

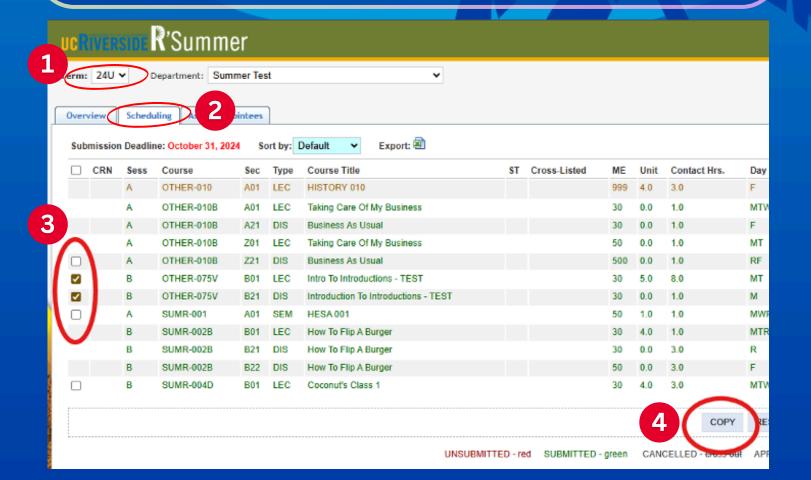
COPYING COURSE SCHEDULES IN R'SUMMER

Ensure accurate summer course scheduling by "rolling over" courses from previous summers.

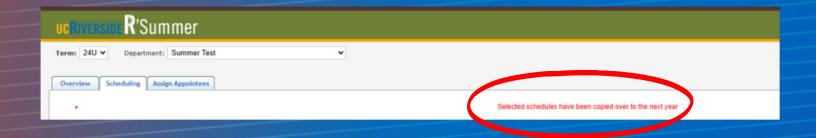


Open R'Summer at chassintranet.ucr.edu/rs/

- 1. Select the prior summer from the term menu.
- 2. Click on the Scheduling tab
- 3. Click the checkbox(es) for the eligible section(s) you wish to copy to the next term. Important: once a section has been copied, it cannot be copied again, so choose carefully!
- 4. Select the Copy button.
- 5. Select "ok" in the pop up to continue.



You should now see a message at the top of the screen that says, "Selected schedules have been copies over to the next year."



Select 25U from the term menu. The sections you copied from the previous term now appear in the list for 25U and are ready to be edited.

