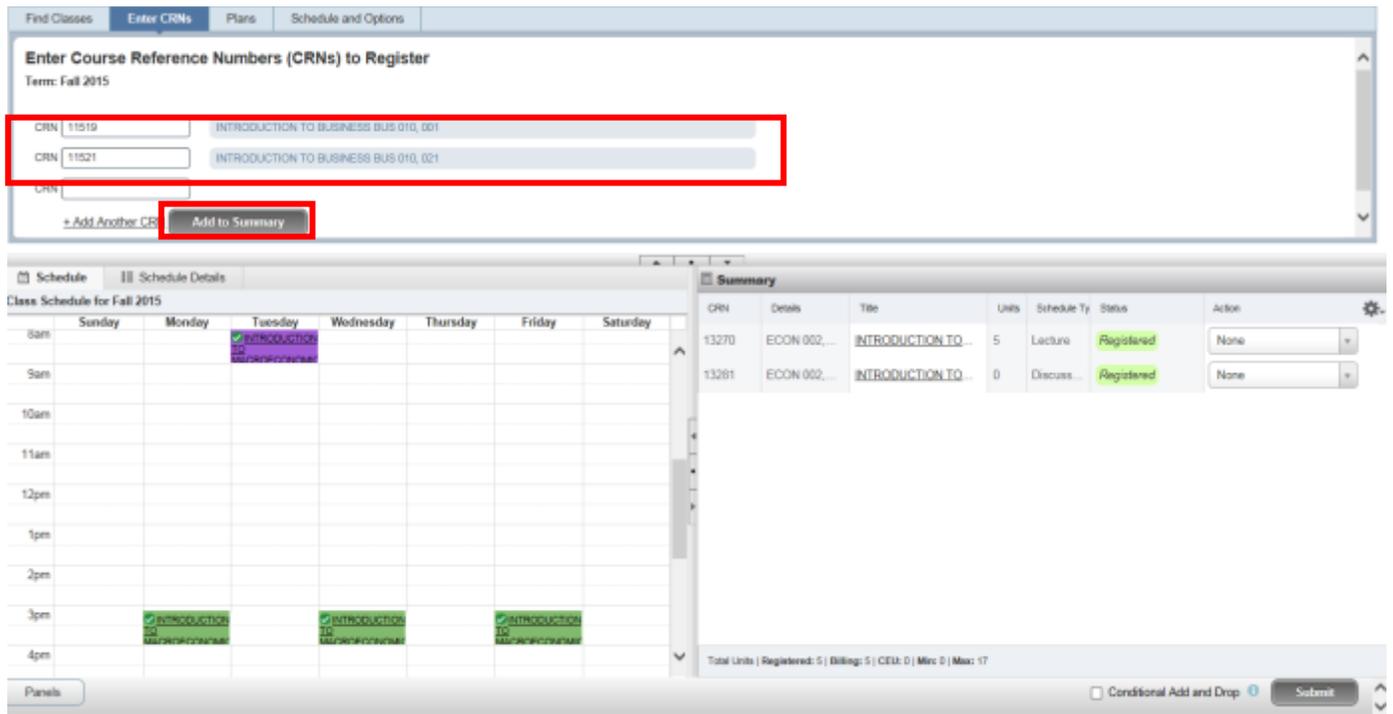
8am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am			Introduction to Business				
10am							
11am							
12pm							
1pm							
2pm							
3pm		Introduction to Business	Introduction to Business		Introduction to Business		
4pm							

CRN	Details	Title	Units	Schedule Ty	Status	Action
13270	ECON 002...	INTRODUCTION TO...	5	Lecture	Registered	None
13281	ECON 002...	INTRODUCTION TO...	0	Discuss...	Registered	None

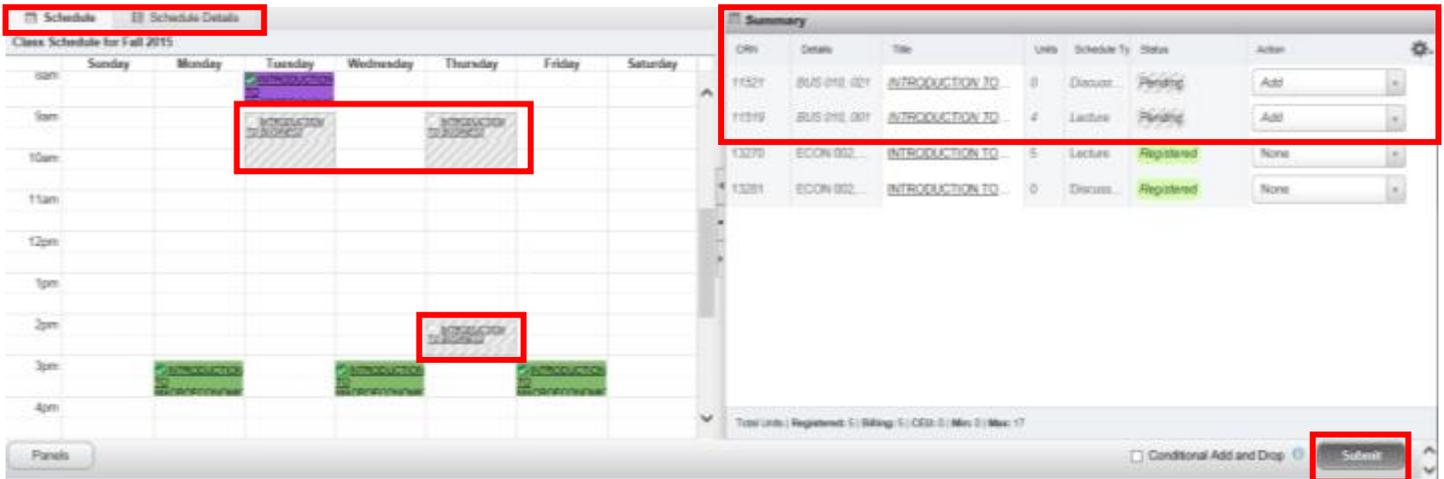
Total Units | Registered: 5 | Billing: 5 | CEH: 0 | Min: 0 | Max: 17

Conditional Add and Drop Submit

9. Enter the CRN and press Tab or select +Add Another CRN if you would like to add additional CRNs. When complete select Add to Summary.
  - a. When Tab or **+Add Another CRN** is pressed the class title, subject, course number, and section number will appear.
  - b. Reminder, if the section has a linked activity both of the CRNs for the primary section and secondary sections will be needed for successful enrollment. See the example below.



10. The sections are in the Summary panel and their status is pending. The student is not enrolled in the sections yet. In order to complete registration, the student will need to:
  - a. Review and confirm the information in the summary panel.
    - i. **Add:** Add the section. This action will automatically default.
    - ii. **Remove:** If you don't want to attempt to enroll, change the action to **Remove** in the Summary panel. This selection will only appear before a student adds into the section(s).
11. Press **Submit**.



12. Cheers, registration is successful if no errors are received and the student is now registered in the section. Note that the status in the Summary is updated to Registered.
  - a. The section(s) is now showing in a color block in the **Schedule**.
  - b. The message “**Save Successful**” appears in the upper right hand corner. If registration is not successful an error message will appear instead.

