



# REGISTER FOR CLASSES (Student)

*Last edit date: 2/27/2025*

This document provides step-by-step instructions for students to enroll, search, drop or withdraw from classes, or add/remove from a waitlist in RamPortal without having created a plan. A separate [“Registration Plans”](#) document provides instructions for creating and registering using the Plan Ahead feature in RamPortal.

Registration can only be accessed and completed during the student’s respective registration time window.  
[View Registration Dates](#) via the [Registration Dates](#) card on your RamPortal home page.

## CONTENTS

[Helpful Information to Begin](#)

[Navigation](#)

[Search & Register for Classes](#)

[Drop or Withdraw from a Class](#)

[Add to a Waitlist](#)

[Remove From a Waitlist](#)

[Register for a Course From Waitlist](#)

## ADDITIONAL RESOURCES

[Registration Plans](#) (separate document)

[Registration Errors & Next Steps](#) (web page)

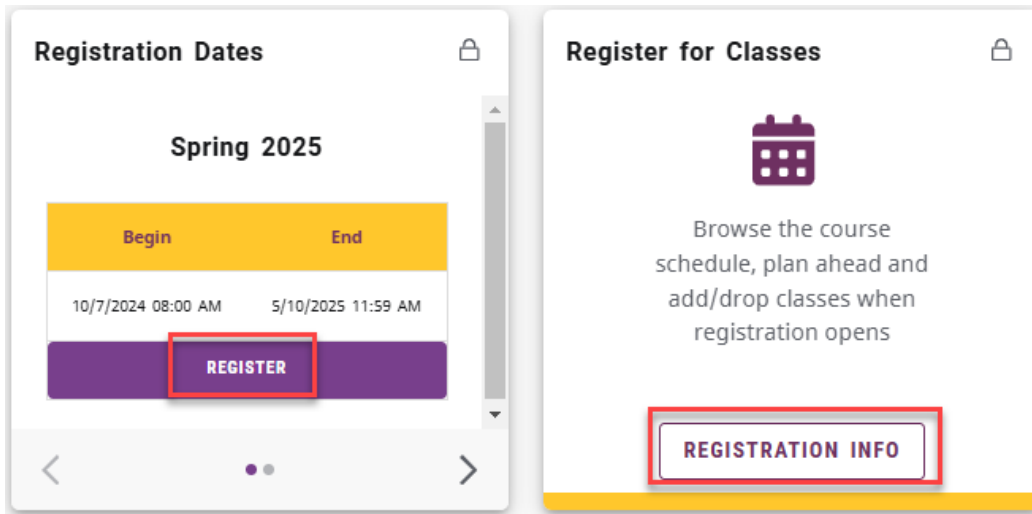
[Waitlist Errors & Resolutions](#) (web page)

## HELPFUL INFORMATION TO BEGIN

- If you are unaware of your registration time, click on the [View Registration Dates](#) document found on the [RamPortal Training webpage](#).
- Here are instructions for lifting the [Financial Terms and Conditions](#) hold.
- Registration issues? Please submit a ticket [using this form](#).
- The instructions detailed below are ONLY for students who are enrolling on or after their enrollment date. For information regarding building a plan BEFORE your enrollment date, please scroll to the bottom of the document.

## NAVIGATION

- Log into RamPortal at [ramportal.wcupa.edu](http://ramportal.wcupa.edu) using your WCU login.
- If you are registering for courses on or after your enrollment date, locate your “Registration Dates” or “Register for Classes” card on your RamPortal home page and click on “Register” or “Registration Info”.



- Select the Appropriate Term from the dropdown, then click “Continue”.

**Select a Term**

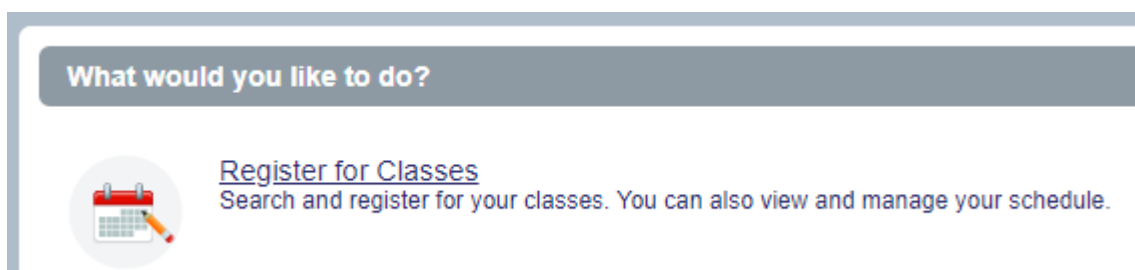
[Student](#) / [Registration](#) / Select a Term

Select a Term for Class Search

Select a term... ▼

Continue

- Choose the “Register for Classes” option.



- At this point, you should see a search engine (pictured below) OR you may have to accept the [“Financial Terms and Conditions”](#) agreement” (further details on this at top of document)

## SEARCH & REGISTER FOR CLASSES

- Use the Subject box to search for courses by area. Examples: ECO, MAT, GEO, MKT
- Include course number for the search to be more specific. Example: Subject ECO, Course Number 111.
- Use Campus to search by location. Example: online.
- Use course attributes to search for general education courses. Below is an example of searching for an Art gen ed. This feature will bring up all courses running in each semester that fulfill the respective requirement.

The screenshot shows the 'Find Classes' search interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. Below the tabs, there is a section titled 'Enter Your Search Criteria' with a help icon. The 'Term' is set to 'Spring 2025'. The search criteria fields are: Subject, Course Number, Career, Campus, Course Attributes (highlighted with a red box), Part Of Term (Arabic CC (select both)), Departments (Arabic CC (select both)), and Open Sections Only (ASL CC (select both)). The 'Course Attributes' dropdown menu is open, showing 'Arts Distributive Requirement' selected (highlighted with a red box). The 'Open Sections Only' checkbox is unchecked.

- 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 below.
- Advanced Search can be used to search more specifically for 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

Search Clear ▶ [Advanced Search](#)

- Once you have entered your desired filters, click search.

Open Sections Only

Search Clear ▶ [Advanced Search](#)

- You will also see Instructor's name, and when the class meets:

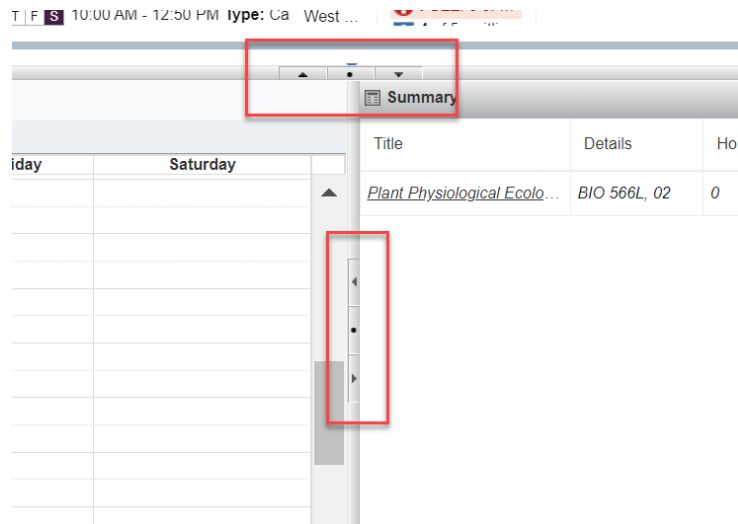
Instructor	Part of Term/Location	C
<a href="#">David Doorn (...)</a>	S M T W R F S 09:30 AM - 10:45 AM	W

- Once a desired course is found, click the "Add" button on the far-right side of the row (if you can't locate it immediately, scroll all the way over to the right or zoom out, where the button pictured below should appear).



- Notice the two additional panels on the bottom of the screen:
  - You can display or hide these additional panels using Ctrl + Alt + V and use Ctrl + Alt + C to reset all panels or clicking the "Panels" icon on the bottom left corner of your screen.

- 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.



- The panel on the left is your **weekly “Schedule”** in calendar view, and a **“Schedule Details”** tab provides **additional course information including your waitlist status and a link to the instructor's contact information.**
- The panel on the right is **the list of courses that you are enrolled in, pending or waitlisted.**
- The course will be listed as **“pending”** until you click submit on the bottom right corner to complete the **enrollment steps.**
- Finally, click **“Submit”** to complete the enrollment process. You will receive confirmation on the screen if the action is successful.

Title	Details	Hour	CRN	Schedule Typ	Instructional Meth	Status	Action
<a href="#">Research Methods f...</a>	ENG 202, 01	3	11801	Discussion	In Person (0-15...	Pending	Add Course
<a href="#">Effective Writing I</a>	WRT 120, 02	3	11855	Lecture	In Person (0-15...	Registered	None
<a href="#">Mathematics for Tea...</a>	MAT 100, 01	4	11266	Lecture	In Person (0-15...	Registered	None

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop **Submit**

- The status column indicates whether you are registered, waitlisted, pending or if there was an error in trying to enroll.
- If you want to [waitlist](#), [drop](#), or [withdraw](#) from a course, click the drop-down menu under “Action” for the appropriate course.
- If you receive an error message after clicking “Submit”, you are prevented from enrolling in the course.

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

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

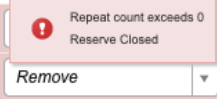
Conditional Add and Drop **Submit**

- If you receive an error preventing registration, hover over the error to view the explanation. Errors also appear at the top of the page. Below are two examples. For help with Error messages, please submit a [support ticket to the Registrar’s office](#).

2 Errors Found

FYE 100A CRN 30003: Reserve Closed

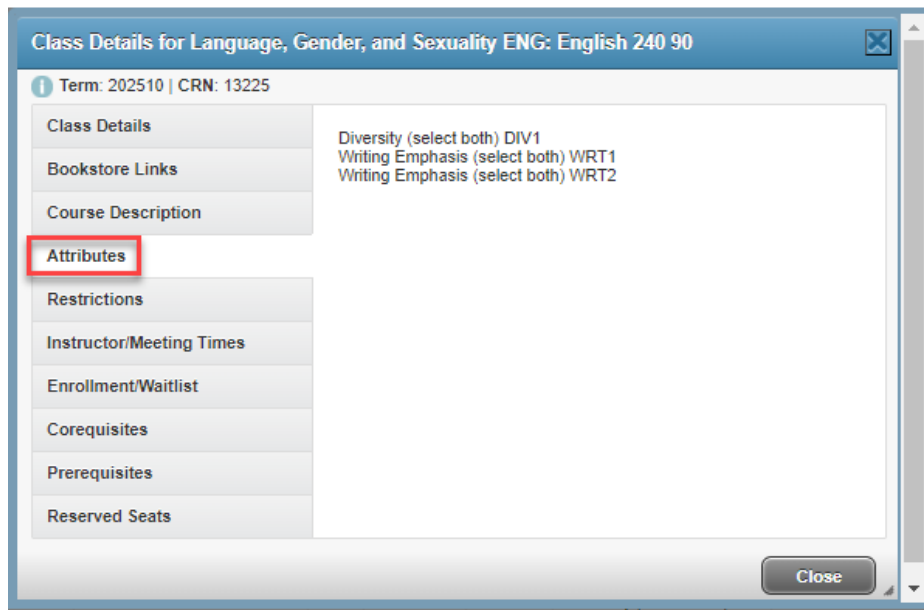
FYE 100A CRN 30001: Reserve Closed

Status	Action
Registered	None
Registered	None
Registered	None
Errors Preventing Regi...	
Errors Preventing Regi...	Remove
Registered	None

- Note: Please ensure that your classes are showing as “Registered” or “Waitlisted” before leaving your enrollment screen. If a class is “pending,” you are NOT enrolled.
- 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](#) document.

## VIEW & UNDERSTAND CLASS OFFERINGS

- If you click on the hyperlinked course name, first column on the left, you will see detailed information about the class.
- Click the options on the left menu for more information. For instance, if you click into “Attributes”, you will see if that class is fulfilling both a Diversity and two Writing Emphasis attribute requirements:

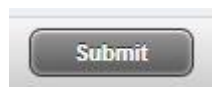


## DROP OR WITHDRAW FROM A CLASS

- To drop or withdraw from a course, in the “Summary” window, click the “Action” dropdown and choose the desired option.

Title	Details	Hours	CRN	Schedule Type	Instructional Methods	Status	Action
<a href="#">Digital Media</a>	ART 113, 02	3	60111	Lecture	In Person (0-15% Dist...)	Registered	None None Withdraw from Course Drop Course
<a href="#">Drawing I</a>	ART 106, 04	0	60106	Lecture	In Person (0-15% Dist...)	Dropped	
<a href="#">Financial Accounting</a>	ACC 201, 02	3	60004	Lecture	In Person (0-15% Dist...)	Registered	
<a href="#">History of Ethnological Theory</a>	ANT 459, 01	3	60064	Lecture	In Person (0-15% Dist...)	Registered	

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



- The process is complete when you see a “Save Successful” message appear.

## ADD TO A WAITLIST

- Once you click Search, you will see the list of courses that meet your criteria. If a course has a red “Full” alert in the ENRL Totals column, that class is full, though you may be able to join a waitlist. The waitlist seats available will be listed below the “Full”, preceded by the blue triangle exclamation mark.

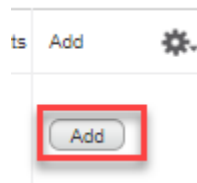


M T W R F S	02:00 PM - 03:15 PM	W...	<div style="border: 1px solid red; padding: 2px;"> <span style="color: red;">!</span> FULL:...</div> <div style="border: 1px solid blue; padding: 2px;"> <span style="color: blue;">▼</span> 5 of 5 ...         </div>	Lecture	Behavioral & Social Science Behavioral & Social Science Approved for Condensed For Uses Electronic Materials
-------------	---------------------	------	--	---------	---

- To view the number of waitlist seats available, you may have to expand the column. You can do so by clicking and dragging the line separating the column headers. Once your course is located, you may have to scroll up to view the headers.

Campus	Enrl Totals	Schedule Type	Attr
West...	21 of 25 seats r...	Lecture	Eng

- To add yourself to the waitlist, click the “Add” button on the far-right column of the row for the desired course. You may have to scroll right or zoom out to locate the “Add” buttons.



- Locate the added course in your “Summary” window (the bottom right window of your screen).

Title	Details	Hours	CRN	Schedule Type	Instructional Methods	Status	Action
Critical Writing and Resea...	WRT 200, 90	3	11954	Lecture	100% Distance All A...	Errors Preventing R...	<div style="border: 1px solid red; padding: 5px;">           Remove            Remove            Add Course  <span style="background-color: #4b4b8b; color: white; padding: 2px;">Add to Waitlist</span> </div>

Conditional Add and Drop
 Submit

- Click the dropdown in the “Action” column, then click “Add to Waitlist”.
- Finally, click “Submit” on the bottom right corner of this window. Note: you will NOT be added to the waitlist until you click Submit.
- You should then receive confirmation that your submission was saved successfully, and the Status column will display a green “Waitlisted”.

Title	Details	Hours	CRN	Schedule Type	Instructional Methods	Status	Action
Critical Writing and Resea...	WRT 200, 90	0	11954	Lecture	100% Distance All A...	Waitlisted	None

- The Schedule details tab in the left-hand Schedule/Schedule Details box will also display a green “Waitlisted” status.

Schedule | **Schedule Details**

Class Schedule for Spring 2025

[Critical Writing and Research](#) | WRT: Gen Ed Writing 200 Section 90 | Class Begin: 01/21/2025 | Class End: 05/10/2025 Waitlisted  
 01/21/2025 -- 05/10/2025 [S][M][T][W][R][F][S] - Type: Distance Asynchronous Location: West Chester Building: No Assigned Building Room: ONL  
 Instructor: [Emily Aguilo Perez](#) (Primary)  
 CRN: 11954

## REMOVE FROM A WAITLIST

- To remove yourself from a waitlist, follow the navigation instructions above to reach your registration page where you can search for classes.
- In the bottom right “Summary” box, locate the waitlisted course you wish to remove.
- Click the dropdown in the “Action” column, then click “Drop Course”.
- Next, click “Submit”. A “Saved” notification will then appear, confirming that the course was successfully dropped.

Summary

Title	Details	Hour	CRN	Schedule Type	Instructional Methc	Status	Action
Critical Writing and ...	WRT 200, 90	0	11954	Lecture	100% Distance ...	Waitlisted	None None <b>Drop Course</b>

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

Conditional Add and Drop **Submit**

## REGISTER FOR A COURSE FROM A WAITLIST

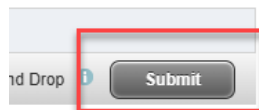
- Students will be notified by email when they are first on a waitlist and a position opens. When this notification is received, the student will be able to enroll themselves in the course. **They have 72 hours to enroll in the course, or they will be removed from the waitlist.**
- Follow the steps in the [Navigation](#) section above to reach the Registration page.
- In the “Summary” block of the Registration page, locate the Waitlisted course.
  - In the “Action” column, click the dropdown and choose “Registered from Waitlist”.

Summary

Title	Details	Hours	CRN	Schedule T	Instructional Methods	Status	Action
<a href="#">Business Analytics I</a>	ECO 251, 08	3	10895	Lecture	In Person (0-25% ...	Registered	None
<a href="#">Contemporary Global Hi...</a>	HIS 100, 95	3	12574	Lecture	100% Distance All ...	Registered	None
<a href="#">Financial Accounting</a>	ACC 201, 07	3	10006	Lecture	In Person (0-25% ...	Registered	None
<a href="#">Introduction to World Lit...</a>	CLS 165, 04	3	11786	Lecture	In Person (0-25% ...	Registered	None
<a href="#">Legal Environment of B...</a>	BLA 201, 01	0	12689	Lecture	In Person (0-25% ...	Dropped	None
<a href="#">Public Speaking</a>	SPK 208, 72	0	10437	Lecture	100% Distance All ...	Waitlisted	None
<a href="#">Survey of the Visual Arts</a>	ARH 101, 01	3	12468	Lecture	In Person (0-25% ...	Registered	None

Registered From Waitlist

- Next, click “Submit” in the bottom right corner of the Summary block.



- The status of that class should then read “Registered”!

Summary

Title	Details	Hours	CRN	Schedule T	Instructional Methods	Status	Action
<a href="#">Business Analytics I</a>	ECO 251, 08	3	10895	Lecture	In Person (0-25% ...	Registered	None
<a href="#">Contemporary Global Hi...</a>	HIS 100, 95	3	12574	Lecture	100% Distance All ...	Registered	None
<a href="#">Financial Accounting</a>	ACC 201, 07	3	10006	Lecture	In Person (0-25% ...	Registered	None
<a href="#">Introduction to World Lit...</a>	CLS 165, 04	3	11786	Lecture	In Person (0-25% ...	Registered	None
<a href="#">Legal Environment of B...</a>	BLA 201, 01	0	12689	Lecture	In Person (0-25% ...	Dropped	None
<a href="#">Public Speaking</a>	SPK 208, 72	3	10437	Lecture	100% Distance All ...	Registered	None
<a href="#">Survey of the Visual Arts</a>	ARH 101, 01	3	12468	Lecture	In Person (0-25% ...	Registered	None

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

Conditional Add and Drop  Submit

- To return to the RamPortal Home page, click the “Home | RamPortal” text on the top left corner of the page.

