Register for Classes Using a Plan

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This document gives instructions for students to register using a previously created plan. See the "Plan Ahead for Registration in RamPortal" document for instruction to create a plan.

Log into RamPortal with your WCU ID and Password.

Card navigation:

- Find either your Registration Dates or Register for Fall 2024 card on your RamPortal home page.
- Select “Register” or “Registration Info”

- Then, select “Register for Classes”.

![Registration Dates and Register for Fall 2024](image)
• From the Terms Open for Registration dropdown, choose the desired term and click “Continue”.

![Select a Term]

• On the next page, Select the “Plans” tab to see your Planner:

![Register for Classes]

• 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.
• 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”**.
• 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 will change to “Registered”.
• To return to the RamPortal home screen, click the X on the top right of your screen.