

HOW TO REGISTER FOR CLASSES THROUGH FIND CLASSES 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.

This document will demonstrate how a student may [register for classes through the Find Classes tab in R'Web](#).

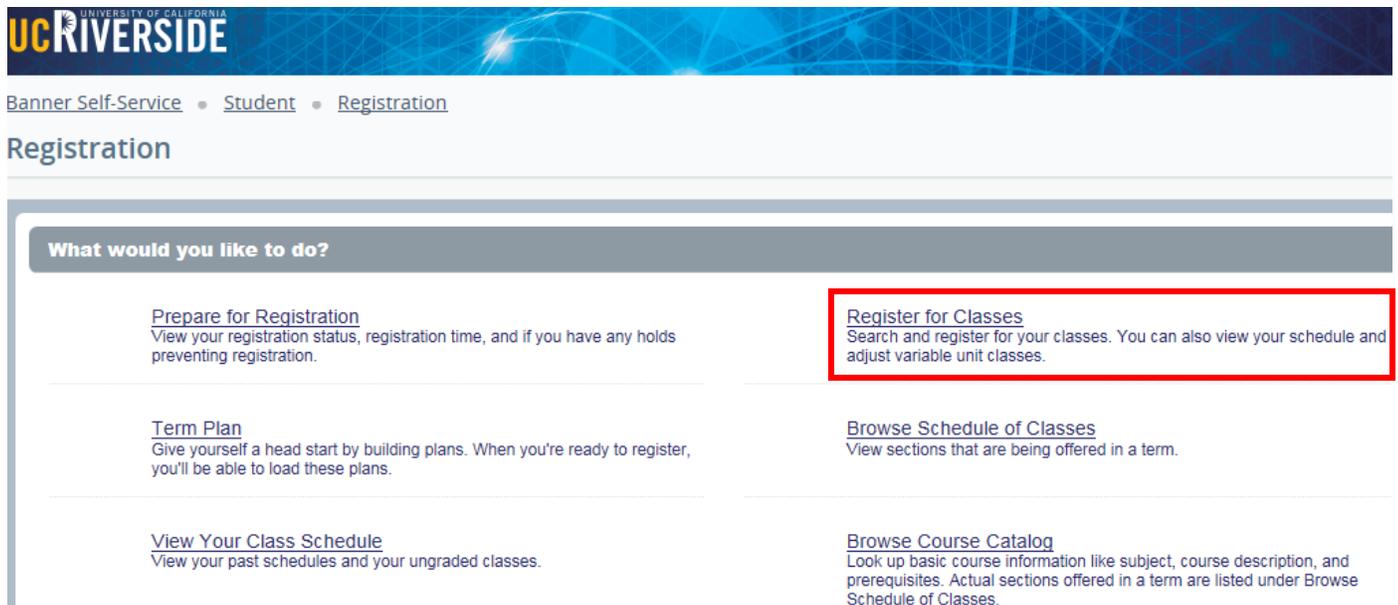
PROCEDURES

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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Banner Self-Service • Student • Registration

Registration

What would you like to do?

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

5. Select a term under **Terms Open for Registration** and press **Continue**.



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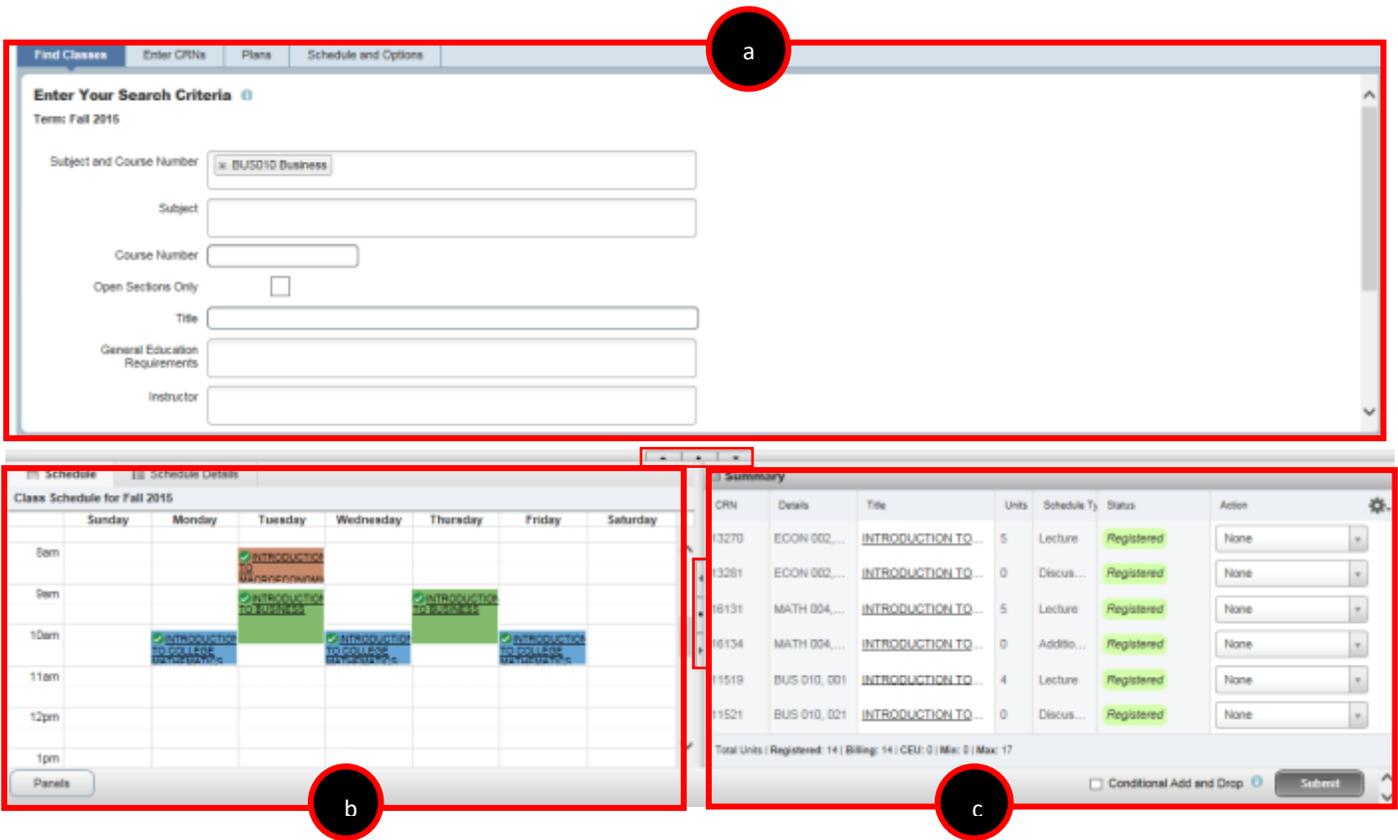
Banner Self-Service • Student • Registration • Select a Term

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).
- Search Results:** Top panel allows you to view search results in a list format.
 - 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.
 - Summary:** Will list selected sections; this is very similar to a shopping cart meaning they're not officially on their 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:
- Find Classes:** Available to all students.
 - Enter CRNs:** Available to all students.
 - Plans:** Available to all students.
 - 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

[Advanced Search](#)

Note: The Find Classes tab allows students to search for classes by the **Subject and Course Number, Subject, Course Number, Open Sections Only, Title, General Education Requirements, Instructor, Course Delivery, College, Level, and Keyword.**

The Advanced Search selections allows students to search for classes with additional information such as **Summer Session, Course Number Range, and Buildings, Keyword (Exact Phrase) Schedule Type, Meeting Days, Start Time, End Time, Unit Range, and by Departments.** As the user begins their search, possible matches will appear as the information is typed in the fields. More than one entry can be entered in each field.

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

General Education Requirements

Instructor

Course Delivery

College

Level

Keyword

[Advanced Search](#)

8. Once the Search Criteria is entered, press **Search**.
 - a. In this example, we will be registering for a section by utilizing the Subject and Course Number field. Possible matches will list as the information is entered in the field. Multiple entries can be entered in each field.

The screenshot shows the 'Find Classes' search interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is selected. Below the tabs, the section is titled 'Enter Your Search Criteria' with a help icon. The term is set to 'Fall 2015'. A search input field labeled 'Subject and Course Number' (highlighted with a red box) contains the text 'BUS'. A dropdown menu is open, showing a list of business courses: BUS010 Business, BUS020 Business, BUS021 Business, BUS100W Business, BUS101 Business, BUS102 Business, BUS103 Business, BUS104 Business, and BUS105 Business. Below the search input, there are several other search criteria fields: Instructor, Course Delivery, College, Level, and Keyword, each with an empty input box. At the bottom, there are buttons for 'Search', 'Clear', and a link for 'Advanced Search'.

9. Matches to your search will appear in the top panel under Search results. **CRN, Subject, Subject Description, Course Number, Section, Title, Units, Meeting Times, Instructor, and Status** display. The order of the columns can be changed by dragging and dropping the column header.

The screenshot displays the 'Find Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below these is a search bar with the text 'Search Results - 16 Classes' and 'Term: Fall 2015 Subject and Course Number: BUS010 Business'. A red box highlights this search bar area. Below the search bar is a table of search results with columns: CRN, Subject, Subject Description, Course #, Section, Title, Units, Meeting Times, Instructor, and Status. The table lists four classes: 11519, 11520, 11521, and 11522. Below the table is a 'Class Schedule for Fall 2015' grid with days of the week as columns and times (6am, 7am, 8am, 9am, 10am, 11am) as rows. To the right of the grid is a 'Summary' box with the text 'No registered or pending classes.' and 'Total Units / Registered: 0 / Billing: 0 / CRN: 0 / Min: 0 / Max: 17'. At the bottom right, there is a 'Conditional Add and Drop' checkbox and a 'Submit' button.

a. The user may select the down arrow at the top of any column which can sort the results by that column.

This is a close-up of the search results table header. The columns are: CRN, Subject, Subject Description, Course #, Section, Title, Units, Meeting Times, Instructor, and Status. Red boxes are drawn around the down arrows on the CRN, Subject, Subject Description, Course #, and Section columns, indicating that these columns can be sorted.

b. The **gear** icon gives the option to remove columns.

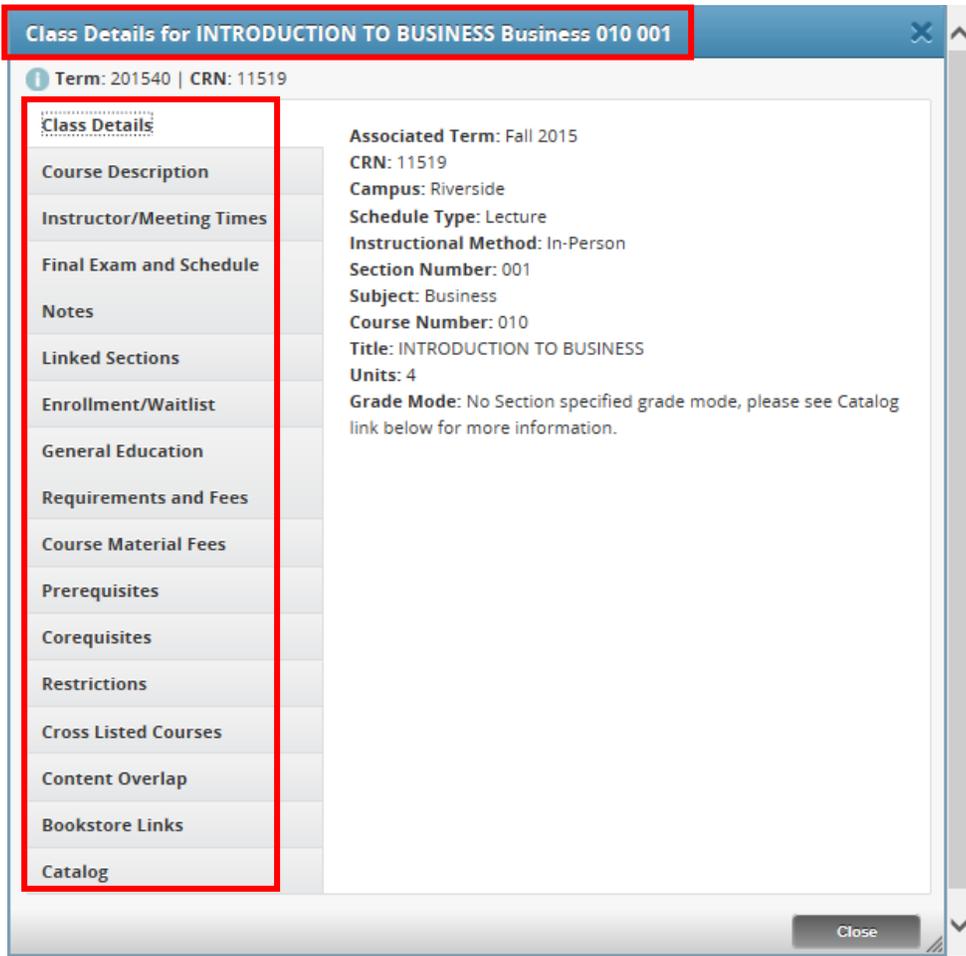
Search Results — 16 Classes
Term: Fall 2015 Subject and Course Number: BUS010 Business

CRN	Subject	Subject Description	Section	Course No	Title	Units	Meeting Times	Instructor	Status
11519	BUS	Business	001	010	INTRODUCTION TO B... Lecture	4	09:10 AM - 10:30 AM Buildi...	Singh, Raj (Primary)	3 of 345 seats... LINKED
11520	BUS	Business	002	010	INTRODUCTION TO B... Lecture	4	08:40 AM - 09:30 AM Buildi...	Jasso, Sean (Primary)	3 of 341 seats... LINKED
11521	BUS	Business	021	010	INTRODUCTION TO B... Discussion	0	02:10 PM - 03:00 PM Buildi...	Kandabolu, Tanu (P...	1 of 50 seats r... 2 of 2 waitlist seats LINKED
11522	BUS	Business	022	010	INTRODUCTION TO B... Discussion	0	03:10 PM - 04:00 PM Buildi...	Kaur, Tallinder (Prim...	FULL 0 of 2 of 2 wait... LINKED
11523	BUS	Business	023	010	INTRODUCTION TO B... Discussion	0	11:10 AM - 12:00 PM Buildi...	Lee, Jennifer (Primary)	1 of 50 seats r... 2 of 2 waitlist seats LINKED
11524	BUS	Business	024	010	INTRODUCTION TO B... Discussion	0	02:10 PM - 03:00 PM Buildi...	Hsieh, Pei-Ju (Primary)	1 of 50 seats r... 2 of 2 waitlist seats LINKED

c. To expand or condense a column the user can hover over the column until the double arrow is visible.

CRN	Subject	Subject Description	Course Number	Section	Instructor	Units	Meeting Times	Status
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10. When the title of a section is selected additional class details display. Class Details will provide general information about the section, course description, Instructor/Meeting times, Final Exam and Schedule, Linked sections, Enrollment/Waitlist, Degree fulfillments, any associated Course Material Fees, Prerequisites, Corequisites, Restrictions, Cross Listed Courses, Content Overlap, Bookstore Links, and Catalog information. Be sure to read this information carefully prior to enrolling in the class.



11. The **Status** column will show the number of seats available, waitlist availability, whether it's part of a linked series, or if there is a time conflict with a registered section. If sections require enrollment in linked activities there will be a  icon.
 - a. The below is an example of primary sections (lecture) that have linked activities (discussions). One of the discussions being offered is already full and is offering a waitlist.

CRN	Subject	Subject Descr	Course Np	Section	Title	Units	Meeting Times	Instructor	Status	
11519	BUS	Business	010	001	INTRODUCTION TO B... Lecture	4	09:10 AM - 10:30 AM Buil	Sarah Raj	3 of 340 seats remain. LINKED	View Linked Add
11520	BUS	Business	010	002	INTRODUCTION TO B... Lecture	4	08:40 AM - 09:30 AM Buil	Jessie Sato	3 of 341 seats remain. LINKED	View Linked Add
11521	BUS	Business	010	021	INTRODUCTION TO B... Discussion	0	02:10 PM - 03:00 PM Buil	Kandabou	1 of 50 seats remain. 2 of 2 waitlist seats remain. LINKED	View Linked Add
11522	BUS	Business	010	002	INTRODUCTION TO B... Discussion	0	03:10 PM - 04:00 PM Buil	Keur Talin	FULL: 0 of 50 seats rem... 2 of 2 waitlist seats rem... LINKED	View Linked Add
11523	BUS	Business	010	003	INTRODUCTION TO B... Discussion	0	11:10 AM - 12:00 PM Buil	Lee Jennie	1 of 50 seats remain. 2 of 2 waitlist seats remain LINKED	View Linked Add
11524	BUS	Business	010	024	INTRODUCTION TO B... Discussion	0	02:10 PM - 03:00 PM Buil	Haish Bai	1 of 50 seats remain. 2 of 2 waitlist seats remain LINKED	View Linked Add
11525	BUS	Business	010	025	INTRODUCTION TO B... Discussion	0	12:10 PM - 01:00 PM Buil	Li Jinsai (Pr	1 of 50 seats remain. 2 of 2 waitlist seats remain LINKED	View Linked Add
11526	BUS	Business	010	026	INTRODUCTION TO B... Discussion	0	04:10 PM - 05:00 PM Buil	Yin Yiyao	1 of 50 seats remain. 2 of 2 waitlist seats remain. LINKED	View Linked Add
11527	BUS	Business	010	027	INTRODUCTION TO B... Discussion	0	09:10 AM - 10:00 AM Buil	Mou Bei	3 of 48 seats remain. 2 of 2 waitlist seats remain LINKED	View Linked Add

- b. The example below is an example of a warning the student receives *before* they have selected a section telling them they will receive a time conflict error if they try to enroll. It appears when a student is viewing a section that conflicts with a section they're already enrolled in.

CRN	Subject	Subject Description	Course Np	Section	Title	Units	Meeting Times	Instructor	Status	
14044	ENGL	English	001A	001	BEGINNING COMPOSITION Lecture	4	10:10 AM - 11:00 AM Bu	Spacie, T...	1 of 22 seats remain. 2 of 2 waitlist seats remain.	Add
14027	ENGL	English	001A	002	BEGINNING COMPOSITION Lecture	4	09:10 AM - 10:30 AM Bu	Sell, Jere...	3 of 22 seats remain. 2 of 2 waitlist seats remain. Time Conflict	Add

12. Navigate to the section you would like to enroll in. If the desired section does not have any linked activities and it is only one primary section like the example below press **Add** and skip to **step #8**.

CRN	Subject	Subject Description	Course Np	Section	Title	Units	Meeting Times	Instructor	Status	
14044	ENGL	English	001A	001	BEGINNING COMPOSITION Lecture	4	10:10 AM - 11:00 AM Building: 1	Spacie, Tarry (Primary)	1 of 22 seats remain. 2 of 2 waitlist seats remain.	Add
14027	ENGL	English	001A	002	BEGINNING COMPOSITION Lecture	4	09:10 AM - 10:30 AM Building: 1	Sell, Jeremy (Primary)	3 of 22 seats remain. 2 of 2 waitlist seats remain.	Add

13. If the section has linked activities press **View Linked**. We recommend you click this next to the lecture to view all of the enrollment combinations.

Search Results — 16 Classes
 Term: Fall 2015 Subject and Course Number: BUS010 Business Search Again

CRN	Subject	Subject Description	Course Number	Section	Title	Units	Meeting Times	Instructor	Status
11519	BUS	Business	010	001	INTRODUCTION TO BUSINESS Lecture	4	1 2 3 4 5 6 7 8 9 10 AM - 10	Singh, Raj (Primary)	3 of 348 se... LINKED View Linked Add
11520	BUS	Business	010	002	INTRODUCTION TO BUSINESS Lecture	4	1 2 3 4 5 6 7 8 9 10 AM - 09	Jasso, Sean (Primary)	3 of 341 se... LINKED View Linked Add
11521	BUS	Business	010	021	INTRODUCTION TO BUSINESS Discussion	0	1 2 3 4 5 6 7 8 9 10 PM - 03	Kondabolu, Tarun (...)	1 of 50 sea... 2 of 2 waitlist se... LINKED View Linked Add
11522	BUS	Business	010	022	INTRODUCTION TO BUSINESS Discussion	0	1 2 3 4 5 6 7 8 9 10 PM - 04	Kaur, Talinder (Pri...	FULL... 2 of 2... LINKED View Linked Add

a. If **View Linked** is selected on the lecture all the paired secondary activities display. In this example, all the discussions linked to the lecture are listed.

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 BUSINESS Discussion	0	1 2 3 4 5 6 7 8 9 10 PM - 03:00 PM Building: None R	Kondabolu, Tarun (Primary)	1 of 50 seats remain. 2 of 2 waitlist seats rem LINKED

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
11520	BUS	Business	010	020	INTRODUCTION TO BUSINESS Discussion	0	1 2 3 4 5 6 7 8 9 10 PM - 05:00 PM Building: None R	Yin, Yizeng (Primary)	1 of 50 seats remain. 2 of 2 waitlist seats rem LINKED

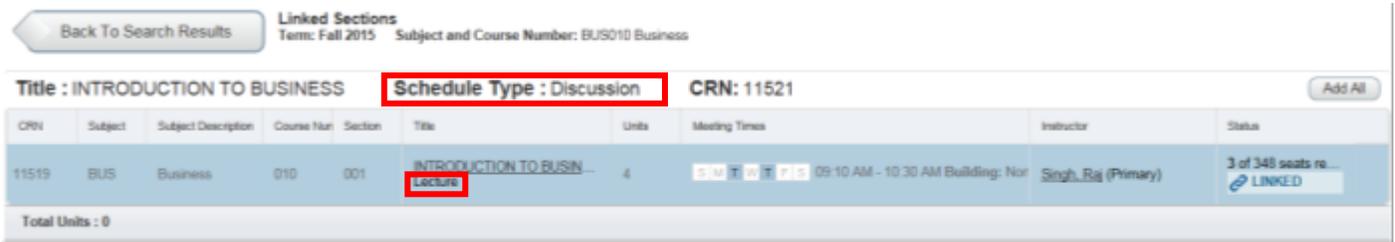
Total Units : 0

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

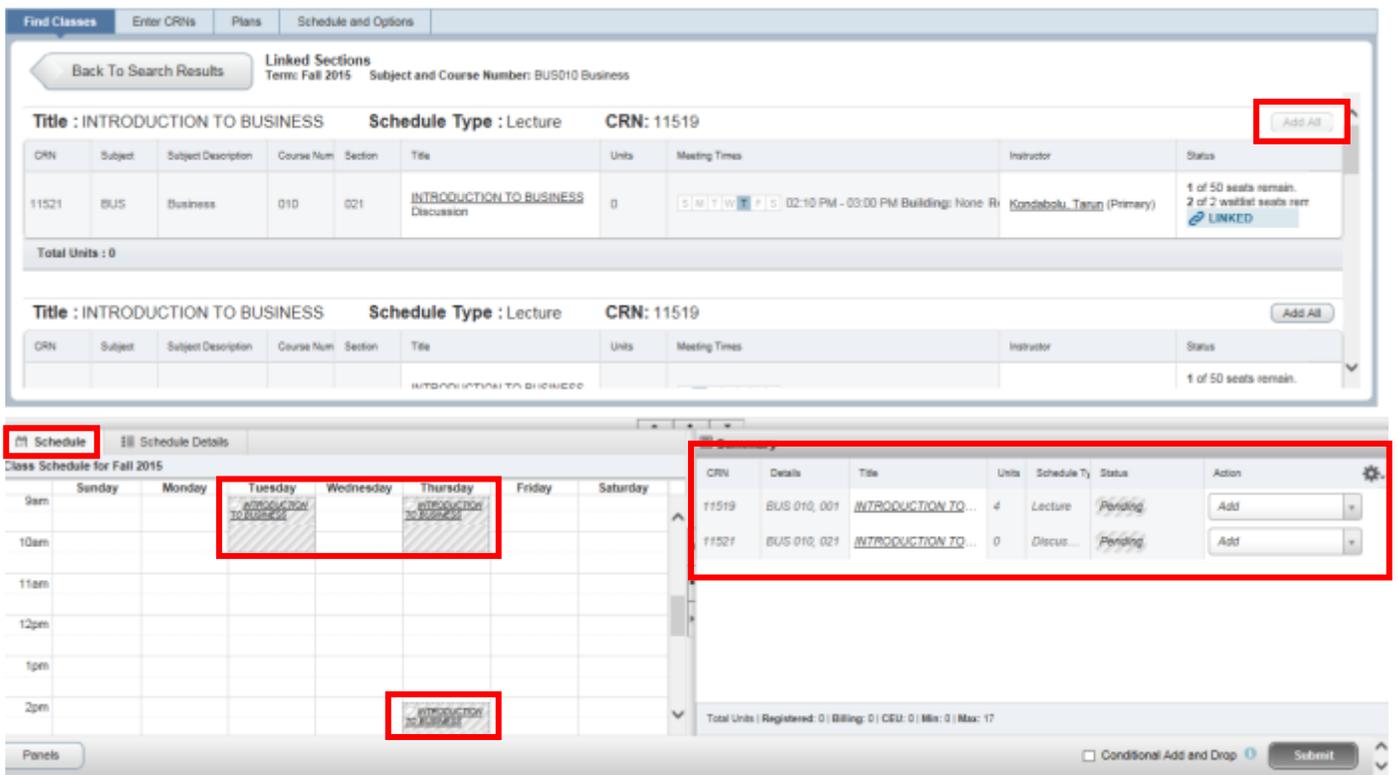
CRN	Subject	Subject Description	Course Num	Section	Title	Units	Meeting Times	Instructor	Status
11523	BUS	Business	010	023	INTRODUCTION TO BUSINESS Discussion	0	1 2 3 4 5 6 7 8 9 10 AM - 12:00 PM Building: None R	Lee, Jennifer (Primary)	1 of 50 seats remain. 2 of 2 waitlist seats rem LINKED

Total Units : 0

b. If **View Linked** is selected on a discussion, then the primary linked section will appear. This displays only one combination.



14. Navigate to the desired section and press **Add All**. This will conveniently add all the linked activities to the Summary and Schedule panel.

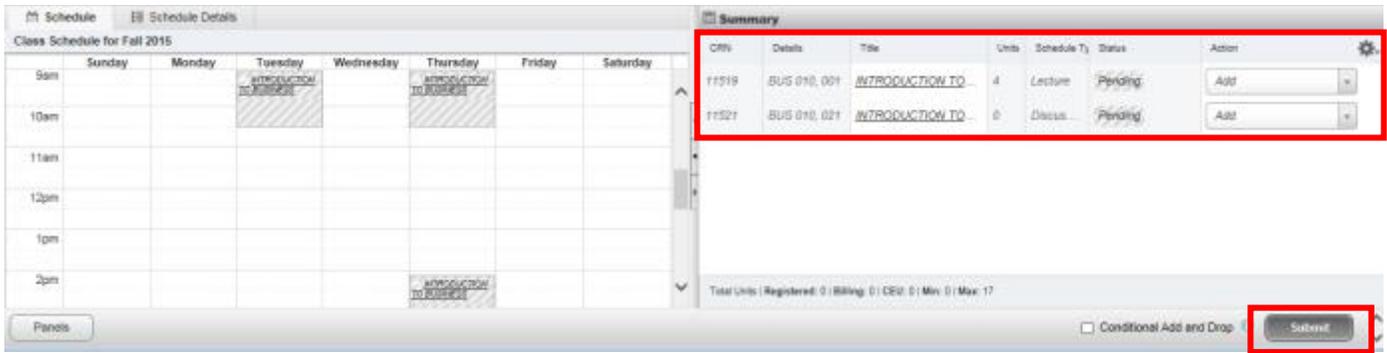


15. The section is added to Summary panel and the status is pending. The student is not enrolled in the section yet. In order to complete registration, the student will need to:

a. Review and confirm the information in the summary panel.

- **Add:** Add the section. This action will automatically default.
- **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 enrolls in the section(s).

16. Press **Submit**.



17. Registration is successful if no errors appear and the student is now registered in the section(s). Note that the status in the **Summary** is updated to **Registered**.

- a. The section 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 the student will receive an error message instead.

