

# Registering For Classes

## CSU Registration

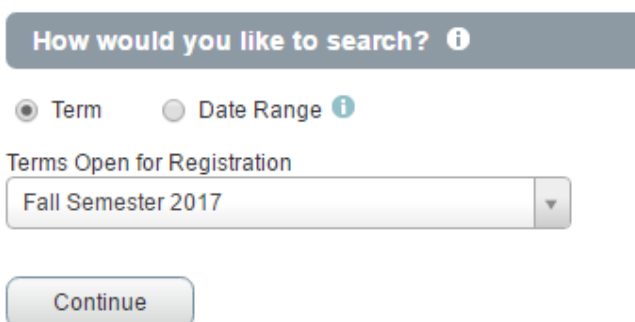
Registration is available to students who have completed their Registration Ready items once their Registration Access Date and Time has opened. Students can review these items in RAMweb. To identify your access date and time, click on Menu > Registration > Registration Access Time.

This help document will cover: *Registration System Tips*, and the required steps to register for classes (including *Selecting the Term*, and *Choosing your Classes*).

### Tips throughout/Getting Started

- **Panel View:** By default, three panels will exist. These can be moved by dragging the grey borders (similar to modifying columns in a spreadsheet). Each panel can be hidden/shown using the arrows on the grey borders in the middle of the screen. The middle button on the grey borders with a circle will reset panel display.
  - **Top panel:** Search panel. This will be the only panel showing until a course is added to registration, or if you choose to open the other panels
  - **Bottom Left:** Schedule grid. The **Schedule Details** tab will show more in depth information for selected courses.
  - **Bottom Right:** Summary grid. This will list any registered, pending, or waitlisted classes.
- **Modifying Columns:** You can re-order and resize columns similar to a spreadsheet. To re-order, click the column header, drag it, and place it in your desired location between other columns. You can also remove columns in any location that includes a grid of information (such as the Class Schedule listing, or Course Summary grid) by choosing the grey gear icon in the top right corner of the grid. These modifications will be maintained for the duration of your registration session.

### 1. Select Term



How would you like to search? ⓘ

Term     Date Range ⓘ

Terms Open for Registration

Fall Semester 2017 ▼

Continue

### 2. Choosing your Classes

#### Searching for Classes

- Multiple search options:
  - Use the % as a wildcard. Example: Entering PSY and 1% will return any sections that have the PSY subject code and a course number that begins with 1.
  - Enter more than one subject
  - Enter Subject and Course Number
  - Enter a keyword to search (looks at Subject, Course, CRN, Course Description)

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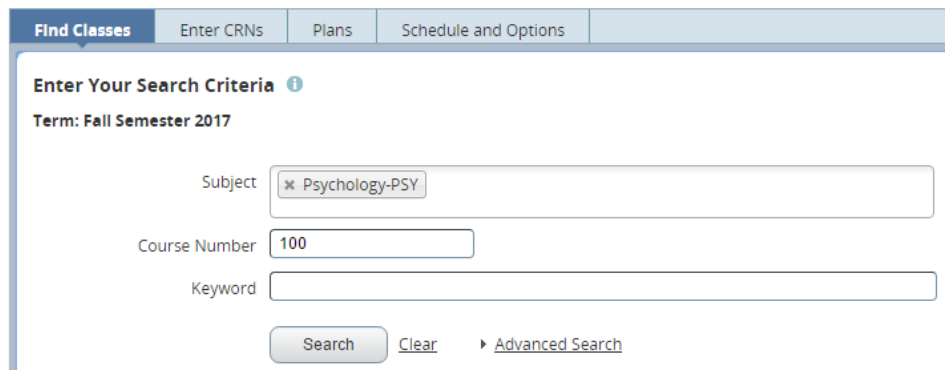
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- Use the Advanced Search criteria

### Options:

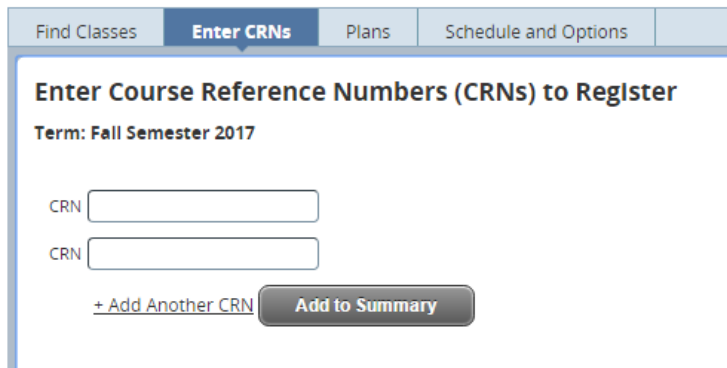
- A. Search for Classes** –Enter basic search criteria (Subject, Course Number, Keyword), or choose the Advanced Search

#### Register for Classes



- B. Enter CRN** – Enter the CRN of a section. More than one CRN field can be entered

#### Register for Classes



After entering CRN(s), select **Add to Summary**. The section(s) you added will now appear in the bottom right Summary panel as “Pending” courses.

- C. Plans** – Register from one of your term Plans. (Building plans is covered in the “*Plan Ahead*” help document)
- Select the **Plans** tab (third from left). Your first plan will be expanded with the courses/sections listed (other plans will be listed and collapsed under the first plan).
  - Add your desired sections to your Summary by selecting the individual section’s **Add** button, or all of your plan’s courses using the **Add All** button, located to the right of the plan’s name.
  - If you selected a general course (and not an individual section) to your plan, select the **View Sections** button to add an individual section. Choose the **Add** button to add this section to your Summary.

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- d. Any courses you’ve added will now display as “Pending” in the bottom right Summary panel. Move onto “Registering for Classes” item 2. To register for these pending sections.
- D. **Schedule and Options** – This is a summary of your registration. This will also be the area to modify any variable credit courses for which you have registered. In that case, you can click on the number of credits, and make your modification.

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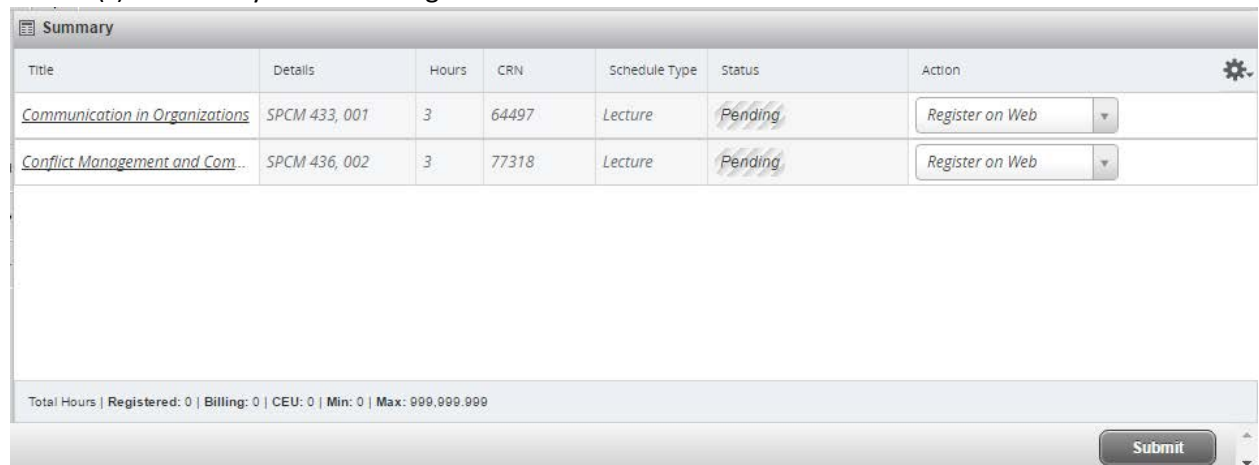
#### 1. Add Pending Sections to your Summary

After locating the course you want to register for, select the **Add** button. The course will now appear in the bottom right Summary panel. The Status will be “Pending”, and a grey shaded box will appear in the bottom left Schedule grid panel.

#### 2. Register for your Pending Sections

Courses are not registered for until they appear with a “Registered” status. Pending courses appear in the bottom right Summary panel in grey italics.

To register, make sure the Action dropdown shows “Register on the Web” for the pending section(s) for which you want to register. Click **Submit**.



Title	Details	Hours	CRN	Schedule Type	Status	Action
<i>Communication in Organizations</i>	<i>SPCM 433, 001</i>	3	64497	Lecture	<i>Pending</i>	Register on Web
<i>Conflict Management and Com...</i>	<i>SPCM 436, 002</i>	3	77318	Lecture	<i>Pending</i>	Register on Web

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

**Submit**

#### 3. Resolve any Errors

If you’re unable to register for any sections, it may be because of a registration error:

*To resolve a registration error:* Any registration errors you encounter will be shown in the upper right hand corner. A number will also appear that corresponds to the number of errors. See the FAQ’s section on RAMweb, under “Registration Errors” for additional details. If you are unable to resolve the registration error/unable to register, **Remove** will appear in the Action dropdown. Click Submit to remove this section from your pending summary.

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SPCM 436 CRN 77318: Major, Minor, or Concentration Restriction - click CRN for more information.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Conflict Management and Com...	SPCM 436, 002	3	77318	Lecture	Errors Preventing Regist...	Remove
Political Communication	SPCM 420, 001	3	76962	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 999,999,999

*To register for a section Waitlist:* If the error you're receiving is due to the full enrollment of the section, you can choose to add yourself to the course's waitlist by choosing "Waitlist" from the Action drop-down, and clicking **Submit**. See the "Registering for a Waitlist" help document for more detail.

#### 4. Review Registration

Successfully registered courses will appear in the bottom right Summary panel with a green status of "Registered". The course will also appear on the bottom left Schedule grid panel during its designated meeting time.

For full review of registration, click on the **Schedule and Options** tab. This will list the summary of courses for which you're registered. You can use the icons on the top right corner of the summary to:

- "Email Schedule and Downloadable Calendar File" (note this is a one-time load; future changes to registration will not be updated)
- "Print" the schedule
- *Please note these options will include "Waitlisted" courses.*

The recommended option for reviewing your finalized schedule is using the "Weekly Class Schedule" on your RAMweb homepage, which will only display courses for which you're registered.

#### Registration Review Notes:

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- If you registered for a course that has a credit range (typically referred to as **Variable Credit** courses), on the **Schedule and Options** tab, click on the course's **Hours** which will be underlined.
- Course meeting information, Add, Drop and Withdrawal dates are available on the **Schedule Details** tab in the lower panel.

### Still need assistance?

- Take a look at the *FAQs* available in RAMweb in the FAQ section of the Main Menu
- Review our video tutorials, available on our [website](#)
- Contact the Office of the Registrar at [RegistrarsOffice@Colostate.edu](mailto:RegistrarsOffice@Colostate.edu) or 970-491-4860