

## Searching for Classes

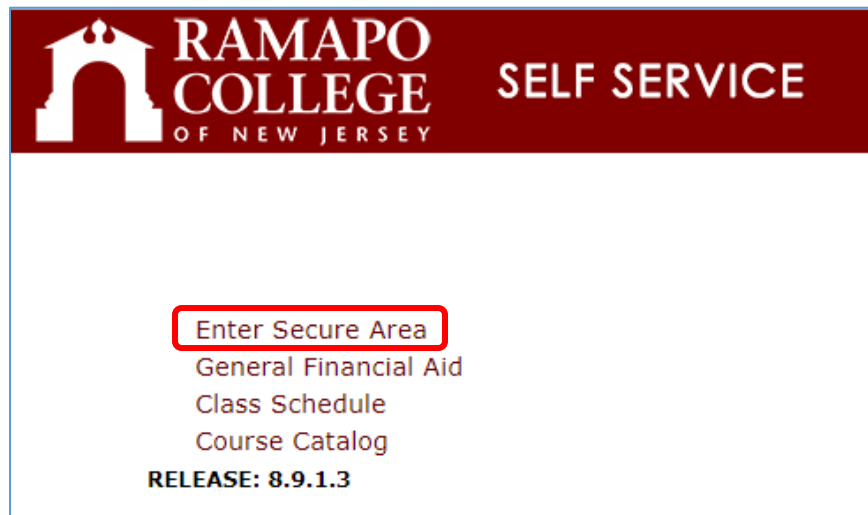
As of 12/22/2022

### Background

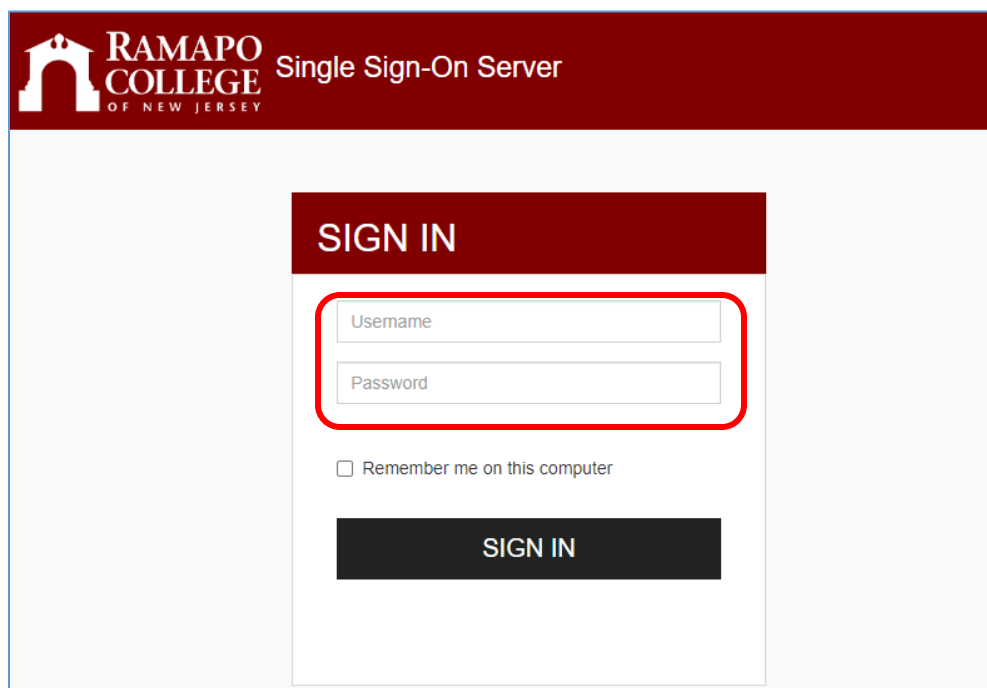
How to browse the course catalog to find classes for students

### Steps

1. Go to Web Self Service  
[https://ssba.ramapo.edu:8443/myssb/twbkwbis.P\\_GenMenu?name=homepage&accessibility=true](https://ssba.ramapo.edu:8443/myssb/twbkwbis.P_GenMenu?name=homepage&accessibility=true)
2. Click Enter Secure Area



3. Enter your Ramapo username (without @ramapo.edu) and password (same as your Ramapo Gmail account)



4. Click on the Faculty Services tab, or the Faculty & Advisors link

**Personal Information** **Student Services & Financial Aid** **Faculty Services** **Employee**

Search

## Main Menu

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**Personal Information**  
Update contact information; review name or social security number change information; Change your PIN.

**Student Services & Financial Aid**  
Register; View your academic records; Account Summary; Make a Payment; Payment Plan; Financial Aid

**Faculty & Advisors**  
Enter Grades and Registration Overrides, View Class Lists and Student Information

**Employee**  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.

**WebTailor Administration**  
Customize the Web pages for your institution; Update user roles.


**Finance**  
Create or review financial documents, budget information, approvals.

**RELEASE: 8.9.1.3**

5. Click Browse Course Catalog

**Personal Information** **Student Services & Financial Aid** **Faculty Services**

Search



## Faculty Services

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Advisee and Student Search  
Search for Advisees and Students

Assignments

Detail Schedule

Week At A Glance

Office Hours

Grade Entry

Holds and Waivers  
Holds and Waivers

Registration Overrides

**Browse Course Catalog**

Browse Class Schedule

Drop Roster

**RELEASE: 8.9.1.3**

6. Select the term for the courses you are searching

[Student](#) • [Registration](#) • [Select a Term](#)

## Select a Term

Select a Term for Course Search

Select a term...

spr

Spring 2023

Spring 2022

Spring 2021

Spring 2020

Spring 2019

7. Click Continue

[Student](#) • [Registration](#) • [Select a Term](#)

## Select a Term

Select a Term for Course Search

Spring 2023

Continue

8. There are several ways to search for courses:
  - a. Enter the subject of the course. For example, if you are looking for Accounting courses, being typing Accounting

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse C](#)

## Browse Courses

**Enter Your Search Criteria**  
Term: Spring 2023

Subject	Account
Course Number	Accounting
Keyword	

[Clear](#)
[Advanced Search](#)

This will bring up all courses with the subject description “Accounting”

**Search Results** — 46 Courses  
Term: Spring 2023 Subject: Accounting [Search Again](#)

Title	Subject Description	Course Number	Hours	Description	Course Sections
<a href="#">IS-ACCOUNTING</a>	Accounting	100	0 TO 4	Limited opportunities to en...	<a href="#">View Sections</a>
<a href="#">TRANSFER ELECTIVE</a>	Accounting	198	0 TO 4	This course designation d...	<a href="#">View Sections</a>
<a href="#">TRANSFER ELECTIVE</a>	Accounting	199	0 TO 4	This course designation is ...	<a href="#">View Sections</a>
<a href="#">IS-ACCOUNTING</a>	Accounting	200	0 TO 4	Limited opportunities to en...	<a href="#">View Sections</a>
<a href="#">PRIN-FINCLACTG</a>	Accounting	221	0 TO 4	An introduction to fundam...	<a href="#">View Sections</a>
<a href="#">PRIN-MANGRLACTG</a>	Accounting	222	0 TO 4	An introduction to basic co...	<a href="#">View Sections</a>

- b. Along with the course subject, if you know the 3-digit course number for the course, you may enter that as well. For example, the course “Principles of Managerial Accounting” is ACCT 222, 222 being the course number

Student • Registration • Select a Term • Browse Courses

## Browse Courses

**Enter Your Search Criteria**  
Term: Spring 2023

Subject

Course Number

Keyword

[Search](#) [Clear](#) [Advanced Search](#)

These special characters are ignored: \*^!@\$#&?[]() The % is allowed.

Student • Registration • Select a Term • Browse Courses

## Browse Courses

**Search Results — 1 Courses**  
Term: Spring 2023 Subject: Accounting Course Number: 222 [Search Again](#)

Title	Subject Description	Course Number	Hours	Description	Course Sections
<a href="#">PRIN-MANGRLACTG</a>	Accounting	222	0 TO 4	An introduction to basic co...	<a href="#">View Sections</a>

Page 1 of 1 | 10 Per Page Records: 1

- c. Once you have narrowed down the course search results, in order to view sections and schedules, click on the View Section button next to the course

Student • Registration • Select a Term • Browse Courses

## Browse Courses

**Search Results — 1 Courses**  
Term: Spring 2023 Subject: Accounting Course Number: 222 [Search Again](#)

Title	Subject Description	Course Number	Hours	Description	Course Sections
<a href="#">PRIN-MANGRLACTG</a>	Accounting	222	0 TO 4	An introduction to basic co...	<a href="#">View Sections</a>

Page 1 of 1 | 10 Per Page Records: 1

Catalog Search Results

**Search Results — 4 Classes**  
Term: Spring 2023 Subject and Course Number: ACCT222 Accounting

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
<a href="#">PRIN-MANGRLACTG</a> Lecture	Accounting	222	01	2	20001	Spring ...	Yeaton, Kathryn (Primary)	S M T W T F S 11:20 AM - 01:00 PM Type: Class B	Main	05 of 35 seats rem...	ASB Writing Core
<a href="#">PRIN-MANGRLACTG</a> Lecture	Accounting	222	02	4	20002	Spring ...	Yeaton, Kathryn (Primary)	S M T W T F S 02:15 PM - 03:55 PM Type: Class B	Main	05 of 35 seats rem...	ASB Writing Core
<a href="#">PRIN-MANGRLACTG</a> Lecture	Accounting	222	03	4	20378	Spring ...	Harvey, MaryEllen (Primary)	S M T W T F S 09:55 AM - 11:35 AM Type: Class B	Main	05 of 35 seats rem...	ASB Writing Core
<a href="#">PRIN-MANGRLACTG</a> Lecture	Accounting	222	04	4	20654	Spring ...	Harvey, MaryEllen (Primary)	S M T W T F S 11:50 AM - 01:30 PM Type: Class B	Main	05 of 35 seats rem...	ASB Writing Core

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