



REGISTER FOR CLASSES (Student)

Last edit date: 10/23/2024

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. “Creating and Registering with a Plan” instructions will be provided in a separate video.

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.

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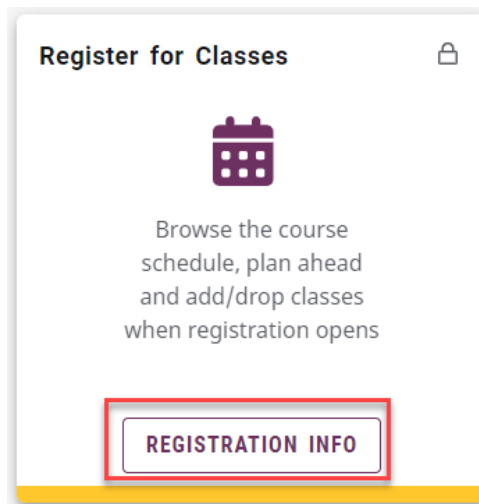
[Remove From a Waitlist](#)

HELPFUL INFORMATION TO BEGIN

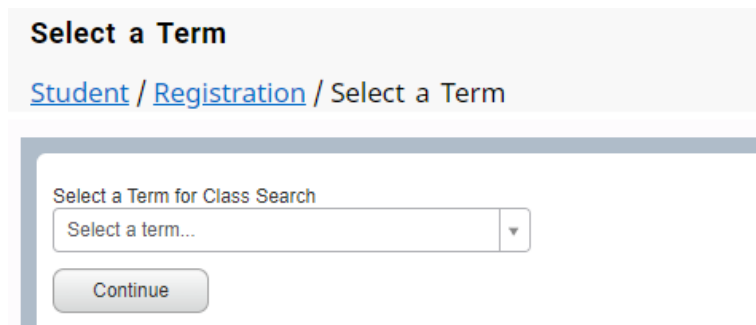
- If you are unaware of your registration time, click on the [View Registration Dates](#) document found on the [RamPortal Training webpage](#).
- Here are instructions for lifting the [Financial Terms and Conditions](#) hold.
- Registration issues? Please submit a ticket [using this form](#).
- The 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

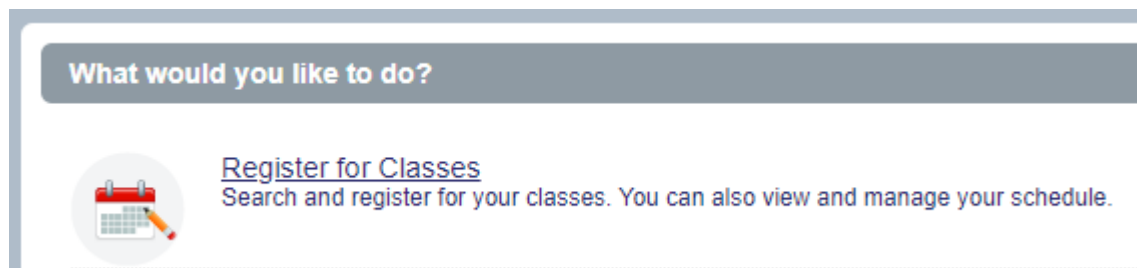
- Log into RamPortal at ramportal.wcupa.edu using your WCU login.
- If you are registering for courses on or after your enrollment date, see the “Register for Classes” card and click “Registration Info.”



- Select the Appropriate Term from the dropdown, then click “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 a search interface with the following elements:

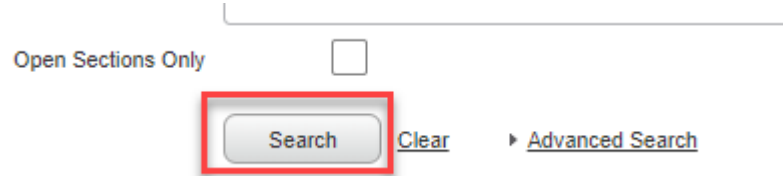
- Navigation tabs: Find Classes, Enter CRNs, Plans, Schedule and Options
- Section: Enter Your Search Criteria
- Term: Spring 2025
- Input fields: Subject, Course Number, Career, Campus
- Dropdown menu: Course Attributes (highlighted with a red box), showing a list of options with 'Arts Distributive Requirement' selected (also highlighted with a red box).
- Other dropdowns: Part Of Term (Arabic CC (select both)), Departments (Arabic CC (select both)), Open Sections Only (ASL CC (select both))

- 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.

This close-up shows the bottom portion of the search form:

- Departments: [input field]
- Open Sections Only:
- Buttons: Search, Clear, > Advanced Search

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



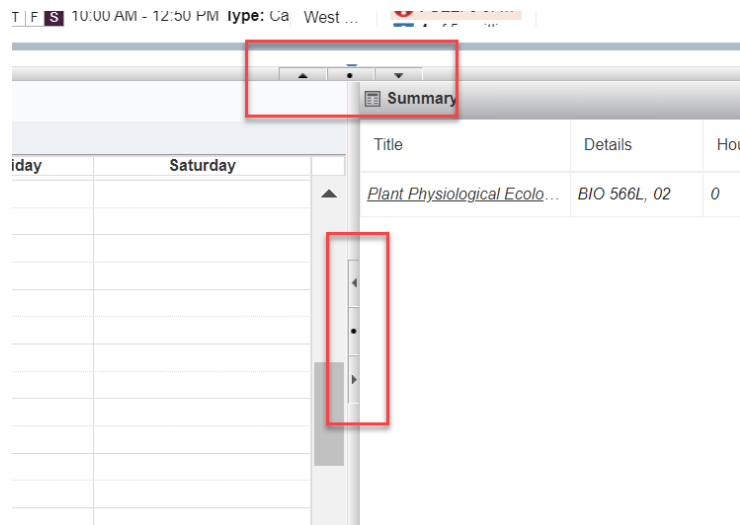
- You will also see Instructor's name, and when the class meets:

Instructor	Part of Term/Location	C
David Doorn (...)	S M T W R F S 09:30 AM - 10:45 AM	W

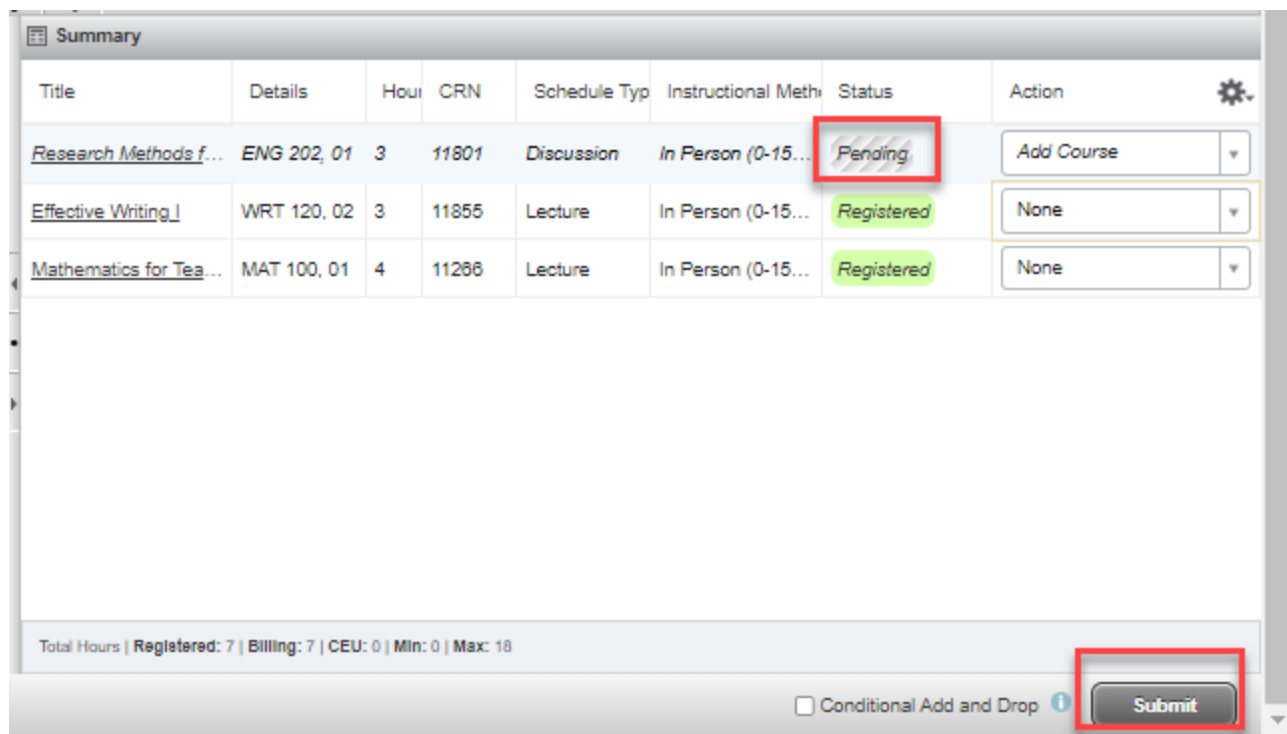
- Once a desired course is found, click the "Add" button on the far-right side of the row (if you can't locate it immediately, scroll all the way over to the right or zoom out, where the button pictured below should appear).



- 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.



- 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
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. 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

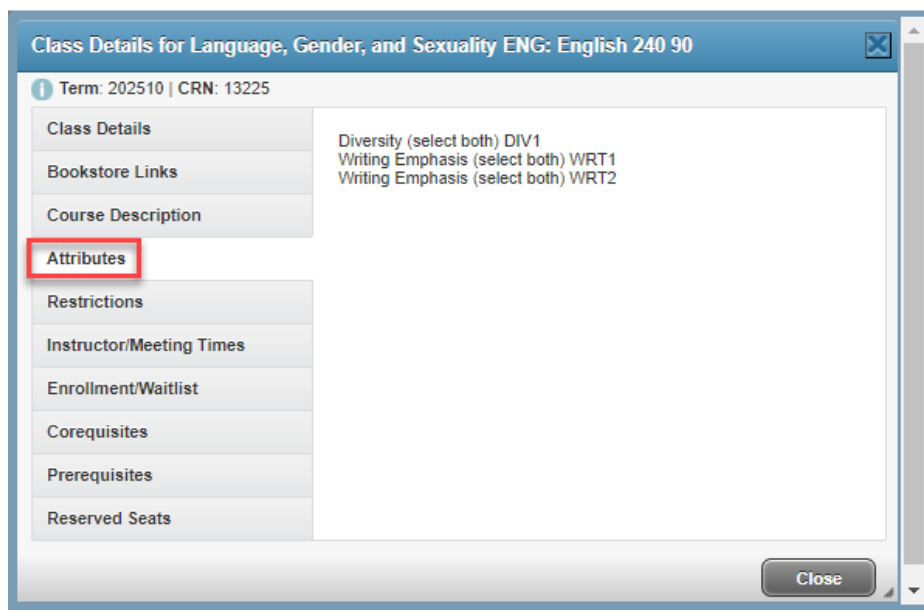
FYE 100A CRN 30001: Reserve Closed

Status	Action
Registered	None
Registered	None
Registered	None
Errors Preventing Regi...	Repeat count exceeds 0 Reserve Closed
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
Digital Media	ART 113, 02	3	60111	Lecture	In Person (0-15% Dist...)	Registered	None
Drawing I	ART 106, 04	0	60106	Lecture	In Person (0-15% Dist...)	Dropped	None
Financial Accounting	ACC 201, 02	3	60004	Lecture	In Person (0-15% Dist...)	Registered	Withdraw from Course
History of Ethnological Theory	ANT 459, 01	3	60064	Lecture	In Person (0-15% Dist...)	Registered	Drop Course

- **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

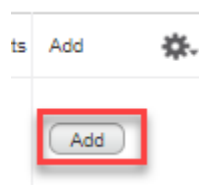
- Once you click Search, you will see the list of courses that meet your criteria. If a course has a red “Full” alert in the ENRL Totals column, that class is full, though you may be able to join a waitlist. The waitlist seats available will be listed below the “Full”, preceded by the blue triangle exclamation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

M T W R F S	02:00 PM - 03:15 PM	W...	FULL: ... 5 of 5 ...	Lecture	Behavioral & Social Science Behavioral & Social Science Approved for Condensed For Uses Electronic Materials
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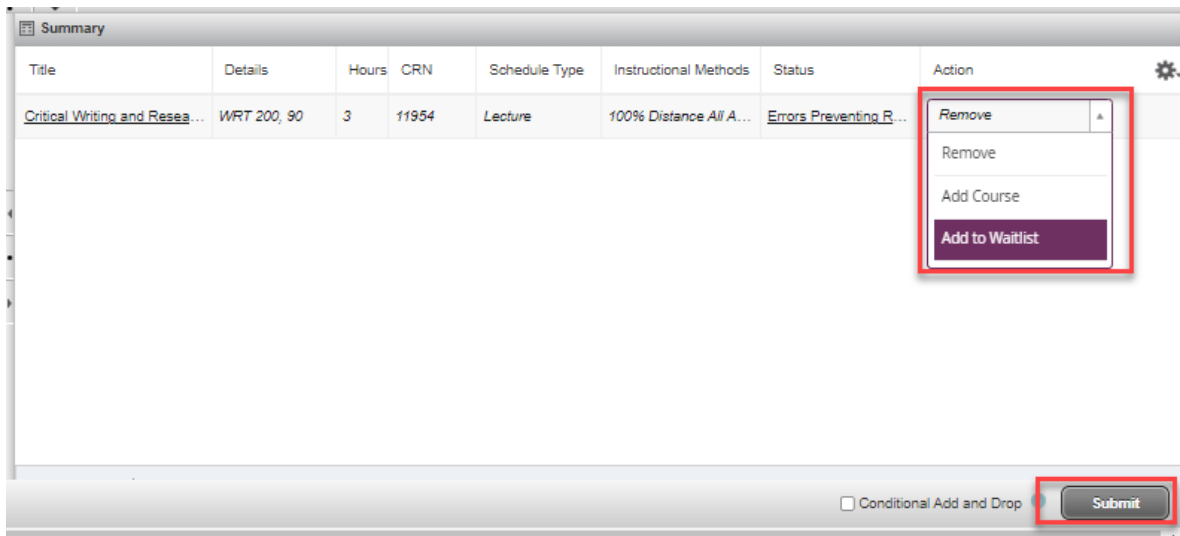
- To view the number of waitlist seats available, you may have to expand the column. You can do so by clicking and dragging the line separating the column headers. Once your course is located, you may have to scroll up to view the headers.

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

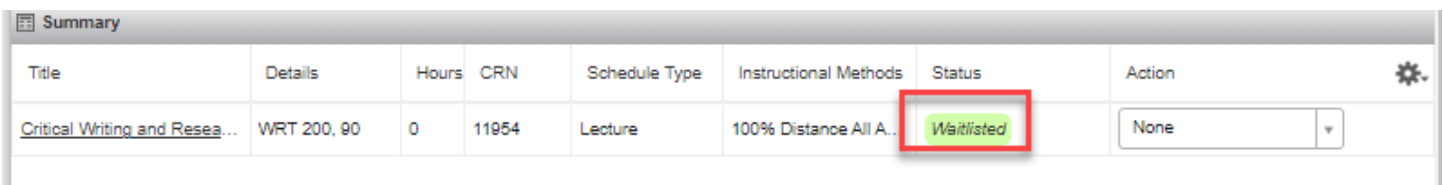
- To add yourself to the waitlist, click the “Add” button on the far-right column of the row for the desired course. You may have to scroll right or zoom out to locate the “Add” buttons.



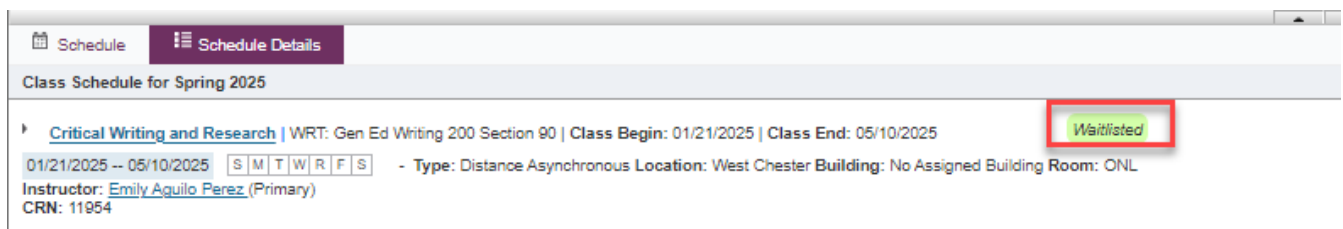
- Locate the added course in your “Summary” window (the bottom right window of your screen).



- 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”.



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



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	<input type="text" value="None"/> None Drop Course

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

Conditional Add and Drop

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

