



# Class Registration: Registration Plans

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This guide shows how to use the **Plan Ahead** tool to create, edit, and register for classes using Registration Plans in RamPortal. Students can create and save up to three plans to use when their registration window opens.

## CONTENTS

<a href="#">Navigation</a>	<a href="#">1</a>
<a href="#">Build a Plan</a>	<a href="#">2</a>
<a href="#">Remove a Course from Your Plan</a>	<a href="#">3</a>
<a href="#">Register Using a Plan</a>	<a href="#">4</a>
<a href="#">Related Guides</a>	<a href="#">5</a>

## NAVIGATION

1. Login to [RamPortal](#) using your WCU Single Sign On (SSO).
2. Locate the **Registration Dates** or the **Register for Classes** card on your home page. For help with finding cards, visit [Home Page Navigation: A Guide to the RamPortal Home Page](#).

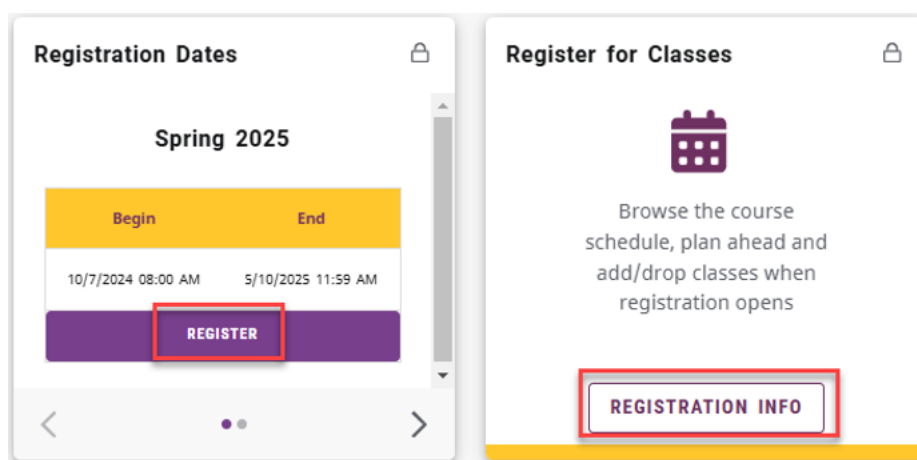


Fig. 1

3. Select the **Register** or **Registration Info** Button.
4. On the next screen, choose **Plan Ahead**.
5. Select the term from the dropdown and click **Continue**.



## BUILD A PLAN

1. Select **Create a New Plan**.

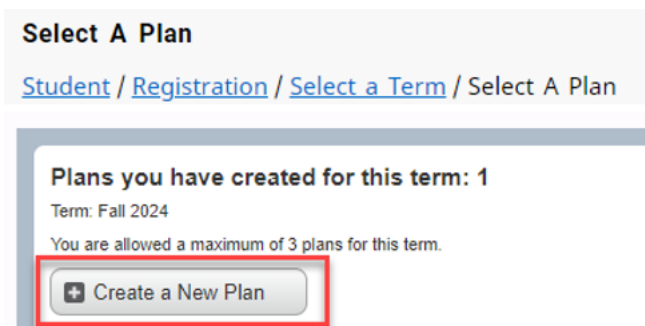


Fig. 2: Create a New Plan Button

2. The **Plan Ahead** page will load with three panels: **Find Classes** (top), **Schedule** (bottom right), and **Plan** (bottom left) panel. *TIP: If you don't see all three panels, use the divider lines or the Panel button to adjust your view.*
3. Use the **Find Classes** panel to search for classes (Fig. 3). Enter one or more criteria, like **Subject, Course, Number, or Attribute**, to narrow your results. Use **Advanced Search** to filter by details such as **Meeting Days and Time** or **Instructor**.
4. Click **Search**.

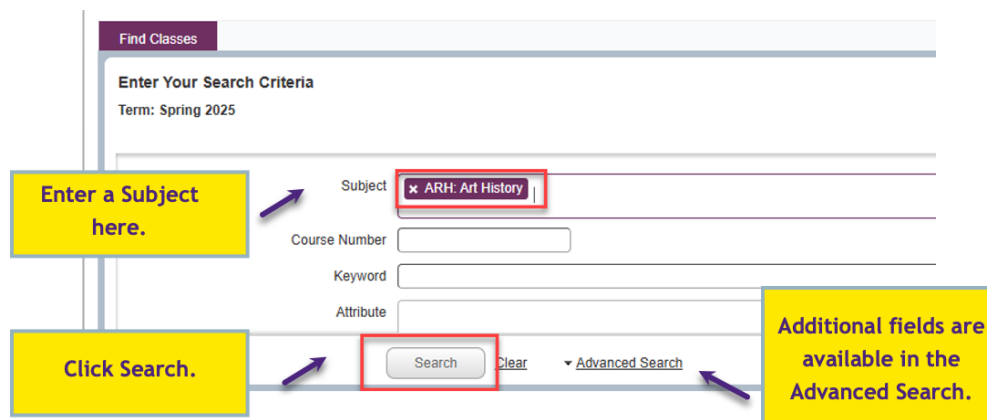


Fig. 3: Find Classes Panel used to search for classes.

5. The **Search Results** will load. Select **View Sections** (Fig. 4) to see available options.

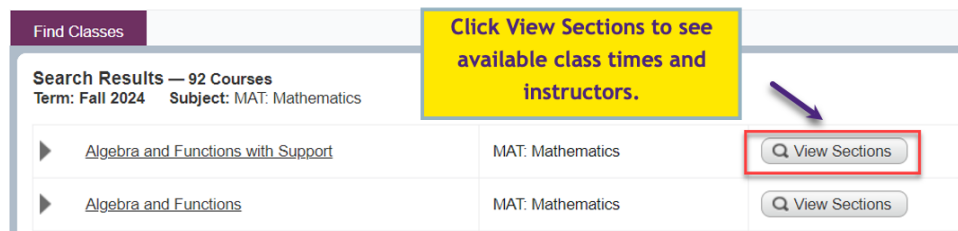



Fig. 4: Search Results window with View Sections button.

6. Select the **Add Course**  button for the class you want. It will appear as **Pending** in the **Plan** panel. Continue adding classes until your plan is complete.
7. When finished, click **Save Plan**. Name your plan and then select **Save** again.

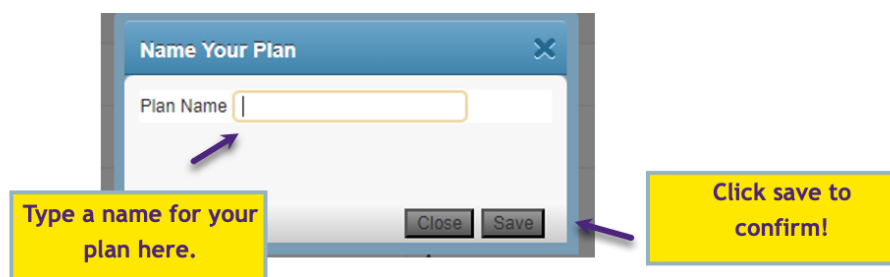


Fig. 5: Name Your Plan Screen

8. Your classes will now show a status of **Planned**.



Title	Details	Cred	CRN	Schedule Typ	Note	Status
<a href="#">Drawing I</a>	ART 106. 01	3	60103	Lecture		Planned

Fig. 6: Course Status showing Planned

## REMOVE A COURSE FROM YOUR PLAN

1. In the **Plan** panel, locate the course you want to remove.
2. From the **Action** dropdown menu, select **Delete** (Fig. 7).
3. Click **Save Plan** to confirm changes.
4. The course will be removed, and your updated plan will display.

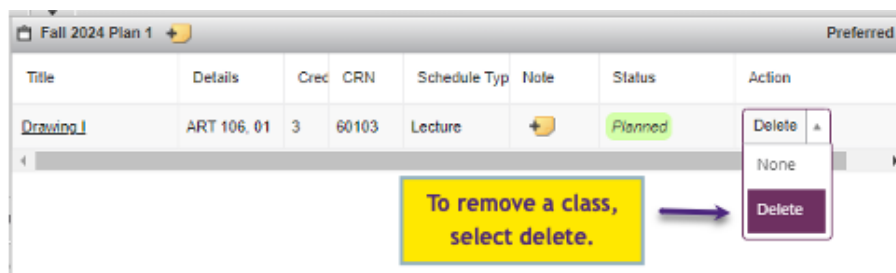


Fig. 7: Plan panel showing how to delete a class from your plan.

## REGISTER USING A PLAN

1. Locate the **Registration Dates** card on your RamPortal homepage and confirm your registration window.
2. When your window opens, go to the **Register for Classes** card, tap on **Registration Info**, and choose **Register for Classes**.
3. Choose the correct term from the dropdown menu and click **Continue**.
4. Select the **Plans** tab to view your saved plans.

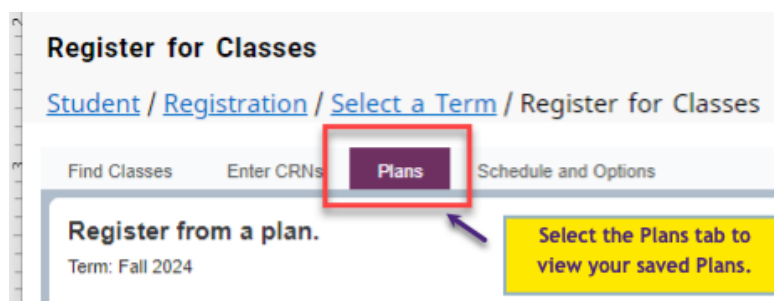


Fig. 8: Plans tab in Register for Classes.

5. Select **Add All** to register for the entire plan or **Add** to register for an individual course.

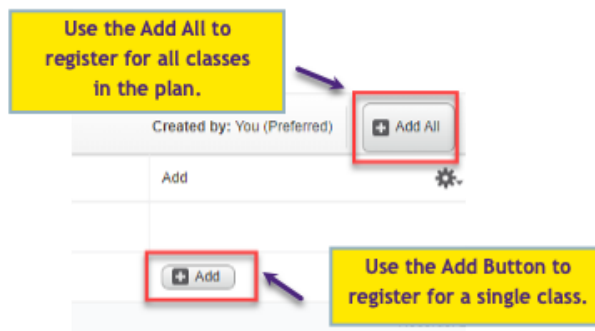


Fig. 9: Add All and Add button to register for classes from the plan.



6. Your selected classes will appear in the **Schedule** panel (left) and the **Summary** panel (right).
7. Click **Submit** to complete the enrollment process.
8. The status of your classes should update from **Pending** to **Registered**.

## RELATED GUIDES

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

- [Class Registration: Register for Classes](#)
- [Class Registration: Registration Dates](#)
- [Class Registration: Search for Classes](#)
- [Class Registration: Drop or Withdraw from a Class](#)
- [Class Registration: Resolve Registration Errors](#)

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