



# REGISTER FOR CLASSES (Student)

*Last revised: 9/11/2024*

This document provides instructions for students to register for classes in RamPortal with or without having created a plan. **Registration can only be accessed and completed during the student's respective registration time window.**

- If you are unaware of your registration time, additional instructions can be found on the [View Registration Dates](#) document found on the [Ramportal Training webpage](#).
- Prior to the Registration date, students can [Browse Classes](#) or ["Plan Ahead" for Registration in RamPortal](#).
- Here are instructions for the [Financial Terms and Conditions](#).
- Registration issues? Please submit a ticket [using this form](#).

**NOTE: DO NOT REFRESH THE PAGE WHILE YOU ARE ATTEMPTING TO REGISTER. This may create an "Admin is reviewing your record" error. [To resolve this error, follow the steps in this article.](#)**

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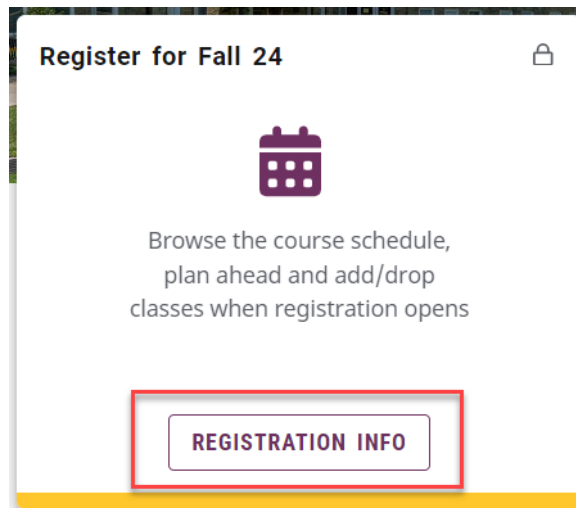
[Navigation](#)

[How to Register](#)

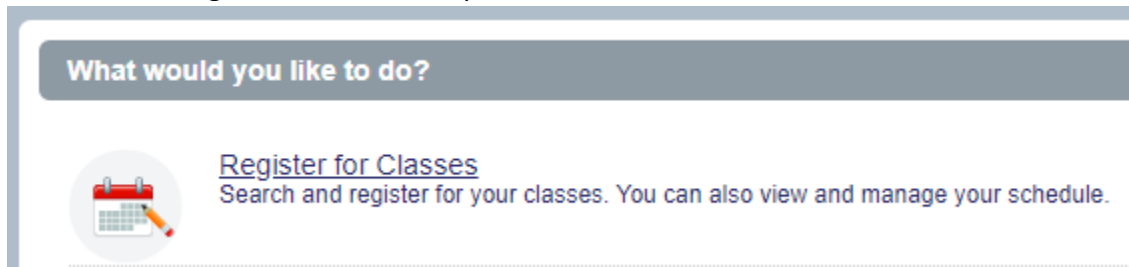
[How to Register Using a Plan](#)

## NAVIGATION

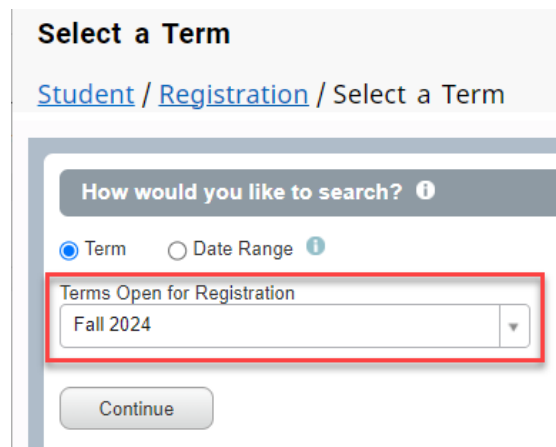
- Log into RamPortal at [ramportal.wcupa.edu](http://ramportal.wcupa.edu) using your Single Sign On information (your WCU login).
- During your assigned registration dates, you can use the Register for Fall 24 card and click "Registration Info".



- Choose the “Register for Classes” option.



- From the Terms Open for Registration dropdown, choose the desired term and click “Continue”.

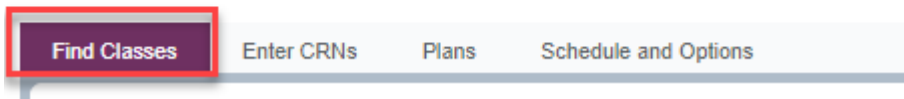


Within the Register for Classes window, you will find four tabs.

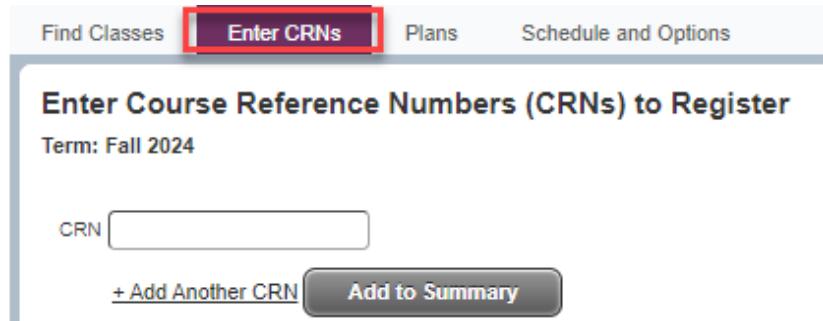
- Using the “Find Classes” tab, you can search for courses using the Subject, Course Number, Level, Campus, Attribute, Part of Term or Department. Click into the box next to each field name and begin typing your desired information, which will then activate a drop-down menu from which to choose.

## Register for Classes

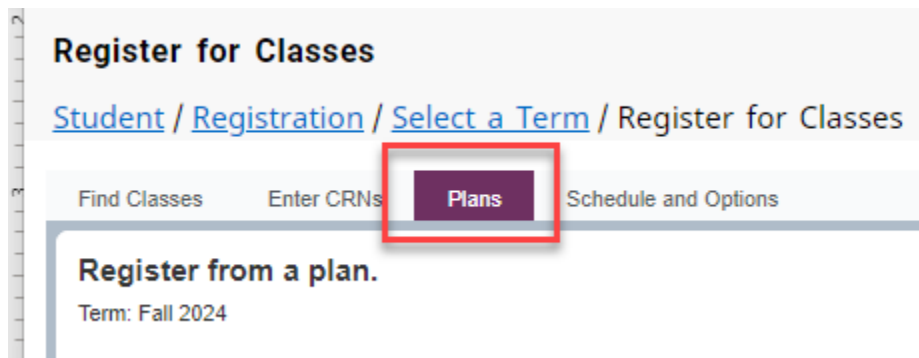
[Student](#) / [Registration](#) / [Select a Term](#) / Register for Classes



- The “Enter CRN’s” tab can be used to search for a course by its individual Course Reference Number.



- The “Plans” tab can be used to register using a Plan that has already been created. Similar to the Shopping Cart in myWCU, instructions to create and use a plan can be found on the [“Plan Ahead” for Registration in RamPortal](#) and [Register for Courses Using A Plan](#) documents.



- The Schedule and Options tab displays a list view of those courses in which the student has successfully registered on the top window

Find Classes   Enter CRNs   Plans <b>Schedule and Options</b>					
<b>Summary</b>					
Term: Fall 2024					
Title	Details	Hours	CRN	Schedule Type	Instructional Methods
<a href="#">Contemporary Global ...</a>	HIS 100, 91	3	60893	Lecture	100% Distance All Asynchronous
<a href="#">Introduction to English...</a>	ENG 201, 02	3	60590	Lecture	In Person (0-15% Distance Ed)
<a href="#">Music in Film</a>	MHL 123, 01	3	61153	Lecture	In Person (0-15% Distance Ed)

## HOW TO REGISTER

- **REMINDER NOTE: DO NOT REFRESH THE PAGE WHILE YOU ARE ATTEMPTING TO REGISTER. This may create an “Admin is reviewing your record” error. [To resolve this error, follow the steps in this article.](#)**
- The following instructions are intended for those who have *not* created a plan. If you prefer to register using a plan, see the next section.
- Navigate to the “Find Classes” tab

**Register for Classes**

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

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

Enter Your Search Criteria ⓘ

Term: Fall 2024

- Check the “Open Sections Only” box to view only sections in which there is space to enroll. If you would like to be added to a waitlist, leave this box unchecked to view all courses and follow the Waitlist instructions found on the [Student RamPortal Tutorials](#) webpage.
- Click “Clear” to delete all search information and start over.
- Advanced Search can be used to search for the following: Title, Instructional Methods, Credit Hour Range, Course Number Range, Meeting Days, Start Time, End Time and Instructor. An example for using the Meeting Days might be, if a student is only available for Tuesday and Thursday classes, you could check those dates to filter and view only those classes on those days of the week.

Departments

Open Sections Only

[▶ Advanced Search](#)

Title

Instructional Methods

Credit Hour Range  to

Course Number Range  to

Meeting Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start Time

End Time

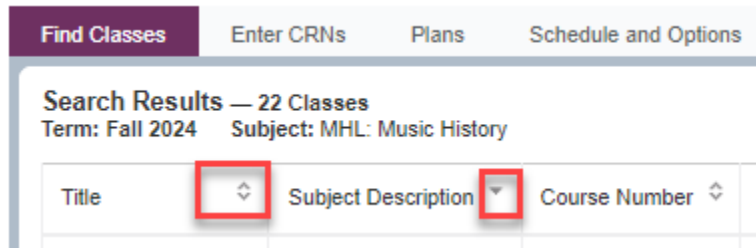
Instructor

- Once your search criteria are chosen, click "Search".

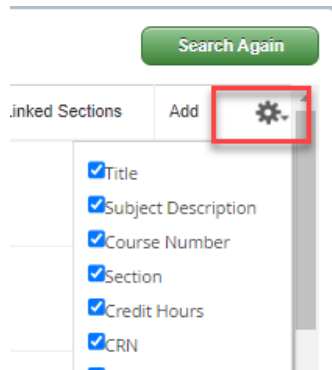
Open Sections Only

[▶ Advanced Search](#)

- When the Search Results display, you can customize your view:
  - click the column header box and dragging the columns to change the order in which they are displayed
  - sort the column using the up or down arrows/carrots next to the column title



- hide unwanted columns using the gear icon on the right-hand side of the Find Classes window. Clicking on this will allow you to view a list of columns, which you can check to display in your window, or uncheck to hide.



- View course information by clicking on the course title and view the instructor’s contact information by clicking on the instructor’s name.

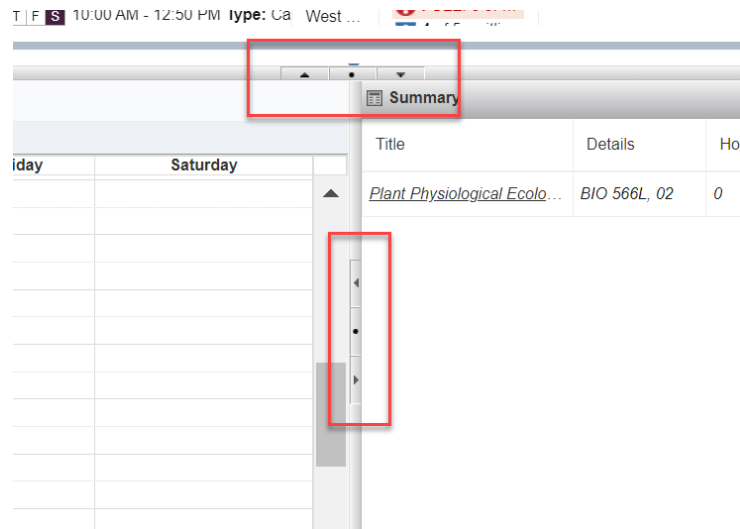
**Search Results — 133 Classes**  
 Term: Fall 2024 Subject: BIO: Biology

Title	Instructor	Subject Description	Course Number	Section
<a href="#">Basic Biological Science</a>	<a href="#">Sarah Stamis (Primary)</a>	BIO: Biology	100	01
Basic Biological Science	Sarah Stamis (Primary)	BIO: Biology	100	02

- Once a desired course is found, click the “Add” button on the right side of the desired course’s row.



- In addition to the Find Classes window, there are two panels on the Register for Classes page; the Schedule or Schedule Details panel, and the Summary panel.
  - You can display or hide these additional panels using Ctrl + Alt + V and use Ctrl + Alt + C to reset all panels.
  - Alternatively, you can use the toggle icons along the section divider lines or drag the lines to adjust the window sizes to your preference. These can be found at the bottom, middle or top of the screen depending on your current view.



- Notice when you've clicked "Add", the course will appear in the bottom right Summary panel as "pending".

Summary							
Title	Details	Hour	CRN	Schedule Type	Instructional Method	Status	Action
<a href="#">Programming &amp; Data S...</a>	CSC 112, 01	3	60410	Lecture	In Person (0-15% ...	Pending	Registered (Web) ▼
<a href="#">Contemporary Global ...</a>	HIS 100, 91	3	60893	Lecture	100% Distance All...	Registered	None ▼

- The added course will also appear in the Schedule panel which is a calendar view. (If you don't see these panels, they may be minimized, in which case you can adjust the panels using the steps in the Navigation section above.)
- The "Schedule Details" tab displays information about the course, including your position if you've added yourself to a waitlist (see below).
  - Click the course name for additional information
  - Click the Instructor name for the instructor's contact information.

Schedule **Schedule Details**

**Class Schedule for Fall 2024**

▼ **Introduction to English Studies** | ENG: English 201 Section 02 | **Class Begin:** 08/26/2024 | **Class End:** 12/14/2024 **Registered**  
**Hours:** 3 | **Level:** Graduate | **Campus:** West Chester Main | **Schedule Type:** Lecture | **Instructional Method:** In Person (0-15% Distance Ed) | **Message:** Registered (Web)  
**Grade Mode:** Standard Letter | **Waitlist Position:** 0

08/26/2024 -- 12/14/2024 S M T W R F S 12:30 PM - 01:45 PM **Type:** Campus Room **Location:** None **Building:** None **Room:** None  
**Instructor:** [Amy Anderson](#) (Primary)  
**CRN:** 60590

- **IMPORTANT:** To complete the registration, click “Submit” on the bottom right.



- The registration results will then be displayed in the “Status” column.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Contemporary Global History	HIS 100, 92	3	60894	Lecture	Registered	None
Mathematics for Teachers of...	MAT 101, 05	3	61020	Lecture	Registered	None
World Philosophies	PHI 101, 02	3	61291	Lecture	Registered	None
First Year Experience - Educ...	FYE 100A, 012	0	30003	Discussion	Errors Preventing Regi...	Remove
First Year Experience - Educ...	FYE 100A, 01	4	30001	Lecture	Errors Preventing Regi...	Remove
Effective Writing I	WRT 120, 40	3	60682	Lecture	Registered	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop **Submit**

- If you receive an error preventing registration, hover over the error to view the explanation.



Status	Action
Registered	None
Registered	None
Registered	None
Errors Preventing Regi...	Repeat count exceeds 0 Reserve Closed
Errors Preventing Regi...	Remove
Registered	None

- Errors also appear at the top of the page.

2 Errors Found

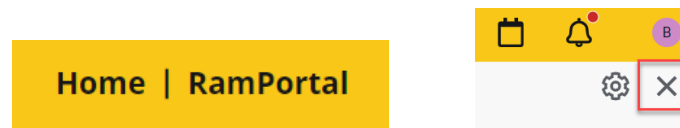
<p>⊘ FYE 100A CRN 30003: Reserve Closed</p>
<p>⊘ FYE 100A CRN 30001: Reserve Closed</p>

- The breadcrumb path along the upper left can be used to return to previous pages.

## Browse Classes

[Student](#) / [Registration](#) / [Select a Term](#) / Browse Classes

- When finished, return to the RamPortal Home page by clicking the “X” in the top right corner next to the gear icon, or click Home/RamPortal on the top left.



## HOW TO REGISTER USING A PLAN

- Follow the [Navigation instructions](#) above to the “Plans” tab.
- Your plans will appear for you to reference. If you have not yet created a Plan, see the [“Plan Ahead for Registration in RamPortal”](#) tutorials on the [RamPortal training webpage](#).
- You can add the courses individually from your plan by clicking the “Add” button on the right next to the class, or the entire plan using the “Add All” button.

Created by: You (Preferred) + Add All

Add ⚙️

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+ Add

Records: 2

- Your Classes will then appear on your Schedule window on the left, and the Summary window on the right. **Courses will remain as “Pending” until you hit “Submit”.**

**Schedule** | Schedule Details

Class Schedule for Fall 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12pm		✓ Music in Film		✓ Music in Film		✓ Music in Film	
1pm			✓ Introduction to English Studies		✓ Introduction to English Studies		
2pm							
3pm							
4pm							

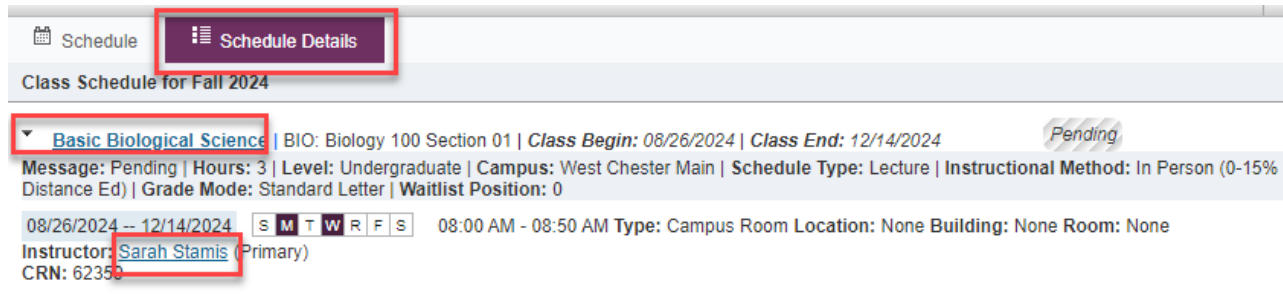
**Summary**

Title	Details	Hours	CRN	Schedule Type	Instructional Method	Status	Action
<u>Basic Biological Science</u>	BIO 100, 01	3	62359	Lecture	In Person (0-15%...	Pending	Registered (Web) ▼
<u>Contemporary Global ...</u>	HIS 100, 91	3	60893	Lecture	100% Distance Al...	Registered	None ▼
<u>Introduction to English...</u>	ENG 201, 02	3	60590	Lecture	In Person (0-15%...	Registered	None ▼
<u>Music in Film</u>	MHL 123, 01	3	61153	Lecture	In Person (0-15%...	Registered	None ▼

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 12 | Max: 18

Conditional Add and Drop Submit

- Notice on the left Schedule window, the “Schedule Details” tab. Here, you’ll see details of the class schedule, can view more class details by clicking on the class name, and can view the instructor’s contact information by clicking on their name.



- Once enrolled, the class will be filled in on your calendar and the status in the Summary window will change to “Registered”.
- When finished, return to the RamPortal Home page by clicking the “X” in the top right corner next to the gear icon, or click Home/RamPortal on the top left.

