

Plan Ahead for Registration in RamPortal

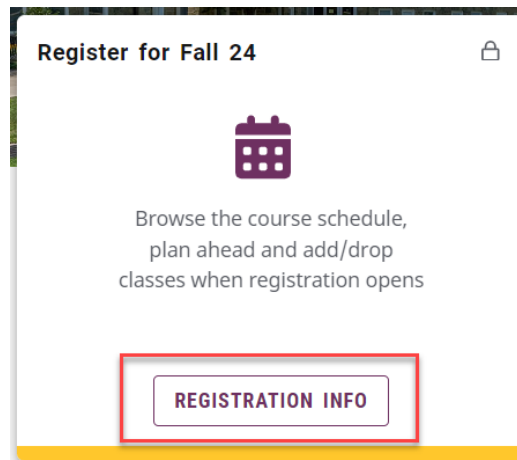
Last edit date: 3/13/2024

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.

Log into [RamPortal](#) with your WCU ID and Password.

Navigation: Register for Fall 24 card

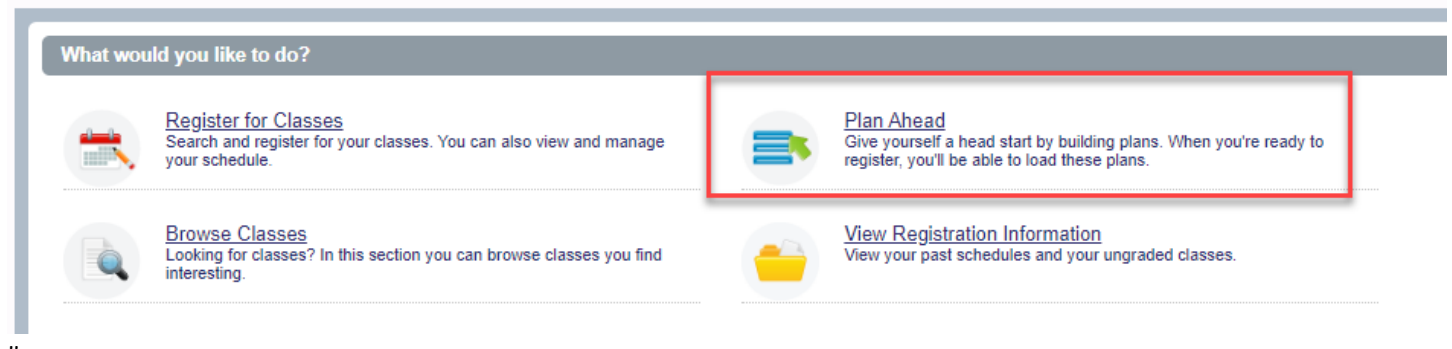
- Find your Register for Fall 24 card on your Experience home page and click on "Registration Info"



- On the next screen, select "Plan Ahead"

Registration

[Student](#) / Registration



- Select your desired term and click "Continue".



Select a Term

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

Terms Open for Planning ⓘ

Select a term...

Fall 2025

Summer 2025

Spring 2025

Winter 2024/2025

Fall 2024

- Select "Create a New Plan".


Select A Plan

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

Plans you have created for this term: 1

Term: Fall 2024

You are allowed a maximum of 3 plans for this term.

 Create a New Plan

- On the next page you'll see three windows; Find Classes on the top, and two panels on the bottom, the Schedule or Schedule Details window on the left, and the bottom right window contains the title of your plan or will display the semester and "Untitled Page". (This page layout is similar to the Register for Classes page.)
 - 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.

Plan Ahead

[Student](#) / [Registration](#) / [Select a Term](#) / [Select A Plan](#) / Plan Ahead

Find Classes

Enter Your Search Criteria
Term: Fall 2024

Subject

Course Number

Keyword

Attribute

Level

[Advanced Search](#)

Schedule | Schedule Details

Class Schedule for Fall 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							

Panels ▼

Fall 2024Untitled Plan

No classes have been added to this plan.

Total Planned Hours: 0

- 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.

Let's Build a Plan!

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

Find Classes

Enter Your Search Criteria

Term: Fall 2024

Subject

ART: Art

ABC: Brass

ACC: Accounting

AEB: Band

AEO: Orchestra

AES: Music Ensemble

You can add another

Course Number

Keyword

Attribute

Level

Search

Clear

Advanced Search

- 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. ***The Planner will show ALL courses offered at WCU – to see if a class is available for your desired semester, you will need to select “View Sections”***

Find Classes

Search Results — 68 Courses

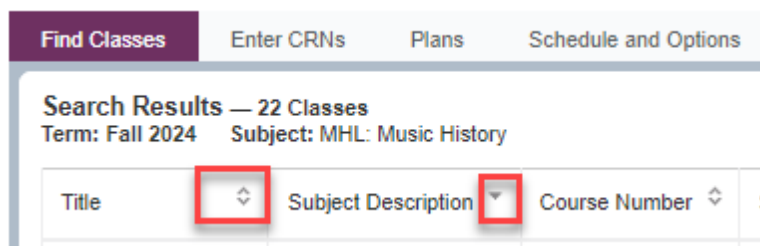
Term: Fall 2024 Subject: CSC: Computer Science

Search Again

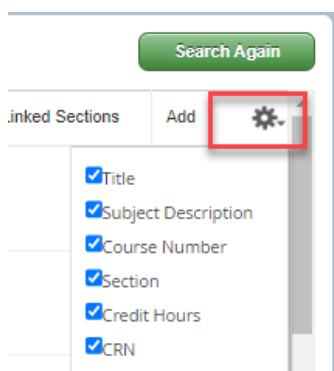
Title	Subject Description	Course Sections	Add Course
▶ Fundamentals in Computer Science	CSC: Computer Science	View Sections	Add Course
▶ Programming & Data Science	CSC: Computer Science	View Sections	Add Course
▶ Introduction to Computer Programming	CSC: Computer Science	View Sections	Add Course
▶ Computational Thinking for Problem So...	CSC: Computer Science	View Sections	Add Course
▶ Computer Science I	CSC: Computer Science	View Sections	Add Course

- A list of available sections for that course will be shown.

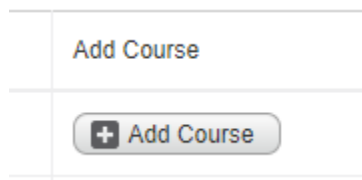
- When the Search Results display, you can customize your view by:
 - clicking the column header box and dragging the columns to change the order in which they are displayed
 - sorting the column using the up or down arrows/carrots next to the column title



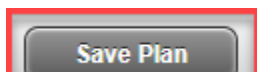
- hiding unwanted columns using the gear icon on the right-hand side of the Find Classes window. Clicking on this will allow you to view a list of columns, which you can check to display in your window, or uncheck to hide.



- Select the “Add” button on the course you would like to add to your plan:

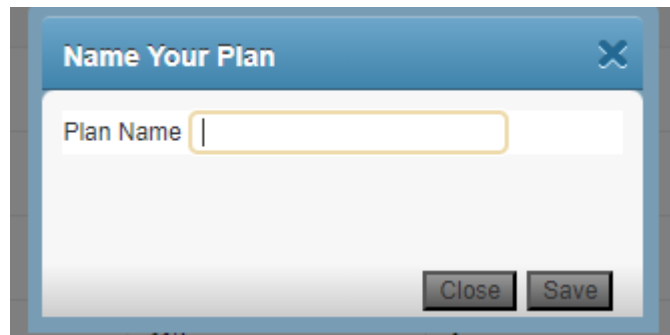


- The course will then show as “pending” in your Planner on the bottom right side of the screen.
- To add the course to your Planner, hit “Save Plan”



**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.”



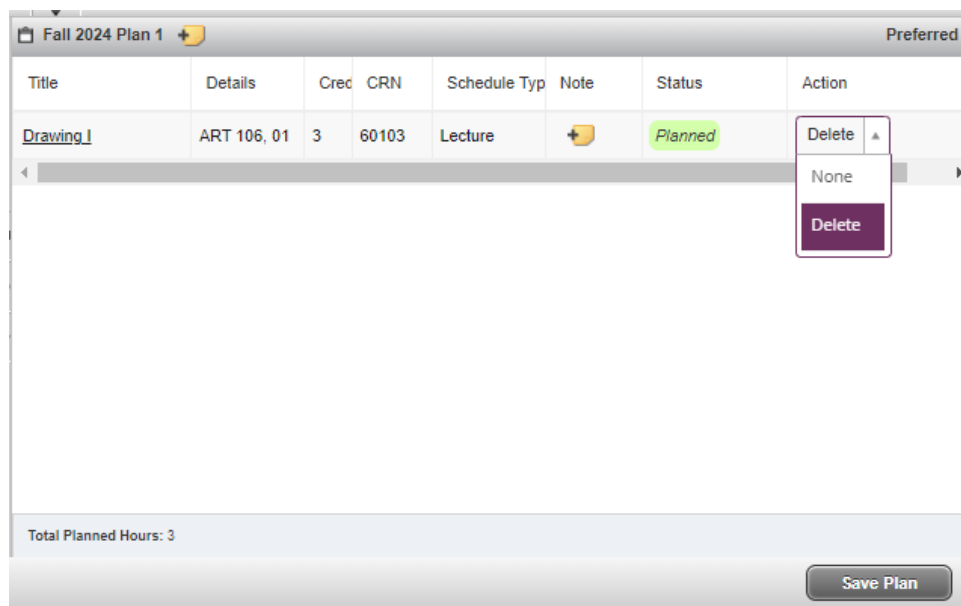
A dialog box titled "Name Your Plan" with a close button (X) in the top right corner. It contains a text input field labeled "Plan Name" and two buttons at the bottom: "Close" and "Save".

Remove A Course From Your Plan

- To remove a course from your plan, select "Delete" from the "Action" drop down menu and hit "Save Plan".

You are now
for courses using
your registration

- If you are
window,
- During
date
the
[Classes](#)



The interface shows a table for "Fall 2024 Plan 1" with a "Preferred" status. The table has columns: Title, Details, Crec, CRN, Schedule Type, Note, Status, and Action. A row is visible for "Drawing I" with details "ART 106, 01", "3", "60103", "Lecture", a plus icon in the Note column, and a "Planned" status. The Action column has a dropdown menu open with options "None" and "Delete". At the bottom, there is a "Total Planned Hours: 3" and a "Save Plan" button.

Title	Details	Crec	CRN	Schedule Type	Note	Status	Action
Drawing I	ART 106, 01	3	60103	Lecture	+	Planned	Delete None Delete

Total Planned Hours: 3

Save Plan

ready to register
your plan **during**
date window.
unsure of your
registration
follow these [View](#)
[Registration Dates](#)
instructions.
your registration
window, follow
[Register for](#)
[Using a Plan](#)
instructions.

- Visit the [RamPortal training page](#) to view additional tutorials and possible videos.