



Class Registration: Register for Classes

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This guide explains how to register for classes in RamPortal.

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BEFORE YOU BEGIN

Verify your registration window is open.

1. Login to [RamPortal](#) and locate the **Registration Dates** card.
2. This card displays your registration window for the upcoming semester.
3. For more information, see [Class Registration: Registration Dates](#).

NAVIGATION

1. Locate the **Register for Classes** card on your RamPortal home page and click on the **Registration Info** button.

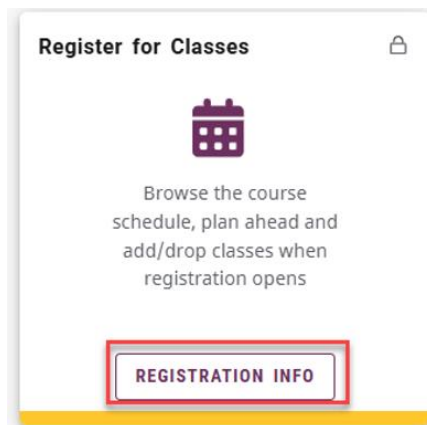


Fig. 1: Register for Classes Card on the RamPortal home page.

2. Select the term in the dropdown and click continue.



3. Choose **Register for Classes**

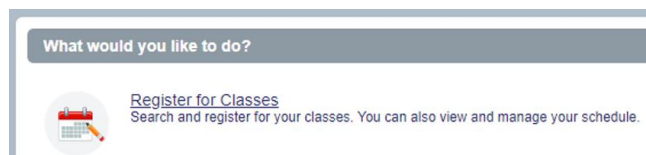


Fig. 2: Screenshot of the Register for Classes link

4. If prompted, review and accept the Financial Terms and Conditions agreement. For more information, see [Financial Terms and Conditions: How to View and Accept](#).

SEARCH FOR CLASSES

1. On the **Find Classes** tab, enter your search criteria. Here are some examples of search criteria to narrow your results. You can use one or multiple at the same time to refine your results.
 - **Subject:** Enter three-letter course subject code (e.g., ECO, MAT, GEO) and choose from the dropdown list.
 - **Course Number:** Optional but helps narrow results to a specific class.
 - **Campus:** Allows to filter campus location or online.
 - **Attribute:** Use to search for General Education classes that meet program requirements. For example, selecting Arts Distributive Requirement will display all the classes offered in the selected semester that will fulfill the Art General Education requirement.
 - **Advanced Search:**
 - **Meeting Days and Time:** Filter to match your availability.
 - **Instructor:** Search for classes taught by a specific faculty member.

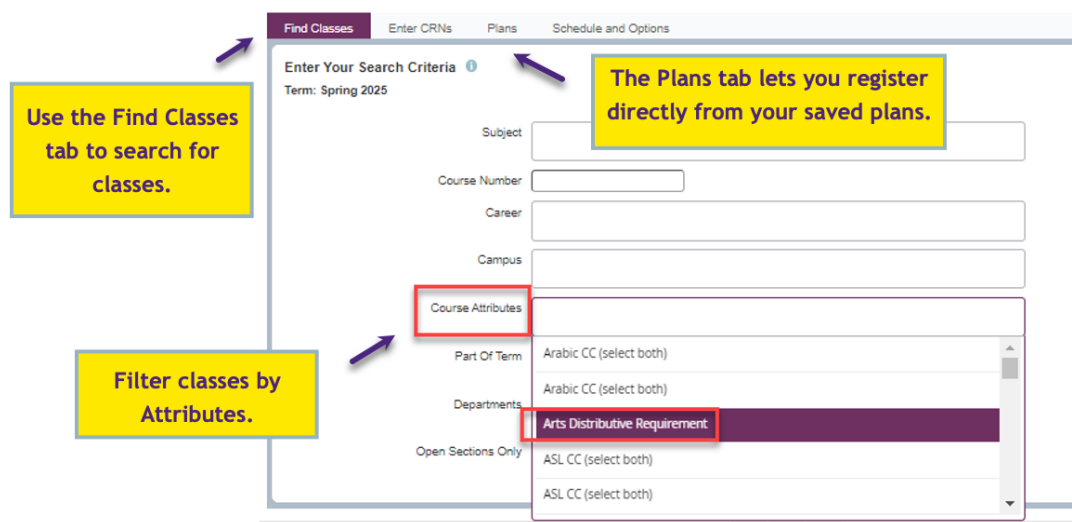



Fig. 3: Class Search Screen showing how to filter by Course Attributes.



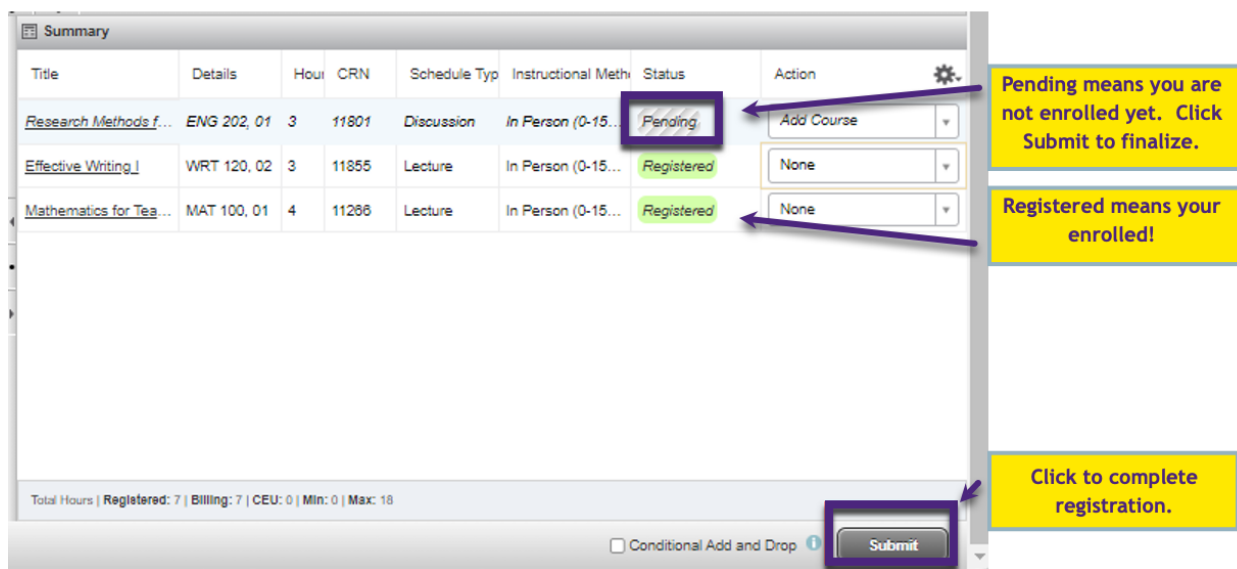
2. Click **Search**
3. Review results:
 - The **Enrl Totals** column shows how many seats and waitlist availability.
 - A red **FULL** icon indicates the class is closed. Some closed classes may have a waitlist you can join. See the Waitlist section below for detailed instructions.
 - Hover over icons for details, such as reserved seating and remaining waitlist spots.

REGISTER FOR CLASSES

Note: If you created a Registration Plan, you can select it from the **Plans** tab (Fig. 3) and register for all planned classes at once. See [Class Registration: Registration Plans](#) for detailed instructions.

1. Click the **Add** button  on the far-right side of the row for the section you want. This moves the class down to your **Summary** panel. If you don't see the **Add** button, scroll all the way to the right or zoom out.
2. In the **Summary** panel at the bottom right, review the classes you added. The **Status** column shows whether a class is **Registered**, **Waitlisted**, or **Pending**. Classes you just added will show as **Pending** until you click **Submit**.
3. **Click Submit** in the bottom right corner to complete the enrollment process.
4. Review the confirmation message on the screen to confirm your action was successful.

NOTE: Make sure your classes show **Registered** or **Waitlisted** before leaving the page. If a class is **Pending**, you are not enrolled.



Title	Details	Hour	CRN	Schedule Typ	Instructional Meth	Status	Action
Research Methods f...	ENG 202, 01	3	11801	Discussion	In Person (0-15...	Pending	Add Course
Effective Writing_I	WRT 120, 02	3	11855	Lecture	In Person (0-15...	Registered	None
Mathematics for Tea...	MAT 100, 01	4	11286	Lecture	In Person (0-15...	Registered	None

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 18

☐ Conditional Add and Drop **Submit**

Pending means you are not enrolled yet. Click Submit to finalize.

Registered means your enrolled!

Click to complete registration.

Fig. 4: Summary panel showing a newly added course with the status of Pending.



WAITLIST

If a class is full but has a waitlist, you may have the option to join.

1. **Add** the class so it is displayed in the **Summary** panel at the bottom right, go to the **Action** column for that class and choose **Add to Waitlist** from the drop-down.
2. **Click Submit**. The class will appear in your Summary with a status of **Waitlisted**.

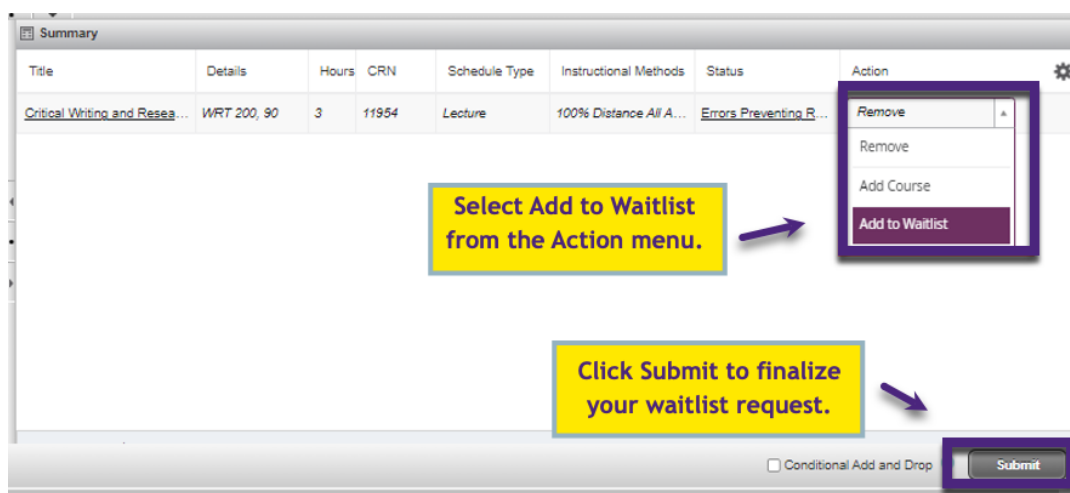


Fig. 5: How to Add to a Waitlist

3. When a seat becomes available, you will receive an email notification. Login to RamPortal, go to **Register for Classes**, open the **Action** dropdown for that class and choose **Registered from Waitlist**. Click **Submit** to complete enrollment.
4. Verify that the class **Status** now shows **Registered**.

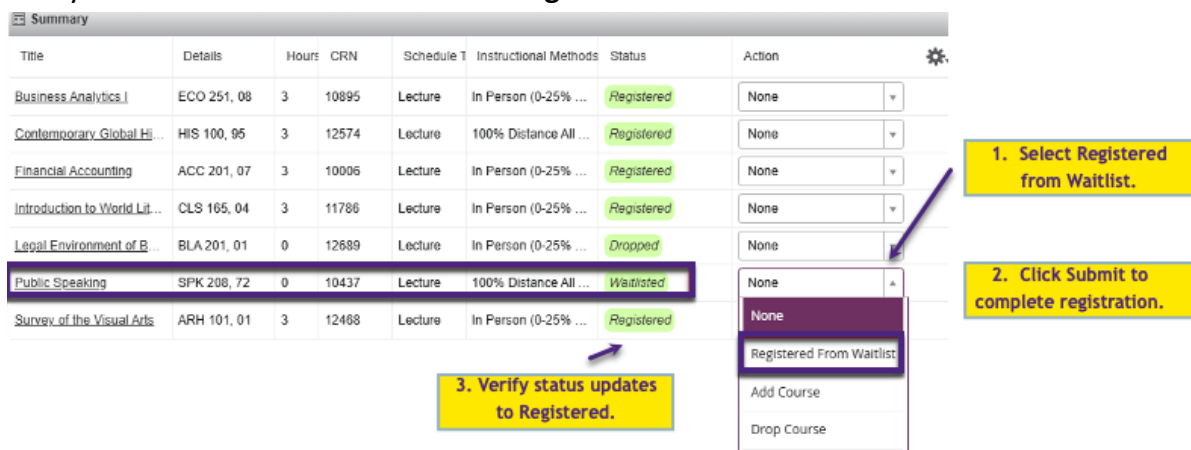


Fig 6: Summary panel showing how to register from a waitlist.

5. If you no longer wish to remain on the waitlist, use the **Action** dropdown for that class to select **Drop Course** and click **Submit**.



NOTE: Waitlist offers expire after a set period. If you miss the deadline, your seat will be offered to the next student on the list.

REGISTRATION ERRORS

If your registration attempt is unsuccessful, the **Status** column will display an error after you click **Submit**.

1. Hover over the error details to view the explanation. Errors also appear at the top of the page.
2. For help identifying and resolving common issues, see [Class Registration: Resolve Registration Errors](#) webpage.
3. For assistance with Level Overrides and Overload Credit Enrollments complete the [Registration or Student Records Help](#) form. For all other overrides, please contact the Department offering the class for assistance.

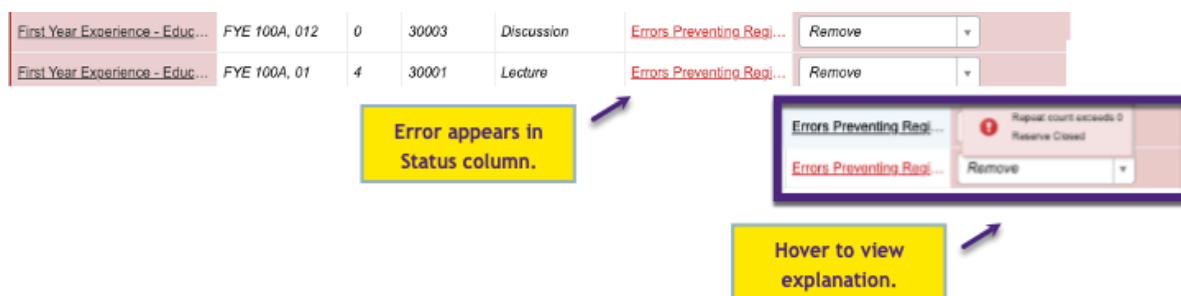


Fig. 5: Registration Error with a hover tooltip explanation.

RELATED GUIDES

Related Guides found on the [RamPortal Student Training Webpage](#):

- [Class Registration: Search for Classes](#)
- [Class Registration: Registration Plans](#)
- [Class Registration: Drop or Withdraw from a Class](#)
- [Class Schedule: View Your Classes and Schedule Using the Classes Card](#)
- [Class Schedule: Weekly View from the Register for Classes Card](#)

For support, please submit a ticket at <https://wcupaprod.service-now.com/aes>