



## Online Registration

### Who can use online registration?

Online registration is available for seniors, juniors and sophomores except for the new first semester senior, junior, or sophomore transfer students who must register in the Office of Student Records, and probationary students who must also register in the Office of Student Records. Freshmen and new freshman transfer students must register in the Academic Success Center.

### What if I have trouble registering?

If you cannot access the system or are unable to complete your registration, please contact the ICT Call Center at 817-531-4428, Monday through Friday 8:00AM. - 5:00PM. If you need assistance outside of those hours, please leave a message at the above number. If, after contacting the ICT center, you still cannot register, please call the Office of Student Records at 817-531-4414.

### Do I need to see an advisor before registering?

Seniors may register without seeing an advisor although they are strongly encouraged to do so. If you are on probation, you **must** see your advisor prior to registration. All other students must meet with their advisor and be cleared for online registration. Course information is available online. To register for an internship, independent study, or TAP course, you will need to fill out the appropriate form with all required signatures and register for these classes in the Office of Student Records. **Students are responsible for following their degree audit and should plan accordingly because some classes are not offered every semester.**

### How do I log on to RamLink?

Follow these four steps to log on for the first time:

1. Click on RamLink on the Wesleyan web page ([www.txwes.edu](http://www.txwes.edu))
2. Get your user ID by filling in your last name and either your social security number or college ID. If you are a WebCT user, log in using your WebCT ID and password.
3. Log in with temporary password.
4. Change your password (even if you have a current WebCT log in).

Students with problems logging on should contact the ICT Call Center at 817-531-4428 during normal business hours Monday - Friday 8AM.-5PM. **To protect your personal records from access by others, never leave your computer without clicking on the log out button and closing the browser.**

## To Register

- Go to RamLink on the Wesleyan web page ([www.txwes.edu](http://www.txwes.edu))
- Click on **Web Advisor for Students**, click on **Register for Classes**, then click on **Search and Register for Classes**.
- Enter your user ID and password (the same as you currently use to enter **Ram Link**)  
Click Submit.
- To use the registration system functions, you must select a term and subject and click Submit. Do not enter numerous Subjects and Course Levels.
- Select course(s) making sure the course is Open, and click Submit. Your selected course(s) will be displayed. Click Submit again to finalize your registration.
- Your status will indicate “Registered” if you met all required criteria.
- If your status indicates “Failed,” note the message displayed (see “Common Messages” on the next page) and what action is required to proceed.

## To Add or Drop

- To add a class after your initial registration, go to Add Classes in the menu at the bottom of the page. Click on **Search and Add Classes** and follow the same process as for registering.
- To drop a class, go to **Drop Classes** in the menu at the bottom of the page. Click on **Search and Drop Classes** and follow the same process as for registering.
- Tuition and fees for dropped classes will be refunded according to the refund policy on page 45 of the 2007-2009 University catalog.

## How do I print my schedule after I have registered?

Return to the menu and select **My Class Schedule**. *Room assignments may change. Be sure to double-check your course room assignments prior to the first day of class.*

## How do I know how much money I owe? How do I make a payment?

Check your **Account Summary by Term** on the menu to view your charges. Online payment options will be available *24 hours after registration*. A one-quarter payment for Spring term is due by December 5. Note that for Fall term, the one-quarter payment is due by August 5.

## To Make a Payment

- Go to the menu and click on Make a Payment. This will link you to our Sallie Mae Payment site (not available until 24 hours after registration).
- To make a payment in full, you should contact the Wesleyan Cashier’s Office at 817-531-4456.
- Failure to pay before payment deadline could result in your classes being dropped.
- You must notify the Office of Student Records if you have registered for classes but do not plan to attend Texas Wesleyan University.

## Common Messages

You may encounter some of these messages after you have submitted your courses for registration:

**“You must enroll in MAT...”** This message means that you must enroll in the Math course indicated before you can continue with your registration. See your advisor to confirm the math course for which you are eligible.

**“You must enroll in ENG...”** This message means that you must enroll in the English course indicated before you can continue with your registration. See your advisor to confirm the English course for which you are eligible.

**“Please report to the Cashier’s Office. You have a financial hold.”** You must clear all financial holds with the Cashier’s Office to register for classes.

**“Course prerequisites have not been started.”** You must have the required course prerequisites completed or in-progress to register for any course. Check the catalog for the course listing or see your advisor if you have questions.

**“61 credit hours are required.”** Some courses require a minimum number of credit hours as a pre-requisite. The message will indicate how many credit hours are required. You may attempt to register for the course again after the semester has ended and grades have been posted.

**“See your advisor to register for more than 18 hours.”** Undergraduate students may register online for up to 18 credit hours but must complete an Overload Petition form to register for those hours over the 18 credit hour limit. This form is available on the Registrar’s website, in the Office of Student Records, or in any Dean’s office. Complete the form obtaining the required signatures and submit to the Dean’s secretary for processing.

**“Probationary students must register in the Registrar’s Office.”** Students on Academic Probation must register in the Office of Student Records AFTER meeting with their advisor.

**“See your advisor to petition for readmission.”** Students on Academic Suspension must see their advisor to begin the process for readmission to the University prior to attempting to register.

**“You need to update your address with the Registrar’s Office.”** You must notify to the Office of Student Records to update your address information. E-mail is acceptable documentation.