

# Plan Ahead for Registration in RamPortal

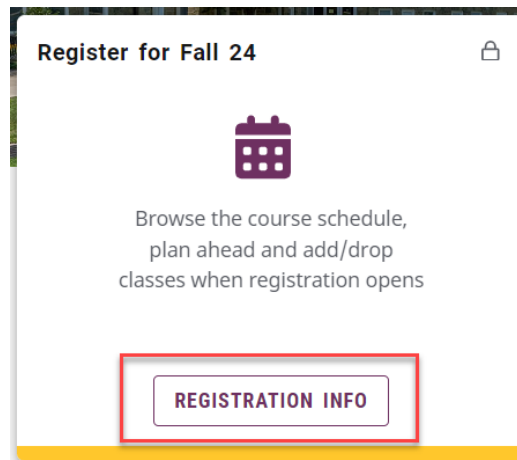
Last edit date: 3/22/2024

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

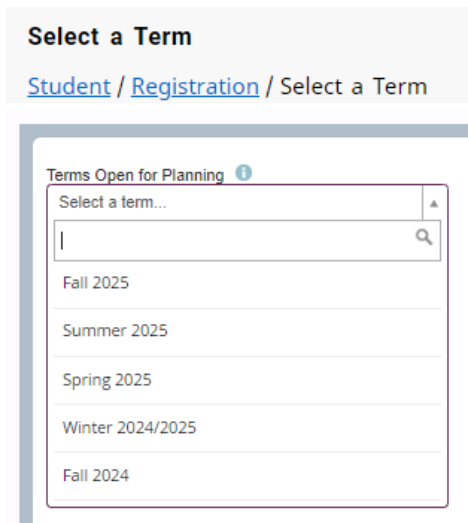
[Student](#) / Registration

What would you like to do?

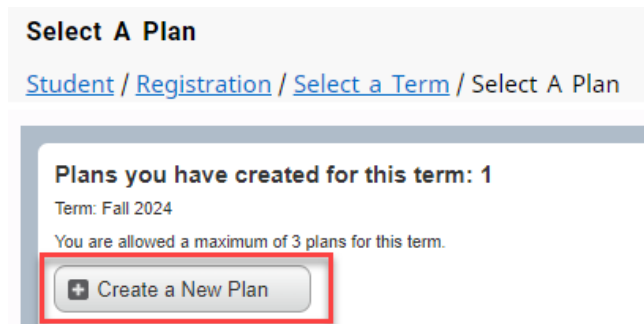
 <a href="#">Register for Classes</a> Search and register for your classes. You can also view and manage your schedule.	 <a href="#">Plan Ahead</a> Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
 <a href="#">Browse Classes</a> Looking for classes? In this section you can browse classes you find interesting.	 <a href="#">View Registration Information</a> View your past schedules and your ungraded classes.

- 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, 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							

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:  You can add another

Course Number:

Keyword:

Attribute:

Level:

[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.

**Find Classes**

**Search Results — 92 Courses**  
Term: Fall 2024 Subject: MAT: Mathematics

<a href="#">▶ Algebra and Functions with Support</a>	MAT: Mathematics	<input type="button" value="View Sections"/>
<a href="#">▶ Algebra and Functions</a>	MAT: Mathematics	<input type="button" value="View Sections"/>

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

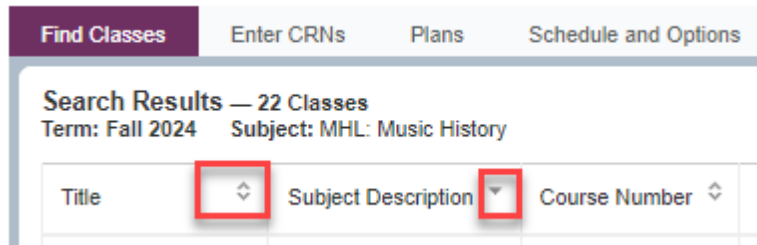
**Find Classes**

**Search Results — 68 Courses**  
Term: Fall 2024 Subject: CSC: Computer Science

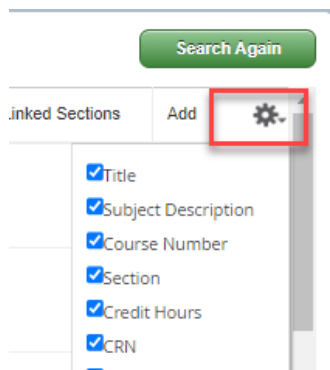
<a href="#">Introduction to Computer Programming</a>	CSC: Computer Science	115	3	<input type="button" value="View Sections"/>
<a href="#">Computational Thinking for Problem Solving</a>	CSC: Computer Science	116	3	<b>NOT OFFERED FOR TERM</b>
<a href="#">Computer Science I</a>	CSC: Computer Science	141	3	<input type="button" value="View Sections"/>



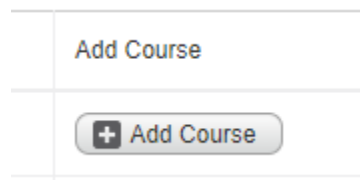
- When the Search Results display, you can customize your view by:
  - clicking the column header box and dragging the columns to change the order in which they are displayed
  - sorting the column using the up or down arrows/carrots next to the column title



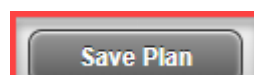
- hiding unwanted columns using the gear icon on the right-hand side of the Find Classes window. Clicking on this will allow you to view a list of columns, which you can check to display in your window, or uncheck to hide.



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



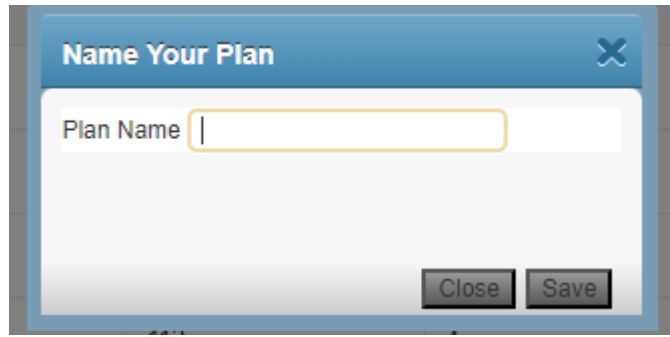
- The course will then show as “pending” in your Planner on the bottom right side of the screen.
- To add the course to your Planner, click “Save Plan”



*\*You can add multiple courses to your Planner before saving.*

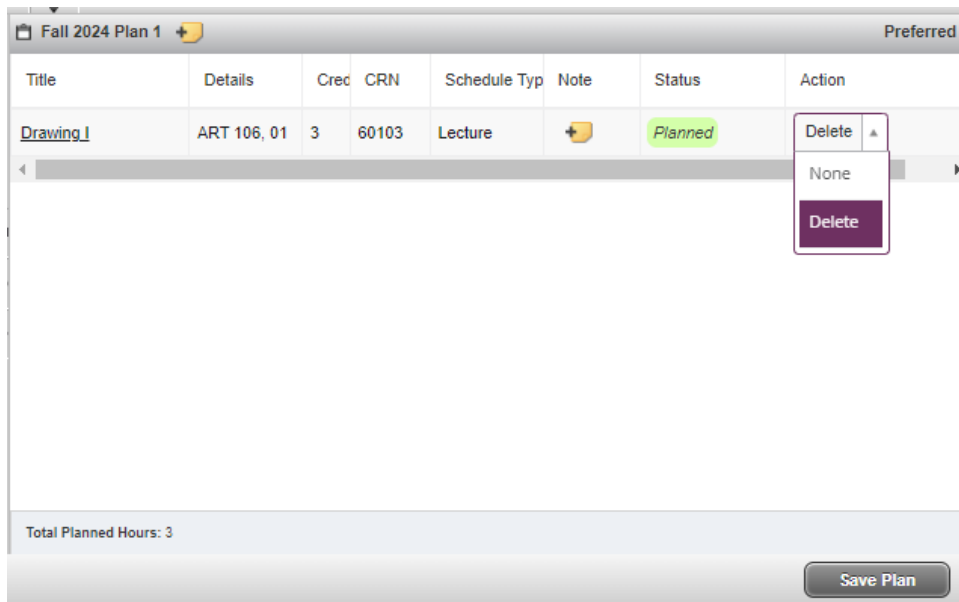
- Name your plan, select “Save”, and the status of your class will change to “Planned.”





### 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 for courses using your registration

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

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.

