How to Create a Term Plan

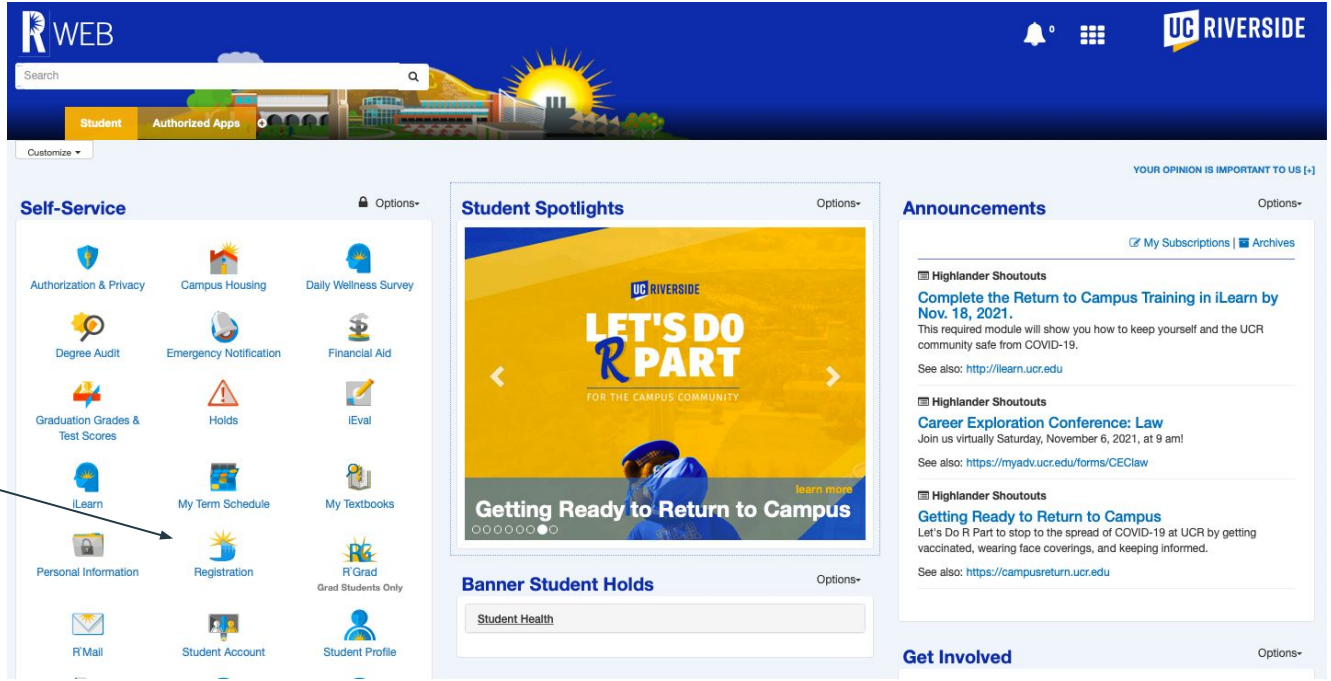
Why Create A Term Plan?

- 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.

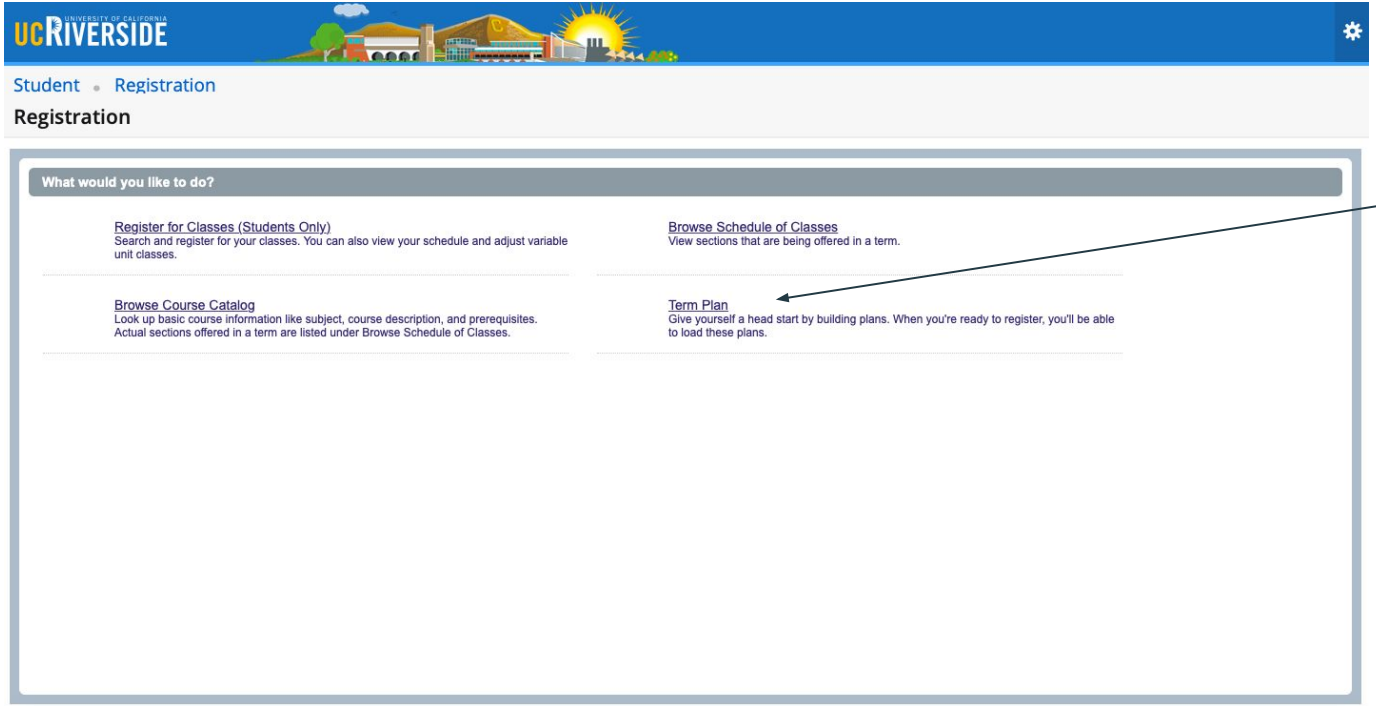
DISCLAIMER Creating a term plan does not guarantee you a seat in a course. This is simply to help you prepare for registration.

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

Click on 'Registration'



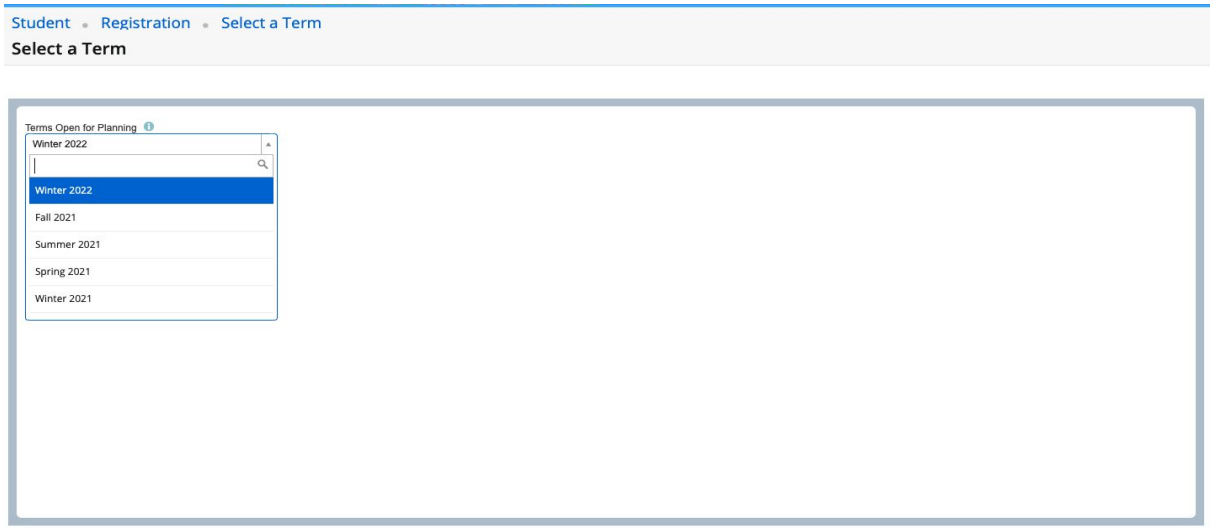
2. Registration → Term Plan



Click on ‘Term Plan’

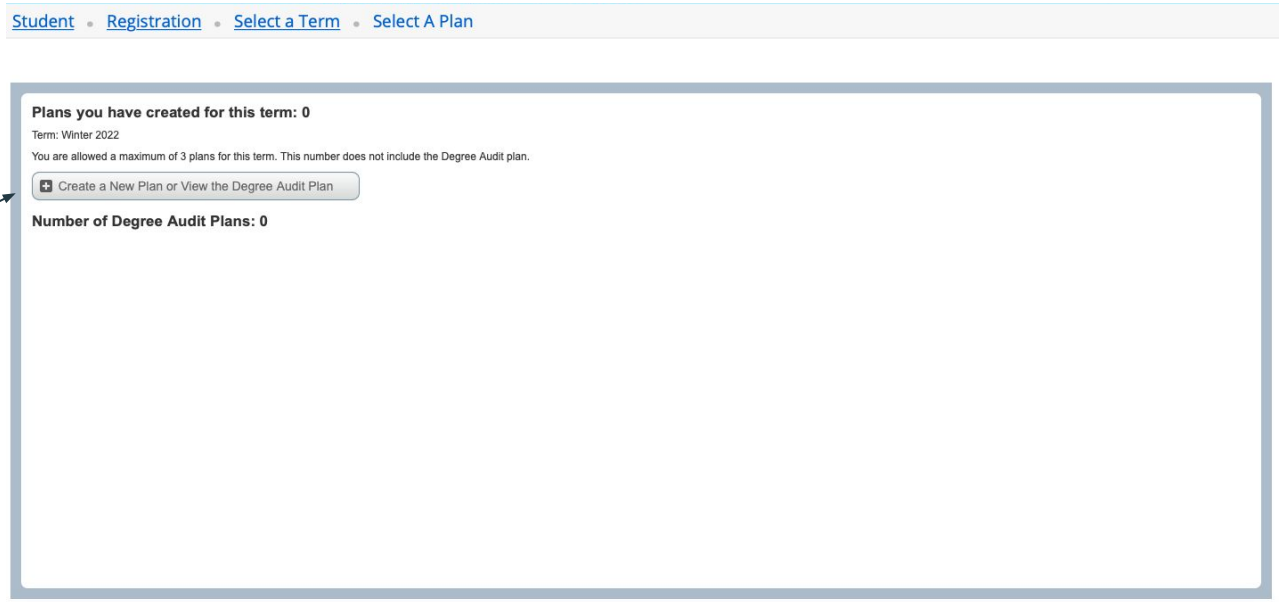
3. Search for open term

Select the upcoming term open for planning from dropdown menu (Winter 2022)



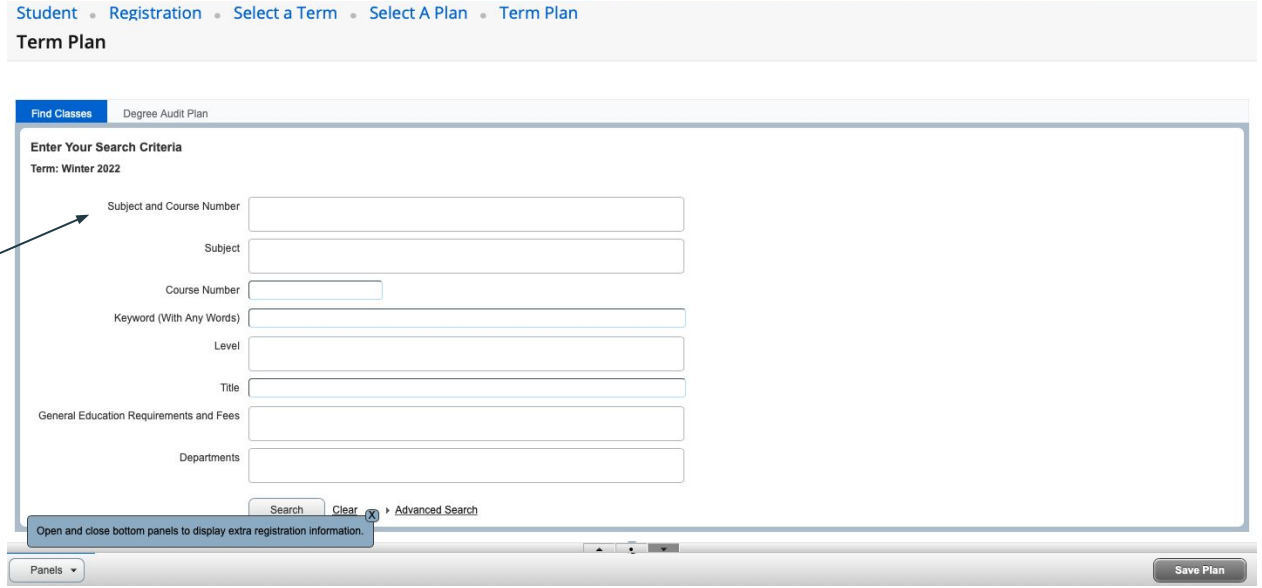
4. Create New Plan

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



5. Search for classes

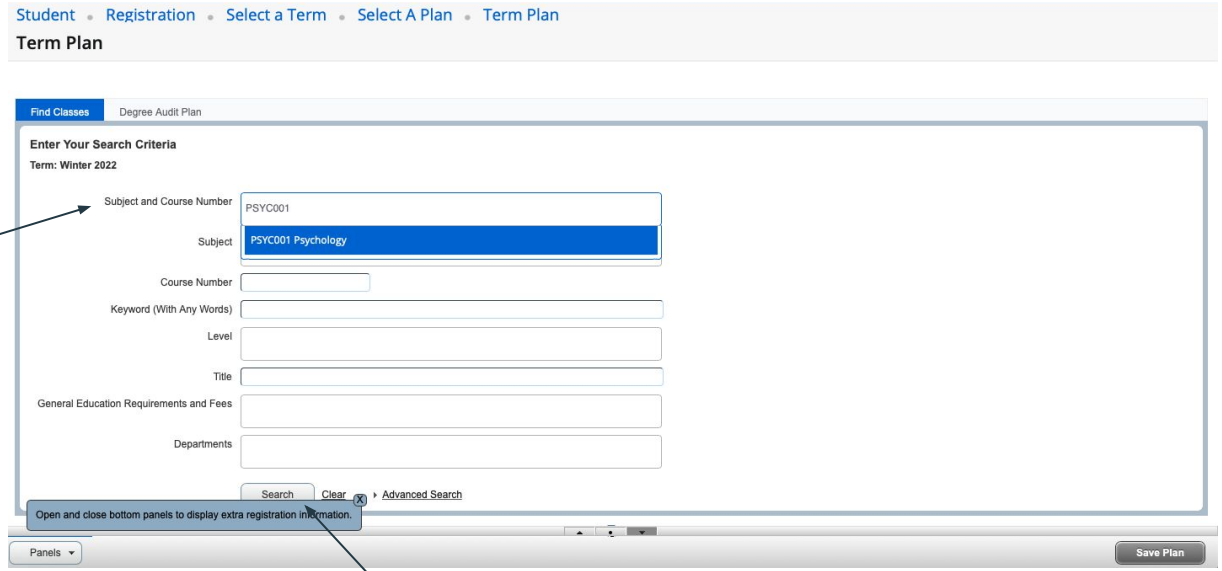
Time to start searching for courses you want to enroll in!



5. Search for courses by subject/course number

If you know the name of the course, search in the first bar by entering the name.

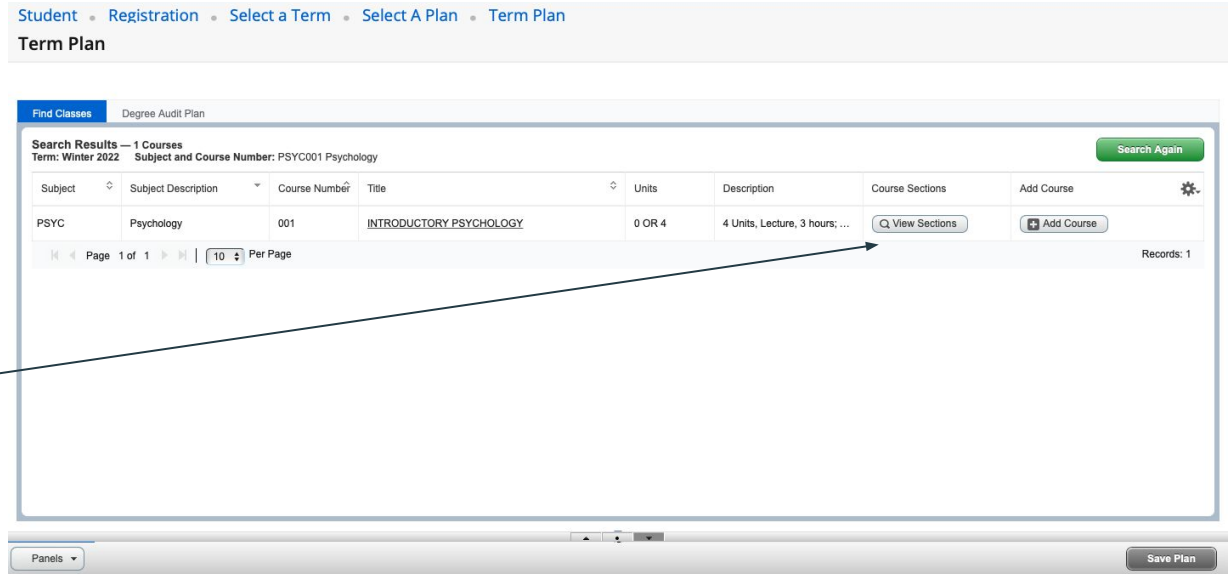
(Keep in mind: If you are looking for PSYC001, be sure to type it in as ‘ PSYC001 ’ and NOT just ‘ PSYC1 ’ or any other name. This applies to all courses.)



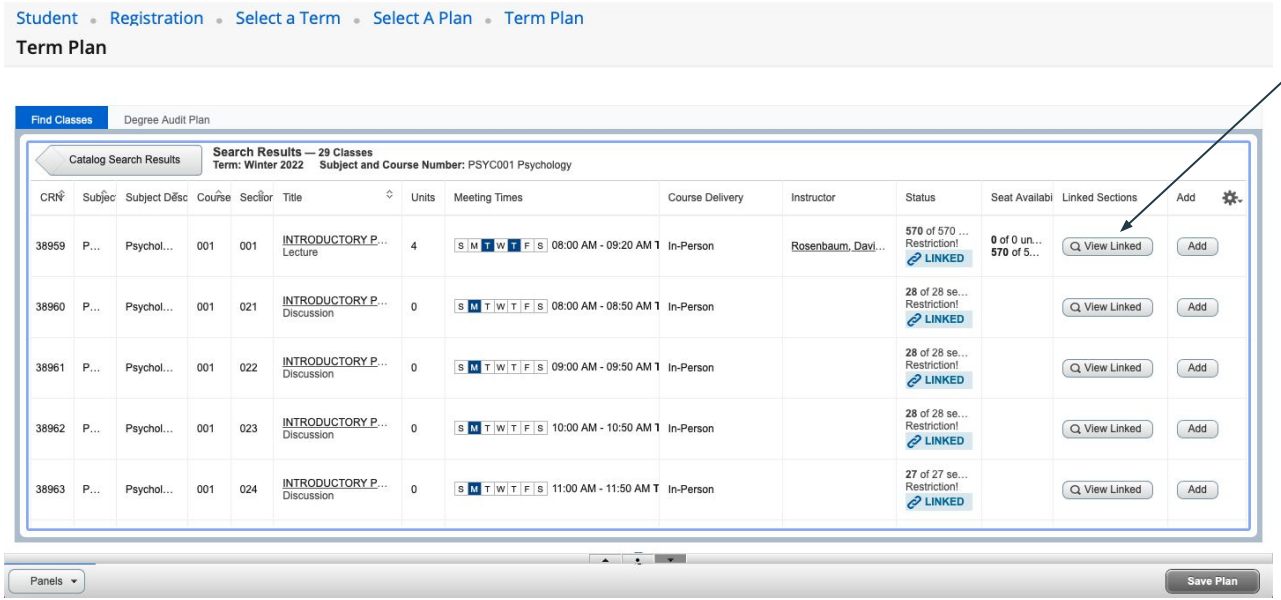
Once you select the correct blue highlighted course above, click ‘search’.

6. View Meeting Times

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



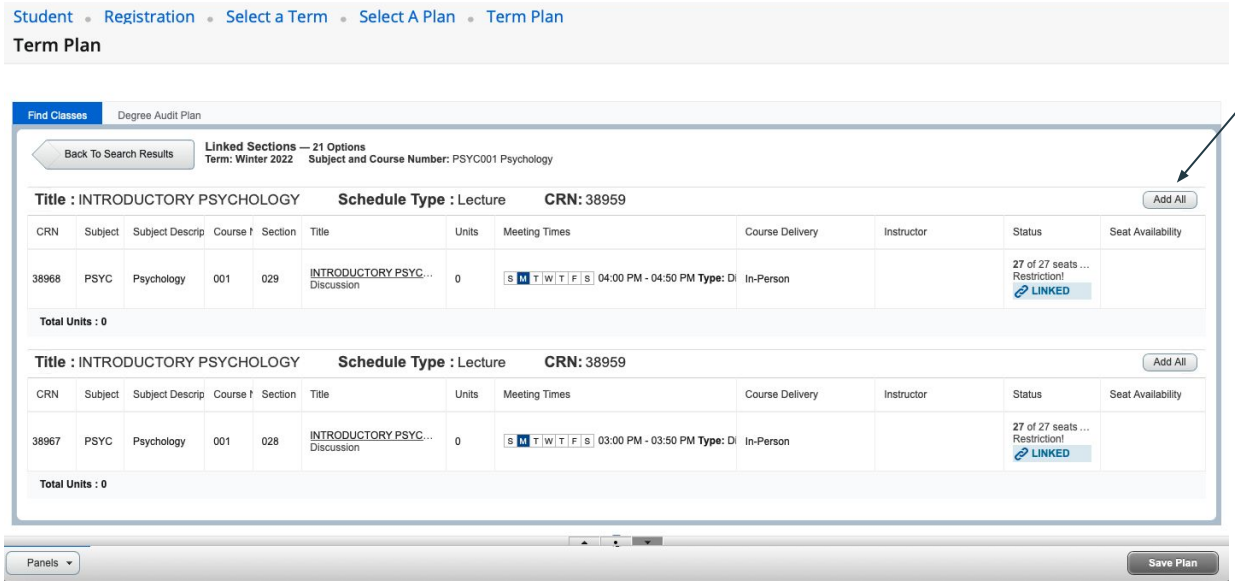
7. Get ready to add the course to your schedule!



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.)

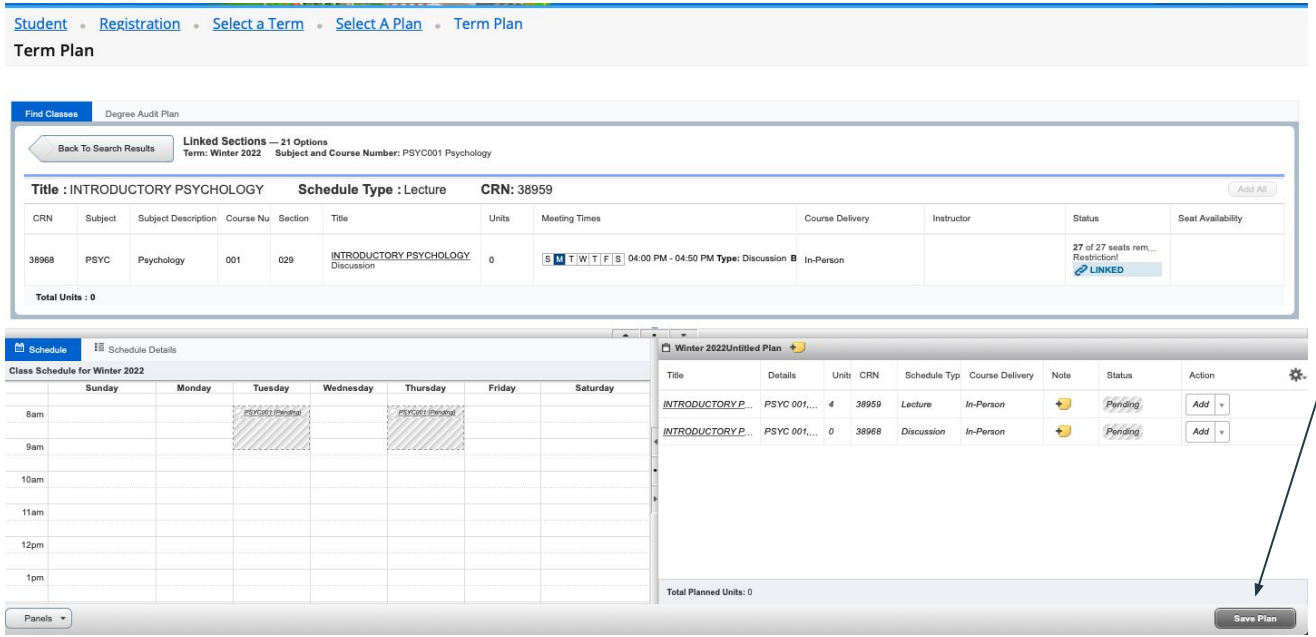
8. Select ‘Add All’



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.)

9. Save plan



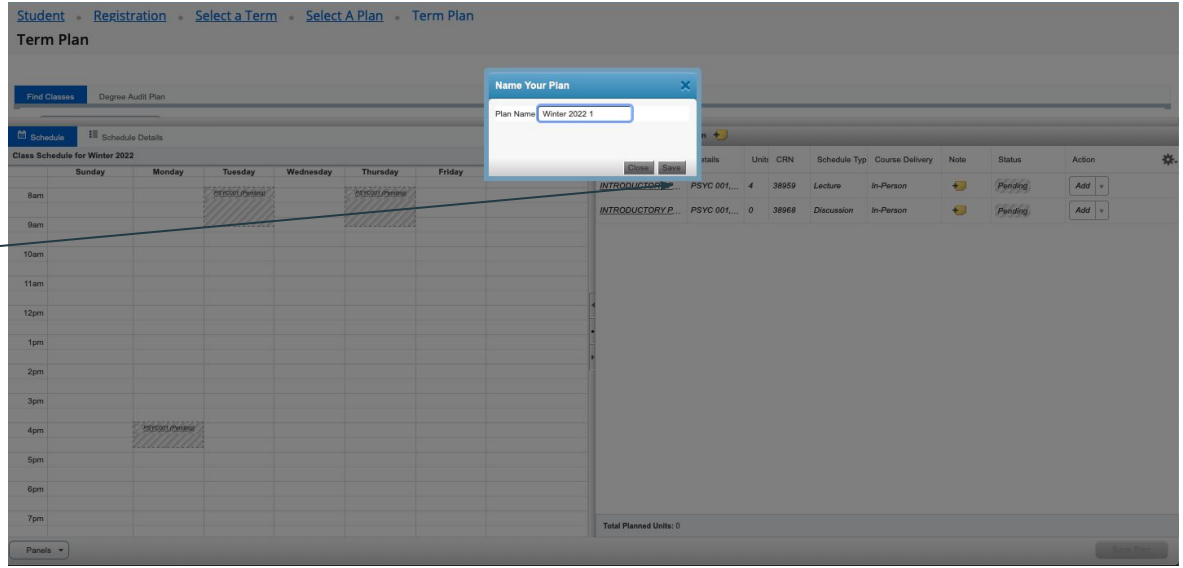
The course will now show up as gray in the calendar and will say ‘Pending’. Click ‘Save Plan’ to save the course.

(Keep in mind: Click ‘Save Plan’ after each course you add to save your progress and to avoid confusion if an ‘Error’ message appears.)

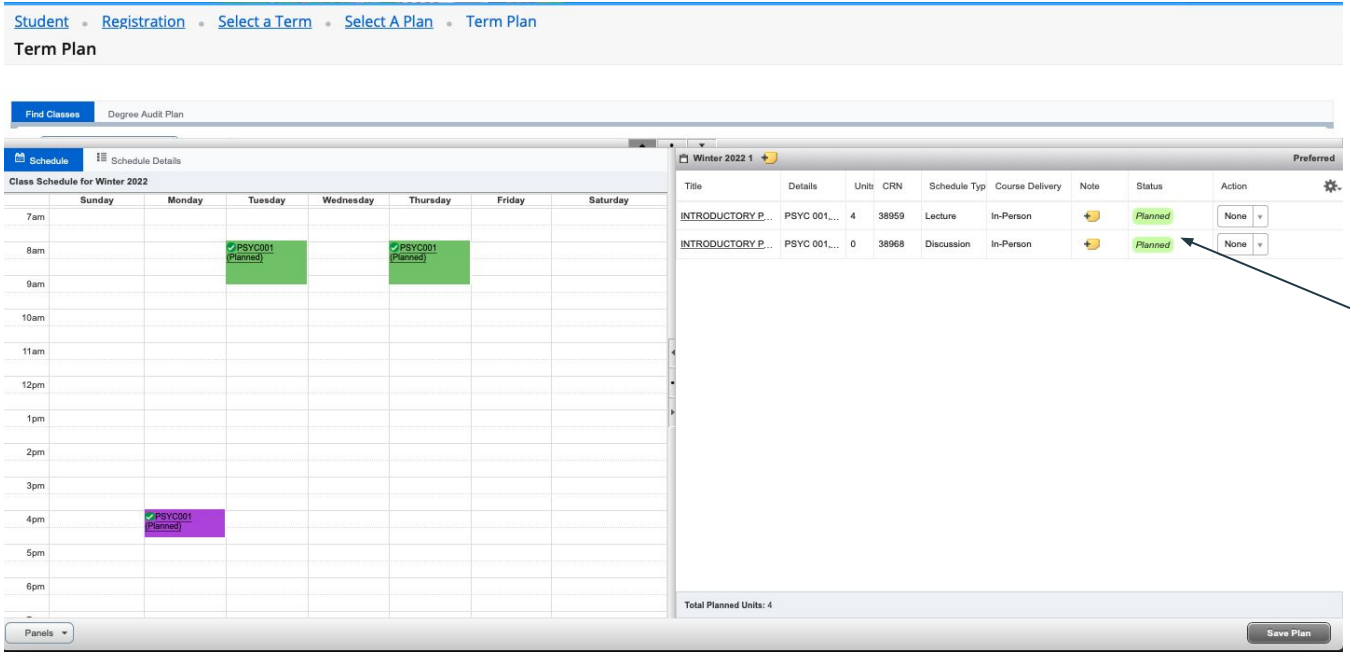
10. Name the term plan!

After the first course you save, you will be asked to ‘Name Your Plan’. Once you have named the plan, for example, ‘Winter 2022- 1’, click ‘Save’.

(If you decide to make another term plan, you can name it ‘Winter 2022- 2’ to avoid confusion.)



Your course is now saved!

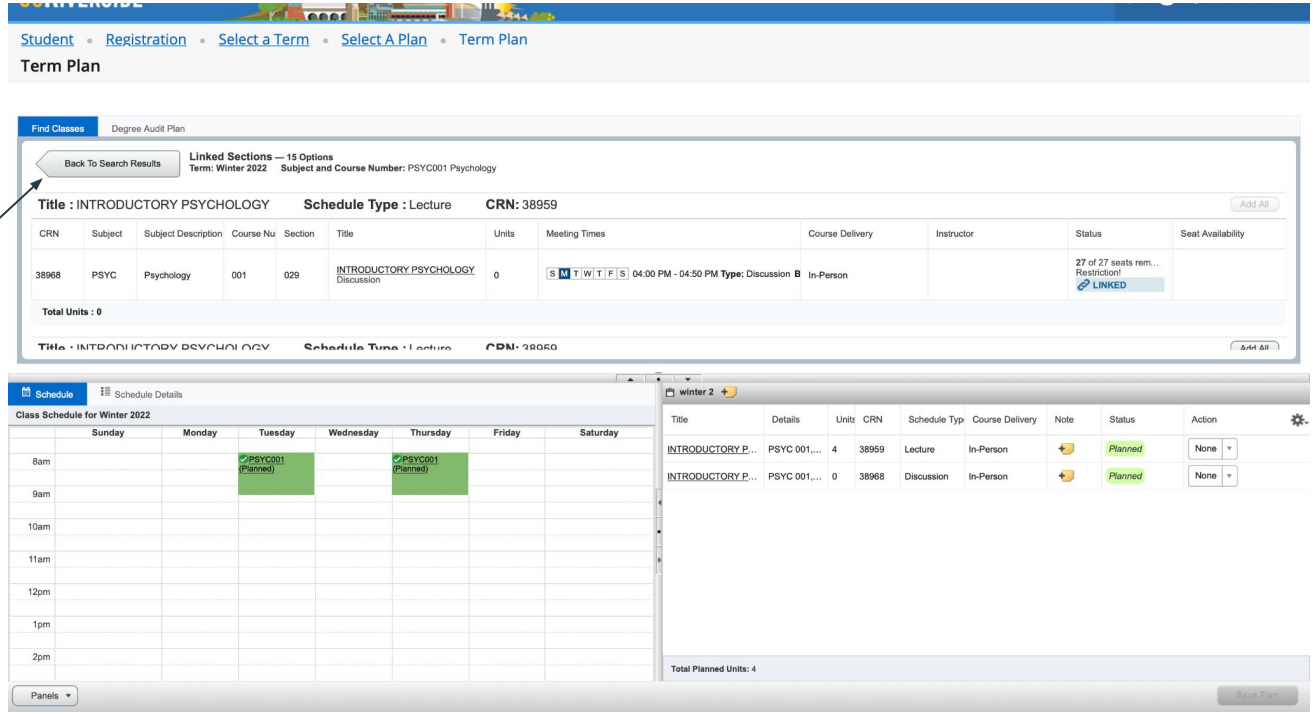


If both the lecture and the discussion section say ‘Planned’ in green, then you have successfully added the course!

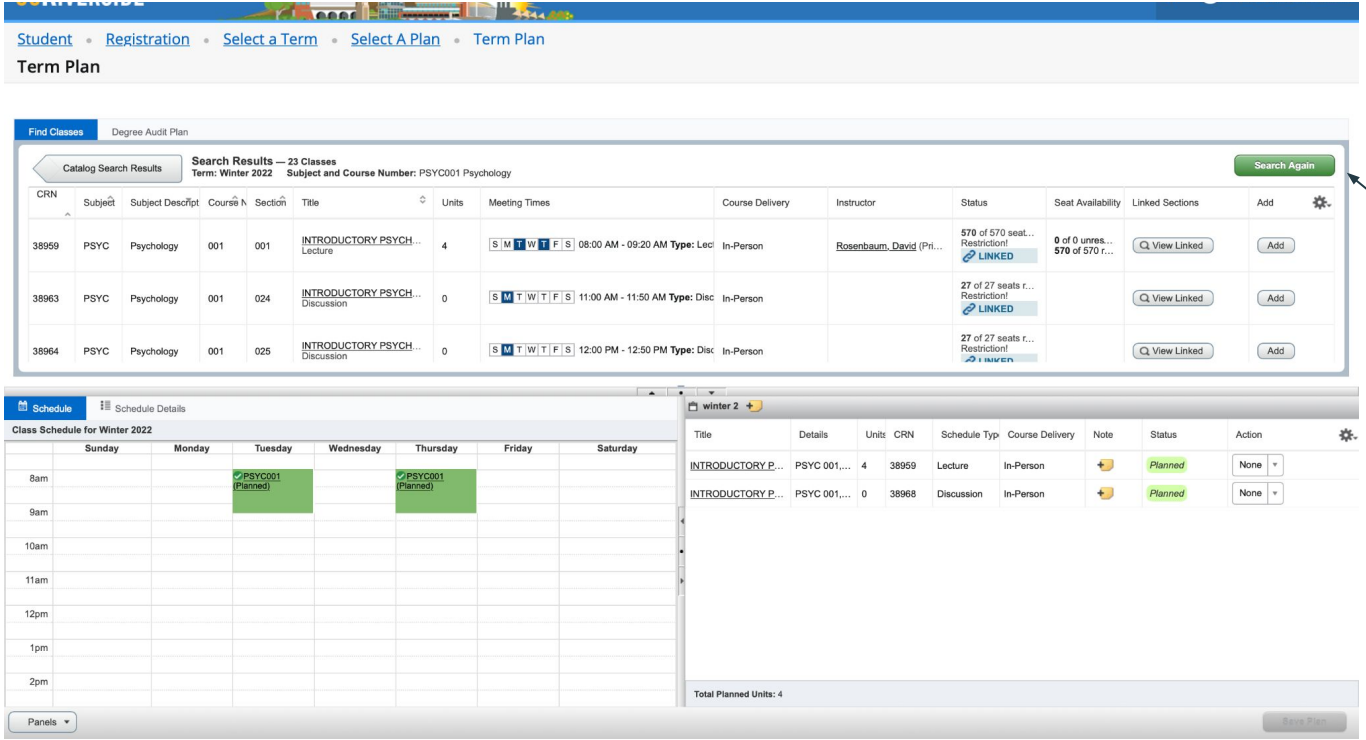
(If you wish to remove a course after adding it, click ‘None’ under ‘Action’. Select ‘Delete’, then ‘Save Plan’.)

11. Continue searching for courses

To continue searching for courses, click ‘Back To Search Results’.



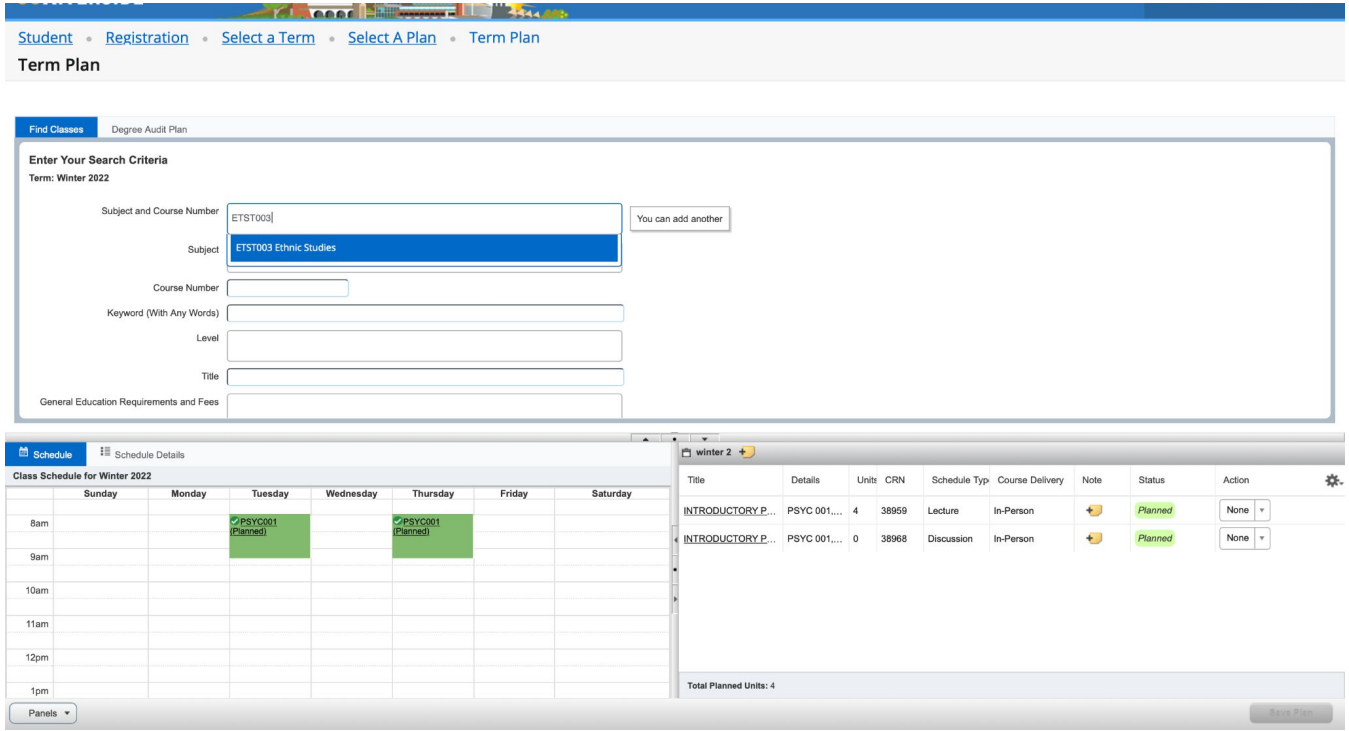
12. Continue searching for courses



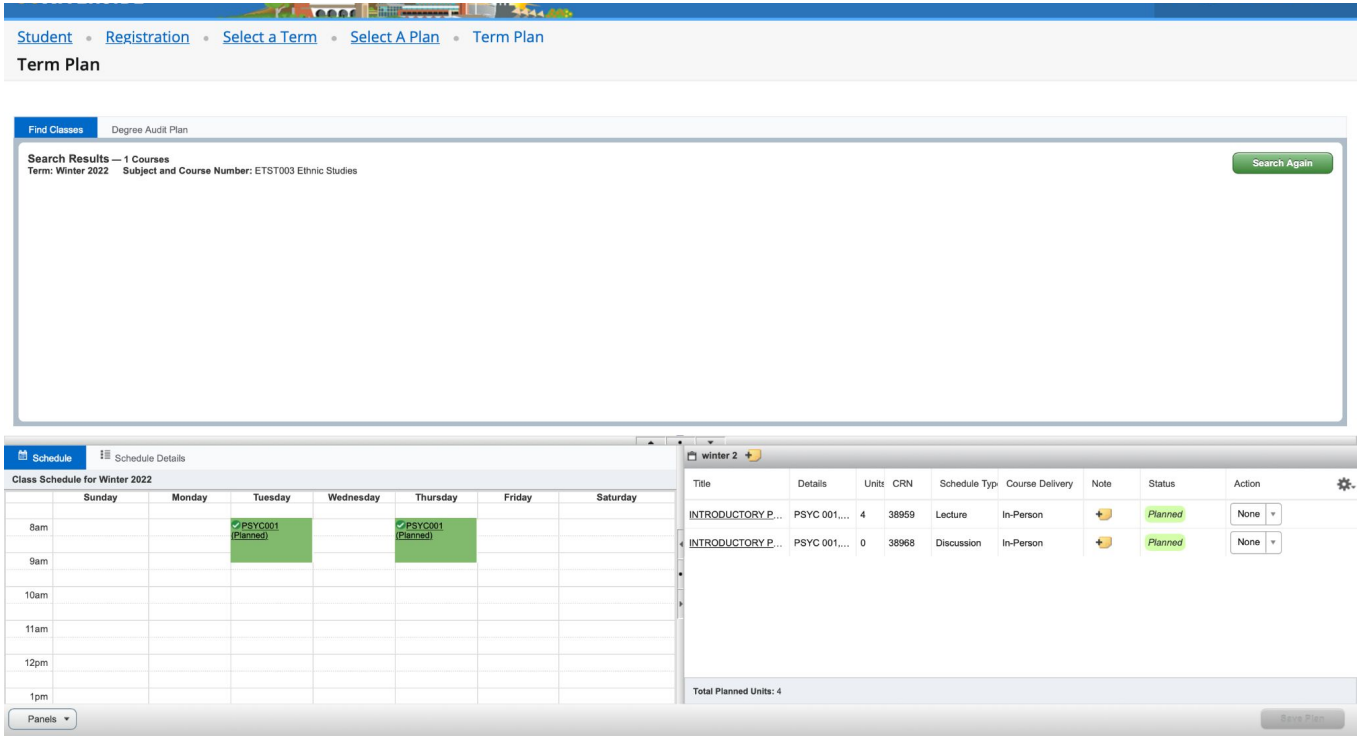
Click ‘Search Again’

13. Continue searching for courses

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



14. Problems when searching for courses

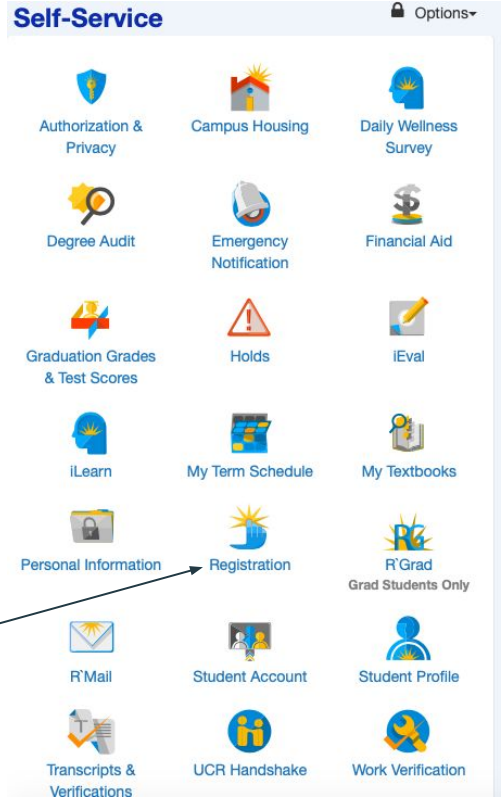


Sometimes, after you type in your course and press ‘Search’, it might show a blank box. (This website glitches and crashes a lot.) If this happens, either press ‘Search Again’ or refresh the page. Your saved courses will still be there :)

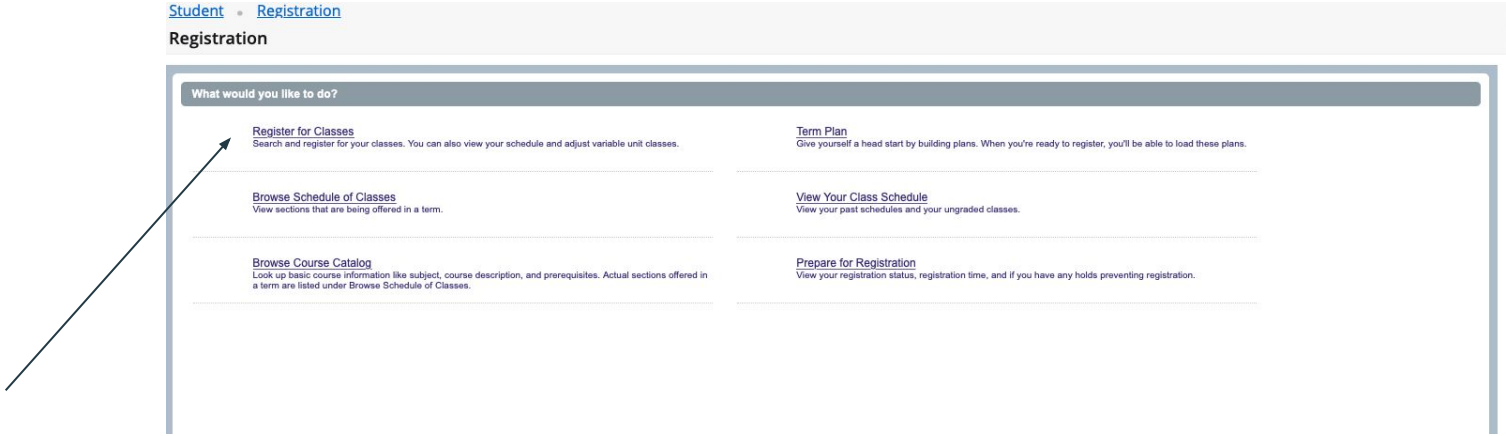
15. Time for Registration!

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

Click on Registration under
the Self-Service Menu

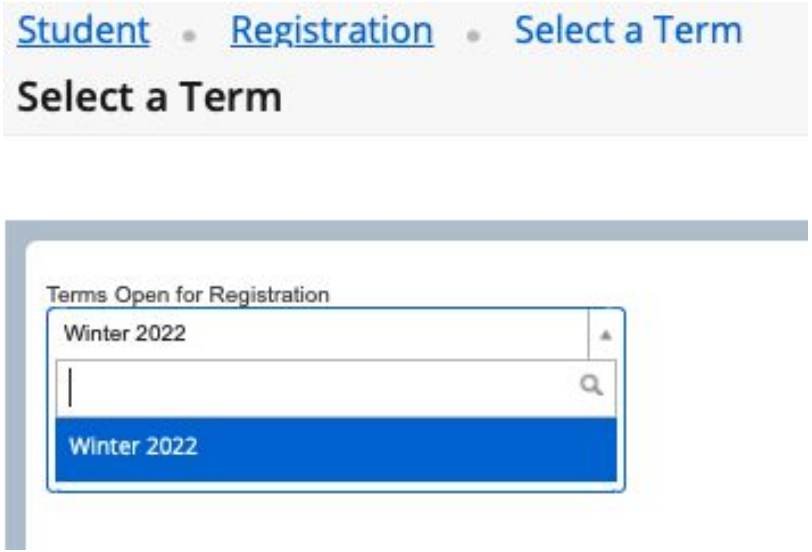


16. Click ‘Register for Classes’



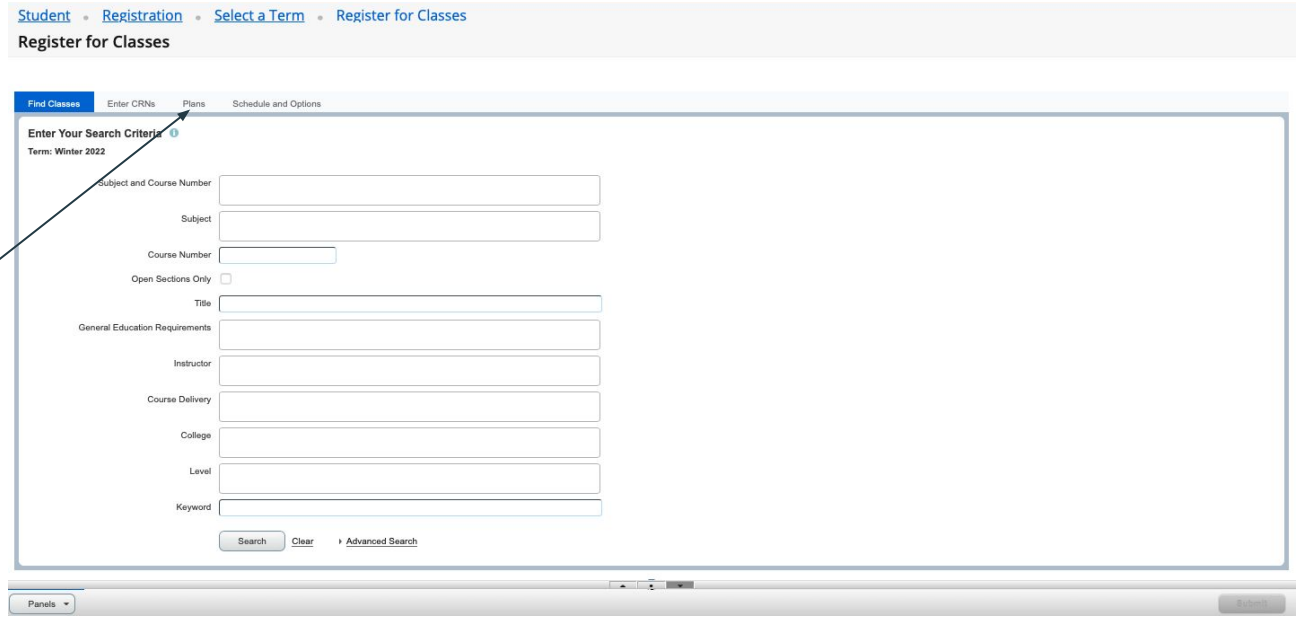
17. Select Term

Choose open term from dropdown menu



18. Load Plan

Click the ‘Plans’ tab where all your term plans are located



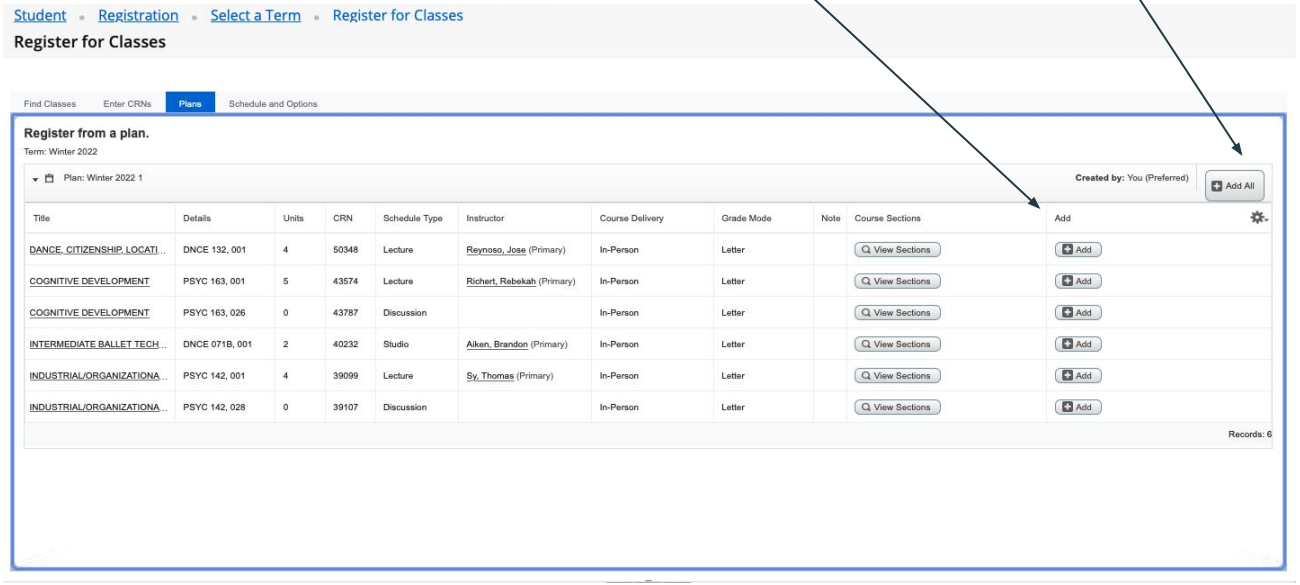
19. Choose a plan

Click ‘add all’ to add all classes on your term plan,

or add them separately

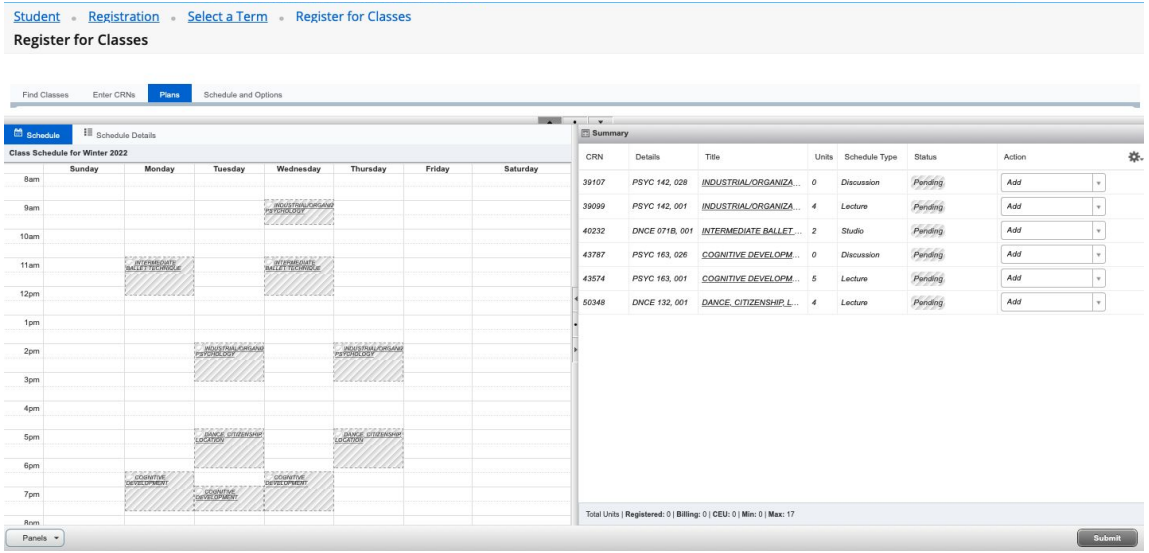
Choose which plan you’d like to load.

If you have multiple term plans, they will all show up here.



20. Add your courses

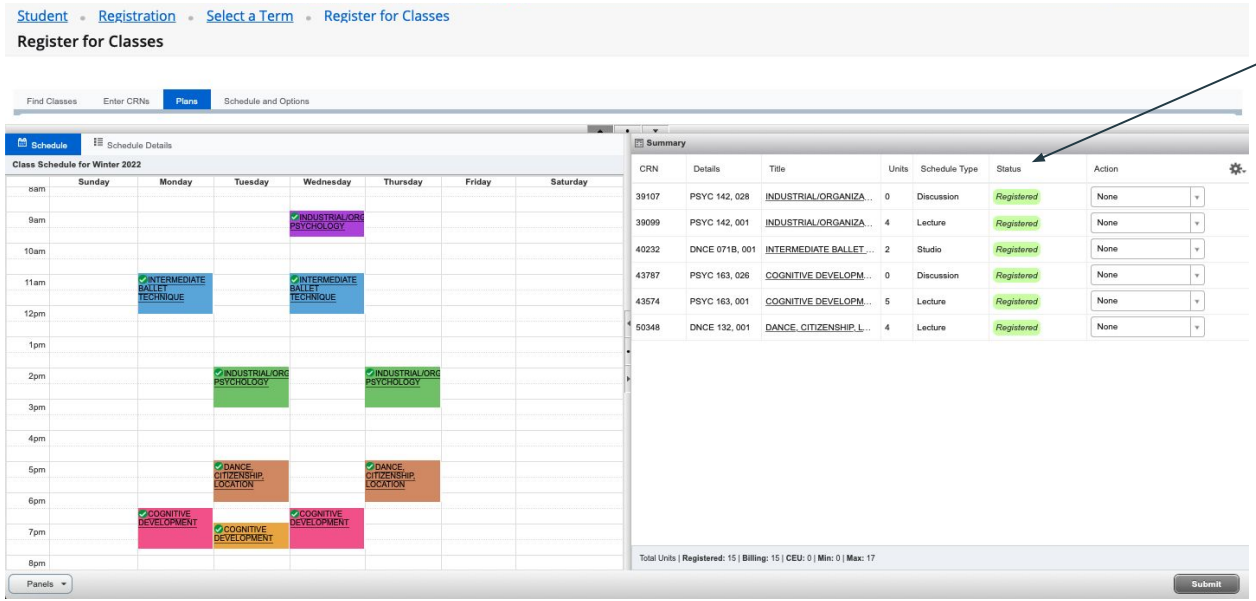
After clicking ‘Add All’, your classes will show up in the Schedule and Summary tables



Click ‘Submit’ to register

21. 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.)

Good luck planning!
Have any additional questions?

Feel free to email us at psycadvising@ucr.edu or join our walk-in hours listed on

https://psychology.ucr.edu/undergraduate-study/advising/ 😀