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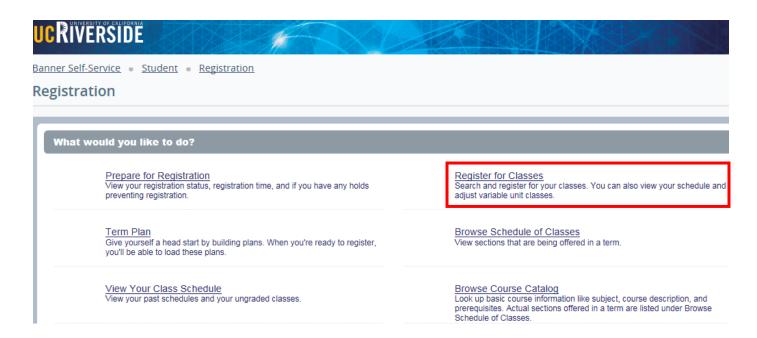
This document will demonstrate how a student may register for classes through the Find Classes tab in R'Web.

PROCEDURES

1. Go to Rweb.ucr.edu.
2. Enter your UCR NetID and password.
3. Select the **Registration** icon in R'Web.

4. Select **Register for Classes**.

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

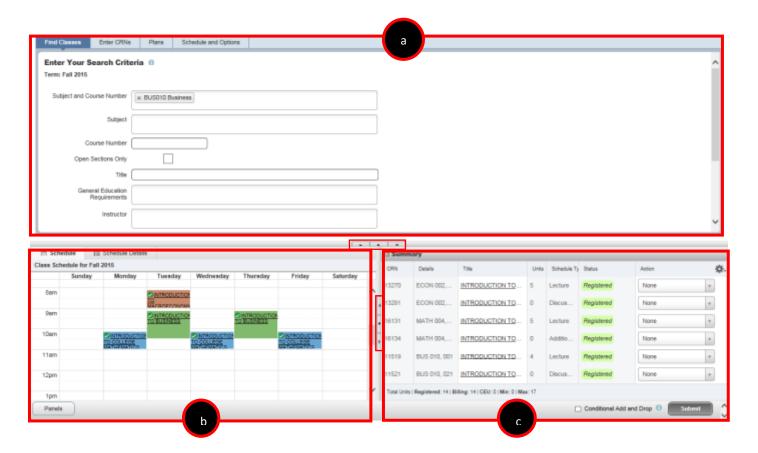   a. **Search Results**:   Top panel allows you to view search results in a list format.
   b. **Schedule (Calendar)**:   Provides a visual of how registered sections apply to a student's hourly, daily, and weekly schedule. Sections will be differentiated with color blocks allowing the student to view 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 their schedule until the **Status** changes to **Registered**.
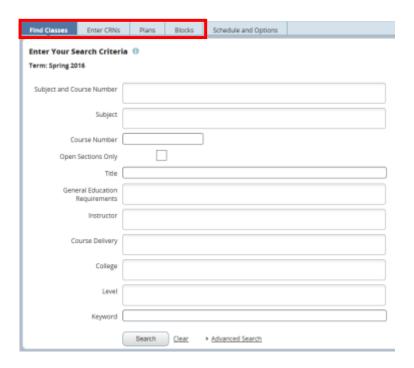

7. In the **Register for Classes** panel the student can register for sections by selecting one of the four possible tab options at the top:

   a. **Find Classes**:   Available to all students.
   b. **Enter CRNs**:   Available to all students.
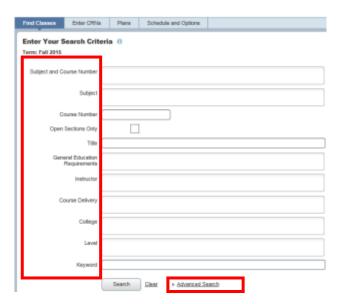   c. **Plans:**   Available to all students.
   d. **Blocks:**   Available to students participating in Learning Communities. Please review *How to Enroll in Learning Communities* document to learn more.
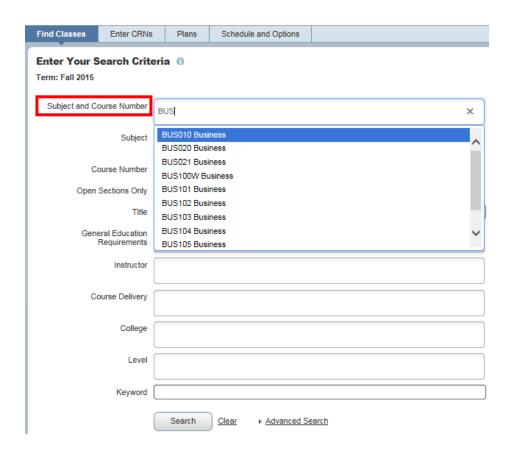
Note: The Find Classes tab allows students to search for classes by the **Subject and Course Number**, **Subject**, **Course Number**, **Open Sections Only**, **Title**, **General Education Requirements**, **Instructor**, **Course Delivery**, **College, Level**, and **Keyword**.
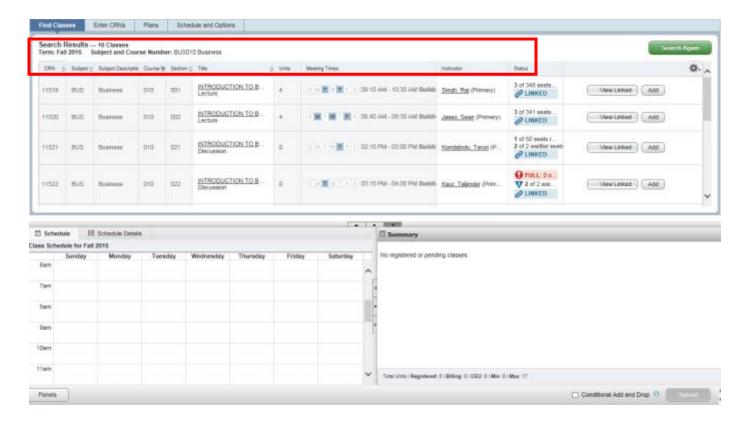
The Advanced Search selections allows students to search for classes with additional information such as **Summer Session**, **Course Number Range**, and **Buildings**, **Keyword** (Exact Phrase) **Schedule Type**, **Meeting Days**, **Start Time**, **End Time**, **Unit Range**, and by **Departments**. 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.
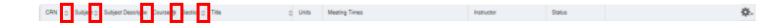
8. Once the Search Criteria is entered, press **Search**.
    a. In this example, we will be registering for a section by utilizing the Subject and Course Number field. Possible matches will list as the information is entered in the field. Multiple entries can be entered in each field.
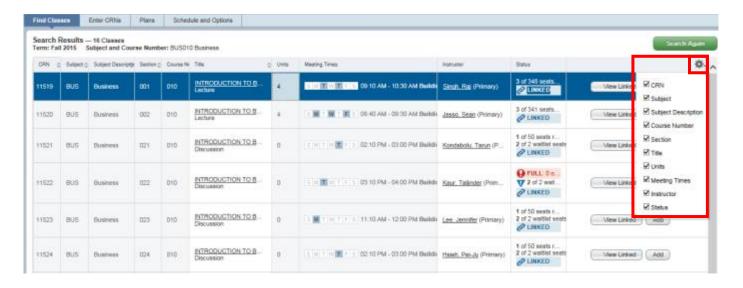

9. Matches to your search will appear in the top panel under Search results. **CRN**, **Subject**, **Subject Description**, **Course Number**, **Section**, **Title**, **Units**, **Meeting Times**, **Instructor**, and **Status** display. The order of the columns can be changed by dragging and dropping the column header.
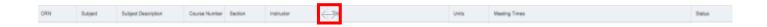
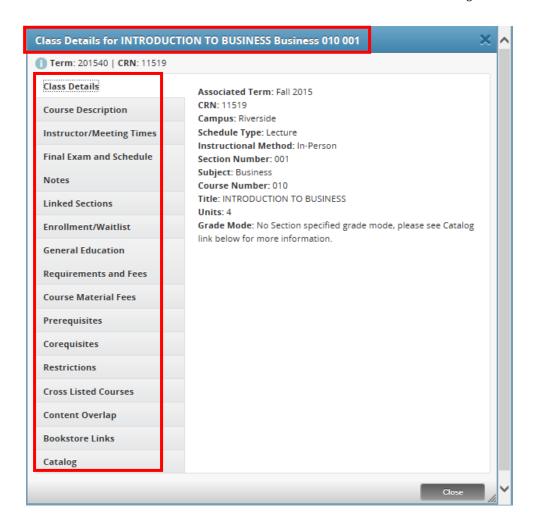a. The user may select the down arrow at the top of any column which can sort the results by that column.

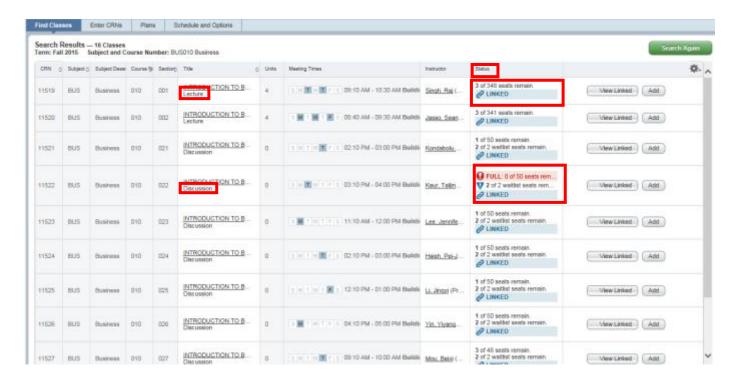b. The **gear** icon gives the option to remove columns.

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

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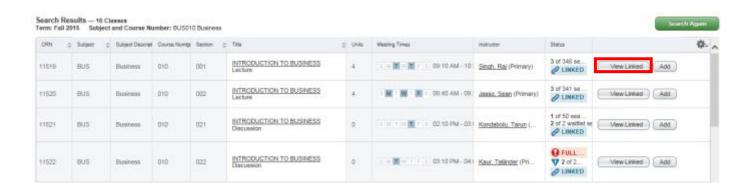
b. The example below is an example of a warning the student receives *before* they have selected a section telling them they will receive a time conflict error if they try to enroll. It appears when a student is viewing a section that conflicts with a section they're already enrolled in.
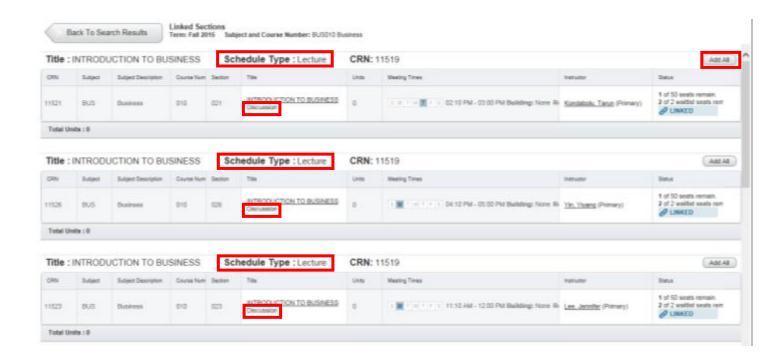

12. Navigate to the section you would like to enroll in. If the desired section does not have any linked activities and it is only one primary section like the example below press **Add** and skip to **step #8**.
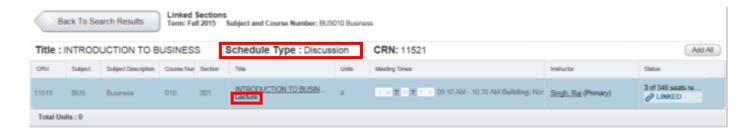
13. If the section has linked activities press **View Linked.** We recommend you click this next to the lecture to view all of the enrollment combinations.
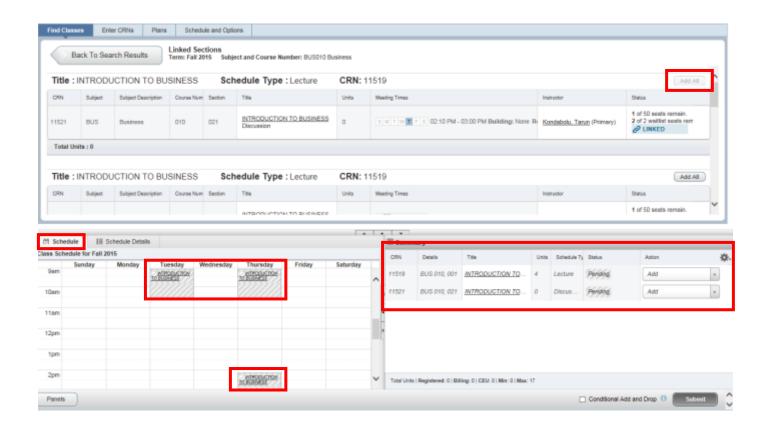

a. If **View Linked** is selected on the lecture all the paired secondary activities display. In this example, all the discussions linked to the lecture are listed.
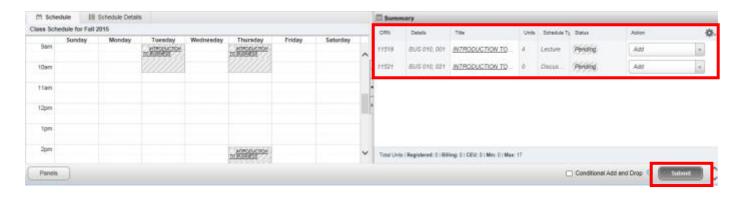

b. If **View Linked** is selected on a discussion, then the primary linked section will appear. This displays only one combination.

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. <u>**The student is not enrolled in the section yet.**</u> 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 sections(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.