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Searching for Courses

Q: How do I find AUCC/Core Curriculum courses?

A: Use an Advanced Search. Click on the Advanced Search link, scroll down, click on the Attribute box, and you should see a dropdown menu where you can select an AUCC category. After selecting the category, click on Search.

Q: How can I search for 300 level courses?

A: Type 3% in the course number box.

Q: How do I search for Undergraduate Upper-Division courses?

A: Use Advanced Search. Type 300-499 in Course Number Range section and search.

Q: What are the differences among all the different keyword searches and how do you use them?

A: Keyword: Enter partial words you want to find. For example, enter intro ology, and the search returned will have "Introduction to Sociology" and "Introduction to Cultural Anthropology."

Keyword (With All Words): Enter all the words you want to find. (AND logic)- Sections returned contain all the words entered. For examples, you can type History American to find the courses that have both history and American.

Keyword (With Any Word): Enter any of the words you want to find. (OR logic)- Sections returned contain at least one of the words entered.

Keyword (Exact Phrase): Enter the exact phrase you want to find, but DO NOT use any special characters in the exact phrase.

Q: Why does the Keyword Search return seemingly random courses?

A: The Keyword Search will search for the word in several places: subject code, subject description, class title, class, attribute codes, attribute descriptions, course number, and CRN.

Q: Is the Keyword Search case-sensitive?

A: No.

Q: How can I find more information about the class, such as the course description and restrictions?

A: Click on the course title and a pop-up window will appear with several tabs providing additional details about the class.

Registration FAQ

- Q: When searching for a class, in some browsers if I hover the mouse pointer over the Meeting Times field I can see additional Building and Room details. Why doesn't it work in some browsers?
- A: Due to performance issues, we had to turn off the tooltips in Firefox. If you want to see the tooltips, you'll need to use another browser. Or you can click on the class title and in the pop-up window that appears select the Instructor/Meeting Times tab.
- Q: I rearranged the column order in the Search Results. It somehow goes back to the default order. How can I get the order to stay?
- A: Adjusting the order of the columns in the Registration screen will last for that one session. When you return it will default the columns back to the original order.
- Q: How do I use the Meeting Days in the Advanced Search of the Class Search?
- A: When you check a day of the week, it will look for sections that have just that day as a meeting schedule. For example: If you check Monday, Wednesday, and Friday, then you will be shown sections that meet all 3 days. If you check just Monday, you will be shown sections that have at least one meeting schedule that meets only on Mondays. The section may have additional meeting schedules, but one will meet just Mondays.
- Q: I cannot find 16 week in "Part of Term" option.
- A: Yes, you can! The week/length is sorted according to a binary system. 10 will show up after 1 instead of after 9.
- Q: I am using my smart phone to register. I see my schedule but cannot find Class Search.
- A: Click on the "Panel" button on the bottom and it will bring up the Class Search.
- Q: I am using my smart phone to register. I received an error (pre-req, time conflict, etc) when I tried to add the class, now the error notification is in the way.
- A: Try resizing your mobile device screen, you may also try turning your phone lengthwise to maximize the area on the screen.
- Q: How do I know which recitation/lab goes with which lecture?
- A: If you know a course has more than one component: lecture plus recitation and/or lab, click on the View Linked for the section that you want to take. That will display acceptable lecture/lab/recitation combinations in groups. You can choose a combination and add all the components with one click.
- Q: Some courses have a lot of Linked sections, is there a better way to sort through them?
- A: It may be easier to choose a Recitation first before clicking on the "View Linked" button. You will find much fewer combinations of Lecture/Lab/Recitation available. You can also click on the course title, bring up the Course Detail screen, go to the Linked Sections tab, and you can see more combinations at a glance.
- Q: I am in the Honors/Key/Pathway/Learning Community Program. How do I search for sections specific to my program?
- A: Use the Advanced Search function. Click on the Advanced Search link after choosing your registration term, scroll down, click on the Attribute box, and you should see a dropdown menu where you can choose your program category. After selecting the category, click on Search.

Registering for Courses

- Q: I added the course to the Registration Summary panel, am I registered?
- A: No, you must click the Submit button to finish the request to add the course. At that time the system will check for time conflicts, restrictions, pre-requisites and that you have all the required components (lecture/lab/recitation) for the course. If you do, it will change the Status to Registered and you will see a Save Successful message at the top by your name.
- Q: I added a course to the Registration Summary panel and the status says Pending. Will it stay there if I exit Registration?
- A: No, pending courses will be removed when you either change the term or exit registration. You must click Submit to request to add the course.
- Q: I was granted an override. Why didn't it automatically register me for the class?
- A: An override only gives you permission to register for the class in spite of the restriction that originally stopped you. It does not register you for the course. You still need to register through RAMweb. You must search for the course or enter the CRN for the course, add it to the summary and then click Submit. As long as the appropriate override was given, you should be successfully registered for the course.
- Q: My professor was fast and gave me an override while I was still in my registration session. I still get the same error message and cannot sign up for the class.
- A: If the course is still in the Summary, you will need to remove the course first, and then add it back from the search results for an override to take effect. In some cases, you may have to go back to the "Select a Term" page, search for the section and add it again for the override to take effect. If you cannot find Select a Term link on the top, you may need to resize your browser window.
- Q: I got a Time Conflict error and received an override from the professor. I then tried to register, and now I am getting a "Maximum credits exceeded" error. Why didn't I get both errors at the same time?
- A: Please work with your advisor to determine if you are eligible for a credit overload for the semester or otherwise adjust your schedule to fit within the maximum number of hours.
- Q: How can I change variable credits?
- A: Go to Schedule and Options tab, click on the hour (underlined), enter the desired credit amount, and click the "Submit" button.
- Q: What is "View Linked" in the Class Search?
- A: When you see a View Linked button, you know a course has more than one component, lecture plus recitation and/or lab. Click on the View Linked for a section that you want to take. That will display acceptable lecture/lab/recitation combinations in groups. You can add all the components with one click.
- Q: When I click on "View Linked" the lecture/lab/recitation numbers don't seem to be in order. What's the deal?
- A: We have noticed that too. Continue to scroll the list of available linked section pairings until you find an acceptable combination that fits your schedule.
- Q: What is Conditional Add/Drop?
- A: This is a new feature that has become available. If students check this box before submitting their registration requests, the system will check that all changes will be successful before taking any action. This can be used to swap sections. Watch carefully for any notification messages before you proceed to make sure you are taking the correct steps for your desired registration changes.

Registration FAQ

- Q: Why won't the system let me change my lab section without dropping my lecture too?
- A: You can change lab sections without dropping your lecture by adding the lab section you want at the same time you drop the lab section you don't want. Use the drop down arrow next to the lab section you don't want and select "Drop Course On Web". Before you select Submit, add the lab you want to the summary. Now select Submit. You have now replaced the old lab with the new lab.
Be Careful! Even if you use the Conditional Add/Drop box, if the new lab has an add error, you will be presented with a message to drop the lecture and lab pairing if you cannot get into the new lab. If you click Drop, you will be dropped from both the lecture and the lab. If you click Cancel, you will retain your original lecture and lab.
- Q: When I added the section to the Summary panel as pending, there was a seat available, now when I click the Submit button I receive the "This Section is Full" message. What happened?
- A: You are not requesting to add the section until you commit by clicking on the Submit button. Until then the seat is available to all students. You can choose to waitlist this section.
- Q: How do I find the restrictions and prerequisites for a course?
- A: Once you have found the course by searching through the class schedule, click on the Course Title. The Course Detail screen will pop up. Click on the Course Description tab to see restrictions and pre-requisites for this section.
- Q: I chose Drop on Web and Submitted it and receive the "Save Successful" message. I have changed my mind and want to add it back. I searched for the course, found it, but the Add button is grayed out. I cannot add it back.
- A: Probably because the course is still sitting in the Summary Panel. If the course is still sitting there and it is within the Add period for the section, you may be able to add it back. Click the drop down list in the Action field next to that section in the Summary panel. If you see "Register on Web", can add it back. If you see "Waitlist", you can add yourself to the Waitlist and you will need to wait for notification of a space available in that class. Be sure to click the Submit button to save either option you choose.
- Q: Why do I see a screen that asks me to select the Student role when I try to use Register for Classes or Plan Ahead?
- A: Employees that are also students, whether administrative professionals, state classified, graduate teaching assistants or student employees will be presented with this screen. Just select the radio button next to Student and click the OK button.
- Q: There is a link for Tuition and Fees in the Registration Summary. Why is it always blank?
- A: This link is intentionally blank. We are hoping to turn on this functionality at a later time. Students are responsible for the tuition and fees owed when registering for classes. Please review RAMweb for your current tuition and fees for the semester.

Smart Phone Registration Tips

We recommend a computer for registration, but understand that some students wish to use tablets or smart phones for registration.

Q: It seems difficult to see the information on the screen.

A: We are finding that most mobile devices do best when turned towards the long side. The Class Schedule displays many columns of data and it is best viewed when given as much width as possible for the display. You can also try to resize the screen to help 'shrink' it a bit.

Q: I see my schedule but I cannot find the Class Search.

A: Click on the "Panel" button on the bottom and it will bring up the Class Search.

Q: I received a registration error (pre-req, time conflict, etc) when I tried to add the class, now the notification is in the way.

A: Try scrolling the page behind the error notification up or down to remove that course from your registration. You can also try resizing your mobile device screen to 'shrink' the display. You can also try tapping the yellow shaded box with the number of errors in it to hide the notifications.

Getting on the Waitlist/Getting Notification that Seats are available

Q: What is Waitlist?

A: Waitlist is the ability for students to electronically stand in line for a seat to become available in a section that is full. Students are on the waitlist in the order that they request to be added to the waitlist. When a seat becomes available, they will be notified.

Q: How are student notified when a seat becomes available on a section they have Waitlisted?

A: Students will be notified by email. If the student opted in for Waitlist text messages, they will receive a text as well. Students then have 24 hours to log in to RAMweb and register for the section by changing the action from Waitlist to Register on Web for that class on their summary. If the class has a lecture/lab/recitation component, that will need to be added at the same time in order to complete the transaction.

Q: Will Waitlist automatically enroll me in the class when I'm notified?

A: No, students are not automatically enrolled after receiving the notification. They must take an action to add the class. Often students have other sections to add at the same time to complete the registration in the case of classes with multiple lecture/lab/recitation components. Or you may have a time conflict and we wouldn't know which class you really wanted to keep.

Q: How do I get on a Registration Waitlist for a section?

A: Even though the class will state Full, you can still use the Add button from the Class Search. Or you can enter the CRN of the section you are interested in waitlisting. If you Submit the registration request with the action of 'Register on Web', you will receive a notification stating This Section is Full. You may select 'Waitlist' from the dropdown menu under Action next to that section. For courses with lecture/lab/recitation combinations, there will only be a 'Waitlist' option for the lab or recitation. You only need to waitlist for one part of the course. When you are notified of a seat available, you will need to add all required components of the lecture/lab/recitation.

Q: A particular course I searched for does not have waitlist information.

A: If the course is a linked course --a course that has a lab or recitation in addition to the lecture--, click View Linked. If the other component has waitlist information, you can go by that. Typically, the waitlist is only on the lab or recitation for linked courses. If the course is not a linked course, click on the course title to bring up "Course Details" and go to Enrollment/ Waitlist tab to find the information.

**Some courses that are cross-listed, such as GR323/NR323, when the enrollment capacity fills, the count for the number of waitlist seats is no longer displayed in the status column on the class schedule search results. Students can still add to the waitlist for these courses using the 'Add' button and changing the dropdown menu in the Summary section under Action to 'Waitlist'. You can see the number of students on the waitlist by clicking on the course title and then choosing the Enrollment/Waitlist tab. This issue has been reported to the vendor.

Q: I happened to be on my registration page at the same time I received a waitlist notification. I clicked on Action menu next to the waitlisted course and saw only two options: None and Drop on web. Should I drop it and add it back?

A: The best way is to click on "Select a Term" to go back one page, come back to the registration page, and the page will be refreshed. Select the "Register on Web" option on the Action dropdown menu and then click the "Submit" button.

Q: How do I know my position on the Registration Waitlist for a section?

A: In RAMweb, click on the Menu button, select Registration and then select the Waitlisted Classes link. Choose the term and then you will see your waitlisted classes.

Registration FAQ

- Q: Do I need to meet course prerequisites and restrictions to get on a Registration Waitlist?
- A: Prerequisites and restrictions are checked before you are allowed to join a waitlist, but possible time conflicts with the desired course are not checked to allow scheduling flexibility.
- Q: I am currently registered for both lecture and lab components. I am also waitlisted for another lab component. Since I received a waitlist notification for the lab, I decided to drop the lab I am registered for and enroll in the lab with an opening. I chose "Register on Web" for the new lab, and "Drop on Web" for the old lab, and click Submit. It would not let me do that and get an error message.
- A: That happens when the lecture you are in does not pair up with the lab you want to get in. Try to see which lecture section would work with the lab by reviewing the class schedule.
- Q: I have several waitlisted courses but I cannot tell which courses I am registered for and which courses I am waitlisted in on the Schedule Details area of Registration. Is there a place where I can see only registered courses?
- A: Log into RAMweb. The Weekly Class Schedule box on the main page has links for you to view your class schedule. Only the registered courses are listed there.

After Registering for Courses

- Q: How can I print a Weekly Schedule of my Classes after I finish registering?
- A: We recommend that you use the Weekly Class Schedule tool on the home page of RAMweb.
- Q: I found the printer icon in the "Schedule and Options tab" after I finished registering, why does it show my waitlisted courses?
- A: You are correct, there is a printer icon option in the "Schedule and Options tab". Please be aware that currently Waitlisted courses are showing on the print out even though you are not enrolled in those sections. We recommend for a listing of your currently enrolled courses that you use the Weekly Class Schedule tool on the home page of RAMweb.
- Q: Can I import a schedule of my classes to my calendar?
- A: Yes you can. Go to "Schedule and Options tab" and click on the calendar icon in the right top corner. You can choose to email the schedule as a calendar invite to your @rams account or to another email address. Any registration changes that take place after you load the schedule to your calendar will not automatically synch. Please be aware that currently Waitlisted courses are showing in this calendar even though you are not enrolled in them.

Plan Ahead

Q: What is Plan Ahead?

A: This feature allows you to begin building a plan for a future registration term. You can select that you want to take a course or you can specify a preferred section of a course. You can build up to 5 plans. While you are building the Plan, you are not registering for those courses. When your registration appointment time opens, you can import any of your Plans and Submit them for registration. If sections have been cancelled or are full, you will receive notification messages that will not be able to register for those sections.

Q: When I can start using Plan Ahead for a semester?

A: Plan Ahead will be turned on at the same time the final Class Schedule is made available for a term. January for the Summer schedule, March for the Fall schedule and October for the Spring schedule.

Q: Do I need to meet course prerequisites and restrictions when using Plan Ahead?

A: Prerequisites and restrictions are *not* checked before you are allowed to plan for a course. When you attempt to register for your Planned Courses when your registration appointment time opens for that term, then it will check whether you meet the prerequisites and restrictions.

Q: I'm in Plan Ahead and I am typing a CRN number that my instructor gave me in the Keyword box in Basic Search and the course does not show up. What am I doing wrong?

A: If you are using "Plan Ahead," you are searching the catalog and it does not contain CRN info. You actually need to search the course by the title, keyword, subject, course number, etc., not by the CRN. If you have no idea what the course is, get out of Plan Ahead, use Browse Classes, type in the CRN in Keyword and find out what the course is. You could then return to Plan Ahead with the course information.

Q: I completed the Plan, how do I Register for those courses now?

A: When your registration appointment time opens, you can go to the Registration link and select the term. Click on the Plans tab and locate the Plan you want to import. You can choose to Add All the courses/sections from your Plan or just some of them. They will go to the Summary box where you can then submit them for registration.

Q: I Planned to take a Course but did not select a Section. When I clicked Add All the courses from my Plan to Registration, it didn't include that course, what do I need to do?

A: If you only planned that you wanted to take the Course, you can use the View Sections button to refine your plan to which section you want to take.

Q: What happens if a section is cancelled after I added it to my Plan?

A: If you had selected a section in your Plan that has since been cancelled when you add the section from the Plan to the request to register for it, you will see a message that the CRN is not valid. Select a different section of that class if one is available.

Q: I used Plan Ahead, and now when I add the courses to the Summary area it tells me the section is full. Why didn't Plan Ahead save me a seat?

A: Plan Ahead is a tool that you can use to be ready for registration. It does not guarantee or reserve you a seat in that section.