

How to:

Create a Term Plan



Why Create A Term Plan?



Creating a term plan before your official registration time opens will make your registration process go more smoothly because you will already have your schedule planned out with the courses and times that work best for you.

- That way, once your registration time ticket opens, all you have to do is load your term plan and submit it.
- You can make multiple terms plans to have back-ups if you feel that a course you want to enroll in will be full by the time you can register.

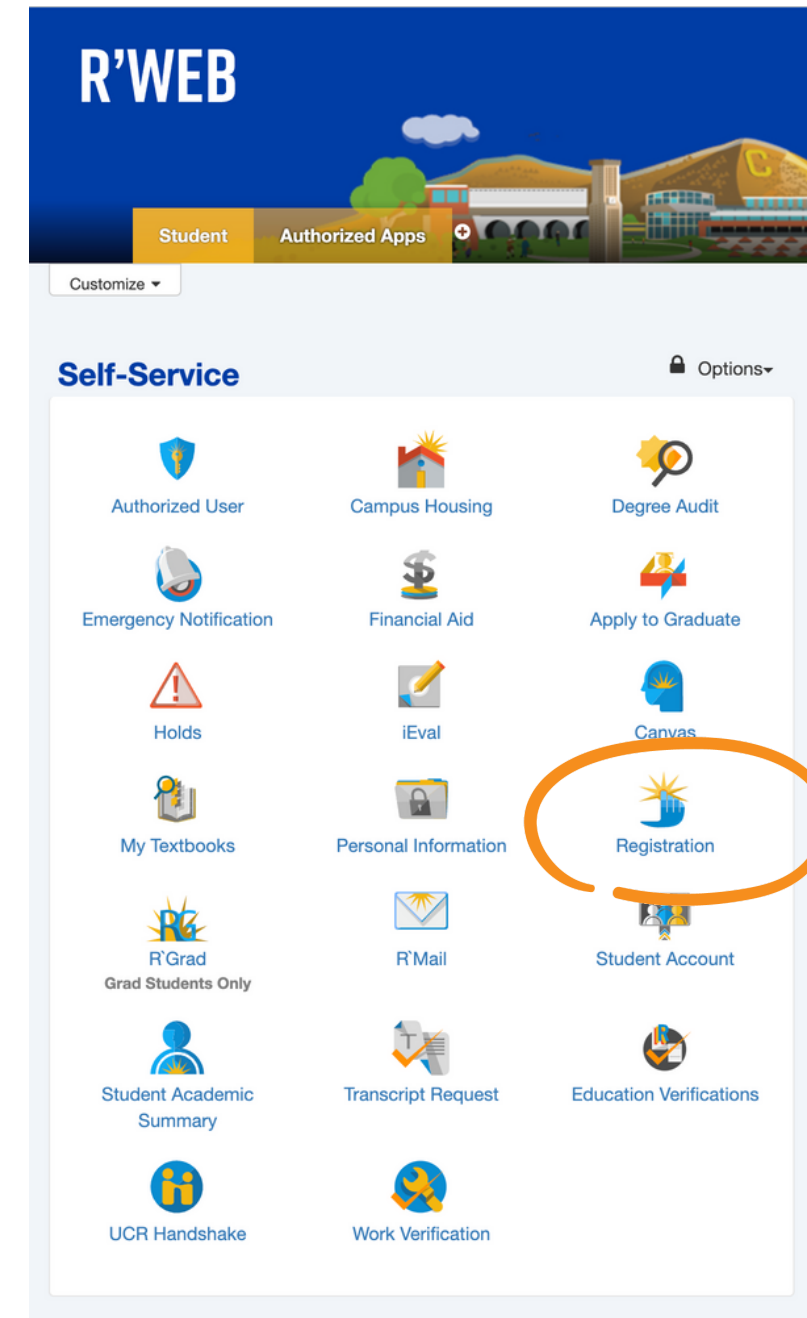
DISCLAIMER Creating a term plan does not guarantee you a seat in a course. This is simply to help you prepare for registration.



Log into R'Web (www.portal.ucr.edu)

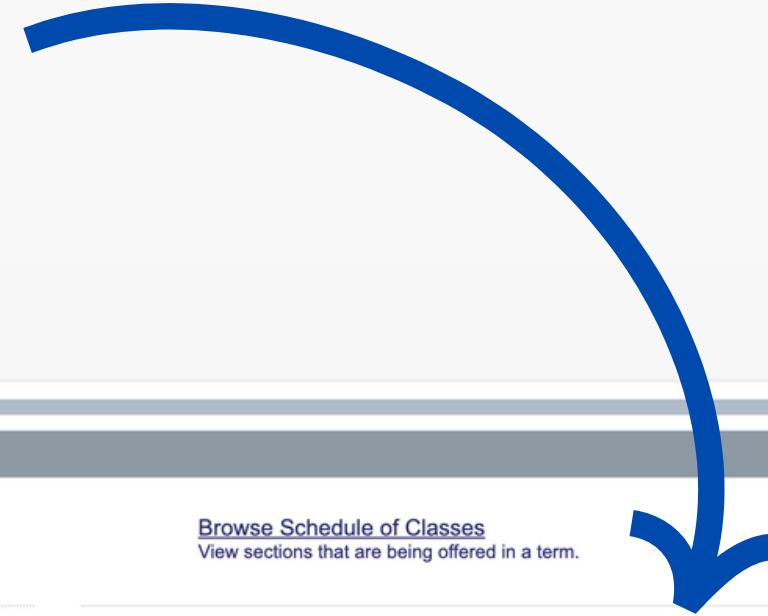


Click on 'Registration'



Registration → Term Plan

Click on 'Term Plan'



[Student](#) • [Registration](#)

Registration

What would you like to do?

[Register for Classes \(Students Only\)](#)

Search and register for your classes. You can also view your schedule and adjust variable unit classes.

[Browse Schedule of Classes](#)

View sections that are being offered in a term.

[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.

[Term Plan](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



◀▶

Search for open term

★⋮

Select the upcoming term that is open for planning
from dropdown menu

Student • Registration • Select a Term

Select a Term

Terms Open for Planning ⓘ

Select a term... 🔍

Winter 2024

Fall 2023

Summer 2023

Spring 2023

Winter 2023



Create New Plan

Click ‘(+) Create a New plan or View the Degree Audit Plan’

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#)

Select A Plan

Plans you have created for this term: 0

Term: Winter 2024

You are allowed a maximum of 3 plans for this term. This number does not include the Degree Audit plan.

 Create a New Plan or View the Degree Audit Plan

Number of Degree Audit Plans: 0





Search for classes



Time to start searching for courses you want to enroll in!

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Term Plan](#)

Term Plan

[Find Classes](#) [Degree Audit Plan](#)

Enter Your Search Criteria
Term: Winter 2024

Subject and Course Number

Subject

Course Number

Keyword (With Any Words)

Level

Title

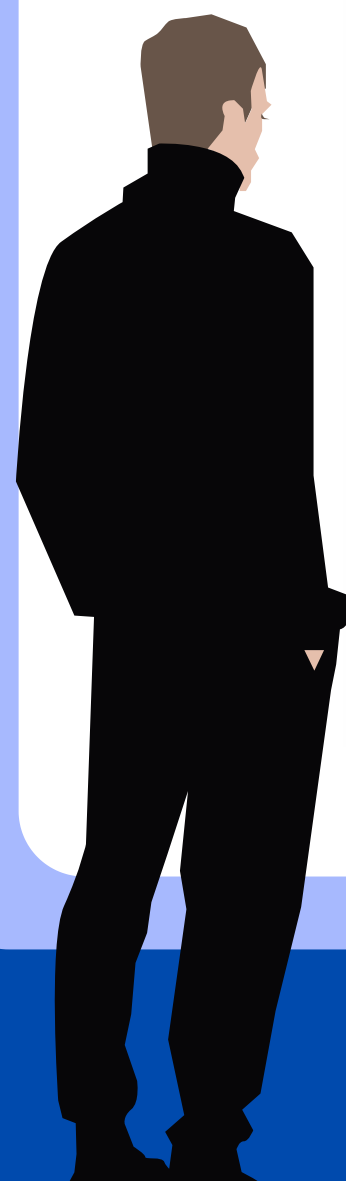
General Education Requirements and Fees

Departments

Search

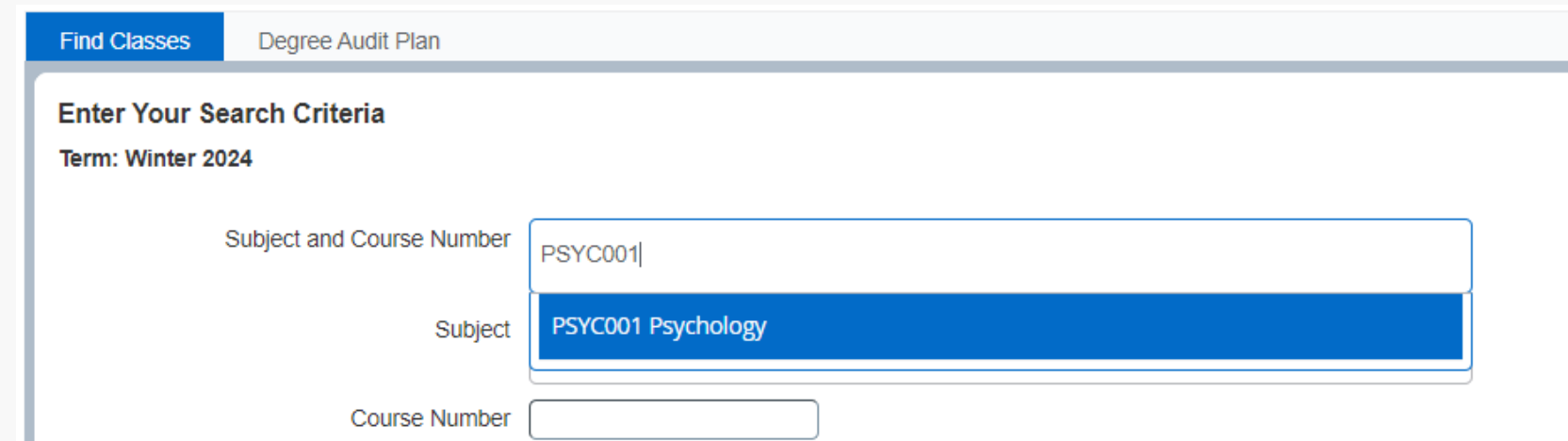
Clear

▶ [Advanced Search](#)



Search for courses by subject/course number

If you know the name of the course, search in the first bar by entering the name. (Keep in mind: If you are looking for PSYC001, be sure to type it in as ' PSYC001 ' and NOT just ' PSYC1 ' or any other name. This applies to all courses.) Once you select the correct blue highlighted course above, click 'search'.



The screenshot shows a web interface for finding classes. At the top, there are two tabs: "Find Classes" (which is active) and "Degree Audit Plan". Below the tabs is a section titled "Enter Your Search Criteria". Under this title, it says "Term: Winter 2024". There are three input fields: "Subject and Course Number" containing "PSYC001", "Subject" containing "PSYC001 Psychology" (highlighted in blue), and "Course Number" which is empty. A "search" button is located to the right of the "Subject" field.

Find Classes	Degree Audit Plan
Enter Your Search Criteria Term: Winter 2024	
Subject and Course Number	PSYC001
Subject	PSYC001 Psychology
Course Number	



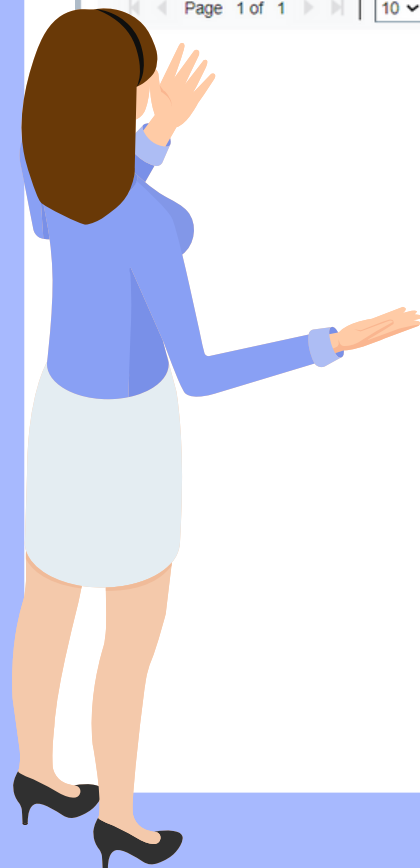
View Meeting Times



Click 'View Sections' to see when the lecture and discussion times will be meeting.

Term Plan

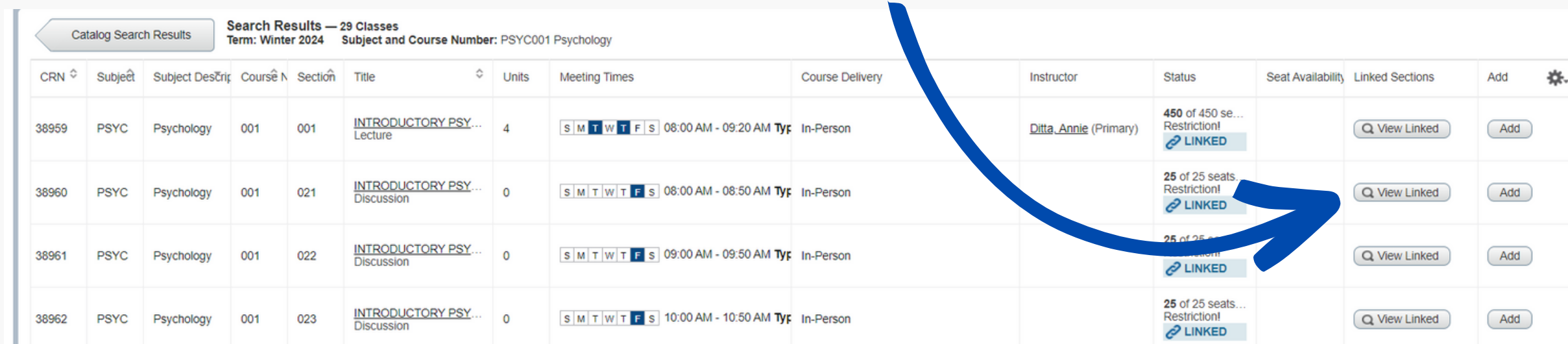
Find Classes Degree Audit Plan							
Search Results — 1 Courses Term: Winter 2024 Subject and Course Number: PSYC001 Psychology							
Search Again							
Subject	Subject Description	Course Number	Title	Units	Description	Course Sections	Add Course
PSYC	Psychology	001	<u>INTRODUCTORY PSYCHOLOGY</u>	0 OR 4	4 Units, Lecture, 3 hours; discus	View Sections	Add Course
Page 1 of 1 10 Per Page						Records: 1	



Get ready to add the course to your schedule!

If the lecture time works for you, then you can start looking through the discussion times. To properly do this, select 'View Linked' in the lecture row only.

(Keep in mind: the first row is the lecture, and the following rows are discussion times. You want to add them both together, so do NOT select 'Add' when you are in this view.)



CRN	Subject	Subject Description	Course Number	Section Number	Title	Units	Meeting Times	Course Delivery	Instructor	Status	Seat Availability	Linked Sections	Add
38959	PSYC	Psychology	001	001	INTRODUCTORY PSY... Lecture	4	S M T W T F S 08:00 AM - 09:20 AM	In-Person	Ditta, Annie (Primary)	450 of 450 seats... Restriction! LINKED		View Linked	Add
38960	PSYC	Psychology	001	021	INTRODUCTORY PSY... Discussion	0	S M T W T F S 08:00 AM - 08:50 AM	In-Person		25 of 25 seats... Restriction! LINKED		View Linked	Add
38961	PSYC	Psychology	001	022	INTRODUCTORY PSY... Discussion	0	S M T W T F S 09:00 AM - 09:50 AM	In-Person		25 of 25 seats... Restriction! LINKED		View Linked	Add
38962	PSYC	Psychology	001	023	INTRODUCTORY PSY... Discussion	0	S M T W T F S 10:00 AM - 10:50 AM	In-Person		25 of 25 seats... Restriction! LINKED		View Linked	Add



Select 'Add All'

Here you will see all the discussion times. Once you have found the one that best fits your schedule, click 'Add All'. Doing this will correctly add both the lecture AND the discussion to your schedule. (Keep in mind: be aware of the number of seats left in the lecture and discussion along with any possible restrictions or time conflicts. These will appear in the 'Status' column.)

Find Classes

Degree Audit Plan

Back To Search Results

Linked Sections — 18 Options

Term: Winter 2024

Subject and Course Number: PSYC001 Psychology

Title : INTRODUCTORY PSYCHOLOGY

Schedule Type : Lecture

CRN: 38959

Add All

CRN	Subject	Subject Descri	Course N	Section	Title	Units	Meeting Times	Course Delivery	Instructor	Status	Seat Availability
38972	PSYC	Psychology	001	033	INTRODUCTORY PSY... Discussion	0	S M T W T F S 02:00 PM - 02:50 PM Ty	In-Person		25 of 25 seats... Restriction! LINKED	
Total Units : 0											

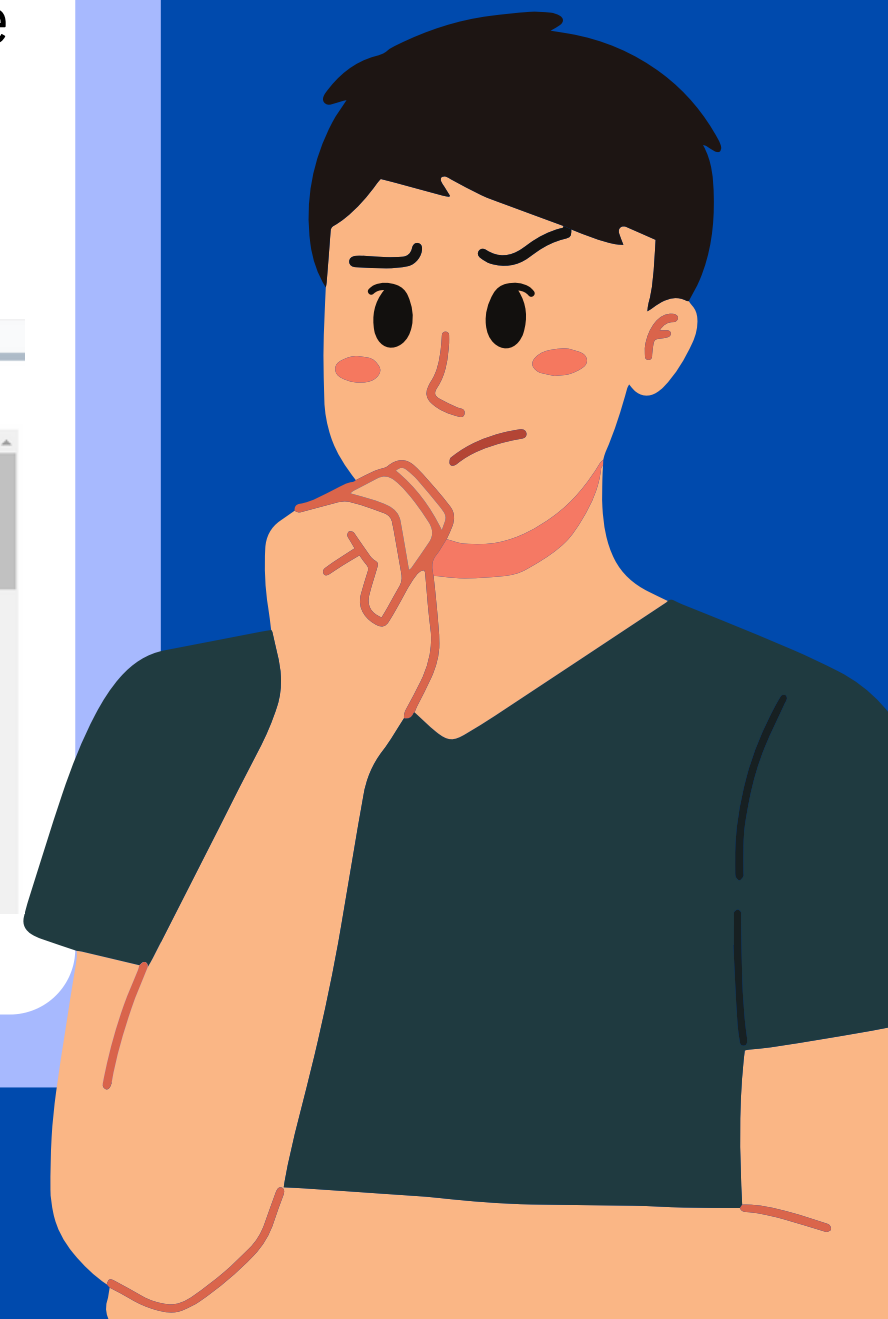
Title : INTRODUCTORY PSYCHOLOGY

Schedule Type : Lecture

CRN: 38959

Add All

CRN	Subject	Subject Descri	Course N	Section	Title	Units	Meeting Times	Course Delivery	Instructor	Status	Seat Availability
38968	PSYC	Psychology	001	029	INTRODUCTORY PSY... Discussion	0	S M T W T F S 10:00 AM - 10:50 AM Ty	In-Person		25 of 25 seats... Restriction! LINKED	
Total Units : 0											



Save plan

The course will now show up as gray in the calendar and will say 'Pending'. Click 'Save Plan' to save the course. (Keep in mind: Click 'Save Plan' after each course you add to save your progress and to avoid confusion if an 'Error' message appears.

Total Units : 0

Schedule

Schedule Details

Class Schedule for Winter 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am			PSYC001 (Pending)		PSYC001 (Pending)		
9am							

Panels

Winter 2024Untitled Plan

Title	Details	Unit	CRN	Schedule Typ	Course Delivery	Note	Status	Action
INTRODUCTORY P...	PSYC 001,...	4	38959	Lecture	In-Person		Pending	Add
INTRODUCTORY P...	PSYC 001,...	0	38972	Discussion	In-Person		Pending	Add

Total Planned Units: 0

Save Plan



◀▶

Name the term plan!

★⋮

After the first course you save, you will be asked to 'Name Your Plan'. Once you have named the plan, for click 'Save'.

Student • Registration • Select a Term • Select A Plan • Term Plan

Term Plan

Find Classes

Degree Audit Plan

Back To Search Results

Linked Sections — 18 Options
Term: Winter 2024 Subject and Course Number: PSYC001 Psychology

Title : INTRODUCTORY PSYCHOLOGY

Schedule Type : Lecture

CRN: 38

CRN	Subject	Subject Descrip	Course N	Section	Title	Units	Meeting Times	Course Delivery	Inst
38972	PSYC	Psychology	001	033	INTRODUCTORY PSY... Discussion	0	S M T W T F S 02:00 PM - 02:50 PM Ty	In-Person	



Your course is now saved!

If both the lecture and the discussion section say 'Planned' in green, then you have successfully added the course! (If you wish to remove a course after adding it, click 'None' under 'Action'. Select 'Delete', then 'Save Plan'.)

The screenshot displays a software interface for course planning. On the left, a 'Class Schedule for Winter 2024' is shown as a grid with days of the week as columns and time slots (6am to 3pm) as rows. Three course sections are scheduled: a green block for 'PSYC001 (Planned)' on Tuesday at 8am, another green block for 'PSYC001 (Planned)' on Thursday at 8am, and a purple block for 'PSYC001 (Planned)' on Monday at 2pm. On the right, a 'My Term Plan' table lists the added sections. The table has columns for Title, Details, Unit, CRN, Schedule Type, Course Delivery, Note, Status, and Action. Two rows are listed, both with a status of 'Planned' in green. The 'Action' column for each row has a dropdown menu with 'None' selected. A blue circle highlights the 'Action' column headers and the 'None' options. At the bottom right of the interface, a 'Save Plan' button is circled in blue. The bottom status bar indicates 'Total Planned Units: 4'.

Title	Details	Unit	CRN	Schedule Type	Course Delivery	Note	Status	Action
INTRODUCTORY P...	PSYC 001...	4	38959	Lecture	In-Person		Planned	None
INTRODUCTORY P...	PSYC 001...	0	38972	Discussion	In-Person		Planned	None



Continue searching for courses

To continue searching for courses, click 'Back To Search Results'.

Student

Registration

Select a Term

Select A Plan

Term Plan

Term Plan

Find Classes

Degree Audit Plan

Back To Search Results

Linked Sections — 18 Options
Term: Winter 2024 Subject and Course Number: PSYC001 Psychology

Title : INTRODUCTORY PSYCHOLOGY

Schedule Type : Lecture

CRN: 38959

Add All

CRN	Subject	Subject Descrip	Course N	Section	Title	Units	Meeting Times	Course Delivery	Instructor	Status	Seat Availability
38972	PSYC	Psychology	001	033	INTRODUCTORY PSY... Discussion	0	S M T W T F S 02:00 PM - 02:50 PM Ty	In-Person			25 of 25 seats... Restriction! LINKED

Schedule

Schedule Details

Class Schedule for Winter 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am			PSYC001 Planned		PSYC001 Planned		
9am							
10am							

Panels

My Term Plan

Preferred

Title	Details	Unit	CRN	Schedule Typ	Course Delivery	Note	Status	Action
INTRODUCTORY P...	PSYC 001,...	4	38959	Lecture	In-Person		Planned	None
INTRODUCTORY P...	PSYC 001,...	0	38972	Discussion	In-Person		Planned	None

Total Planned Units: 4

Save Plan



Continue searching for courses

Click 'Search Again. Repeat Steps 5 through 9 with your remaining courses until you are satisfied with the schedule you have created for next quarter!

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Term Plan](#)

Term Plan

Find Classes Degree Audit Plan													
Catalog Search Results													
Search Results — 29 Classes													
Term: Winter 2024 Subject and Course Number: PSYC001 Psychology													
CRN	Subject	Subject Description	Course N	Section	Title	Units	Meeting Times	Course Delivery	Instructor	Status	Seat Availability	Linked Sections	Add
38959	PSYC	Psychology	001	001	INTRODUCTORY PSY... Lecture	4	S M T W T F S 08:00 AM - 09:20 AM Typ	In-Person	Ditta, Annie (Primary)	450 of 450 se... Restriction! LINKED		Q View Linked	Add
38960	PSYC	Psychology	001	021	INTRODUCTORY PSY... Discussion	0	S M T W T F S 08:00 AM - 08:50 AM Typ	In-Person		25 of 25 seats... Restriction! LINKED		Q View Linked	Add



Problems when searching for courses



Sometimes, after you type in your course and press 'Search', it might show a blank box. (This website glitches and crashes a lot.) If this happens, either press 'Search Again' or refresh the page. Your saved courses will still be there :)

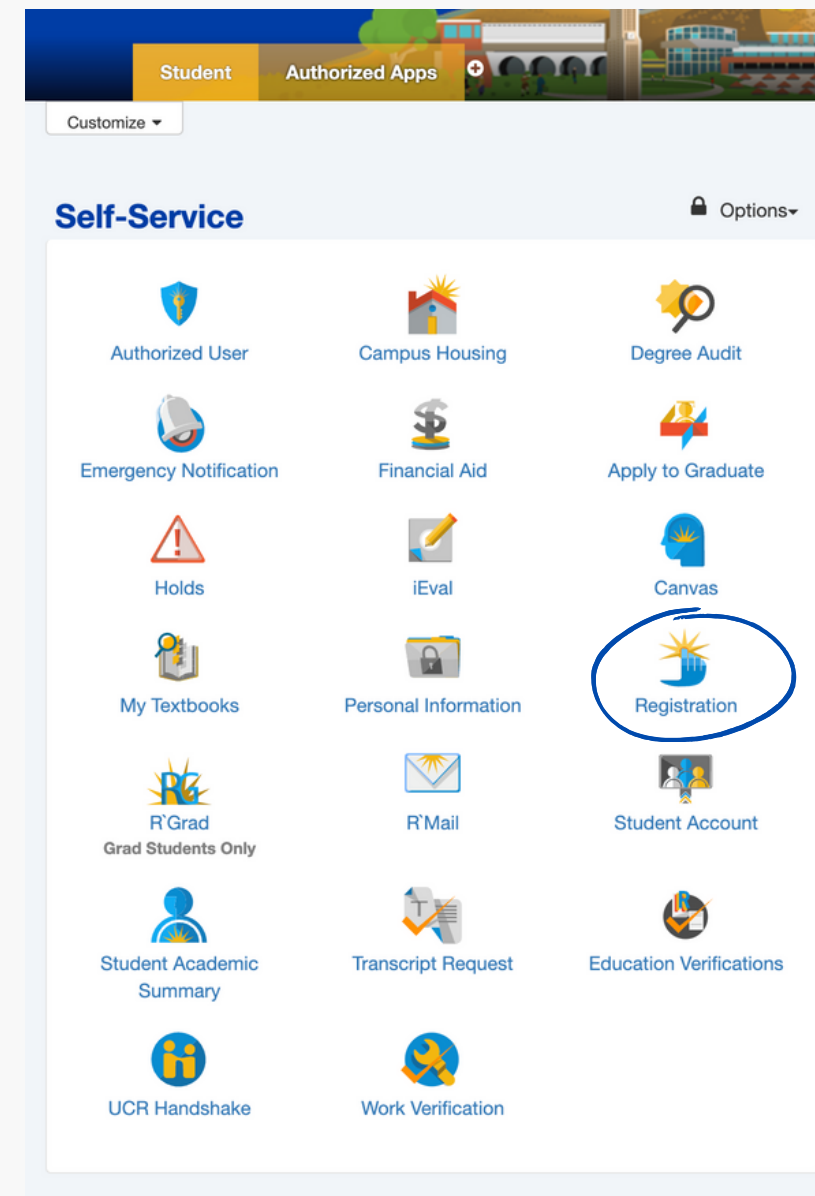
Title	Details	Units	CRN	Schedule Type	Course Delivery	Note	Status	Action
INTRODUCTORY P...	PSYC 001...	4	38959	Lecture	In-Person		Planned	None
INTRODUCTORY P...	PSYC 001...	0	38968	Discussion	In-Person		Planned	None

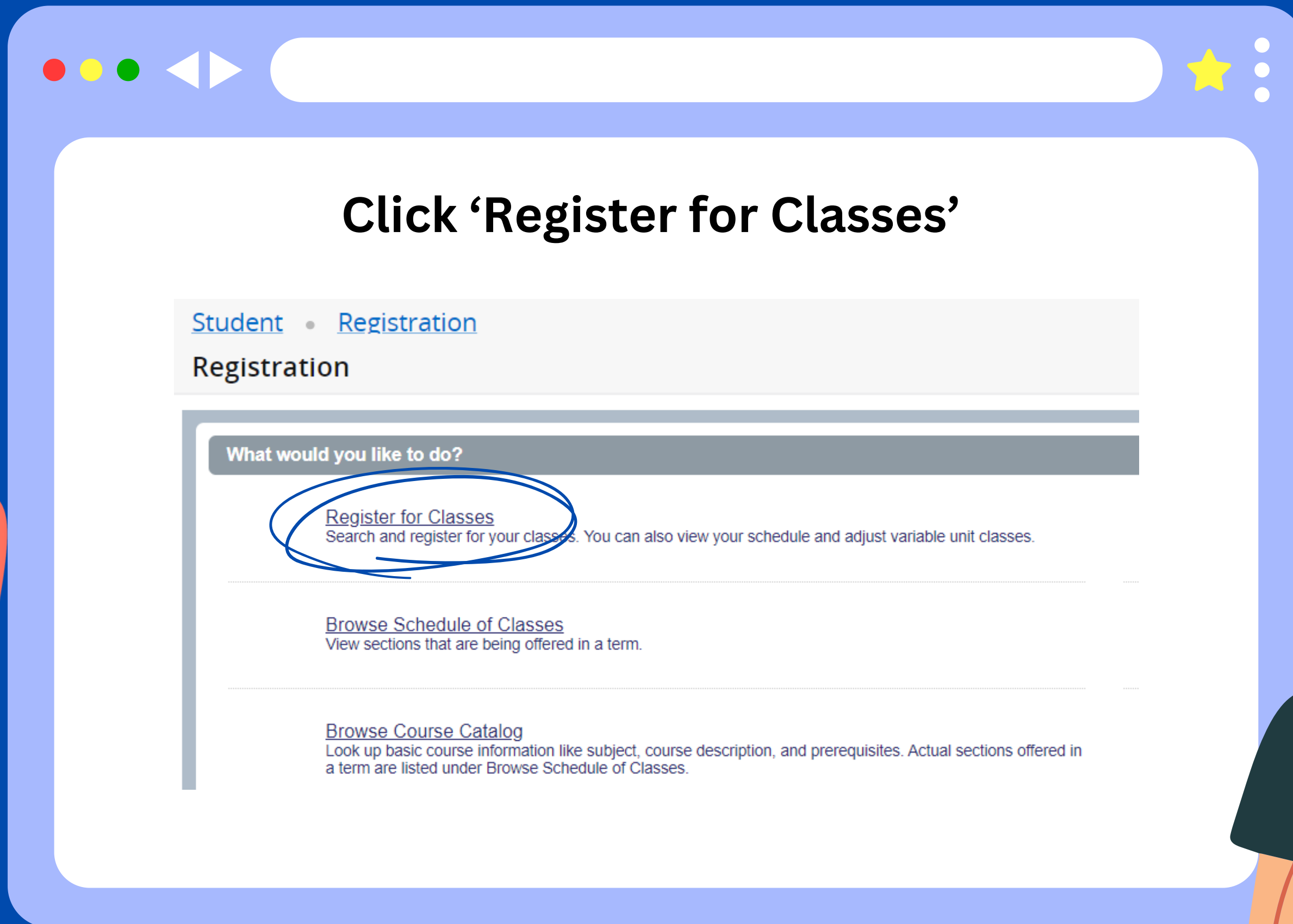
Total Planned Units: 4



Time for Registration!

Log into R'Web
and
Click on 'Registration'





Select Term

Choose open term from dropdown menu

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration

Winter 2022

Winter 2022





Load Plan



Click the 'Plans' tab where all your term plans are located

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes	Enter CRNs	Plans	Schedule and Options
Enter Your Search Criteria ⓘ			
Term: Winter 2022			
Subject and Course Number			
Subject			
Course Number			
Open Sections Only		☐	
Title			
General Education Requirements			
Instructor			



Choose a plan

Click 'add all' to add all classes on your term plan, or add them separately. Choose which plan you'd like to load. If you have multiple term plans, they will all show up here.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

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

Register from a plan.

Term: Winter 2022

▼ Plan: Winter 2022 1

Created by: You (Preferred)

+ Add All

Title	Details	Units	CRN	Schedule Type	Instructor	Course Delivery	Grade Mode	Note	Course Sections	Add
DANCE, CITIZENSHIP, LOCATI...	DNCE 132, 001	4	50348	Lecture	Reynoso, Jose (Primary)	In-Person	Letter		View Sections	Add
COGNITIVE DEVELOPMENT	PSYC 163, 001	5	43574	Lecture	Richert, Rebekah (Primary)	In-Person	Letter		View Sections	Add
COGNITIVE DEVELOPMENT	PSYC 163, 026	0	43787	Discussion		In-Person	Letter		View Sections	Add
INTERMEDIATE BALLET TECH...	DNCE 071B, 001	2	40232	Studio	Aiken, Brandon (Primary)	In-Person	Letter		View Sections	Add
INDUSTRIAL/ORGANIZATIONA...	PSYC 142, 001	4	39099	Lecture	Sy, Thomas (Primary)	In-Person	Letter		View Sections	Add
INDUSTRIAL/ORGANIZATIONA...	PSYC 142, 028	0	39107	Discussion		In-Person	Letter		View Sections	Add

Records: 6



Add your courses



After clicking ‘Add All’, your classes will show up in the Schedule and Summary tables

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find ClassesEnter CRNsPlansSchedule and Options

ScheduleSchedule Details

Class Schedule for Winter 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am				INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY			
10am							
11am		INTERMEDIATE BALLET TECHNIQUE		INTERMEDIATE BALLET TECHNIQUE			
12pm							
1pm							
2pm			INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY		INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY		
3pm							
4pm							
5pm			DANCE CITIZENSHIP LOCATION		DANCE CITIZENSHIP LOCATION		
6pm		COGNITIVE DEVELOPMENT		COGNITIVE DEVELOPMENT			
7pm							
8pm							

Summary

CRN	Details	Title	Units	Schedule Type	Status	Action
39107	PSYC 142, 028	INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY	0	Discussion	Pending	Add
39099	PSYC 142, 001	INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY	4	Lecture	Pending	Add
40232	DNCE 071B, 001	INTERMEDIATE BALLET TECHNIQUE	2	Studio	Pending	Add
43787	PSYC 163, 026	COGNITIVE DEVELOPMENT	0	Discussion	Pending	Add
43574	PSYC 163, 001	COGNITIVE DEVELOPMENT	5	Lecture	Pending	Add
50348	DNCE 132, 001	DANCE CITIZENSHIP LOCATION	4	Lecture	Pending	Add

CEU: 0 | Min: 0 | Max: 17

Submit

Click “Submit” to register

Your schedule is set!

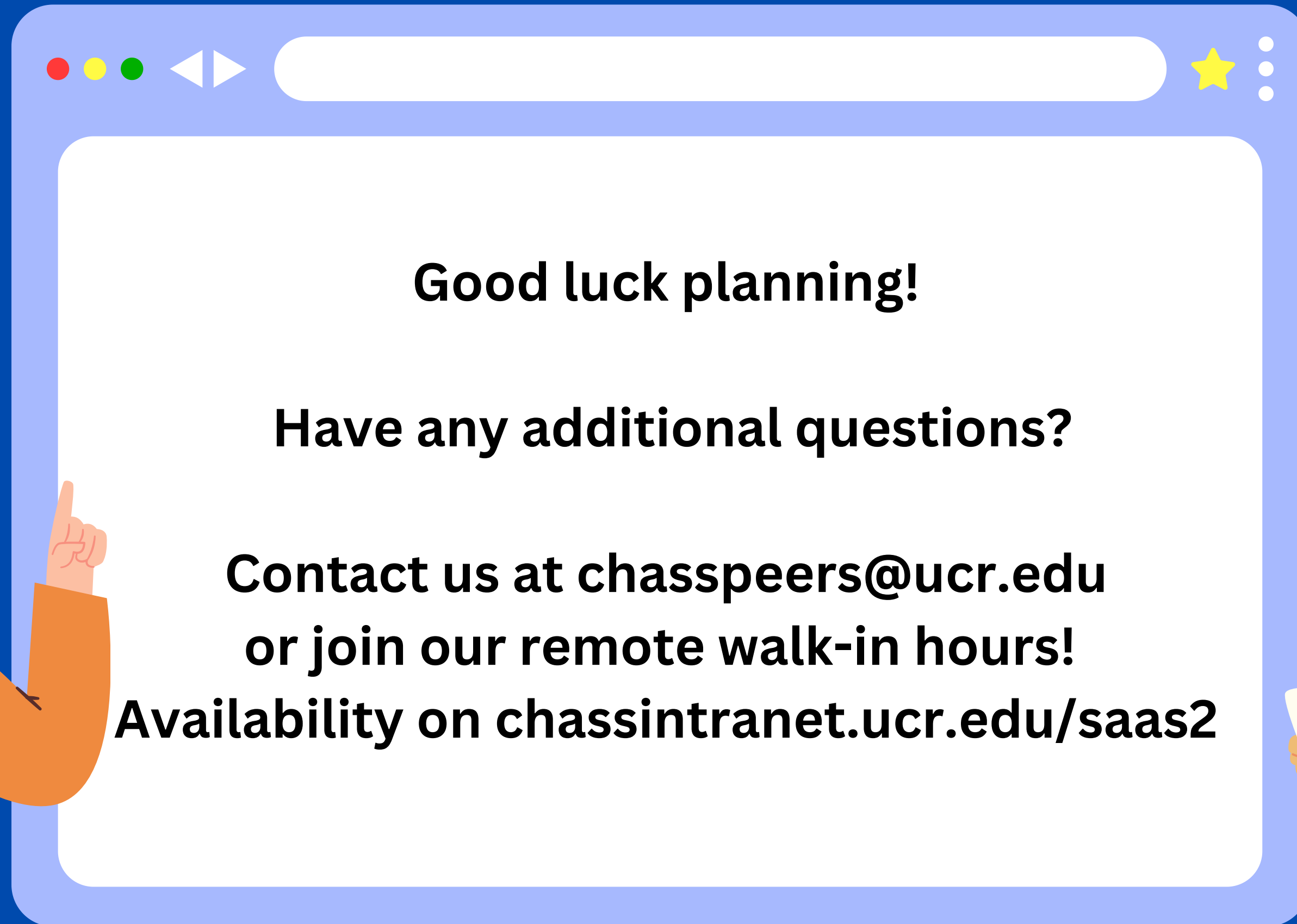
When the status for all your classes are green and say 'Registered,' you are good to go! (Keep in mind: Sometimes, error messages will pop up and you will not be able to register for a course. Carefully read the message and choose another section or another course depending on what the error is.)

The screenshot displays a university course registration interface. On the left, a 'Class Schedule for Winter 2022' is shown as a grid with days of the week as columns and time slots (8am to 8pm) as rows. Various course sections are plotted as colored blocks, each with a green checkmark icon indicating successful registration. On the right, a 'Summary' table lists the registered courses with their CRNs, details, titles, units, schedule types, and statuses. All statuses are 'Registered' and highlighted in green. An arrow points from the text above to the 'Registered' status in the summary table. At the bottom of the summary table, it shows 'Total Units | Registered: 15 | Billing: 15 | CEU: 0 | Min: 0 | Max: 17'. A 'Submit' button is located at the bottom right of the interface.

CRN	Details	Title	Units	Schedule Type	Status	Action
39107	PSYC 142, 028	INDUSTRIAL/ORGANIZA...	0	Discussion	Registered	None
39099	PSYC 142, 001	INDUSTRIAL/ORGANIZA...	4	Lecture	Registered	None
40232	DNCE 071B, 001	INTERMEDIATE BALLET...	2	Studio	Registered	None
43787	PSYC 163, 026	COGNITIVE DEVELOPM...	0	Discussion	Registered	None
43574	PSYC 163, 001	COGNITIVE DEVELOPM...	5	Lecture	Registered	None
50348	DNCE 132, 001	DANCE, CITIZENSHIP L...	4	Lecture	Registered	None

Total Units | Registered: 15 | Billing: 15 | CEU: 0 | Min: 0 | Max: 17

Submit



Good luck planning!

Have any additional questions?

**Contact us at chasspeers@ucr.edu
or join our remote walk-in hours!**

Availability on chassintranet.ucr.edu/saas2

