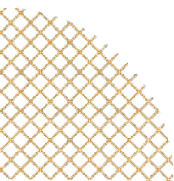


Financial Responsibility Agreements (FRA)

Used in Action Item Processing



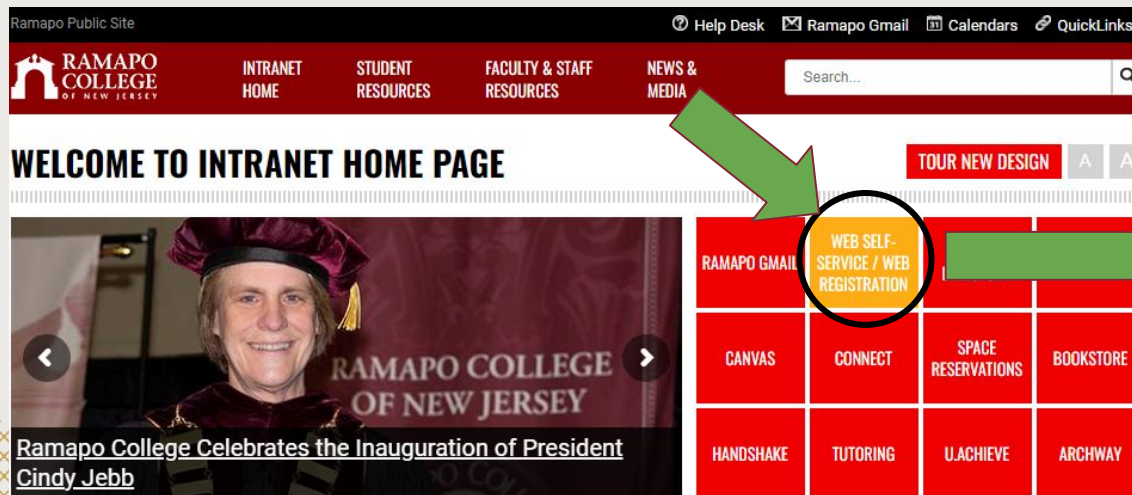
What is an FRA?

The FRA is a mandatory agreement that informs students of their financial responsibilities associated with enrolling for classes at Ramapo College, and explains the potential consequences that may result if they do not meet those obligations.

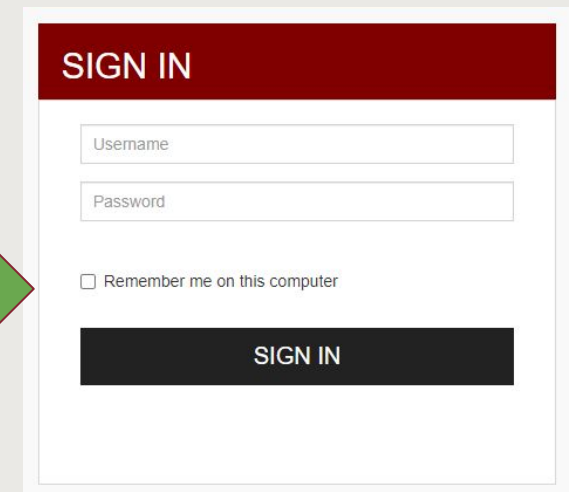
All Ramapo students are required to complete an FRA twice a year, and students are prevented from registering without completing the agreement.

Log in to Web Self-Service

- Go to web.ramapo.edu
- Click on Web Self-Service
- Click Enter Secure Area
- Sign in with your username and password



Enter Secure Area
General Financial Aid
Class Schedule
Course Catalog



The 'SIGN IN' form is displayed on a white background with a red header. It contains the following elements:

- SIGN IN** (header)
- Username input field
- Password input field
- Remember me on this computer
- SIGN IN** (button)

Access Registration

- Click on Student Services & Financial Aid
- Click on Registration

[Personal Information](#)
[Student Services & Financial Aid](#)
[Employee](#)

Search

Main Menu

- Personal Information**
 View Your Personal Profile
- Student Services & Financial Aid** ←
 - Register, View your academic records; Account Summary, make a Payment, Payment Plan; I
- Employee**
 Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.

RELEASE: 8.9.1.3

[Personal Information](#)
[Student Services & Financial Aid](#)
[Employee](#)
[WebTailor Admin](#)

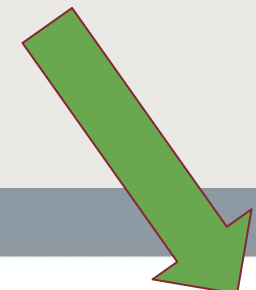
Search

Student Services & Financial Aid

- Registration** ←
 - Student Record
 - View your Student Profile, Apply to Graduate
- Financial Aid**
 Review the status of your financial aid applications; Check status of document requirements; Review loans
- Apply to Graduate**
- Bill and Payment Suite**
 Pay your bill in the Touchnet Suite
- Waivers and Surveys**
- Enrollment Verification**
 Provided through the National Student Clearinghouse Secure Website
- Online NJ Transit Student Pass Enroll**
- Online NJ Transit Student Pass Login**
- 1098-T Tax Notification**

Access Register for Classes

→ Click on Register for Classes



What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.

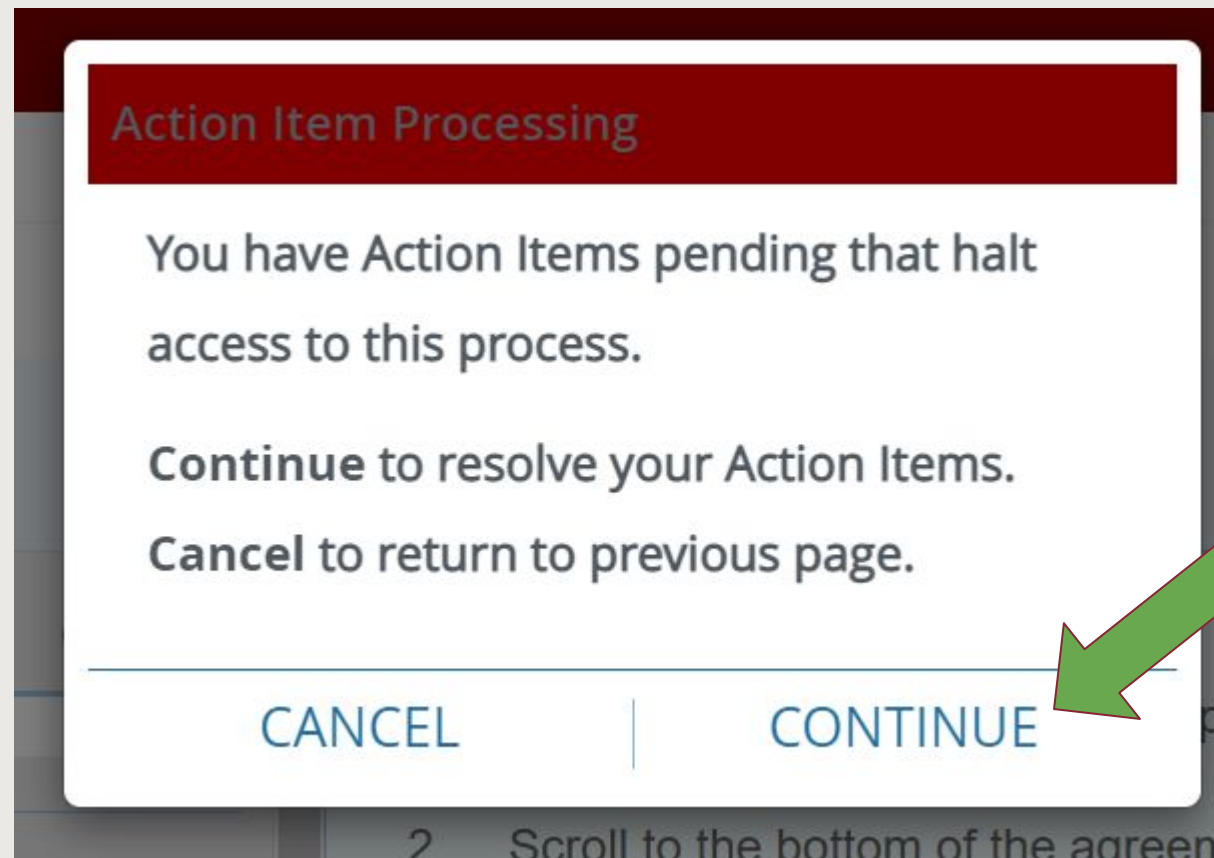


[View Registration Information](#)

View your past schedules and your ungraded classes.

Action Item Processing

→ Click Continue in the pop-up message



Financial Responsibility Agreement for Registration

- Click the link on the left side of the page titled Financial Responsibility Agreement (FRA) for Registration
- DO NOT Click CONTINUE at this time

Action Item Processing

Action Item Processing

Welcome

You have the following items that require your attention.

Action Item Instructions

[Instructions](#)

[Financial Responsibility Agreement \(FRA\) for Registration](#)

Halt Processes:

Register for Classes

This agreement acknowledges a student's financial responsibility when registering for classes. Below are the

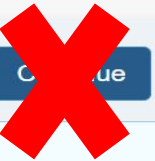
End Date:03/06/2023

Pending

Action Item Instructions

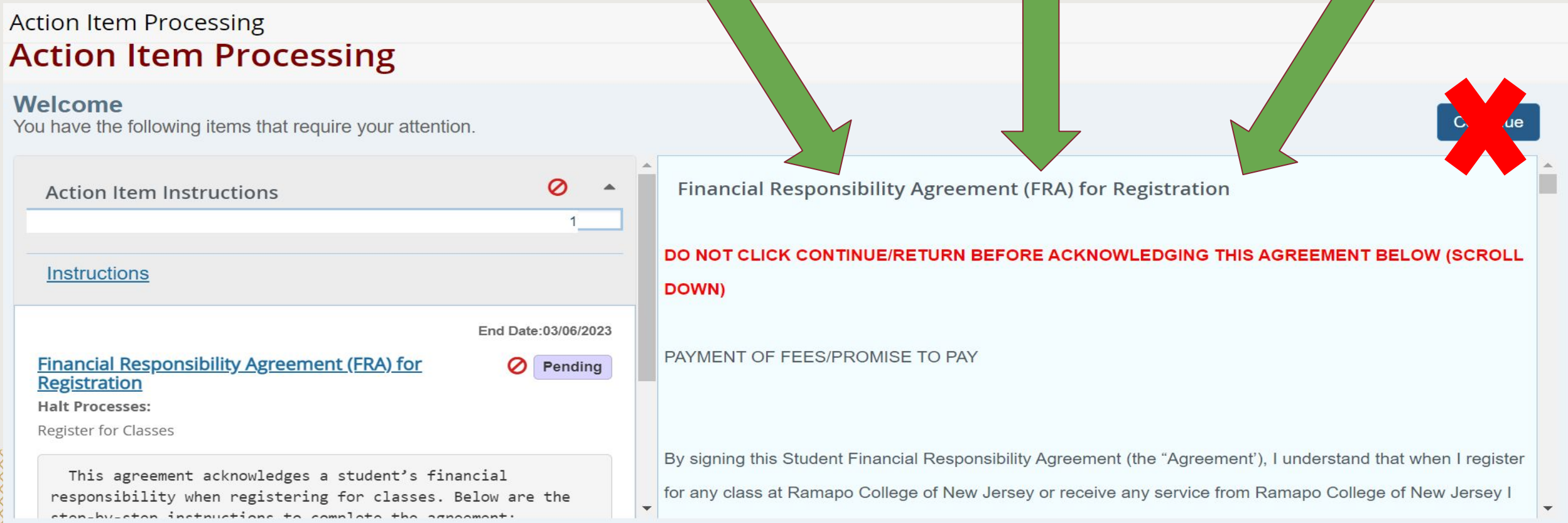
1. Click the link titled Financial Responsibility Agreement (FRA) for Registration (in blue, to the left).
2. Scroll to the bottom of the agreement and check the box to acknowledge the agreement, then click Save.
3. ONLY THEN scroll back up and click the blue Continue button (or Return button).

For a full set of instructions, [click here](#).



Review the Agreement

→ The agreement will be on the right, review it in its entirety by scrolling down



Action Item Processing

Action Item Processing

Welcome
You have the following items that require your attention.

Action Item Instructions

1

[Instructions](#)

End Date: 03/06/2023

[Financial Responsibility Agreement \(FRA\) for Registration](#) Pending

Halt Processes:
Register for Classes

This agreement acknowledges a student's financial responsibility when registering for classes. Below are the step-by-step instructions to complete the agreement:

Financial Responsibility Agreement (FRA) for Registration

DO NOT CLICK CONTINUE/RETURN BEFORE ACKNOWLEDGING THIS AGREEMENT BELOW (SCROLL DOWN)

PAYMENT OF FEES/PROMISE TO PAY

By signing this Student Financial Responsibility Agreement (the "Agreement"), I understand that when I register for any class at Ramapo College of New Jersey or receive any service from Ramapo College of New Jersey I

Continue

Acknowledgement

- Check the Acknowledge box to signify you have read and acknowledged the terms of the agreement. Click Save
- Click Printable Version to view/print the agreement (optional)

Action Item Processing

Action Item Processing

Welcome

You have the following items that require your attention.



Action Item Instructions

[Instructions](#)

End Date:03/06/2023

[Financial Responsibility Agreement \(FRA\) for Registration](#)

Halt Processes:

Register for Classes

This agreement acknowledges a student's financial responsibility when registering for classes. Below are the step-by-step instructions to complete the agreement:

accordance with the laws of the State of New Jersey, including, but not limited to, the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq. and the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq.

[Printable Version](#)

Acknowledge

Save



Continue to Registration

→ The action item will show as Completed and you can click Continue to begin registration. You are done!

Action Item Processing

Action Item Processing

✓ Save Successful

Welcome

You have the following items that require your attention.

Continue

End Date:03/06/2023

Completed

[Financial Responsibility Agreement \(FRA\) for Registration](#)

Response saved on:03/06/2023

Current Response: Acknowledge

Halt Processes:

Register for Classes

This agreement acknowledges a student's financial responsibility when registering for classes. Below are the step-by-step instructions to complete the agreement:

1. Click the link titled Financial Responsibility Agreement (FRA) for Registration (in blue, to the left).
2. Scroll to the bottom of the agreement and check the box to acknowledge the agreement, then click Save.

Financial Responsibility Agreement (FRA) for Registration

DO NOT CLICK CONTINUE/RETURN BEFORE ACKNOWLEDGING THIS AGREEMENT BELOW (SCROLL DOWN)

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