

Register For Classes - Student

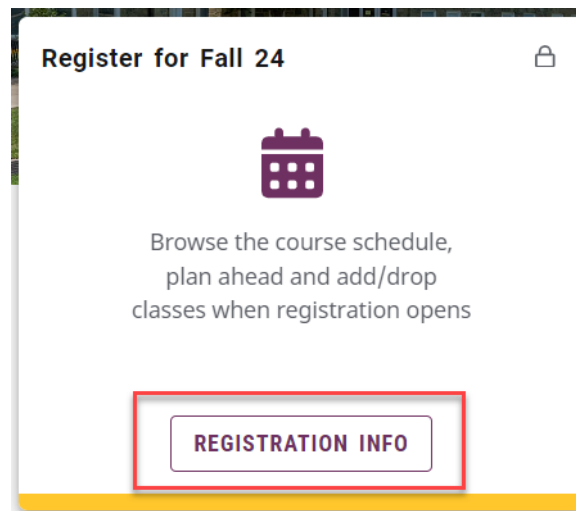
Last revised: 4/4/2024

This document provides instructions for students to register for classes in RamPortal during their registration time window. **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](#).

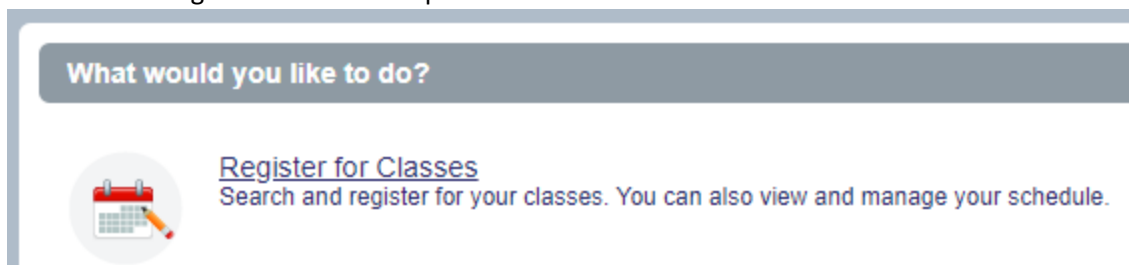
Navigation: Register for Fall 24 card

- Log into RamPortal at 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".



Registering for Classes

- Choose the "Register for Classes" option.



- 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

Fall 2024

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

Find Classes Enter CRNs Plans Schedule and Options

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

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

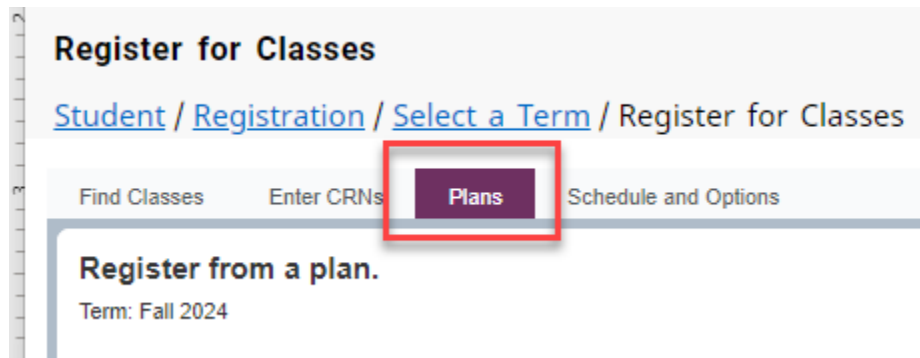
Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2024

CRN

[+ Add Another CRN](#) **Add to Summary**

- 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

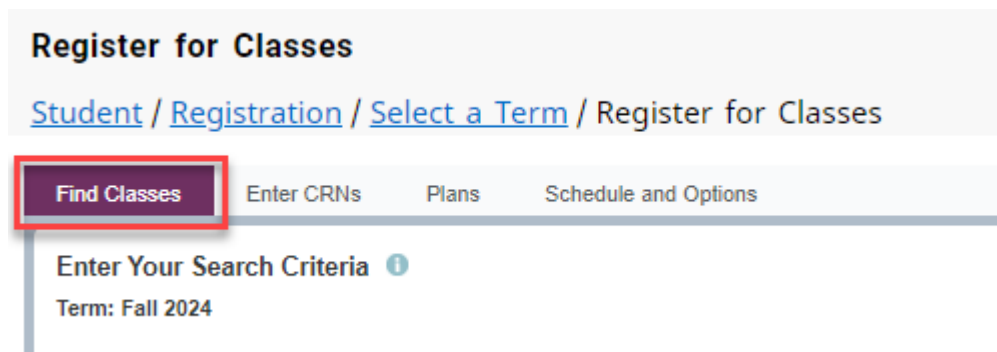
Find Classes Enter CRNs Plans **Schedule and Options**

Summary
Term: Fall 2024

Title	Details	Hours	CRN	Schedule Type	Instructional Methods
Contemporary Global...	HIS 100, 91	3	60893	Lecture	100% Distance All Asynchronous
Introduction to English...	ENG 201, 02	3	60590	Lecture	In Person (0-15% Distance Ed)
Music in Film	MHL 123, 01	3	61153	Lecture	In Person (0-15% Distance Ed)

Let's Register!

- Navigate to the "Find Classes" tab



- 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.

The screenshot shows a search interface with the following elements:

- A text input field labeled "Departments" with a search icon.
- A checkbox labeled "Open Sections Only" which is currently unchecked. This checkbox and its label are enclosed in a red rectangular box.
- Three buttons: "Search", "Clear", and "Advanced Search". The "Clear" and "Advanced Search" buttons are enclosed in red rectangular boxes.
- A section for search criteria with the following fields:
 - Title: [Text Input]
 - Instructional Methods: [Text Input]
 - Credit Hour Range: [Text Input] to [Text Input]
 - Course Number Range: [Text Input] to [Text Input]
 - Meeting Days: A list of days (Sunday through Saturday) with corresponding checkboxes.
 - Start Time: Three dropdown menus.
 - End Time: Three dropdown menus.
 - Instructor: [Text Input]

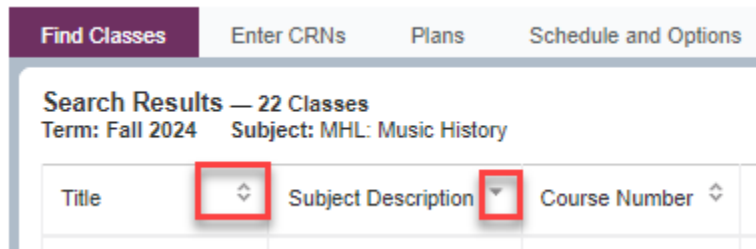
- Once your search criteria are chosen, click “Search”.

This close-up shows the search controls:

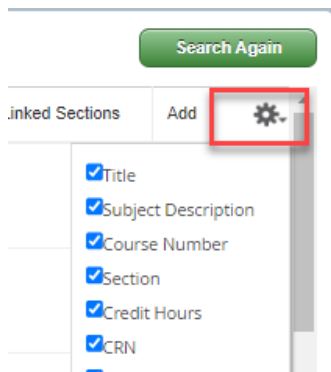
- The "Open Sections Only" checkbox is unchecked.
- The "Search" button is highlighted with a red rectangular box.
- The "Clear" and "Advanced Search" buttons are visible to the right of the "Search" button.

- When the Search Results display, you can customize your view by:

- a. clicking the column header box and dragging the columns to change the order in which they are displayed
- b. sorting the column using the up or down arrows/carrots next to the column title



- c. hiding 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.

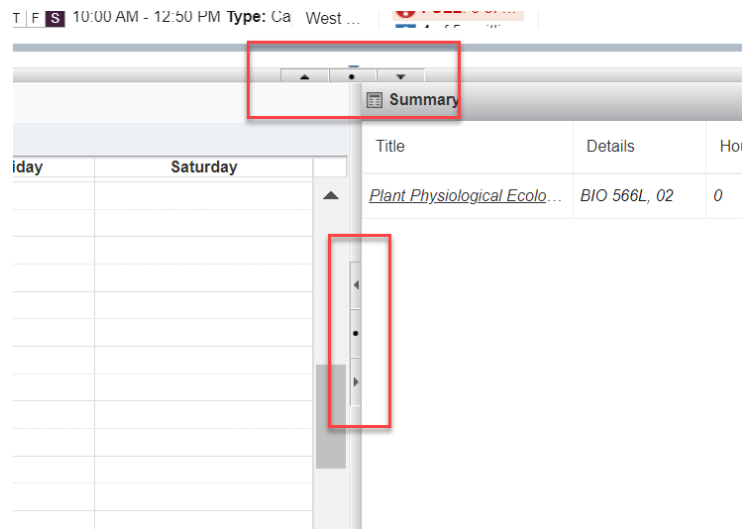
Search Results — 133 Classes
Term: Fall 2024 Subject: BIO: Biology

Title	Instructor	Subject Description	Course Number	Section
Basic Biological Science	Sarah Stamis (Prima...	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
Programming & Data S...	CSC 112, 01	3	60410	Lecture	In Person (0-15% ...	Pending	Registered (Web)
Contemporary Global ...	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 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.

