



How To View My Schedule

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This document provides instructions for students to view, print, or save their schedule, view class and schedule details, and waitlist position using the Class Schedule Card in RamPortal. Course materials remain accessible via D2L.

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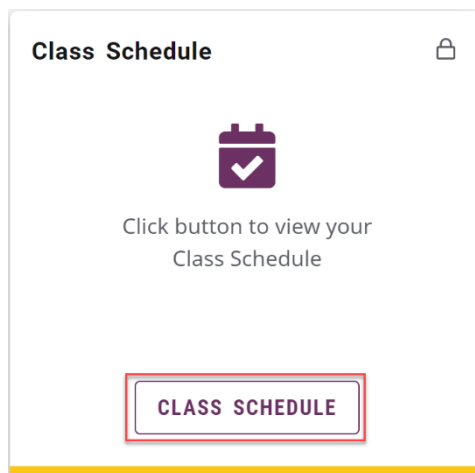
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NAVIGATION: RamPortal > Class Schedule

- Login to [RamPortal](#) using your West Chester login information.
- To view class schedule and class detail information, locate the “Class Schedule” card.
- Click on the “Class Schedule” button on the card.



HOW TO VIEW MY SCHEDULE

- The next page contains both a column/list view and calendar view of your schedule.

The screenshot displays the RamPortal interface for viewing registration information. At the top, there is a navigation bar with 'Home | RamPortal' and a user profile icon. Below this, the page title is 'View Registration Information' with a search icon and a settings icon. A breadcrumb trail shows 'Student / Registration / View Registration Information'. The main content area is titled 'Class Schedule' and features a dropdown menu for the term, currently set to 'Fall 2024'. Below the dropdown is a table listing registered classes with columns for Title, Details, Hours, CRN, Schedule Type, Grade Mode, Level, Part Of Term, Date, Status, and Message. The table contains seven rows of class information. At the bottom of the table, it indicates 'Records: 7' and provides summary statistics: 'Total Hours | Registered: 18 | Billing: 18 | CEU: 0 | Min: 0 | Max: 18'. Below the table is a calendar view titled 'Class Schedule for Fall 2024' showing a grid of days from Sunday to Saturday and times from 1pm to 11pm. Colored blocks represent the scheduled classes, with checkmarks indicating registration status.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Date	Status	Message
Child Development: Prebirth - 5...	EGP 209, 90	3	61791	Lecture	Standard Letter	Undergraduate	Full 15-Weeks	08/26/2024	Registered	Registered (We...
Engaging Learners: Integrating...	EGP 402, 80	3	61785	Lecture	Standard Letter	Undergraduate	Full 15-Weeks	08/01/2023	Registered	Registered (We...
Families and Community Relations	EGP 326, 02	3	61776	Lecture	Standard Letter	Undergraduate	Full 15-Weeks	08/01/2023	Registered	Registered (We...
Integrating the Arts within the El...	MDA 240, 07	3	62764	Lecture	Standard Letter	Undergraduate	Full 15-Weeks	08/01/2023	Registered	Registered (We...
Science Methods for Grades PK-4	SCE 320, 80	3	62566	Lecture	Standard Letter	Undergraduate	Full 15-Weeks	08/01/2023	Registered	Registered (We...
Special Ed. Processes/Procedur...	EDA 303, 81	2	63098	Lecture	Standard Letter	Undergraduate	Full 15-Weeks	08/01/2023	Registered	Registered (We...
Technology Tools to Transform T...	EDT 349, 80	1	60528	Lecture	Standard Letter	Undergraduate	Full 15-Weeks	08/01/2023	Registered	Registered (We...

Total Hours | Registered: 18 | Billing: 18 | CEU: 0 | Min: 0 | Max: 18

Records: 7

Class Schedule for Fall 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1pm		Integrating the Arts within the Elementary Classroom	Families and Community Relations	Integrating the Arts within the Elementary Classroom	Families and Community Relations	Integrating the Arts within the Elementary Classroom	
2pm							
3pm							
4pm							
5pm		Science Methods for Grades PK-4	Technology Tools to Transform Teaching and Learning	Engaging Learners: Integrating Academic/Social Development for High Achieving Equitable Classrooms			
6pm			Special Ed. Processes/Procedures for General Educators				
7pm							
8pm							
9pm							
10pm							
11pm							

- Choose the desired term in the "Term" dropdown.

View Registration Information

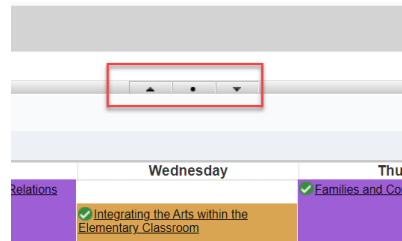
[Student](#) / [Registration](#) / View Registration Information

Look up a Schedule Active Registrations

Class Schedule

Term:	Spring 2025	
Title	Fall 2024	Hours
Cellular	Winter 2024/2025	4
Cellular	Spring 2025	0

- If you do not see the calendar view on the bottom half of the screen, it can be located by scrolling down.
 - Adjust the windows using dividing bar that separates the windows by clicking and dragging it up or down or using the dots and arrows.



- Hover over the course title to view the full title of the course if it does not fit in the space provided.

Look up a Schedule Active Registrations

Class Schedule

Term: Fall 2024

Title	Details
Child Development: Prebirth - 5 ...	EGP 209, 90
Engaging Learners: Integrating...	EGP 402, 80

- Click on the course title to view additional information if available, such as class details, bookstore links, course description, attributes, restrictions, instructor/meeting times, enrollment/waitlist, corequisites, prerequisites, reserved seats, and linked sections.


Class Details for Child Development: Prebirth - 5 Years EGP: Early Grades Preparation...

Term: 202430 | **CRN:** 61791

Class Details	Associated Term: Fall 2024
Bookstore Links	CRN: 61791
Course Description	Campus: Online
Attributes	Schedule Type: Lecture
Restrictions	Instructional Method: 100% Distance All Asynchronous
Instructor/Meeting Times	Section Number: 90
Enrollment/Waitlist	Subject: EGP: Early Grades Preparation
Corequisites	Course Number: 209
Prerequisites	Title: Child Development: Prebirth - 5 Years
Reserved Seats	Credit Hours: 3
Linked Sections	Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

Close

- Use the gear icon in the top right of the class list block to modify your column view. Uncheck boxes for columns you wish to hide.

Message 

Re	<input checked="" type="checkbox"/> Title
Re	<input checked="" type="checkbox"/> Details
Re	<input checked="" type="checkbox"/> Hours
Re	<input checked="" type="checkbox"/> CRN
Re	<input checked="" type="checkbox"/> Schedule Type
Re	<input checked="" type="checkbox"/> Grade Mode
Re	<input checked="" type="checkbox"/> Level
Re	<input checked="" type="checkbox"/> Part Of Term
	<input checked="" type="checkbox"/> Date
	<input checked="" type="checkbox"/> Status
	<input checked="" type="checkbox"/> Message

- Use the carrots (^) at the top of each column to sort the class table in alphabetical or numeric order by that column.

Title	▼	Details	Hours	↕	CRN	↕	S
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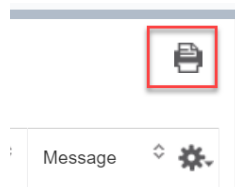
- In the bottom window, clicking on the “Schedule Details” tab will provide you with a detailed view of the course including a waitlist area which will display your wait list position when applicable.
- Clicking the course name in this window will also provide class detail information as in the graphic on page 3.

HOW TO VIEW MY WAITLIST POSITION

- If applicable, your waitlist position can be viewed in the “Schedule Details” section. Click on the arrow next to the course title which expands the course information. The Waitlist position is found on this expanded row.

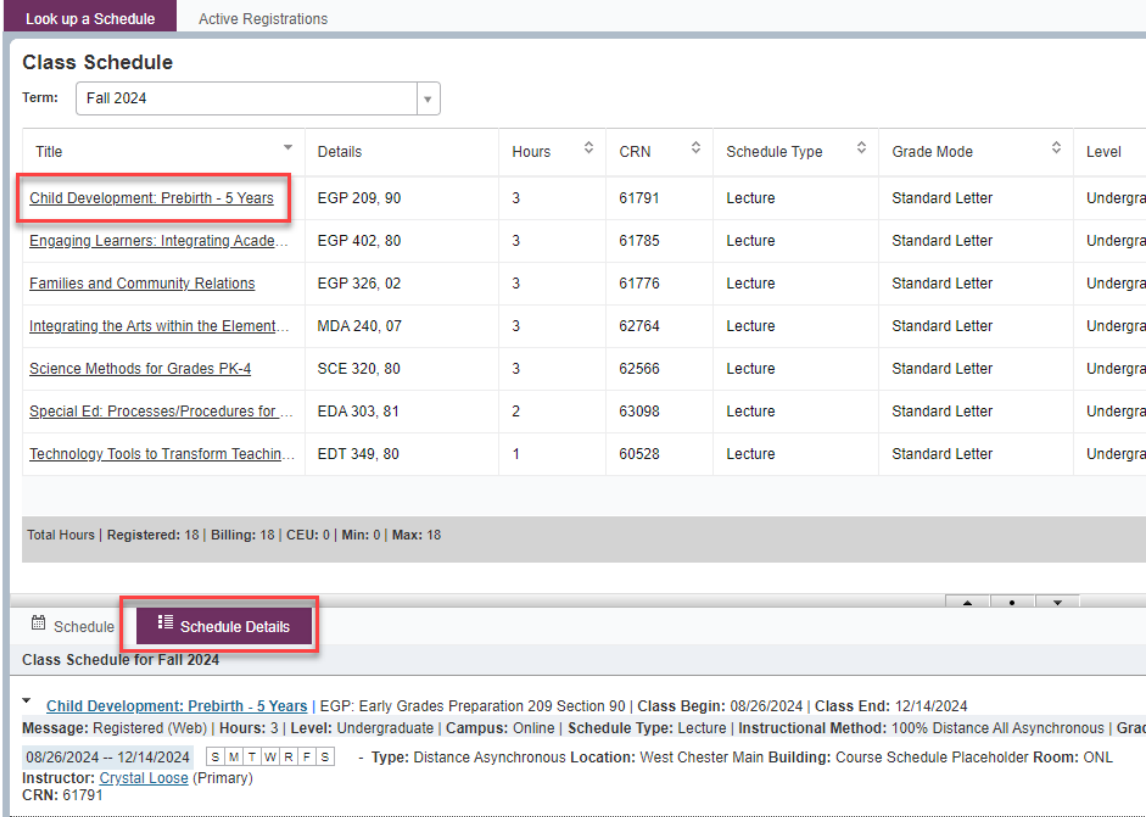
HOW TO PRINT OR SAVE MY SCHEDULE

- Print or save a pdf calendar view of your schedule (landscape view is ideal) by clicking the printer icon on the top right of the page.



HOW TO FIND ASYNCHRONOUS/ONLINE COURSE DETAILS

- Asynchronous course information::
 - Will be listed in the Class Schedule box.
 - Will not be displayed on the “Schedule” tab since there is no set time for these courses.
 - Can also be found on the “Schedule Details” tab.
- Zoom links and instructional information can be found in D2L.
 - Note: you may not see the course listed until the first day of class.



The screenshot shows a web interface for viewing class schedules. At the top, there are tabs for "Look up a Schedule" and "Active Registrations". Below this is a "Class Schedule" section with a dropdown menu for the term, currently set to "Fall 2024". A table lists several courses with columns for Title, Details, Hours, CRN, Schedule Type, Grade Mode, and Level. The first row, "Child Development: Prebirth - 5 Years", is highlighted with a red box. Below the table, there is a summary bar showing "Total Hours | Registered: 18 | Billing: 18 | CEU: 0 | Min: 0 | Max: 18". At the bottom, there is a navigation bar with "Schedule" and "Schedule Details" buttons, with "Schedule Details" highlighted by a red box. Below the navigation bar, there is a section for "Class Schedule for Fall 2024" with a dropdown menu for "Child Development: Prebirth - 5 Years" and detailed course information including dates, times, and instructor details.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level
Child Development: Prebirth - 5 Years	EGP 209, 90	3	61791	Lecture	Standard Letter	Undergra
Engaging Learners: Integrating Acade...	EGP 402, 80	3	61785	Lecture	Standard Letter	Undergra
Families and Community Relations	EGP 326, 02	3	61776	Lecture	Standard Letter	Undergra
Integrating the Arts within the Element...	MDA 240, 07	3	62764	Lecture	Standard Letter	Undergra
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Total Hours | Registered: 18 | Billing: 18 | CEU: 0 | Min: 0 | Max: 18

Schedule | **Schedule Details**

Class Schedule for Fall 2024

Child Development: Prebirth - 5 Years | EGP: Early Grades Preparation 209 Section 90 | Class Begin: 08/26/2024 | Class End: 12/14/2024
Message: Registered (Web) | Hours: 3 | Level: Undergraduate | Campus: Online | Schedule Type: Lecture | Instructional Method: 100% Distance All Asynchronous | Gra
08/26/2024 -- 12/14/2024 [S][M][T][W][R][F][S] - Type: Distance Asynchronous Location: West Chester Main Building: Course Schedule Placeholder Room: ONL
Instructor: Crystal Loose (Primary)
CRN: 61791

HOW TO ACCESS D2L

- **D2L IS ACCESSED SEPARATELY:** While the Class Schedule card leads you to class schedule information, **course materials are still accessible via D2L.** A D2L link can be found using the three-line/hamburger menu icon on the top left of your screen, then “Resources” where you’ll find a link to D2L in the dropdown menu.



Navigation menu with a close button (X) in the top right corner.

- Home
- Discover

- Academics
- Community
- My Account
- Reporting

- Resources
 - University Website
 - AES Support: RamPortal
 - D2L
 - What If Link