Create and Use Registration Plans in RamPortal

Last edit date: 2/28/2025

Similar to the "Shopping Cart" in myWCU, RamPortal's "Plan Ahead" tool allows students to explore courses and plan for their upcoming registration date. Up to three plans can be created and saved for reference when registering for classes.
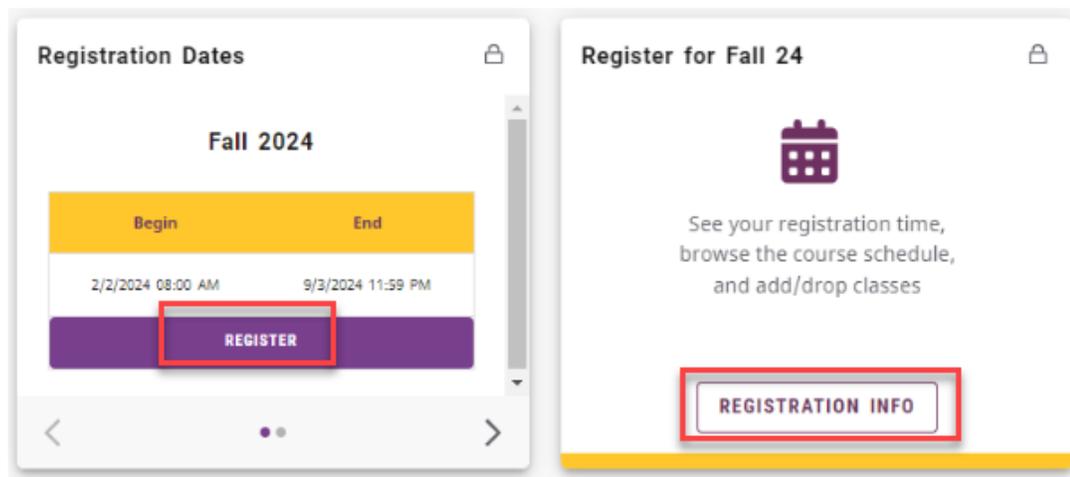
CONTENTS

NAVIGATION

- Log into RamPortal with your WCU ID and Password.
- Locate your "Registration Dates" or "Register for (upcoming semester)" card on your RamPortal home page and click on "Register" or "Registration Info".

- On the next screen, select "Plan Ahead"

"

- Select your desired term and click "Continue".

- Select "Create a New Plan".

- On the next page you'll see three windows;
  - Find Classes on the top
  - Schedule or Schedule Details window on the bottom left
  - Plan window on the bottom right

- Tip: You can display or hide the 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.

- You will also find a "Panels" button on the bottom left of your screen which allows you to toggle between expanded and collapsed views of the windows.

BUILD A PLAN

- You can search for courses using the following fields:
- Subject, Course Number, Level, Campus, Attribute, Part of Term or Department in the "Find Classes" window. Select a subject from the drop-down box and press "Search":

- o Some items to note about the Class Search:
  - You can also use the other search parameters (such as Course Number, Keywords, Attribute, Level, etc. to search for and browse classes) to browse classes
  - You can search for multiple course subjects/keywords/attributes at a time.

- A list of courses on that subject will be shown. From here, click "View Sections" for the course you prefer.


- o A list of available sections for that course will be displayed.
- o If a course isn't offered for a semester, that will be noted on the search results.

- When the Search Results display, you can customize your view by:
    - clicking the column header box and dragging the columns to change the order in which they are displayed
    - sorting the column using the up or down arrows/carrots next to the column title
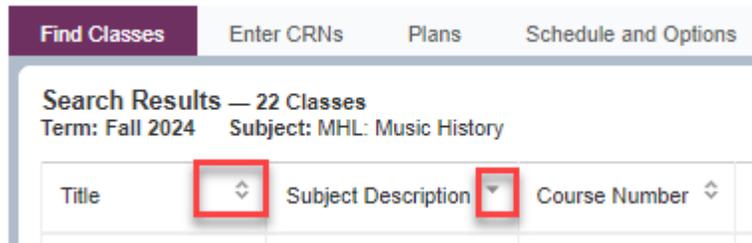
    - To hide unwanted columns, use the gear icon on the right-hand side of the Find Classes window. Clicking on this will allow you to view a list of columns, which you can check to display in your window, or uncheck to hide.
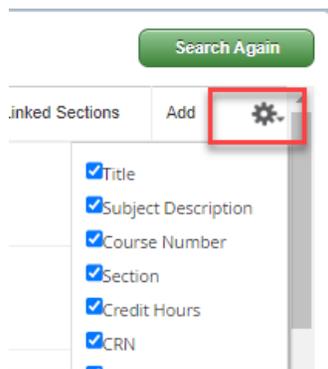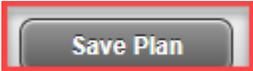

- Select the "Add Course" button on the course you would like to add to your plan:
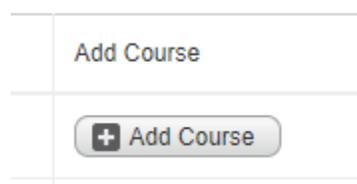
- The course will then show as "pending" in your Planner on the bottom right side of the screen.
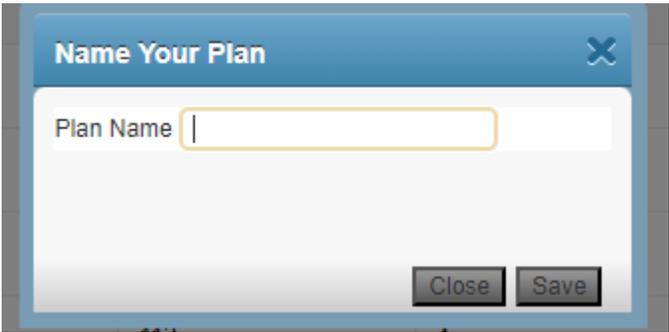
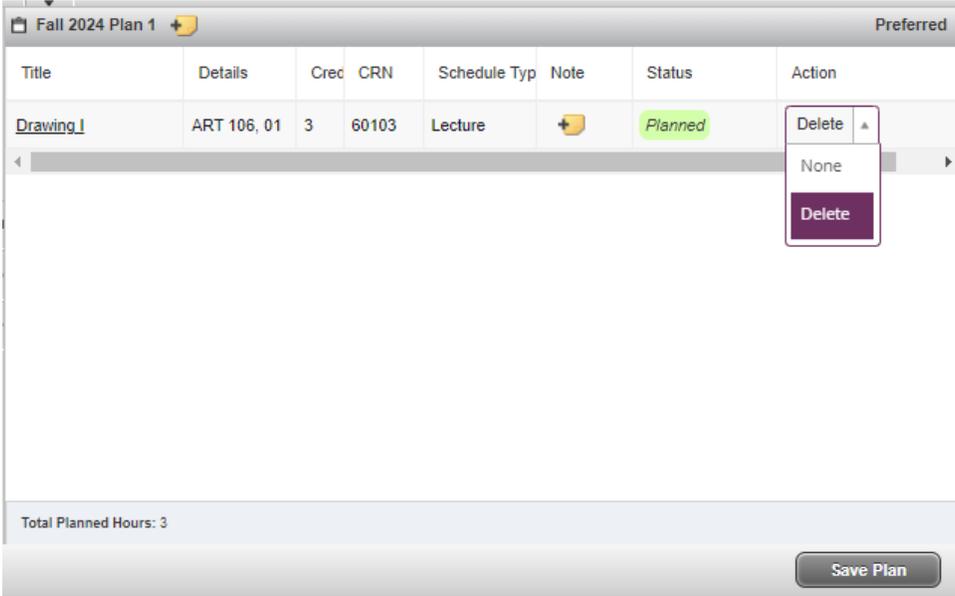

- To add the course to your Planner, click "Save Plan"

You can add multiple courses to your Planner before saving.

- Name your plan, select "Save", and the status of your class will change to "Planned."

REMOVE A COURSE FROM YOUR PLAN

- To remove a course from your plan, in the bottom right window of the planner screen, select "Delete" from the "Action" drop down menu and hit "Save Plan".

You are now ready to register for courses using your plan **during your registration date window.**

- If you are unsure of your registration window, follow these [View Registration Dates](#) instructions.

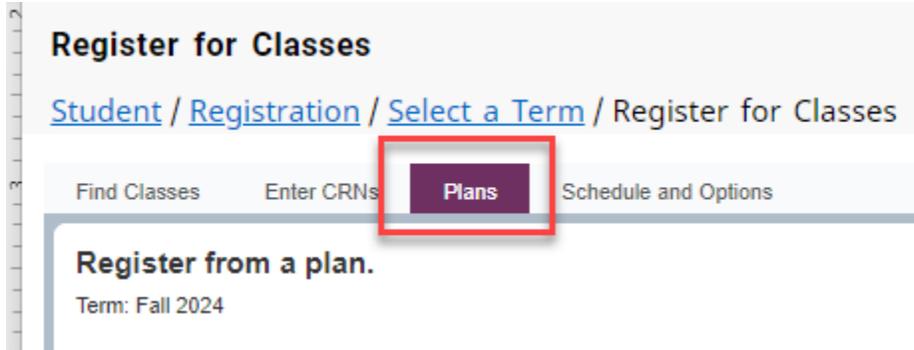- During your registration date window, follow the [Register for Using a Plan](#) [Classes](#) instructions.

- Visit the [RamPortal training page](#) to view additional tutorials and possible videos.
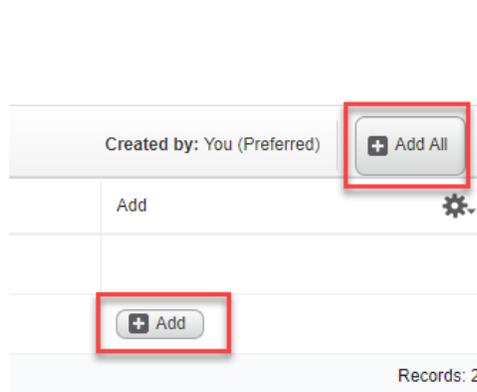
HOW TO REGISTER USING A PLAN

- If you are creating a schedule at or after your enrollment date, you can register for classes:

- Go to the "Plans" tab in Register for Classes:

- Your plans will appear for you to reference
- 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 click"Submit".**