



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)



2. Registration \rightarrow Term Plan



3. Search for open term

Student • Registration • Select a Term

Select a Term

*	Terms Open for Planning Winter 2022 Fall 2021 Summer 2021 Spring 2021 Winter 2021
Select the upcoming term open	
for planning from dropdown menu	
(Winter 2022)	

4. Create New Plan

Student • Registration • Select a Term • Select A Plan

Plans you have created for this term: 0

Term: Winter 2022

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

E Create a New Plan or View the Degree Audit Plan

Number of Degree Audit Plans: 0

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

5. Search for classes



Term Plan

	Find Classes Degree Audit Plan		
	Enter Your Search Criteria Term: Winter 2022		
	Subject and Course Number		
	Subject		
	Course Number		
	Keyword (With Any Words)		
	Level		
	Title		
Time to start searching for	General Education Requirements and Fees		
courses you want to enroll in!	Departments		
		Search Clear > Advanced Search	
	Open and close bottom panels to display extra	registration information.	
	Panels •		Save Plan

5. Search for courses by subject/course number

	Student Registration Select a Term Select A Plan Term Plan
	Term Plan
	Find Classes Degree Audit Plan
	Enter Your Search Criteria Term: Winter 2022
	Subject and Course Number PSYC001
	Subject PSYC001 Psychology
	Course Number Keyword (With Any Words)
	Level
If you know the name of the course,	Title
search in the first bar by entering the	Departments
name.	Rearch Clear - 1 Advand Rearch
(Keep in mind: If you are looking for	Open and close bottom panels to display extra registration information.
PSYC001, be sure to type it in as	Panels Save Plan
' PSYC001' and NOT just ' PSYC1' or	
any other name. This applies to all	Once you select the correct blue highlighted course above, click (search)
courses.)	

6. View Meeting Times

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

Term Plan



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

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

C	atalog Se	earch Results	Sea	nrch Res	sults — 29 Classes 2022 Subject and Cou	ırse Num	ber: PSYC001 Psychology						/
CRN∲	Subjec	Subject Desc	Course	Section	Title \$	Units	Meeting Times	Course Delivery	Instructor	Status	Seat Availabi	Linked Sections	Add
8959	P	Psychol	001	001	INTRODUCTORY P Lecture	4	S M T W T F S 08:00 AM - 09:20 AM T	In-Person	Rosenbaum, Davi	570 of 570 Restriction!	0 of 0 un 570 of 5	Q View Linked	Add
8960	P	Psychol	001	021	INTRODUCTORY P Discussion	0	S M T W T F S 08:00 AM - 08:50 AM T	In-Person		28 of 28 se Restriction!		Q View Linked	Add
3961	P	Psychol	001	022	INTRODUCTORY P Discussion	0	S M T W T F S 09:00 AM - 09:50 AM T	In-Person		28 of 28 se Restriction!		Q View Linked	Add
962	P	Psychol	001	023	INTRODUCTORY P Discussion	0	S M T W T F S 10:00 AM - 10:50 AM 1	In-Person		28 of 28 se Restriction!		Q View Linked	Add
3963	P	Psychol	001	024	INTRODUCTORY P Discussion	0	S M T W T F S 11:00 AM - 11:50 AM T	In-Person		27 of 27 se Restriction!		Q View Linked	Add

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.)

Save Plan

Panels -

8. Select 'Add All'

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

В	ack To Sear	rch Results	Linked S Term: Win	ections - ter 2022	 — 21 Options Subject and Course Numbe 	r: PSYC00	11 Psychology				
itle	INTRO	DUCTORY P	SYCHO	DLOGY	Schedule Type	:Lectu	re CRN: 38959				Add
RN	Subject	Subject Descrip	Course 1	Section	Title	Units	Meeting Times	Course Delivery	Instructor	Status	Seat Availabilit
968	PSYC	Psychology	001	029	INTRODUCTORY PSYC Discussion	0	S M T W T F S 04:00 PM - 04:50 PM Type: D	In-Person		27 of 27 seats Restriction!	
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itle	INTRO	DUCTORY P	SYCHO	DLOGY	Schedule Type	: Lectu	re CRN: 38959				Add
RN	Subject	Subject Descrip	Course M	Section	Title	Units	Meeting Times	Course Delivery	Instructor	Status	Seat Availabilit
967	PSYC	Psychology	001	028	INTRODUCTORY PSYC Discussion	0	S M T W T F S 03:00 PM - 03:50 PM Type: D	In-Person		27 of 27 seats Restriction!	

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

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

Term P

Ba	ck To Search I	Results Term: Wir	ections — 21 o ter 2022 Subj	ptions ct and Course Nur	nber: PSYC001 Psycho	logy										
tle :	INTRODU	CTORY PSYCHO	DLOGY	Schedule Ty	pe : Lecture	CRN: 38	8959									Ac
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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!

Find Classes De	gree Audit Plan																If both the lecture and the
Schedule	chedule Details						• • • • • • • • • • • • • • • • • • •)								Preferred	discussion section say
ass Schedule for Winte	ər 2022	Turning		Thomas	Falder	Distanting in the second secon	Title	Details	Unit: CF	RN Sc	hedule Typ	Course Delivery	Note	Status	Action	\$.	'Planned' in green then you
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9am																	coursel
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11am																	
12nm																	
1pm																	(If you wish to remain a
2pm																	(If you wish to remove a
3pm																	course after adding it. click
4pm	PSYC001 (Planned)																
5pm																	None' under 'Action'. Select
6pm							-										'Delete' then 'Save Plan')
-							Total Planned Units: 4										Delete, then bave han,

11. Continue searching for courses

Student - Registration - Select a Term - Select A Plan - Ter

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/	CRN	Subject	Subject Description	Course Nu	Section	Title		Units	Meeting Times		Cou	e Delivery	Instruc	tor	Stat	us	Seat Availab
	38968	PSYC	Psychology	001	029	INTRODUCTOR Discussion	RY PSYCHOLOGY	0	S M T W T F S C	4:00 PM - 04:50 PM Type: Dis	ussion B In-P	rson			27 o Res	f 27 seats rem triction! LINKED	
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To continue searching for courses, click 'Back To Search Results'.

12. Continue searching for courses

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

Term Plan

Find Cl	asses	Degree Audit Plan												
	Catalog Sea	arch Results	earch Re erm: Winte	sults — 2 r 2022 S	3 Classes subject and Course Number: PS	YC001 Psj	ychology						Search Ag	ain
CRN	Subjec	t Subject Descrip	Coursê N	Section	Title \$	Units	Meeting Times	Course Delivery	Instructor	Status	Seat Availability	Linked Sections	Add	₩.
38959	PSYC	Psychology	001	001	INTRODUCTORY PSYCH Lecture	4	S M T W T F S 08:00 AM - 09:20 AM Type: Lec	In-Person	Rosenbaum, David (Pri	570 of 570 seat Restriction!	0 of 0 unres 570 of 570 r	Q View Linked	Add	
38963	PSYC	Psychology	001	024	INTRODUCTORY PSYCH Discussion	0	S M T W T F S 11:00 AM - 11:50 AM Type: Disc	In-Person		27 of 27 seats r Restriction!		Q View Linked	Add	
38964	PSYC	Psychology	001	025	INTRODUCTORY PSYCH Discussion	0	S M T W T F S 12:00 PM - 12:50 PM Type: Disc	In-Person		27 of 27 seats r Restriction!		Q View Linked	Add	

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🛍 Schedu	le 📕 Schedu	le Details						📋 winter 2 +									
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zpm								Total Planned Units: 4									
Panels	•															Save	Plen

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!

Studer	nt • <u>Regist</u>	ration •	Select a Terr	m • <u>Select</u>	A Plan • T	erm Plan										
Term	Plan															
Et al Ola	D.	A														
Find Cla	sses Degree	Audit Plan								_						
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	Subject on	d Course Number														
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Schedu	le 🔠 Schedu	le Details						🛱 winter 2 +								
lass Sche	dule for Winter 202	2						Title	Details	Units	CRN	Schedule Typ	Course Delivery	Note	Status	Action
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	INTRODUCTORY R	PSVC 001	4	28050	Locture	In Person		Planned	None
8am			PSYC001 (Planned)		PSYC001 (Planned)				PSYC 001	•	30333	Discussion	In Demon	-	Planned	None -
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10am								-								
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Panels	•															Saya Plan

14. Problems when searching for courses

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Student • Reg	istration •	Select a Terr	n <u>Select</u>	t A Plan 🔹 1	Ferm Plan										
Term Plan															
Find Classes Degr	ree Audit Plan														
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Schedule II Sch	edule Details					-	🕆 winter 2 +								th
Schedule II Sch Class Schedule for Winter 3	edule Details 2022						ritle	Details	Units C	RN Sche	dule Typ. Course Delivery	Note	Status	Action	th S
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Bachedule III Schodule Class Schedule for Winter: Sunday 8am 9am	edule Details 2022 Monday	Tuesday PSY0001 (Planned)	Wednesday	Thursday C/PSYC001 (Pianned)	Friday	Saturday	Title INTRODUCTORY P	Details PSYC 001, PSYC 001,	Units C 4 38 0 38	RN Sche 959 Lectur 968 Discus	tule Typ course Delivery In-Person sion In-Person	Note +	Status Planned Planned	Action None * None *	th S pa
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Schedule II Sche Class Schedule for Winter : Sunday Bam 9am 10am 11am 12pm 10m	edule Details 2022 Monday	Tuesday	Wednesday	Thursday PSYC001 (Panned)	Friday	Saturday	Title INTRODUCTORY P	Details PSYC 001 PSYC 001	Unit C 4 38 0 38	RN Sche 959 Lectur 968 Discus	tule Typ a In-Person silon In-Person	Note +	Status Plannod Plannod	Acton None v None v	* pa

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 (<u>www.portal.ucr.edu</u>)

Click on Registration under the Self-Service Menu



16. Click 'Register for Classes'

Student • Registration

Registration

What would you like to do?

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

Browse Schedule of Classes View sections that are being offered in a term. View Your Class Schedule View your past schedules and your ungraded classes.

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. Prepare for Registration View your registration status, registration time, and if you have any holds preventing registration.

17. Select Term

Choose open term from dropdown menu





Winter 2022	
	Q
Winter 2022	



	Student • Registration • S	elect 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			
	Open Sections Only			
	Title		1	
	General Education Requirements			
	Instructor			
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Click the (Dlane' tab where all	Keyword			
CIICK THE Plans tab where all	(Search Clear > Advanced Search		
your term plans are located				
	Panels -			Submit

19. Choose a plan

Student

Register for Classes

Registration

Select a Term .

Click 'add all' to add all classes on your term plan,

or add them separately

Register for Classes

Choose which plan you'd like to load.

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

Plan: Winter 2022 1									,	Created by: You (Pref	ferred) Add All
līte	Details	Units	CRN	Schedule Type	Instructor	Course Delivery	Grade Mode	Note	Course Sections	Add	*
ANCE, CITIZENSHIP, LOCATI	DNCE 132, 001	4	50348	Lecture	Reynoso, Jose (Primary)	In-Person	Letter		Q View Sections	Add	
OGNITIVE DEVELOPMENT	PSYC 163, 001	5	43574	Lecture	Richert, Rebekah (Primary)	In-Person	Letter		Q View Sections	Add	
OGNITIVE DEVELOPMENT	PSYC 163, 026	0	43787	Discussion		In-Person	Letter		Q View Sections	Add	
TERMEDIATE BALLET TECH	DNCE 071B, 001	2	40232	Studio	Aiken, Brandon (Primary)	In-Person	Letter		Q View Sections	Add	
DUSTRIAL/ORGANIZATIONA	PSYC 142, 001	4	39099	Lecture	Sy, Thomas (Primary)	In-Person	Letter		Q View Sections	Add	
DUSTRIAL/ORGANIZATIONA	PSYC 142, 028	0	39107	Discussion		In-Person	Letter		Q View Sections	Add	
											Record

20. Add your courses

Student • Registration • Select a Term • Register for Classes

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

Schedule III Schedule Details							🖾 Summary								
a Schedule for Winter 2022							CRN	Details	Title	Units	Schedule Type	Status	itus Action	袋.	
am	lunday	Monday	Tuesday Wednesday	Thursday	Friday	Saturday	39107	PSYC 142, 028	INDUSTRIAL/ORGANIZA	0	Discussion	Pendina	Add	*	
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m			PSYCHOLOGY	3			39099	1-310 142,001	INDUSTRIADURGANIZA	-	Location	menaing	Nuo	•	
m							40232	DNCE 071B, 001	INTERMEDIATE BALLET	2	Studio	Pending	Add	*	
-		INTERMEDIATE	WTERALEOUTE				43787	PSYC 163, 026	COGNITIVE DEVELOPM	0	Discussion	Pending	Add	*	Click 'Submi
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		Consume Carl	chawtos	8											

21. Your schedule is set!

When the status for all your classes are green and say 'Registered,' you are good to

go!

Submit

Registration Select a Term Register for Classes Student **Register for Classes** Schedule and Options Find Classes Enter CRNs . . . II Schedule Details Summary lass Schedule for Winter 2023 Units Schedule Type Action CRN Saturday 39107 None PSVC 142 029 INDUSTRIAL/ORGANIZA 9am None 3909 PSVC 142 001 INDUSTRIAL/ORGANIZA Lecture None 10am 40222 DNCE 0710 001 INTERMEDIATE BALLET None 43787 11am None 43574 PSYC 163, 001 COGNITIVE DEVELOPM Lectur 12pm 50348 DNCE 132, 001 DANCE, CITIZENSHIP, L Lecture 1pm 2pm SINDUSTRIAL/O INDUSTRIAL/C 3pm 4pm 5pm DANCE, CITIZENSHIP, LOCATION 6pm 7pm

8pm Panels • Total Units | Registered: 15 | Billing: 15 | CEU: 0 | Min: 0 | Max: 17

(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 <u>psycadvising@ucr.edu</u> or join our walk-in hours listed on

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