

Register for Classes Using a Plan

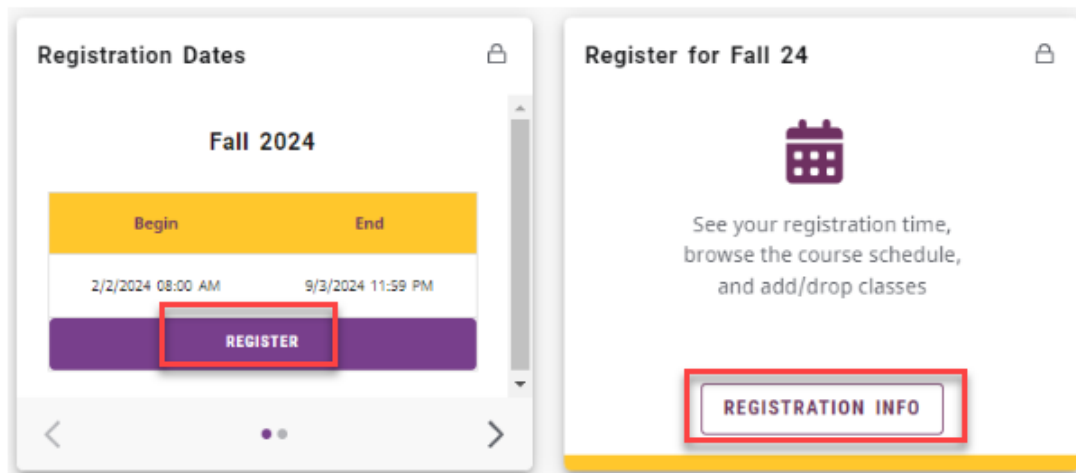
Last edit date: 3/13/2024

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

[Student](#) / Registration

What would you like to do?



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[View Registration Information](#)

View your past schedules and your ungraded classes.



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

Select a Term

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

How would you like to search? ⓘ

Term Date Range ⓘ

Terms Open for Registration

Select a term...

Continue

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

Register for Classes

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

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

Register from a plan.

Term: Fall 2024

- 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 ⚙️

+ 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

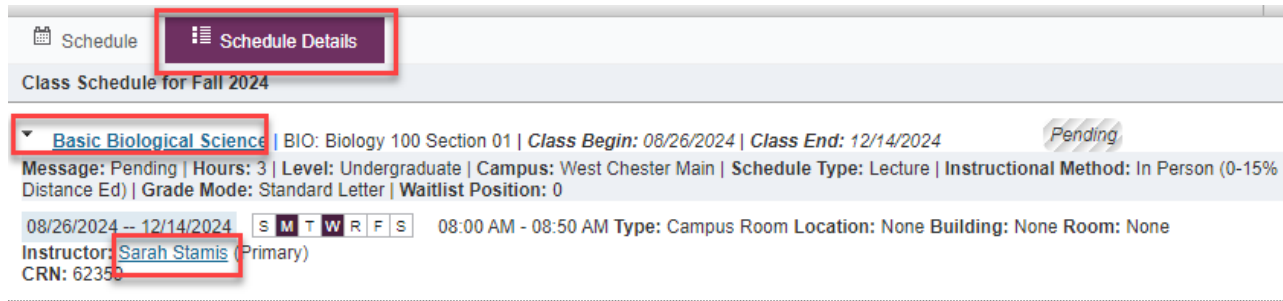
Title	Details	Hour	CRN	Schedule Type	Instructional Method	Status	Action
Basic Biological Science	BIO 100, 01	3	62359	Lecture	In Person (0-15%...	Pending	Registered (Web) ▼
Contemporary Global...	HIS 100, 91	3	60893	Lecture	100% Distance AI...	Registered	None ▼
Introduction to English...	ENG 201, 02	3	60590	Lecture	In Person (0-15%...	Registered	None ▼
Music in Film	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 will change to “Registered”.
- To return to the RamPortal home screen, click the X on the top right of your screen.

