Register from Your Worksheet
Step 6 in the E-Advising and Registration Process

You can use your Course Planning Worksheet as a guide when you are ready to register for classes. To register from your Course Planning Worksheet:

1. Navigate to Registration from the Course Planning Tools.
2. Select courses from your Course Planning Worksheet.
3. Choose individual sections with dates and times.
4. Submit the sections for registration.
5. Check for possible errors.
6. Get Assistance.

Detailed Instructions

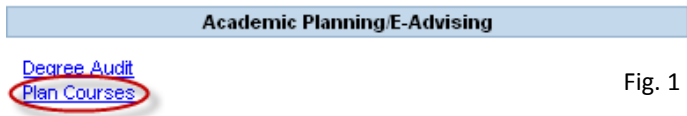**1** **Navigate to Registration from the Course Planning Tools.**

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).

Academic Planning/E-Advising
Degree Audit
Plan Courses

Fig. 1

e. From the *Plan Courses* menu click **Register**.
f. On the *Program Confirmation* screen that appears verify your major is correct and click **Submit**. If you have more than one major, then select **No** and you may select your desired major from a list. Double majors have a separate Course Planning Worksheet for each major.

NOTE: You **must** use the **Register** link from the **Plan Courses** menu to register for classes in order to automatically remove your registered courses from your plan. If you use the **Register for Classes** link on main student menu, then you will have to go back to your plan and manually remove planned courses after registration. If those courses were added or approved by your advisor, then you will have to contact your advisor and ask them to manually remove those courses for you.

2 **Select courses from your Course Planning Worksheet.**

Use the **Register from My Worksheet** form (Fig. 2) to register for courses that you previously planned for this program.

Fig. 2

a. Select as many courses as you want by clicking the **Find Sections** checkbox in front of the course(s). You can also click on a course in the Course column to view additional information about the course.

b. When you are finished selecting courses, click **Submit**.

---

3 **Choose individual sections with dates and times.**

The *Section Selection Results* form (Fig. 3) displays the sections that meet your search criteria. If any of these sections have corequisite sections, the corequisite sections also display.

Fig. 3

From here, you may:

- **Narrow your search:** Click the **Narrow my search** checkbox and then click **Submit** to return to the *Search/Register for Sections* form to select additional selection criteria.
- **Re-sort your results:** Choose a sort order from the **Re-sort my list** drop-down list and click **Submit** to re-sort sections in the order that you chose.
- **View section information**: Click on a **Section Name and Title** link to view the Section Information form in a separate browser window. Close the browser window to return to the *Section Selection Results* form.
- **Select your section(s):** Click the checkbox for the applicable sections in the **Select Section(s)** column.

NOTE: Make sure your sections do not have time conflicts. When you are finished, click **Submit** to put the selected sections on your *Preferred Section list* and go to the *Register and Drop Sections* form.

---

④ Submit the sections for registration.

Use the Register and Drop Sections form (Fig. 4) to register for sections, drop sections, and remove sections from the preferred sections list.

You may either **Register** or **Remove from List** the selected courses from the Preferred Sections list.

Fig. 4

A. To apply the same action to all sections on your Preferred Sections list, use the **Action for ALL Pref. Sections** field and select an action from the drop-down list.
B. If you want to take action on sections one at a time, use the **Action** field next to the section and select an action from the drop-down list.
C. To drop sections in your Current Registrations list, click the **Drop** field next to the section you want to drop.
D. The **If one of my choices is not available** field enables you to choose whether to submit the changes as an "all or nothing" transaction or a partial transaction.
   - If you choose the **ALL Allow me to adjust all** option and if any of the actions specified in your request are not completed successfully, nothing is processed, you are returned to the Registration and Drop Sections form.
   - If you choose the option for partial processing, any successful transactions in your request are processed and the Registration Results form is displayed with appropriate errors and warnings for any unsuccessful transactions.
E. When you are finished, click **Submit**.

Your registration is not complete until the Registration Results form is displayed.

5 Check for possible errors.

If are problems with the sections you are trying to register for, then you will see an error message in red at the top of your screen.

Error Message	Meaning/Action Required
No classes meeting the search criteria have been found.	You have selected a course that is not offered that term. Remove that course and select another. Verify section offerings in Search for Sections.
Section A conflicts with Section B.	You have a time conflict. Remove one of the sections and select another. Verify section times with Search for Sections.
Section C - Registration puts student in overload. Petition is required.	A petition is required to register for more than 18 hours. See the Registrar's Office.
Section D - Student requires instructors consent to register in D.	Instructor's consent is required before registering for this course. Contact the department for more information.
Section E - Course E prerequisites have not been started.	You have not started or completed the prerequisites for this course. Click the Section Name and Title of the course for more information and a list of prerequisites. If you receive this message after successfully completing the listed prerequisites, please contact the Registrar's Office.
You are not eligible for registration Hold(s) to be resolved: Office of XYZ	There is a hold on your Ramlink account which prevents registration. Contact the office listed in the message.

6 **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.