

Searching for Classes

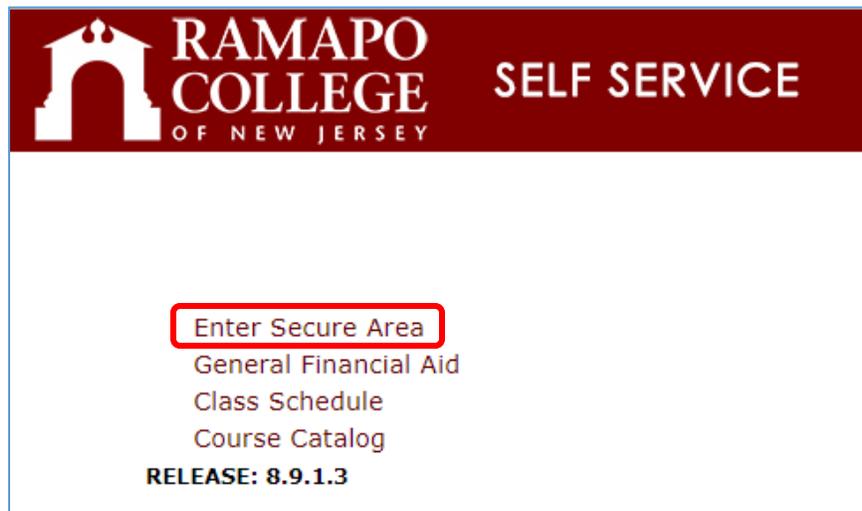
As of 12/22/2022

Background

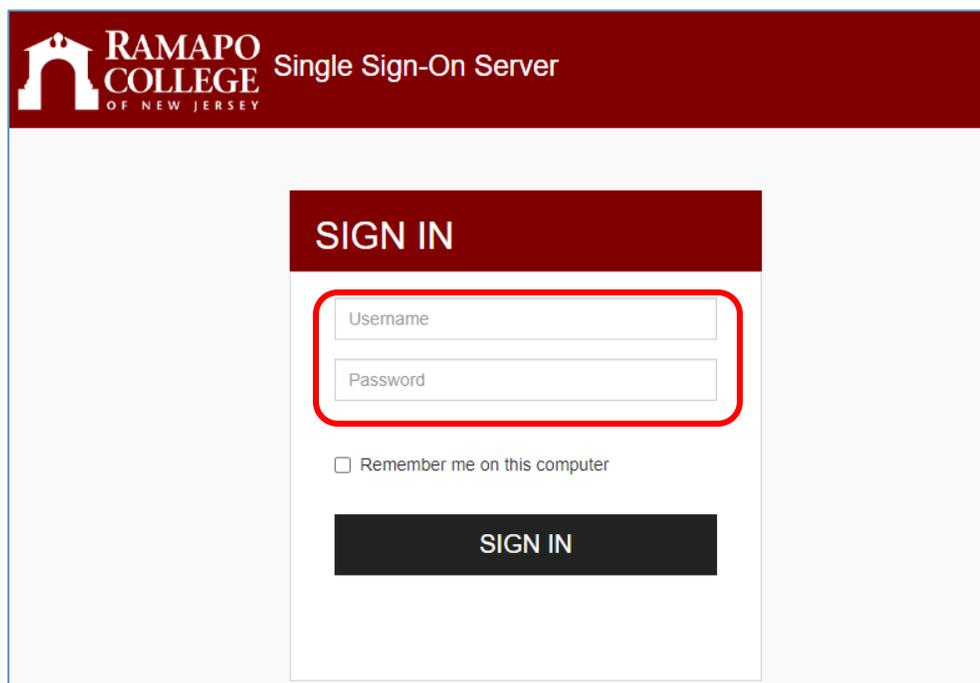
How to browse the course catalog to find classes for students

Steps

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



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



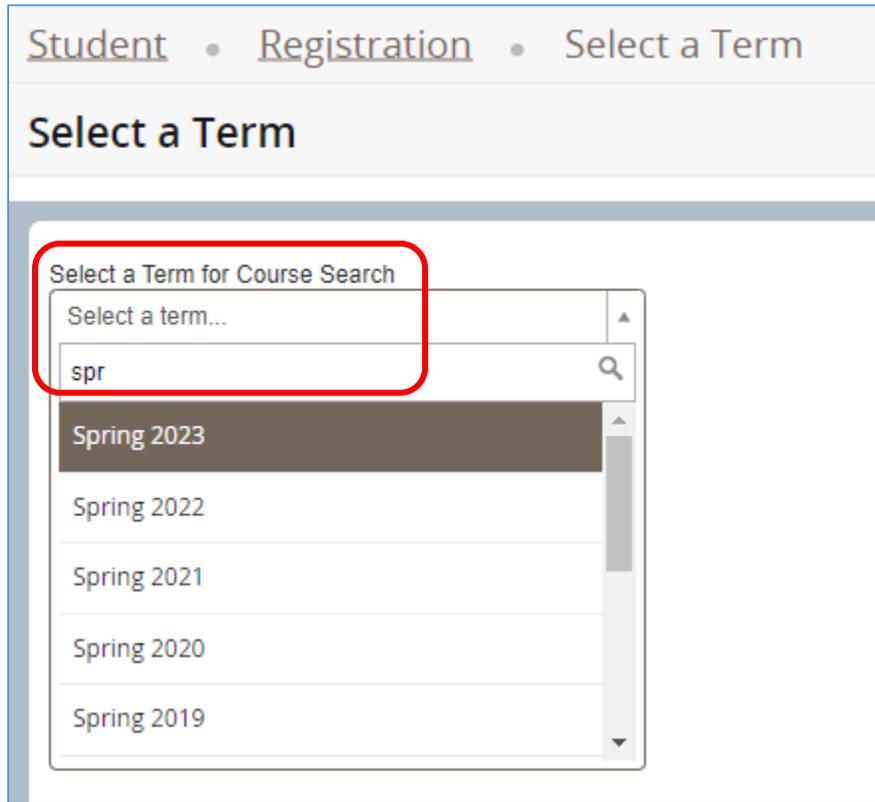
- Click on the Faculty Services tab, or the Faculty & Advisors link

The screenshot shows a navigation bar with four tabs: 'Personal Information', 'Student Services & Financial Aid', 'Faculty Services', and 'Employee'. The 'Faculty Services' tab is highlighted with a red box. Below the navigation bar is a search field with a 'Go' button. The main menu is titled 'Main Menu' and lists several categories: 'Personal Information', 'Student Services & Financial Aid', 'Faculty & Advisors', 'Employee', 'WebTailor Administration', and 'Finance'. The 'Faculty & Advisors' link is highlighted with a red box. At the bottom, it says 'RELEASE: 8.9.1.3'.

- Click Browse Course Catalog

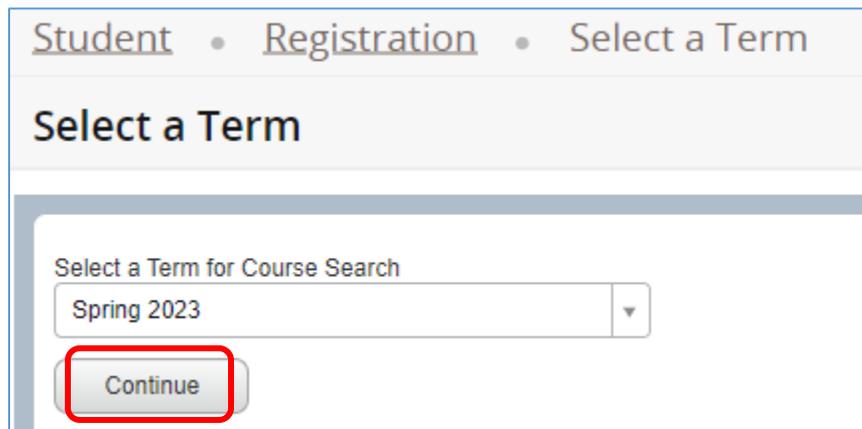
The screenshot shows the 'Faculty Services' page. The navigation bar has three tabs: 'Personal Information', 'Student Services & Financial Aid', and 'Faculty Services'. The 'Faculty Services' tab is highlighted. Below the navigation bar is a search field with a 'Go' button. The main heading is 'Faculty Services' with a small icon of three stacked boxes. Below the heading is a list of links: 'Advisee and Student Search', 'Assignments', 'Detail Schedule', 'Week At A Glance', 'Office Hours', 'Grade Entry', 'Holds and Waivers', 'Registration Overrides', 'Browse Course Catalog', 'Browse Class Schedule', and 'Drop Roster'. The 'Browse Course Catalog' link is highlighted with a red box. At the bottom, it says 'RELEASE: 8.9.1.3'.

6. Select the term for the courses you are searching



The screenshot shows a breadcrumb trail at the top: [Student](#) • [Registration](#) • [Select a Term](#). Below this is a header section titled "Select a Term". The main content area features a dropdown menu titled "Select a Term for Course Search". The dropdown is open, showing a search input field with the text "spr" and a magnifying glass icon. Below the search field is a list of terms: "Spring 2023", "Spring 2022", "Spring 2021", "Spring 2020", and "Spring 2019". The "Spring 2023" option is highlighted with a dark background. A red rectangle highlights the dropdown menu title and the search input field.

7. Click Continue



The screenshot shows the same breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#). Below this is a header section titled "Select a Term". The main content area features a dropdown menu titled "Select a Term for Course Search" with "Spring 2023" selected. Below the dropdown is a "Continue" button. A red rectangle highlights the "Continue" button.

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:

Search 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
IS-ACCOUNTING	Accounting	100	0 TO 4	Limited opportunities to en...	View Sections
TRANSFER ELECTIVE	Accounting	198	0 TO 4	This course designation d...	View Sections
TRANSFER ELECTIVE	Accounting	199	0 TO 4	This course designation is ...	View Sections
IS-ACCOUNTING	Accounting	200	0 TO 4	Limited opportunities to en...	View Sections
PRIN-FINCLACTG	Accounting	221	0 TO 4	An introduction to fundam...	View Sections
PRIN-MANGRLACTG	Accounting	222	0 TO 4	An introduction to basic co...	View Sections

- 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

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

[Advanced Search](#)

Student • Registration • Select a Term • Browse Courses

Browse Courses

Search Results — 1 Courses
Term: Spring 2023 Subject: Accounting Course Number: 222

Title	Subject Description	Course Number	Hours	Description	Course Sections
PRIN-MANGRLACTG	Accounting	222	0 TO 4	An introduction to basic co...	<input type="button" value="View Sections"/>

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- 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

Title	Subject Description	Course Number	Hours	Description	Course Sections
PRIN-MANGRLACTG	Accounting	222	0 TO 4	An introduction to basic co...	<input type="button" value="View Sections"/>

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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
PRIN-MANGRLACTG 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	35 of 35 seats rem...	ASB Writing Core
PRIN-MANGRLACTG 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	35 of 35 seats rem...	ASB Writing Core
PRIN-MANGRLACTG 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	35 of 35 seats rem...	ASB Writing Core
PRIN-MANGRLACTG 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	35 of 35 seats rem...	ASB Writing Core

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