

Drop or Withdrawal from a Class in RamPortal

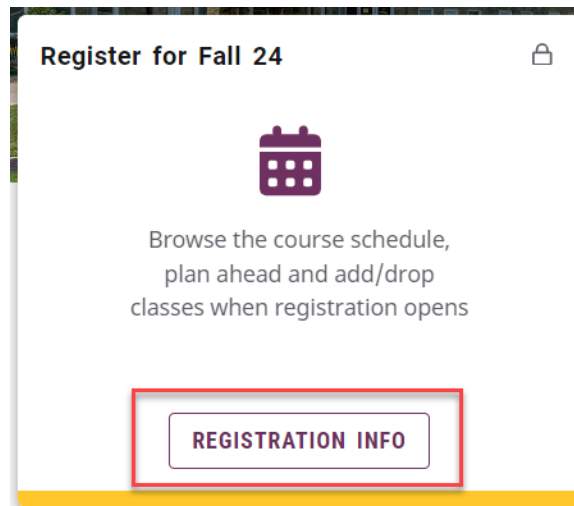
Last updated: 3/25/2024

This document will provide instructions for students to drop or withdrawal from a class.

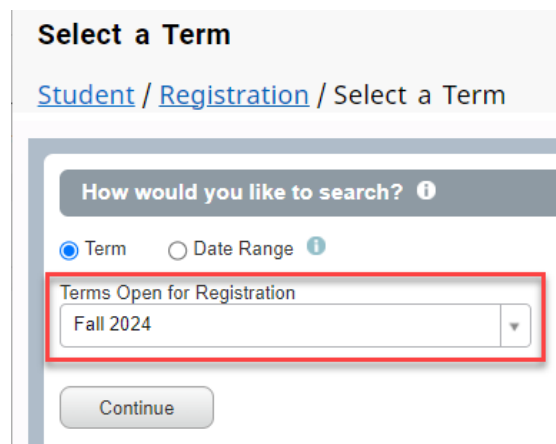
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Navigation > Register for Fall 24 card

- Log into RamPortal at ramportal.wcupa.edu using your Single Sign On information (your WCU login).
- On the Registration card, click “Registration Info”. If you do not see this icon on the home page, click the “Discover More” icon to find it on the back page. Once found, you can click the flag in the top right corner to bring it to your home page and click the WCU logo on the top left to return to your home page.



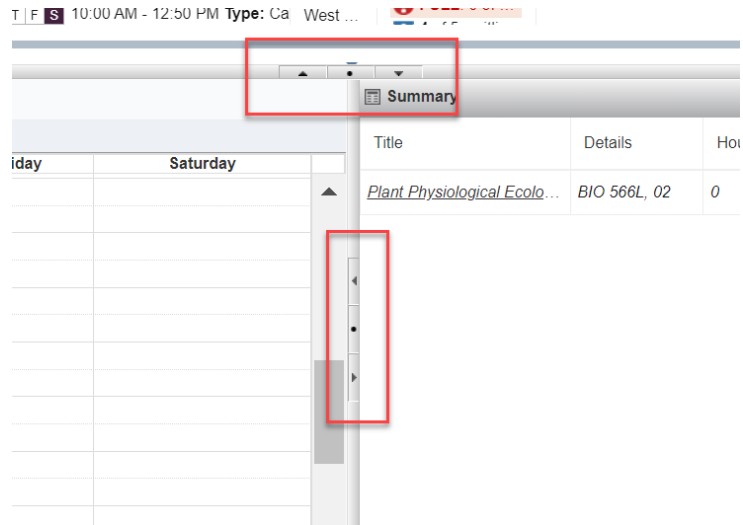
- Choose the desired term or date range:

A screenshot of a web form titled "Select a Term". The breadcrumb trail is "Student / Registration / Select a Term". The form asks "How would you like to search?" with two radio buttons: "Term" (selected) and "Date Range". Below this is a dropdown menu labeled "Terms Open for Registration" with "Fall 2024" selected. A red box highlights the dropdown menu. At the bottom of the form is a "Continue" button.

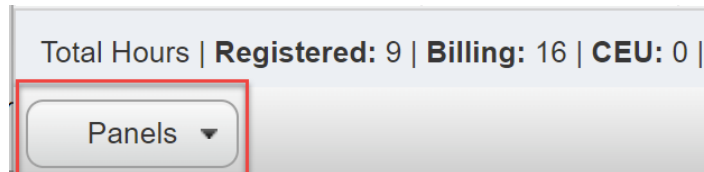
Last revised date: 1/31/2024



- Locate the “Summary” window on the Registration page. If you are unable to locate the Summary window on the bottom right of the screen, the window may be hidden, at which point you can use the following steps:
 - Display or hide the windows using Ctrl + Alt + V and use Ctrl + Alt + C to reset all panels.
 - Use the toggle icons along the section divider bar or drag the bar 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.



- A “Panel” icon can be found on the bottom left corner of the screen which can also be used to toggle the panel views.



Drop or Withdrawal from a Class

- To drop or withdrawal from a course, in the “Summary” window, click the “Action” dropdown and choose the desired option.

Summary							
Title	Details	Hours	CRN	Schedule Type	Instructional Methods	Status	Action
Digital Media	ART 113, 02	3	60111	Lecture	In Person (0-15% Dist...	Registered	<div style="border: 1px solid red; padding: 5px;"> None None Withdraw from Course Drop Course </div>
Drawing I	ART 106, 04	0	60106	Lecture	In Person (0-15% Dist...	Dropped	
Financial Accounting	ACC 201, 02	3	60004	Lecture	In Person (0-15% Dist...	Registered	
History of Ethnological Theory	ANT 459, 01	3	60064	Lecture	In Person (0-15% Dist...	Registered	



- IMPORTANT: To complete the action, click “Submit” on the bottom right.



- The process is complete when you see a “Save Successful” message appear.
- 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.

