Registering for Courses
You will be registering for fall quarter courses at Highlander Orientation using R'Web. Take a tour of the online registration system on the following pages and learn how to search for courses, register for a class and be added to a waitlist. If you have any questions about the process, your academic advisor will be there to help you select and register for courses your first time out.

Residency Status
After submitting your Statement of Intent to Register (SIR), you need to complete the Statement of Legal Residence (SLR). You may be asked to provide additional documents to prove your residency. The residency review process takes several weeks so make sure to fill the SLR out early so you have enough time to submit any additional documents. Residency determines your tuition charges, so if you have an Undetermined Residency (UR) status you will automatically be charged a higher tuition rate and may end being dropped from your courses.

UR status shows for one of three reasons:
- You have completed the SLR, submitted documents and are pending Registrar Office review.
- You have completed the SLR but still need to submit documents for review.
- You have not completed the SLR.

To access the Statement of Legal Residence, please visit statementoflegalresidence.ucr.edu. You will need to enter your student identification number (SID), which is available in MyUCR.
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**Step 1:** Once logged into R’Web, select the Registration icon.
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**Step 2:** Select Register for Classes.

![Image of R’Web registration page]

**Register for Classes**
Search and register for your classes. You can also view your schedule and adjust variable unit classes.
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**Step 3:** Select the appropriate term and Continue.
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Step 4: If you are participating in a Learning Community, you will be presented with at least one block to select on the blocks tab. Select the button next to the block and click Submit in the lower right corner of your screen. The classes will be added to your Summary with a status of Registered.
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Step 5: To search for other classes, go to the Find Classes tab. Enter the subject and course number in the first field, such as ENGL 001A. If you want your search results to display sections that have available seats, check the box for Open Sections Only.
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Step 6: If you want to find a general education, or breadth class, you can type the category in the General Education Requirements box, such as humanities. Be sure to select the option in your college as indicated by the first two letters. Take a moment to identify your two-letter college code from the key.
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**Step 7:** View your search results. You can view important information about the sections by clicking on the Title of the class. You will want to know the class prerequisites, co-requisites and fees prior to enrolling in the class. There are many details about the class on these tabs and you can find answers to your questions and registration errors by viewing this information.
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**Step 8:** Many classes have two parts, such as a lecture and discussion, that are both required for enrollment. These are called linked sections. To see all possible combinations of the lecture and linked discussions, click View Linked next to the Lecture. This will display all possible combinations of the lecture and its associated discussions.
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Step 9: Select the lecture and discussion you want and click Add All. The classes will move into your Summary with a Pending status. Click Submit in the lower right corner to add the classes to your schedule.
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**Step 10:** Make sure to watch for enrollment errors, such as time conflicts with your classes. You will need to resolve these errors by reading the instructions for each error; you may need to select a different section. If you receive an error message that reads, “PREREQUISITE REQUIRED - You have not completed the required prerequisite(s). Please review the information in the Schedule of Classes for requirements of this course,” the student should click on the Prerequisites tab in the Course Details. The Prerequisites tab tells you which courses and grades must be already earned in order for you to enroll in the class. If you receive an error message that reads, “ADDITIONAL ACTIVITY REQUIRED – This course requires enrollment in multiple sections (i.e. lecture and discussion and/or lab, etc.) Please select all required sections,” then you need to review the Linked Section information in the Course Details. This can be found by clicking on the class title. Once you have resolved any errors and your classes have a status of registered in your Summary, you are finished with enrollment.
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Step 11a: Some full courses offer a waitlist option during registration. If so, you will either see a message inviting you to add yourself to the waitlist or the course status will read, “FULL COURSE WAITLIST OPEN – This course is full. A waitlist with (1, 2, 3, 4, etc.) students is available.” To identify if the section is full with an open waitlist, the Status column will have an exclamation icon. This red exclamation mark icon is visible when the section is full. Hover over the FULL message and you will see if a waitlist exists for this class and if there are any seats on the waitlist. The example reads the class is full with 0 of 19 seats remaining, but after hovering over it, it is clear there are two open spots on the waitlist.
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Step 11b: Some sections have seats reserved for particular groups of students, such as students in a learning community. This may give the appearance that there are spots available in the section, but unless you are part of the reserved group you will not be able to enroll in these seats. Sections that have reserved seats will have seat availability information included in the Seat Availability column. This column tells how many general seats exist that are not reserved, how many reserved seats exist and, if there is a waitlist, how many general or reserved waitlist spots are open. If there is no information in the Seat Availability column for a section, then there are no reserved seats for that section.
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**Step 12:** At any time, you may also select the course title to view additional class details and select the Enrollment/Waitlist tab to see if a waitlist is being offered. This example reads the class is full but there are two open spots in the waitlist.
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Step 13: If you choose to add yourself to the waitlist, add the course into your course summary, but do not select submit yet. From the course summary, click the drop-down menu under Action and select Waitlist. Then click Submit.
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Step 14: You have successfully added into the waitlist if your status reads Waitlisted.
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Step 15: Waitlists are available on only one section of class with a lecture and discussion. In this case, the waitlist will be on the smallest section of the pair. For example, in a lecture and discussion pair, the waitlist will only be on the discussion since it is the smallest section. You only select the smallest activity when enrolling into a waitlist; there is no waitlist for the lecture.
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**Step 16:** If a spot opens up on the waitlist, you will receive an email in your R’Mail inbox. You have 24 hours to go into R’Web and either add or drop the course. If you decide to add the course, don’t forget to add both the lecture and the discussion. After you change your action, press submit.

When you waitlist for a course during the summer months, you may receive an email that your seat is available. If this happens, your seat will be held and you will be able to enroll in the section when registration opens for all students at the start of September. You will receive a second reminder email in early September to remind you that registration is about to open and you must take action on the seat that has been held for you during the summer months. Be sure to check your R’Mail regularly for important updates from UCR.
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Step 17: You can also drop yourself from a waitlist if you navigate to the waitlisted section and change the Action to Drop and pressing Submit.