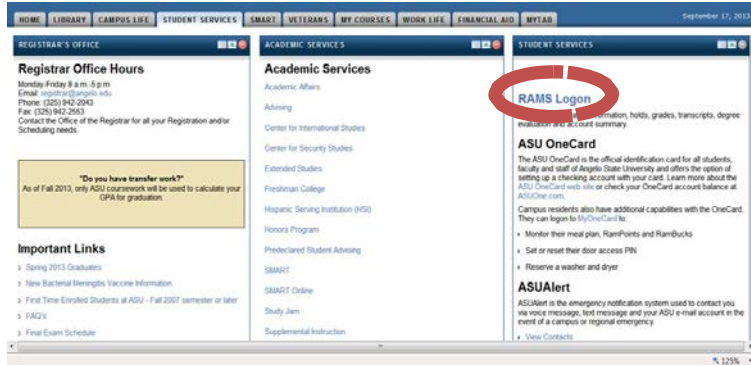


How to Use the Schedule Planner

Visit RamPort and Log In



1. Enter your username & password and click the "Login" button.

2. From the Homepage choose the STUDENT SERVICES tab

3. Go to [RAMS logon](#)

4. Choose [Registration](#) on the Student Services list



5. Click on [Schedule Planner](#)

6. Choose campus setting:
Campus—online & on campus
ASU—on campus only
Distance Ed.—online only

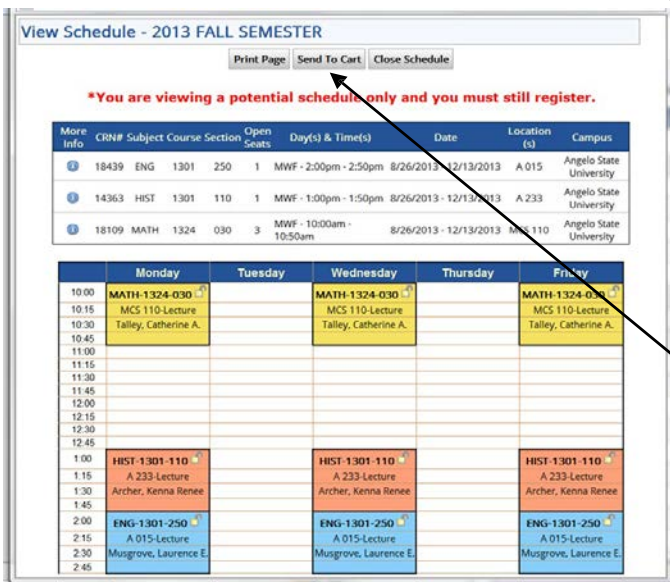


7. Add Breaks to block off times for no class

8. Add courses for Selected term
**Refer to TSI course search
handout for T Sections*

9. Generate Schedules- (each time a course change is made you will need to generate your schedule)

10. Click View for schedule options



11. When you've found a schedule you like, click the "Send to Cart" button.

Once you have chosen your schedule you will be directed to the Required Registration Information page.

*If holds exist you will not be allowed to proceed to registration until the holds are taken care of.

12. Required Registration Information:

Answer the following questions: It is best to select “No” for the parking, installment and fixed tuition options as you can review and make changes to these after you have registered. Submit Changes then continue to registration.

13. Schedule Planner Registration Cart:

At this point you can check the status of your schedule. If a class status has changed you have the option to go back and work a new schedule or register for what you have and then go back to find other class choices. Once you are ready to register you will click on the Register button.

14. Register or Add/Drop Classes:

Under status it will show that you are “Web Registered”. If there are classes that you were not able to get in to due to prerequisites or other issues, you will get an error message.

If you find that you need further help with the registration process you can contact the Registrar’s office at 325-942-2043 or Information Technology at 325-942-2911.

At this point you can print your schedule or view your bill.

To stay updated with important dates and registration information.



Angelo State University Registrar’s Office