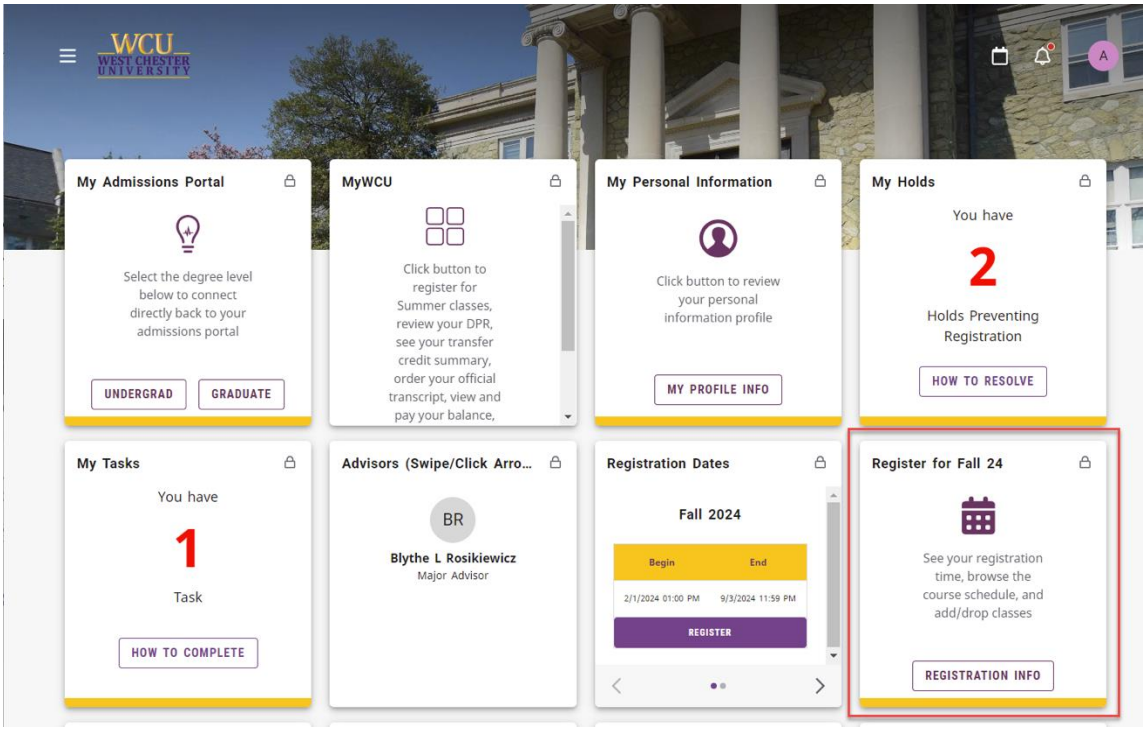
Class Registration: Search for Classes

Last revised: 3/2/2024

This document will provide instructions for students to search for classes in the RamPortal.

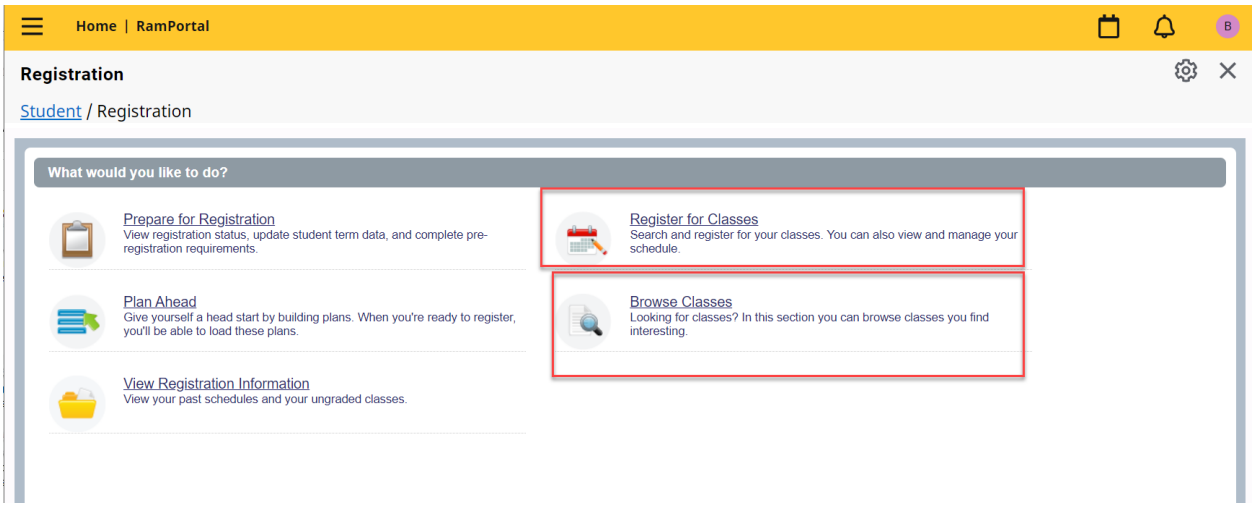
Logging In

1. Log into RamPortal at ramportal.wcupa.edu using your Single Sign On information (your WCU login).
2. Locate the **Register for Classes** card.



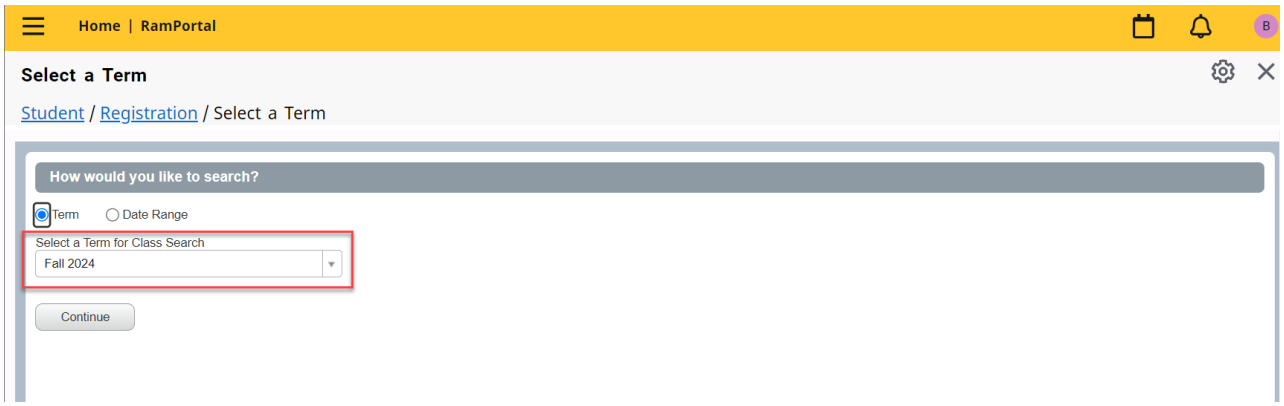
Searching for Classes

To browse for classes outside of your registration timeframe, use the “Browse Classes” link as shown below. Then follow steps 3-7 in the “Registering For Classes” section, also below.

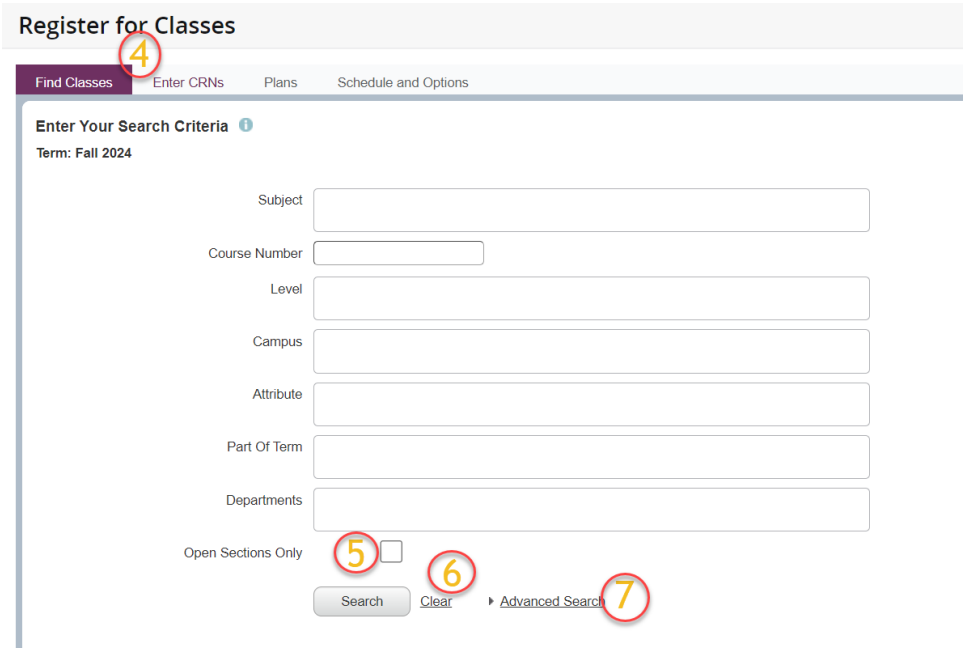


During your registration window (when you have a registration "time ticket") you can both browse and register for courses using the "Register for Classes" link as shown above. You can find detailed Registration procedures on the StudentHowToRegisterForClasses.docx document.

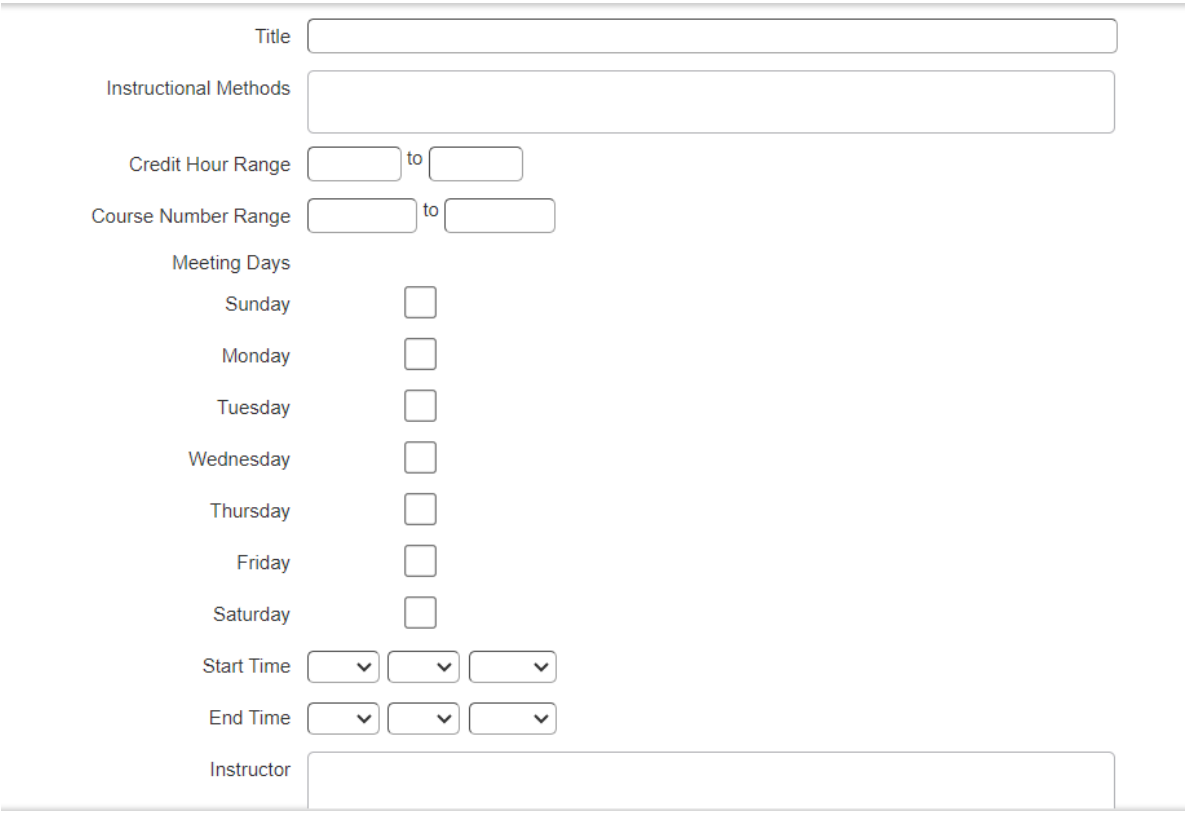
3. Choose the desired term or date range, then click "Continue".



4. You can search for courses using the Subject, Course Number, Level, Campus, Attribute, Part of Term or Department from this initial page. 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.



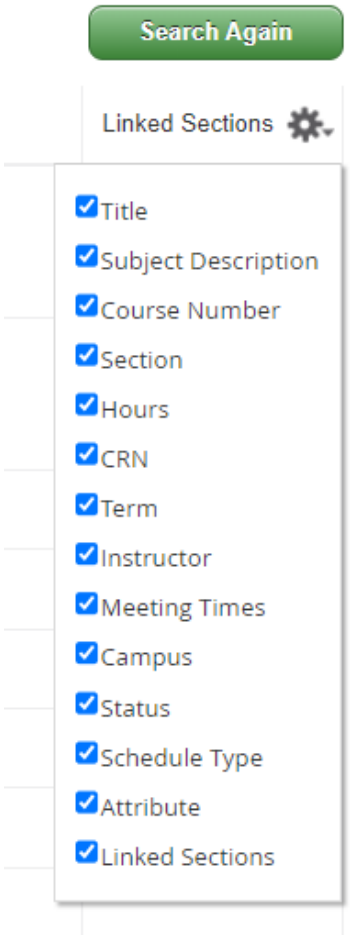
5. Check the “Open Sections Only” box to view sections in which there is space to enroll. If you would like to be added to a waitlist, uncheck this box to view all courses and follow the “Waitlist - How to Add to a Waitlist” instructions found on a separate document.
6. Click “Clear” to delete all search information and start over.
7. Advanced Search can be used to search for the following: Title, Instructional Methods, Credit Hour Range, Course Number Range, Meeting Days, Start Time, End Time and Instructor. An example for using the Meeting Days might be, if a student is only available for Tuesday and Thursday classes, you could check those dates to filter and view only those classes on those days of the week.



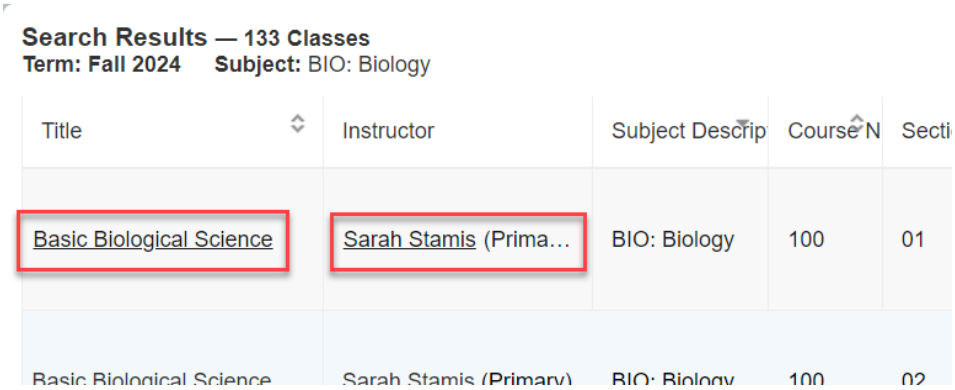
8. Once you have entered your search criteria, the course options will display, showing the following which will all be displayed unless you customize your view using the gear icon as mentioned above.
    a. Title
    b. Subject
    c. Course number
    d. Section
    e. Credit hours
    f. Instructor
    g. Meeting times
    h. Campus
    i. Enrollment count (number of seats available and filled for the course, the waitlist, and whether you have time conflict)
    j. Schedule type
    k. Attribute
    l. Instructional methods
    m. Linked sections
    n. Add column.

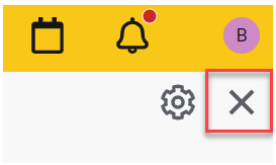
9. Once the course list appears, you can customize your view by
    a. clicking the column header box and dragging the columns to change the order in which they are displayed

b. 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.



10. View course information by clicking on the course title and view the instructor's contact information by clicking on the instructor's name.



11. The breadcrumb path along the upper left can be used to return to previous pages.

12. 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.