



## Use the Course Planning Wizard

Step 2 in the E-Advising and Registration Process



You can develop a plan to meet the requirements of your program, and include any electives you intend to take. The course planning wizard helps you to find the courses you need. The courses you plan may also have prerequisite or co-requisite courses that must be considered.

1. Navigate to the Course Planning Wizard.
2. Use the Wizard to add courses to your plan.
3. Make modifications to the Course Planning Worksheet.
4. Get Assistance.

### Detailed Instructions

#### 1 Navigate to the Course Planning Wizard.

- a. Login to Ramlink by navigating to <https://ramlink.txwes.edu> and clicking **Log In**.
- b. Enter your Texas Wesleyan **User ID** and **Password** and click **SUBMIT**.
- c. From the main menu that appears click **Students**.
- d. From the *Academic Planning/E-Advising* section click **Plan Courses** (Fig. 1).
- e. Click the **Course Planning Wizard** link from the Plan Courses screen.

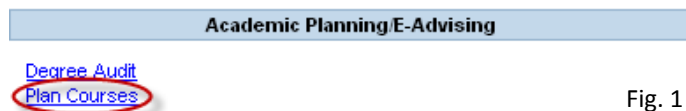


Fig. 1

Note: The **Plan Courses** screen includes a FAQ on how to use the Course planning tools. You can also click the **Help** button on any screen to access a help file that provides guidance for that particular screen.

#### Use the Wizard to add courses to your plan.

2

On the *Program Confirmation* screen that appears verify your major is correct and click **Submit** (Fig. 2). If you have more than one major, then select **No** and you may select your desired major from a list.

**Program Confirmation**

First, please confirm the program for which you are planning:  
Accounting BBA.....Catalog: 2007-2009 Catalog

Is this correct?

**SUBMIT**

Fig. 2

An academic program consists of building blocks called requirements. As the first step in the wizard, you must choose one requirement which still needs to be planned.

Each row in the table of requirements shows the following information (Fig. 3):

Fig. 3

### Choose a Requirement

Step 1: Choose one of the requirements listed below.

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Accounting BBA (2007-2009 Catalog)

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Program Status: Requirement In Progress

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Select ONE	Requirement	Exception	Status	Need to Plan
<input type="checkbox"/>	GEC Language Literacy		Requirement In Progress	Yes
<input type="checkbox"/>	GEC Analytic Literacy		Planning	Yes
<input type="checkbox"/>	GEC Cultural Literacy		Requirement In Progress	Yes
<input type="checkbox"/>	GEC Social Literacy		Requirement In Progress	Yes
<input type="checkbox"/>	Related Required		Requirement In Progress	Yes
<input type="checkbox"/>	Major Requirements		Requirement Not Started	Yes

**SUBMIT**

- **Name/Description of the requirement.**
- **Status.** This indicates the progress made in planning or registering for courses that meet this requirement. If you choose a requirement with a status of:
  - **Not started:** Not planned or registered for courses. Click **Submit** to proceed through the wizard and choose courses.
  - **Planning:** Planned, but not registered for courses. Click **Submit** to proceed through the wizard and choose courses.
  - **In Progress.** Registered for or completed at least one course. Click **Submit** to proceed through the wizard and choose courses.
  - **Pending.** Registered for all courses necessary, but not completed all of them. No more courses are needed, but you can click **Submit** to view the What is Required/Applied form.
  - **Completed.** Completed all courses. No more courses are needed, but you can click **Submit** to view the What is Required/Applied form.
  - **Waived.** Your institution decided that this requirement did not need to be completed. No more courses are needed, but you can click **Submit** to view the Exceptions form.
- **Need to Plan.** If you still need to plan courses for this requirement, **Yes** is displayed in the *Need to Plan* column. If you choose a requirement that does not need planning (no more courses are needed), you can click **Submit** to view the *What is Required/Applied* form.

Next, click **Submit** to continue through the wizard to choose courses for that requirement. Some requirements have subrequirements and/or groups to choose from before you get to the list of courses. You can only plan one subrequirement at a time so select one and click **Submit**. If you want to choose courses for multiple requirements, you must complete the wizard once for each requirement.

The *Select Courses* form displays the courses that apply to the requirement/subrequirement/component selections that you made in the previous step. The following information is displayed (Fig. 4):

### Select Courses

Step 3: Select the courses to add to your worksheet.

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Accounting BBA (2007-2009 Catalog) ---> Related Required ---> Speech

[What is Required/Applied](#)

**Still to plan**

[Take 1 more course\(s\)](#)

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Narrow my search

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Select	Planned Term	Course Name and Title	Department	Credits	CEUs	Academic Level	Location	Course Type	Session Cycle	Yearly Cycle
<input checked="" type="checkbox"/>	2009 Fall Term	<a href="#">SPC-1301 Fund of Speech</a>	Theatre	3.00		Undergraduate	Main Campus	Academic-State Reports		

[SUBMIT](#)

Fig. 4

- The program and catalog you are planning.
- The requirement/subrequirement/component you selected.
- A link to the **What is Required/Applied** form which tells you what is required and courses already taken that apply toward this selection.
- What you still have to plan.
- Information about any additional rules that affect this selection.

To choose a course for this requirement/subrequirement/component, click the **Select** box in front of the course you want. To plan a term in which to take the course, use the drop-down list in the **Planned Term** column. If you want to view additional information about a course and any requisites, click the course name in the **Course Name and Title** column.

You may choose as many courses as you want or, if too many courses are displayed, you can narrow your search by clicking the Narrow my search checkbox. Then click **Submit** to continue.

The wizard should display your Course Planning Worksheet with the newly added course listed on your worksheet.

### 3 Make modifications to the worksheet.

Your **Course Planning Worksheet** contains the courses you plan to take, but are not yet registered for. Use your worksheet to plan courses for the next term or even for your entire college program. The courses you plan may also have prerequisite or co-requisite courses that must be considered.

You can click on a course in the **Course Name and Title** column to view additional information about the course including information about pre-requisites and co-requisites.

## Modify My Course Worksheet

These are PLANNED courses for which you have NOT registered.

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Remove	Planned Term	Course Name and Title	Credits	CEUs	Added By
<input type="checkbox"/>		<a href="#">ENG-2301 Survey of World Literature (has prerequisites)</a>	3.00		Student
<input type="checkbox"/>	2009 Fall Term	<a href="#">ENG-1302 Comp &amp; Literature (has prerequisites)</a>	3.00		Student (Advisor approved)
<input type="checkbox"/>	2009 Fall Term	<a href="#">SPC-1301 Fund of Speech</a>	3.00		Student
<input type="checkbox"/>	2010 Spring Term	<a href="#">MAT-1302 College Algebra (has requisites)</a>	3.00		Student
<input type="checkbox"/>	2010 Spring Term	<a href="#">MAT-1310 Bus &amp; Econ Analysis (has prerequisites)</a>	3.00		Advisor

Private Worksheet Notes

Advisor should NOT see these notes.

Public Worksheet Notes

Advisor SHOULD see these notes.

Advisor Comments Student SHOULD see these notes

SUBMIT

Fig. 5

Click the **Modify** link to update your worksheet in the following ways (Fig. 5):

- **Remove a course.** To remove a course from your worksheet, select the course(s) to remove. However, if your advisor has approved a course, you cannot remove the course and must contact your advisor to request a change.
- **Change the planned term for a course.** After you have a course on your worksheet, you can plan the term when you intend to take it. However, picking a term for a course does not guarantee that the course will be offered in that term. You should work with your advisor on this aspect of planning. If your advisor has assigned a term for a course then you cannot change the term and must contact your advisor to request a change.
- **Enter worksheet notes.** You can enter **Private Worksheet Notes** that only you can view, or you can enter **Public Worksheet Notes** that your advisor(s) can also view.

Be sure to click **Submit** to save any modifications to your Course Planning Worksheet.

4

### Get Assistance.

If you need help reviewing your degree audit report or with the degree plan of your chosen major, contact your advisor through the **Email Your Advisor(s)** link in the *Communications* section of Ramlink.

If you have trouble logging on to Ramlink or experience any other technical difficulty contact the Helpdesk at (817) 531-4428. You may also check the self help information that is available online at [http://www.txwes.edu/it/training/ref\\_sheets/student\\_ramlink.html](http://www.txwes.edu/it/training/ref_sheets/student_ramlink.html).