



SEMESTER AT SEA®

Spring 2020 Course Registration Instructions

Begins: October 8, 2019 (8:00 am MDT)
Ends: December 2, 2019 (11:59 pm MST)

For details about and considerations regarding the course registration process, review the **Spring 2020 Course Registration Packet**.

Registration is open to all admitted AND deposited students on a first-come, first-served basis.

When registration first opens, many students will be attempting to register. Those logging in from 8:00 am-9:00 am MDT can expect slow loading times and delays due to increased web traffic. We appreciate your patience and understanding.

You must log into your My Voyage Self-service Portal and RAMweb account before course registration opens on October 8. You will need to take several steps (as noted in the below list) in advance to be Registration Ready on October 8th. Many students have failed to do this and have had problems logging in when registration opens. This has delayed their registration, and in some cases, has resulted in classes filling before they were able to get into the system.

TIP! You must use RAMweb to register for your courses, but you should read syllabi, view the times they will meet, check the dates of Field Classes, find your textbooks, etc. on the [Spring 2020 Courses and Field Classes page](#), which is much more user friendly.

We recommend having RAMweb open in one tab and the [Courses and Field Class page](#) in another.

Remember, you will not be able to register through RAMweb until your deposit has been processed. It typically takes three to five full business days after you pay your deposit for it to be processed and for registration to be open for you.

These Course Registrations Instructions contain the following:

- [How to Set up your eID \(page 2\)](#)
- [Logging into RAMweb \(pages 2-3\)](#)
- [Completing Registration Ready \(page 3\)](#)
- [Finding Classes: Seats & Course Registration Numbers \(CRNs\) \(pages 4-5\)](#)
- [Registering for Classes \(pages 5-8\)](#)
- [Dropping & Swapping Classes \(page 9\)](#)
- [Error Messages \(pages 9-12\)](#)
- [Final Reminders \(page 13\)](#)

How to Set up your eID

Set up your Colorado State University Electronic Identification (eID)

Once your deposit payment has been processed and your student information loaded in CSU's systems, you will find your nine-digit CSU Student ID number in your My Voyage Self-Service portal, located via the link 'CSU eID,' under 'Academic Information.'

1. Go to the following: <https://eid.colostate.edu/eIDCreate/login.aspx>
2. Enter the following details:
 - CSU ID number
 - Last Name
 - Date of Birth (mm/dd/yyyy)

Create Your eIdentity

CSUID *

Last Name *

Date of Birth *

Continue

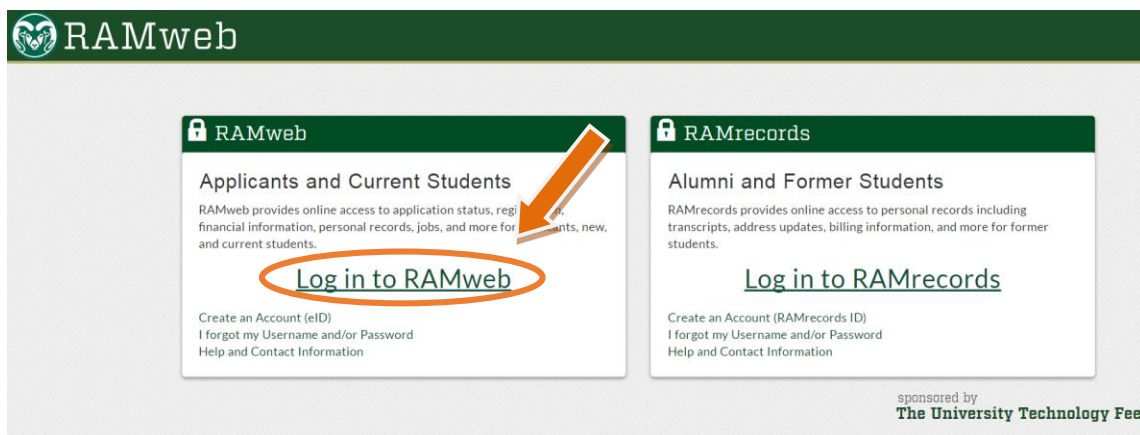
* Indicates required field.

3. Select a username and 15+ character password (and remember it).

Logging into RAMweb

Use your self-selected CSU eID credentials (a username and 15+ character password) to login to RAMweb at <https://ramweb.colostate.edu>. For best results, **use Google Chrome** as your web browser.

*It may take up to 24 hours following the setup of you eID for the credentials to be recognized across university systems, including RAMweb. Don't panic if your credentials are not immediately recognized.



Once you have logged in, you will see the following Home page. Ignore notifications on right (test system).

The screenshot shows the Colorado State University RAMWEB interface. At the top is a green header with the university logo, the text "COLORADO STATE UNIVERSITY | RAMWEB", and a "Menu" button with a hamburger icon. Below the header, a welcome message "Welcome Amanda," is displayed. The main content area is divided into three green-topped sections: "Profile", "Registration", and "Notifications". The "Profile" section on the left contains fields for "Mailing Address:", "Phone Number:", "Student Classification" (with a link "Semester at Sea"), "Student Status", and "Residency: Nonresident Not Determined". The "Registration" section in the center has a dropdown menu set to "Spring Semester 2020" and displays the message "Registration Ready for Spring Semester 2020". Below this message is a red "X" icon next to the text "Confirm Race & Ethnicity" and a link "View/Hide completed items". The "Notifications" section on the right shows a bell icon and a red badge with the number "1".

Completing Registration Ready

In the center green box labeled “Registration,” select Spring Semester 2020 from the drop down menu. A checklist of items will appear. You must complete these items before you can register for classes. Items to be completed will appear with a red “X” (as shown above); items that have been completed will disappear. You may select the “View/Hide completed items” to review the list of incomplete and completed items. **Note that not all students will need to complete these steps.**

Once all Registration Ready Steps have been completed, a green “v” will indicate that you are ready to register for classes, as shown below.

This image is a close-up of the "Registration" section from the previous screenshot. It features a green header with a pencil icon and the word "Registration". Below the header is a dropdown menu currently set to "Spring Semester 2020". The main message, "Registration Ready is Complete for Spring Semester 2020", is preceded by a green checkmark icon. Below this message, the text "Registration Access Time: 10/08/2019 8:00:00 AM" and a link "Go to Registration" are visible. Two orange arrows point to the "Registration" header and the dropdown menu. A large orange oval highlights the green checkmark and the completion message.

Searching for Classes: Seats and CRNs

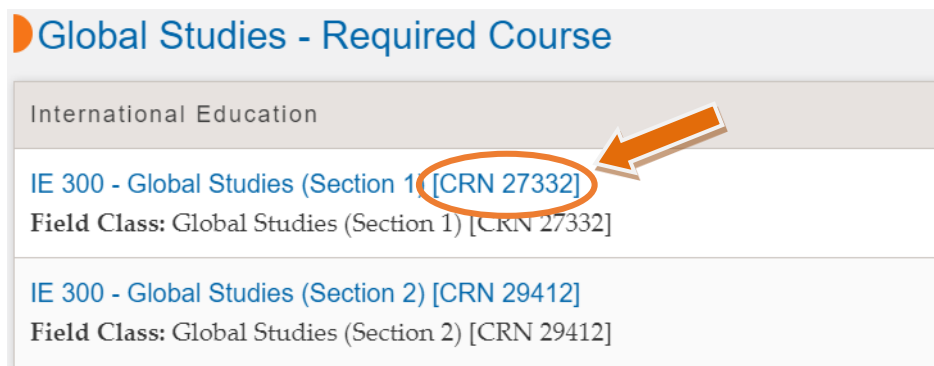
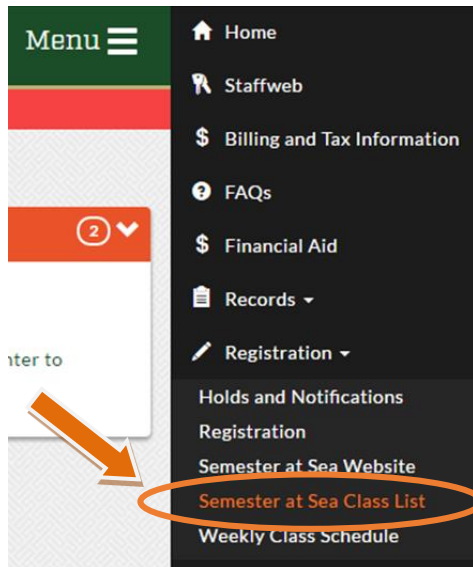
In order to register for courses, you must first have each course's CRN. A CRN is the Course Registration Number, a five-digit unique identifying number for each class. To find these numbers, you can either look on the [Spring 2020 Courses and Field Classes page](#) on the Semester at Sea® website OR on RAMweb.

These CRNs can be found on RAMweb as follows:

1. Click on the green drop-down menu in the upper right corner of your RAMweb home page
2. Click on the small arrow to the right of 'Registration.'
3. An additional number of options will appear, including [Semester at Sea Class List](#).
4. Click on [Semester at Sea Class List](#).

The [Semester at Sea Class List](#) will list CRNs as well as the number of open seats in each class.

Tip: Open the [Semester at Sea Class List](#) in a new tab. Whether viewing CRNs on the Semester at Sea website or within RAMweb, be sure to double-check your class times and field class times to ensure there are no time conflicts.



This is an example of the CRNs. Please locate the specific CRNs for the desired course sections on the Semester at Sea® [Spring 2020 Courses and Field Classes](#) page.

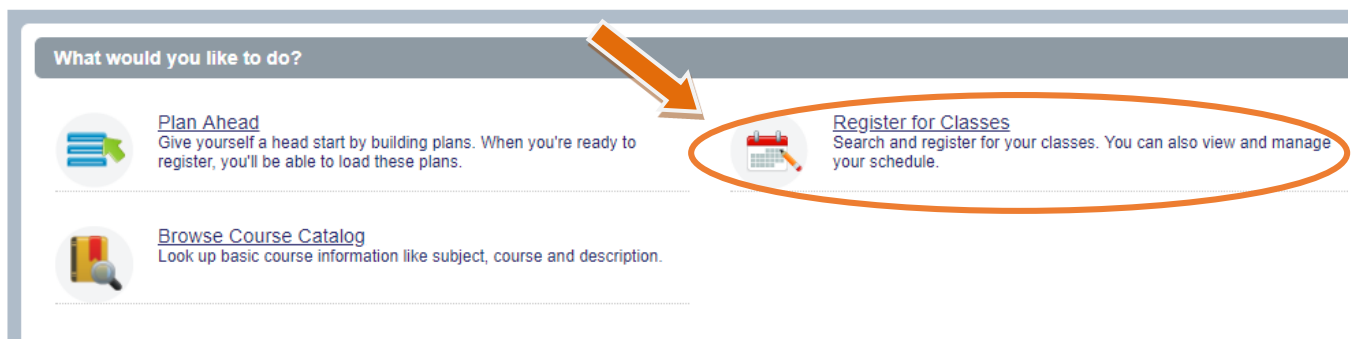
Record your desired courses' CRNs, selecting a minimum of 5; 7-8 is ideal. One of these must be one of the two sections of IE 300 Global Studies. List these in order of priority. **You will key in these numbers when registering.**

Registering for Classes

At the specified time (0800 MDT on October 8, 2019) the Registration option on RAMweb will be available. Click "Go to Registration." Be sure the selected semester is Spring Semester 2020 in the 'Registration' drop-down box

Click to "Continue to Registration." Disregard the course Drop and Withdrawal Information.

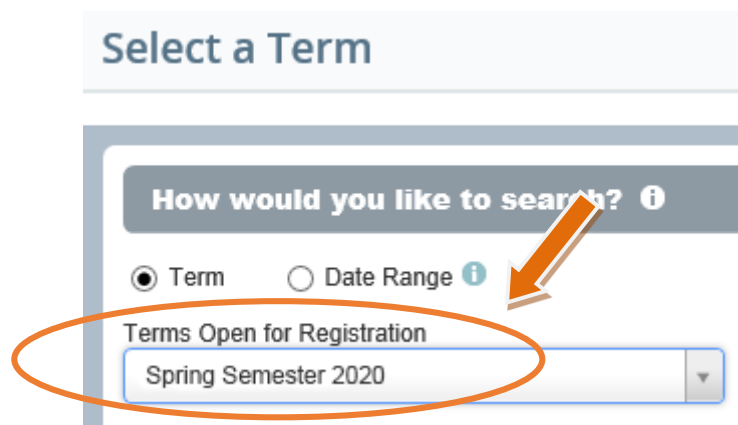
Select “Register for Classes.”



What would you like to do?

- [Plan Ahead](#)
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.
- [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

Select your voyage term, “Spring Semester 2020,” and “Continue.”



Select a Term

How would you like to search? ⓘ

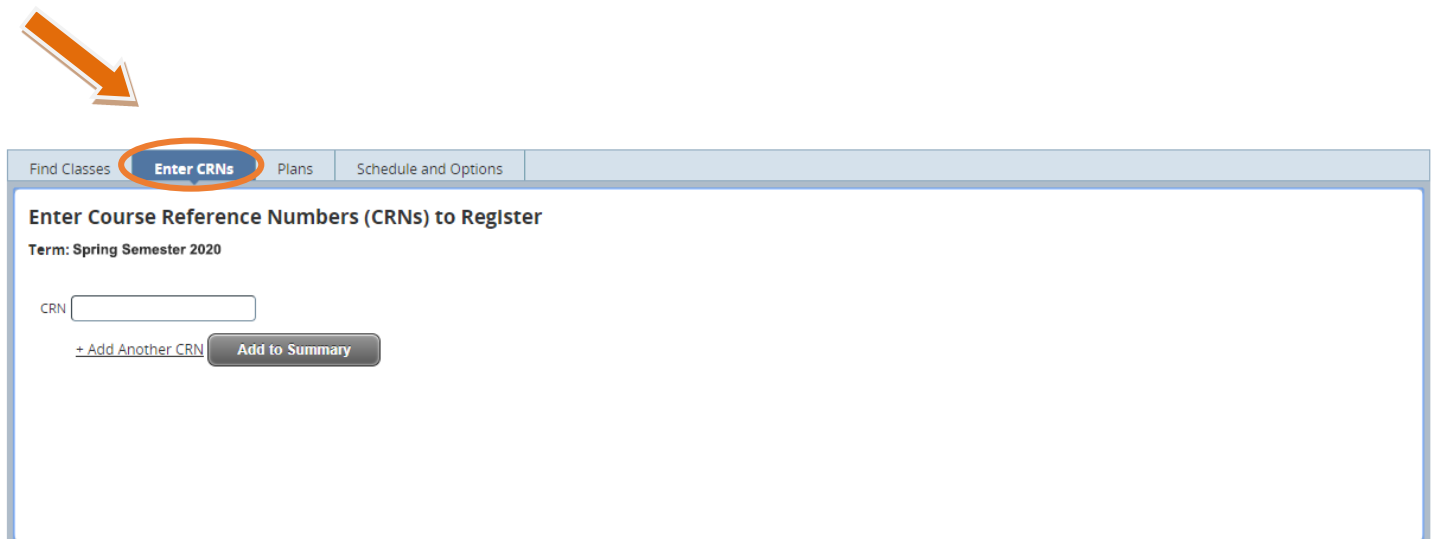
☒ Term ☐ Date Range ⓘ

Terms Open for Registration

Spring Semester 2020

Go to the “Enter CRNs” tab across the top.

Note: You will be unable to search for Semester at Sea® classes on the “Find Classes” tab. These results are limited to classes offered only on the physical campus of Colorado State University in Fort Collins, CO.



Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring Semester 2020

CRN

[+ Add Another CRN](#) [Add to Summary](#)

Enter the CRN of one of the two sections of IE 300 Global Studies. Choose “Add Another CRN” three times to enter the CRNs of the remainder of the classes for which you wish to register.

Once four CRNs are entered, click “Add to Summary.”

The courses you selected will appear in the bottom right “Summary” with the Action of “Register on Web.” The courses should reflect a number of 500 or 501 behind the course prefix and course number (as noted in the above and below screenshots). If any other numbers appear, you are selecting a class section NOT offered on the Semester at Sea® voyage but rather a class section offered physically on the CSU campus in Fort Collins, CO.

Note: You will not be registered for the selected courses until the “Status” column displays “Registered” in green.

Summary						Tuition and Fees
CRN	Details	Hour	Title	Schedule	Status	Action
77165	IE 300, 500	3	<u>Global Studies</u>	Lecture	Pending	Register on Web
77125	SOC 333, 5...	3	<u>Gender and Society</u>	Lecture	Pending	Register on Web
77151	POLS 332, ...	3	<u>International Politic...</u>	Lecture	Pending	Register on Web
77136	PSY 325, 500	3	<u>Psychology of Perso...</u>	Lecture	Pending	Register on Web

Click the “Submit” button on the bottom right of the screen to register for your classes.

GLOBAL STUDIES REMINDER: You must register for Global Studies. This is the core course of the Semester at Sea® academic voyage. It is required and cannot be substituted for any other course on the voyage.

View final schedule on the “Summary” section on the bottom right corner with all courses showing a status of “Registered.”

Summary Tuition and Fees						
CRN	Details	Hour	Title	Schedule	Status	Action
77125	SOC 333, ...	3	Gender and Society	Lecture	Registered	None
77165	IE 300, 500	3	Global Studies	Lecture	Registered	None
77151	POLS 332, ...	3	International Politi...	Lecture	Registered	None
77136	PSY 325, 5...	3	Psychology of Pers...	Lecture	Registered	None

Note: The grid display of classes as shown in the bottom left section (reflected in the below screenshot) will not accurately reflect the shipboard days, and should be disregarded. Classes on the *MV World Odyssey* are not on a traditional academic schedule of M-W-F and T-Th. Rather, all classes but Global Studies are delivered every other day – on A Day or on B Day – while at sea.

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring Semester 2020

CRN

+ Add Another CRN

Add to Summary

Schedule

Schedule Details

Summary

Class Schedule for Fall Semester 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am	Gender and Society		Psychology of Personality				
9am							
10am	Global Studies						
11am							
12pm							

CRN	Details	Hour	Title	Schedule	Status	Action
77125	SOC 333, ...	3	Gender and Society	Lecture	Registered	None
77165	IE 300, 500	3	Global Studies	Lecture	Registered	None
77151	POLS 332, ...	3	International Politi...	Lecture	Registered	None
77136	PSY 325, 5...	3	Psychology of Pers...	Lecture	Registered	None

Total Hours: 12 | Registered: 12 | Billing: 12 | CEU: 0 | Min: 12 | Max: 12

☐ Conditional Add and Drop

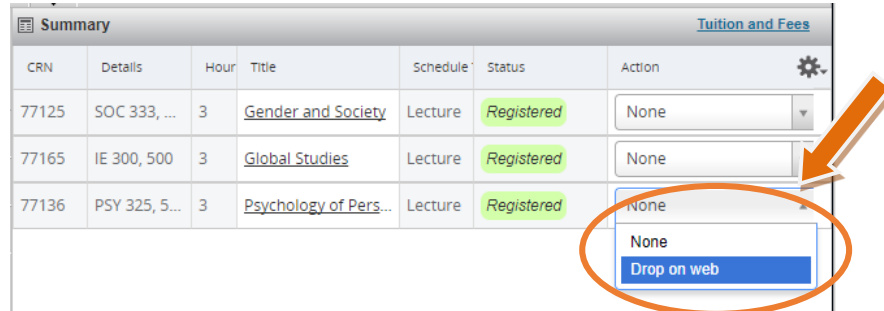
Submit

Dropping & Swapping Classes

Dropping a course before you have fully registered for 4 classes

Within the “Summary” section (located on the bottom right of your screen) and under “Action,” select “Drop on web” for the class you want to drop from your schedule. Click “Submit.”

See below for additional advice regarding ERROR MESSAGES.



CRN	Details	Hour	Title	Schedule	Status	Action
77125	SOC 333, ...	3	Gender and Society	Lecture	Registered	None
77165	IE 300, 500	3	Global Studies	Lecture	Registered	None
77136	PSY 325, 5...	3	Psychology of Pers...	Lecture	Registered	None Drop on web

How to ‘Swap Classes’ when you have already registered for 4 classes and met the 12 credit-hour requirement

1. Enter the CRN for the course you want to add in one of the empty CRN boxes. (If the course has a lab or recitation, enter the second CRN in a second CRN box.)
2. Click “Add to Summary.”
3. Choose “Drop on the Web” for the class you want to drop.
4. Click the “Conditional Add and Drop” box (next to the “Submit” button).
5. Click “Submit.”

Note: The class will only be dropped if you are also able to successfully add the newly selected course.

Error Messages

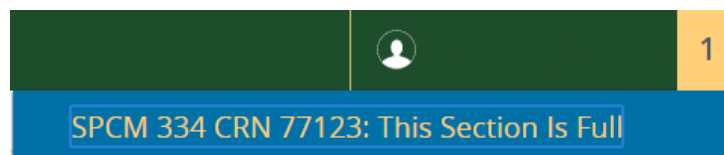
Any registration errors that occur will prompt a notification atop the right corner of the screen. A brief description of the error will appear when hovering over the error notification in the “Status” column of the bottom right “Summary” area. **(This functionality is not available in Mozilla Firefox.)**

To remove the erred section, click “Submit” again to reset your registration summary to the courses for which you are currently registered.

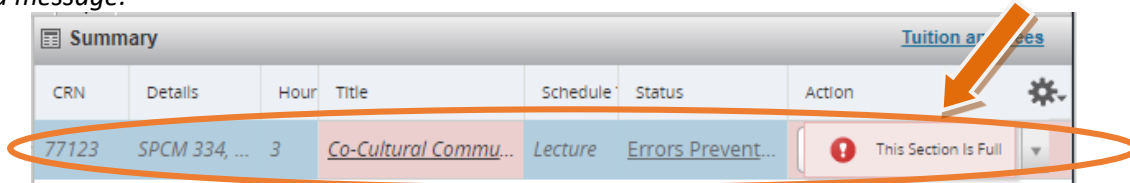
Here are some common error messages you might receive:


-This (Course) Section Is Full: The course you have chosen is at its capacity, and there are no more seats available.

Top right error message:



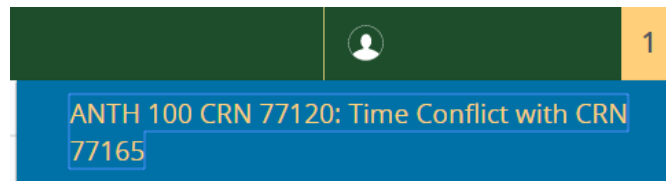
Summary area message:



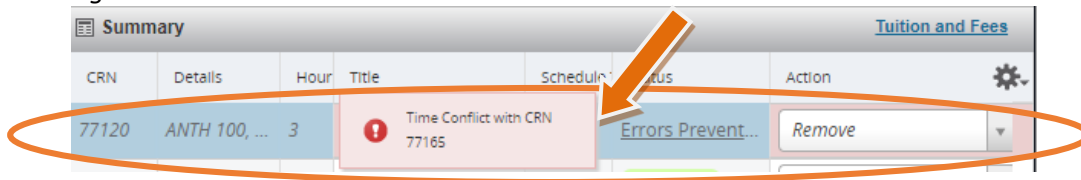
CRN	Details	Hour	Title	Schedule	Status	Action
77123	SPCM 334, ...	3	Co-Cultural Commu...	Lecture	Errors Prevent...	 This Section Is Full


-Time Conflict with CRN: You have attempted to register for a course that meets at the same time as another course. Note that EITHER the class time may conflict OR the field class day may conflict. Be sure to double check your class meeting days (A and B days), times, and field class days. You will need to correct your CRN selections and then resubmit your request.

Top right error message:



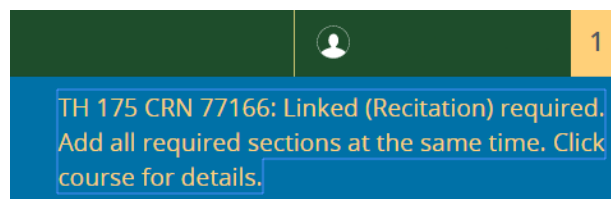
Summary area message:



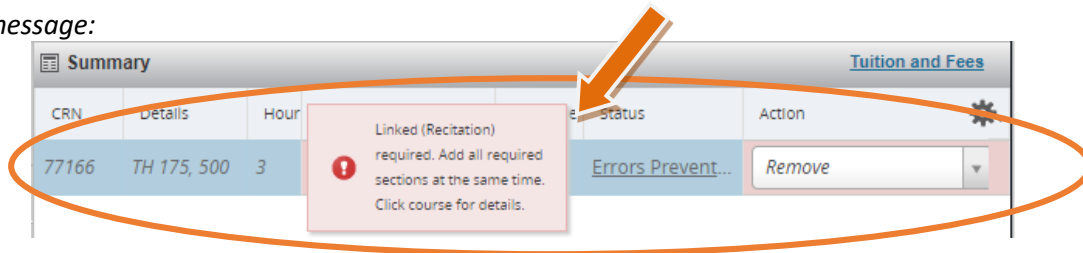
CRN	Details	Hour	Title	Schedule	Status	Action
77120	ANTH 100, ...	3	 Time Conflict with CRN 77165	Errors Prevent...	Remove	


-Linked (Recitation/Laboratory) required: You need to enter BOTH CRNs. Some courses require enrollment in an additional recitation or laboratory section to complete credit hour requirements. **Note: Courses with recitations or labs do not meet at additional times; these credit hour requirements are included in the standard scheduled class time.**

Top right error message:



Summary area message:

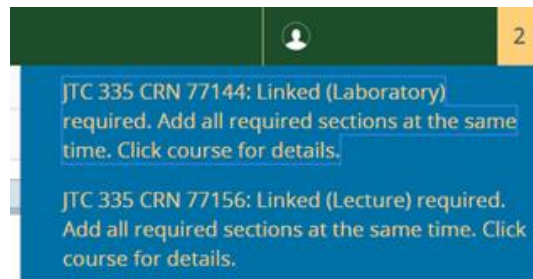


CRN	Details	Hour	Title	Schedule	Status	Action
77166	TH 175, 500	3	 Linked (Recitation) required. Add all required sections at the same time. Click course for details.	Errors Prevent...	Remove	

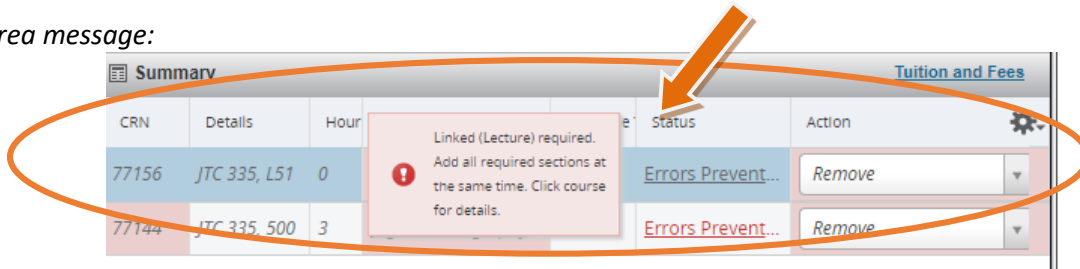
If you have attempted to register for the lecture and recitation/lab section of the course and receive an error indicating you have not successfully been enrolled, you may have not registered for the correct pair/combination of CRNs. If the

lecture is section 500, the associated recitation/lab section is L50. If the lecture is section 501, the associated recitation/lab section is L51.

Top right error message:



Summary area message:



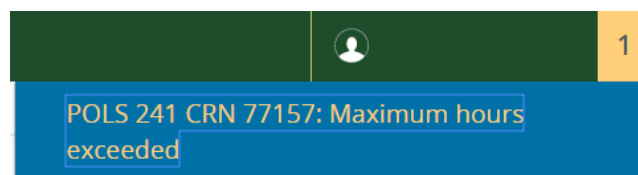
-Maximum hours exceeded: You have attempted to register for more than the maximum number of courses (4).

Note: Those requiring registration in 15 credits will be able to register in a fifth course one week after registration opens, on Tuesday, October 15th at 8:00 am MDT. You must receive advance approval from your home institution and acknowledgement of this approval from Semester at Sea's Academic Affairs department. If you have questions about adding a fifth class, email academic@isevoyages.org. When doing so, please indicate which college is your home institution.

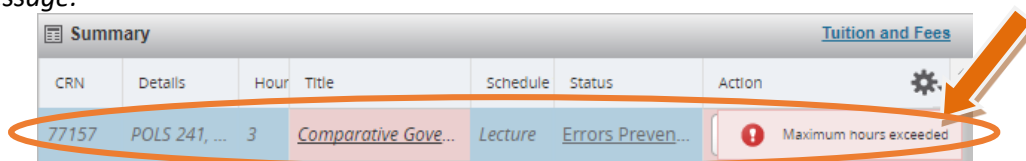
FIFTH COURSE REMINDER! Semester at Sea strongly advises that you **avoid taking a fifth class**, even though five courses is the standard course load at many universities. The rhythm of the voyage leaves you with very little down-time, and the academic schedule is compressed. You are either in class on the ship, or you are in a port. There are no weekends. Students taking a fifth course typically devote 1-2 days in each port to their additional coursework.

If you wish to take a fifth course you must receive advance approval from your home university and acknowledgement of the approval from Semester at Sea to do so. Thereafter, you may register for a fifth class beginning on **October 15th**, after all students have had the opportunity to register for the required four courses.

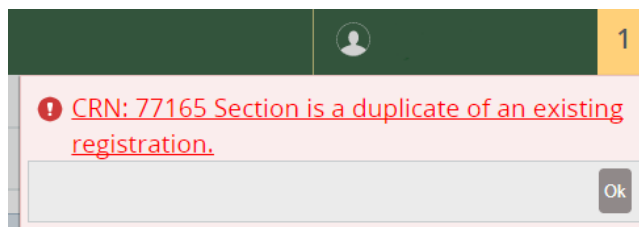
Top right error message:



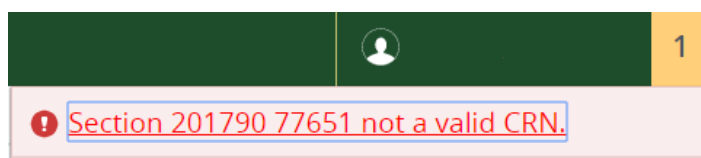
Summary area message:



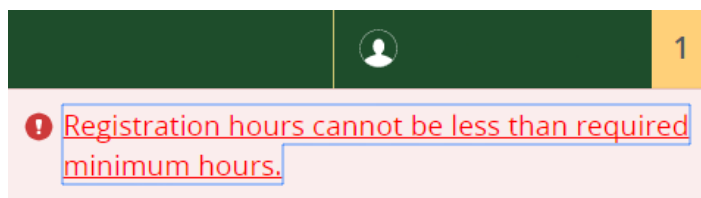
-Section (Class) is a duplicate of an existing registration: You have already registered in this course and are attempting to register again.



-Section (Class) not a valid CRN: Typos happen. You typed an invalid/non-existent CRN in the registration field.

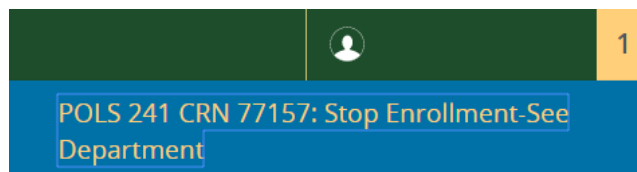


-Registration hours cannot be less than the required minimum hours: All students are required to be registered in a minimum of 12 credit hours. Once you have registered for 4 courses/12 credits, you are not able to drop below that threshold again. This is the message you will receive if you attempt to do so. Refer to the advice above (page 9) regarding **How to 'Swap Classes' when you have already registered for 4 classes and met the 12 hour requirement.**

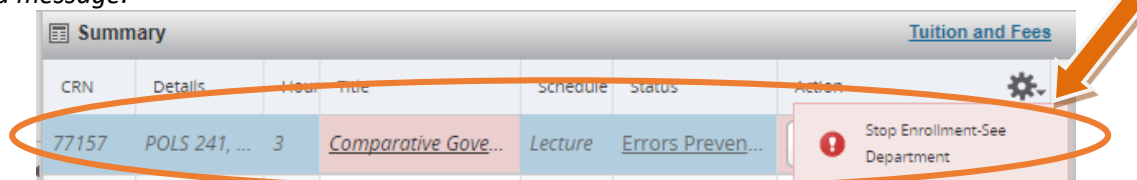


-Stop Enrollment: If you encounter a Stop Enrollment message on a class, please contact Semester at Sea's Academic Affairs department for advice: academic@isevoyages.org or 970-491-1131. The course may have filled or is under consideration for cancellation due to low enrollment.

Top right error message:



Summary area message:



Final Reminders

Prerequisites

Pay careful attention to any prerequisites listed on the class-specific page, accessible through the [Spring 2020 Courses and Field Class page](#) or within each syllabus. Do not register for classes for which you do not meet the prerequisite(s). You must be able to demonstrate that you have met prerequisite equivalencies to the professor through your prior transcripts. If you do register for a course and do not meet the prerequisites, you may be removed from that course during open registration or during the Drop/Add process on the ship.

Apart from IE 300 Global Studies, Gap Year students should only register for lower division courses – courses numbered 100-299 – and lower division courses with no prerequisites.

Drop/Add

Drop/Add is your final opportunity to make changes to your schedule. It occurs on the ship on the evening of B1 (January 7th), after two full class days. Course registration will be re-opened in RAMweb during this time, and you will be able to adjust your classes on a space-available basis. There will be a small number of textbooks onboard the ship available only to students participating in Drop/Add.

Questions

Please contact the Semester at Sea® office at 1-800-854-0195 or email Academic Affairs at academic@isevoyages.org.