



Use Catalog Search and Add

Step 3 in the E-Advising and Registration Process



The Catalog Search and Add allows you to quickly find courses to add to a plan. To search for courses:

1. Navigate to Catalog Search and Add.
2. Choose your search criteria.
3. Add selected courses to your plan.
4. Get Assistance.

Detailed Instructions

1 Navigate to Catalog Search and Add.

- 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 **Create/Add to Worksheet**.

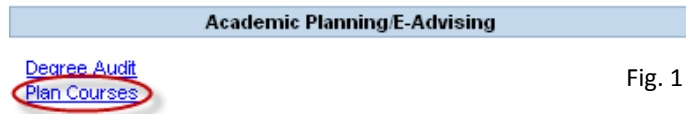


Fig. 1

2 Choose your search criteria.

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

On the search screen that appears (Fig. 3) you may enter as many or as few criteria as you want. However, filling out too many criteria can result in no courses being found.

Fig. 3

Catalog Search and Add

Search results will include courses that meet ALL of the criteria you specify.

Subject	Course Level	Course Number
English <input type="button" value="v"/>	Freshman <input type="button" value="v"/>	1302
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>
<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>

Department

Course Title Keyword(s)

Location Main Campus

Academic Level

Course Type

Instructional Method Lecture

Session Cycle

Yearly Cycle

You may fill out any of the following criteria:

- **Subject:** Select the subject(s) you want from the drop-down list.
- **Course Level:** Select the course level(s) you want from the drop-down list.
- **Course Number:** Enter the course number you want.
- **Location:** select the location where a course is offered from the drop-down list.
- **Instructional Method:** select the instructional method from the drop-down list.
- **Session Cycle:** select the session cycle of when a course is usually offered from the drop-down list.
For example, some courses are offered only in the Fall.

When you click **Submit**, courses are displayed that meet all of the criteria you entered.

3 Add selected courses to your plan.

The *Catalog Search Results* form displays the courses that met the search criteria you entered (Fig. 4).

Fig. 4

Narrow my search

Please select the courses you would like to add to your worksheet

Select Course(s)	Planned Term	Course Name and Title	Department	Credits	CEUs	Academic Level	Location	Course Type	Session Cycle	Yearly Cycle
<input checked="" type="checkbox"/>	<input type="text"/>	MAT-1302 College Algebra (has requisites)	Math Computers & Sciences	3.00		Undergraduate	Main Campus	Academic-State Reports		

SUBMIT

From here, you may:

- Display additional detailed information about a course by clicking the **Course Name and Title**.
- **Add course(s) to the plan.** Select one or more courses by clicking the **Select** checkbox in front of each course you want. When adding a course to a Course Planning Worksheet, you may select a term or leave it blank. Then click **Submit**.
- **Narrow my search.** Check this box and click **Submit** if you like the criteria you already entered, but received too many results. The Catalog Search and Add form will redisplay. You need to enter only the additional criteria you want to further reduce your results.

Some courses require that other work be completed, either before taking the course or while taking the course. In WebAdvisor, these requirements are called requisites. Course requisites include prerequisite and corequisite courses.

- **Prerequisites** are courses that must be completed before registering for this course. For example, Math 101 might need to be completed before registering for Math 102.
- **Corequisite** courses should be taken at the same time as this course. For example, a physics lab course might need to be taken at the same time as a physics lecture course.

Courses with requisites will display **(has requisites)** next to the Course Name and Title.

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.