

Registering for Classes via a Computer

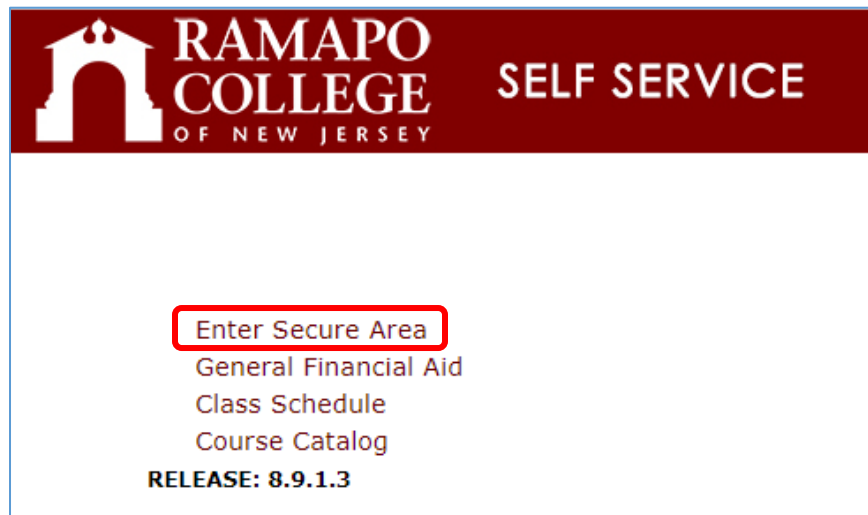
As of 1/5/2023

Background

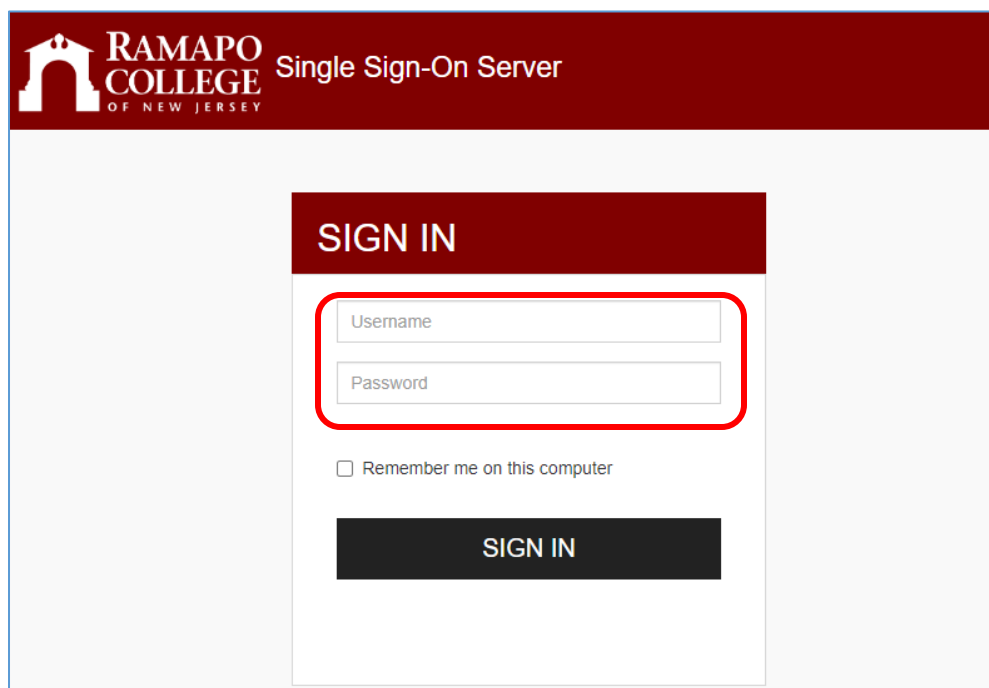
Register for classes through Banner Self Service 9.

Steps

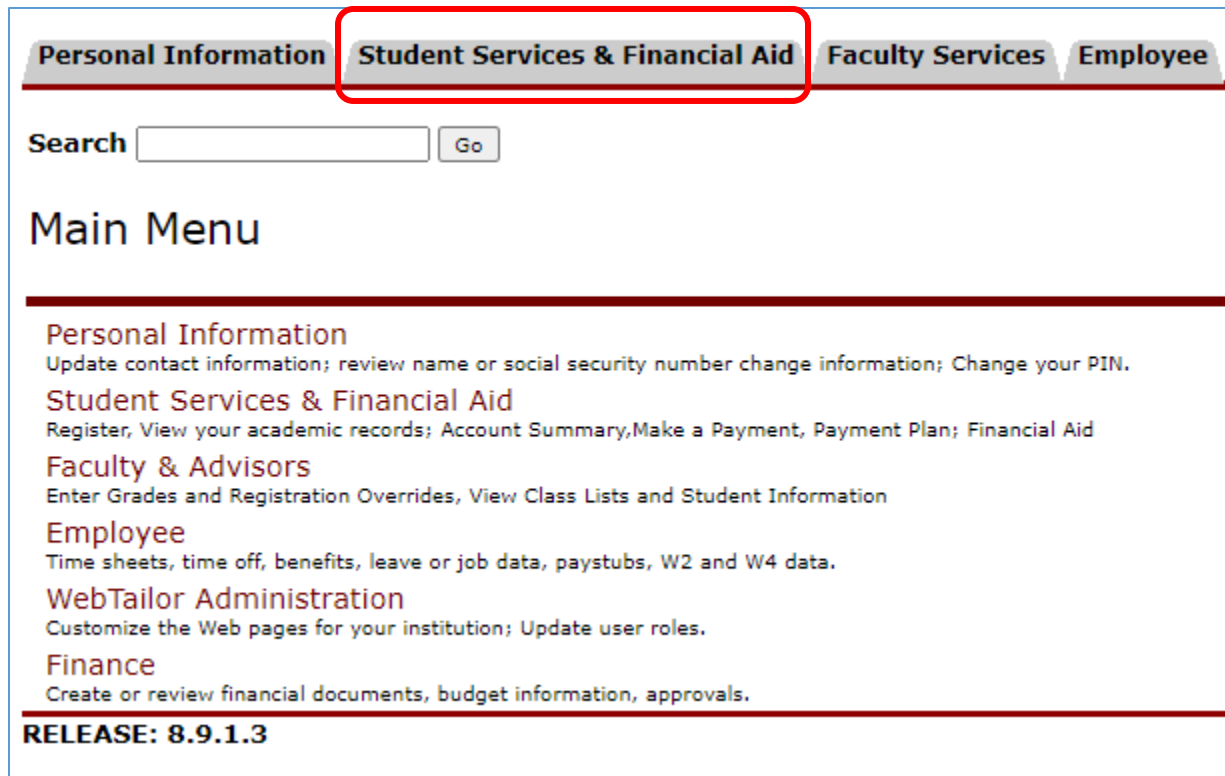
1. Go to Web Self Service
https://ssba.ramapo.edu:8443/myssb/twbkwbis.P_GenMenu?name=homepage&accessibility=true
2. Click Enter Secure Area



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



4. Click on the Student Services & Financial Aid tab

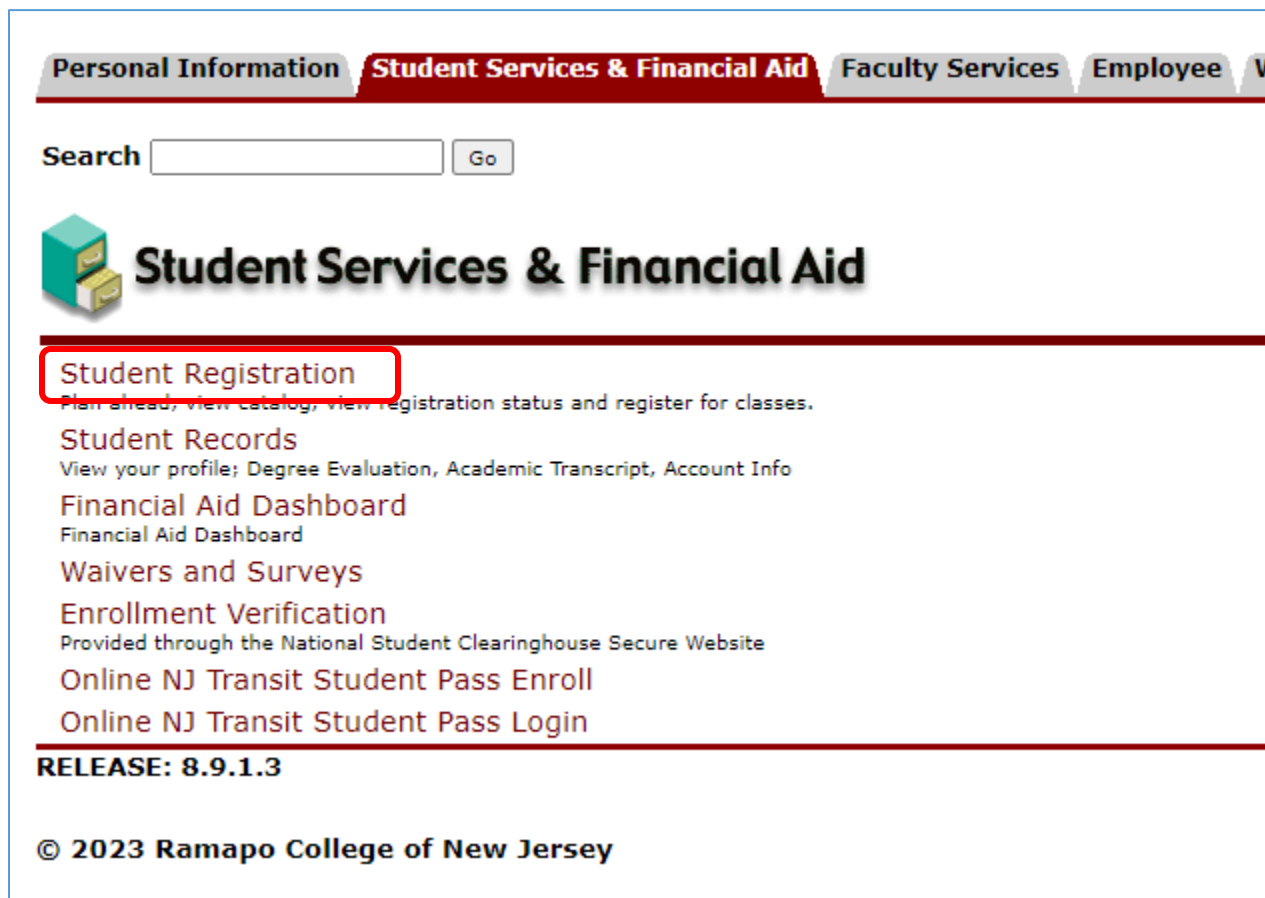


The screenshot shows a web application interface with a top navigation bar containing four tabs: "Personal Information", "Student Services & Financial Aid", "Faculty Services", and "Employee". The "Student Services & Financial Aid" tab is highlighted with a red rectangular box. Below the navigation bar is a search area with the label "Search", a text input field, and a "Go" button. Underneath is a section titled "Main Menu" which lists several categories with their respective descriptions:

- 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.

At the bottom of the menu section, it says "RELEASE: 8.9.1.3".

5. Click Student Registration. This should open a new tab.

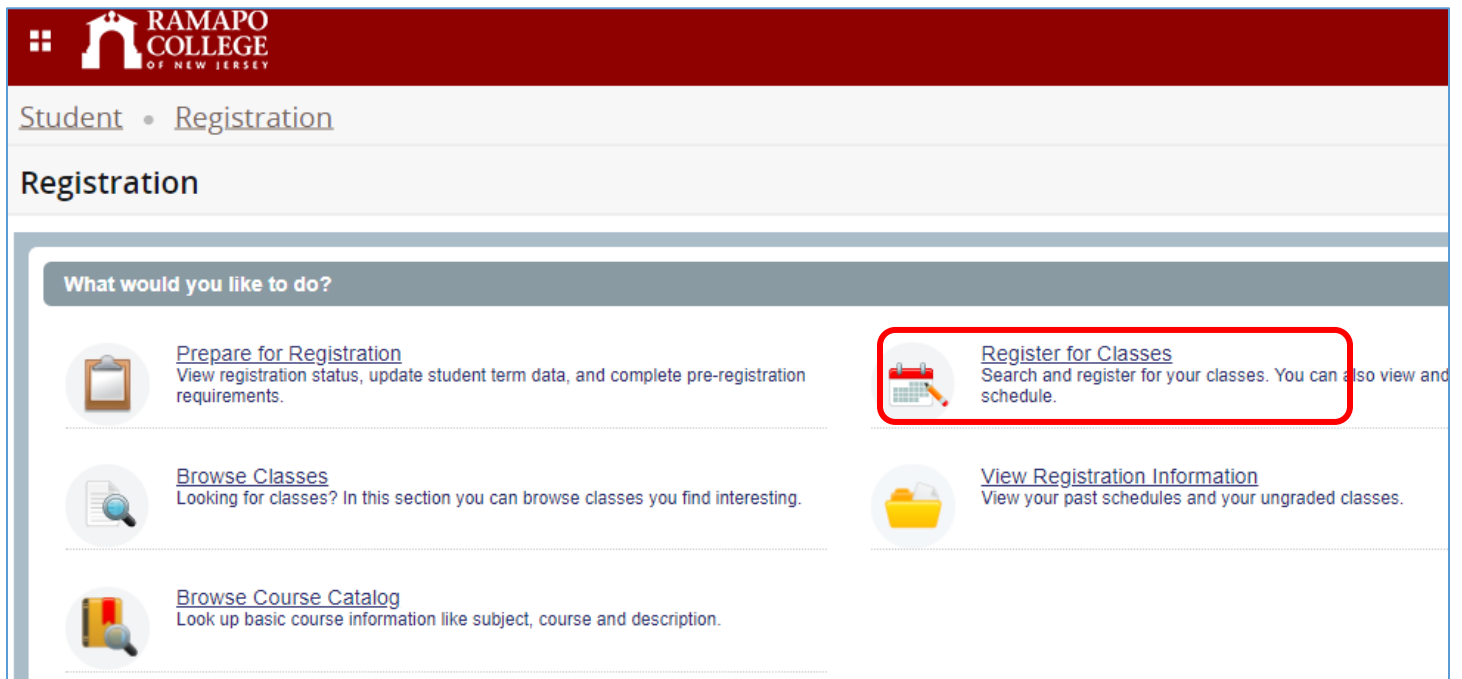


The screenshot shows the "Student Services & Financial Aid" page. The top navigation bar is the same as in the previous screenshot, with the "Student Services & Financial Aid" tab selected. Below the navigation bar is a search area with the label "Search", a text input field, and a "Go" button. The main heading is "Student Services & Financial Aid" with a small icon of three stacked books to its left. Below the heading is a list of links, with "Student Registration" highlighted by a red rectangular box. The other links and their descriptions are:

- Student Records**
View your profile; Degree Evaluation, Academic Transcript, Account Info
- Financial Aid Dashboard**
Financial Aid Dashboard
- 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**

At the bottom of the page, it says "RELEASE: 8.9.1.3" and "© 2023 Ramapo College of New Jersey".

6. Click Register for Classes








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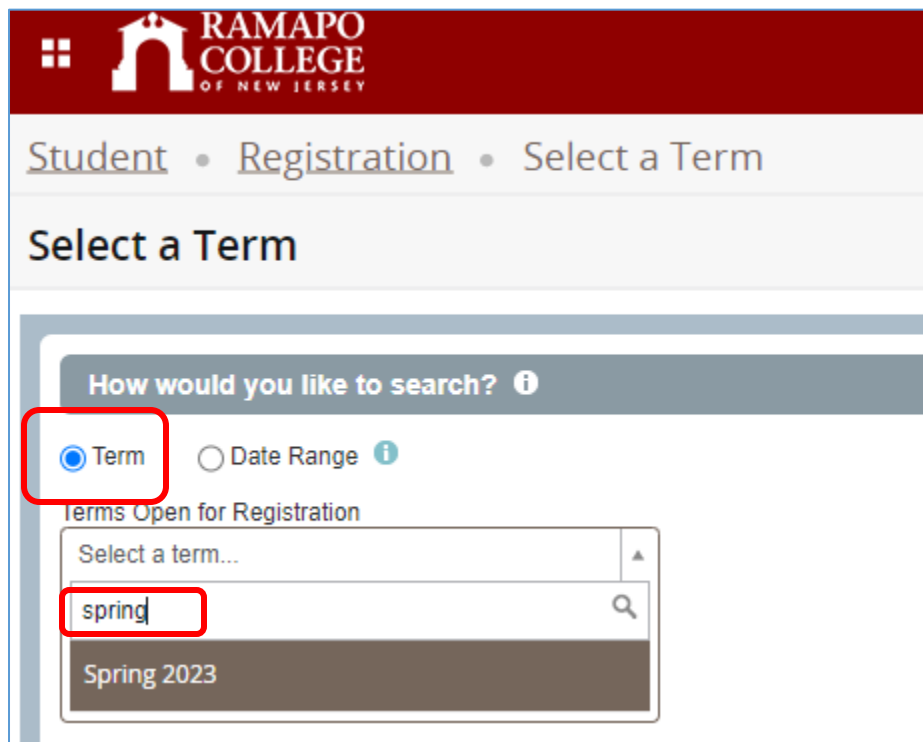
[Student](#) • [Registration](#)

Registration

What would you like to do?

-  [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
-  [Register for Classes](#)
Search and register for your classes. You can also view and schedule.
-  [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.
-  [View Registration Information](#)
View your past schedules and your ungraded classes.
-  [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

7. Select the radio button for Term and in the text field, begin searching for the term/semester for which you wish to register



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

Select a Term

How would you like to search? ⓘ

☒ Term ☐ Date Range ⓘ

Terms Open for Registration

Select a term...

spring

Spring 2023

- a. Or use the drop down option to view open registration terms

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

Select a Term

How would you like to search? ⓘ


☒ Term ☐ Date Range ⓘ

Terms Open for Registration

Select a term...

Spring 2023

8. Click Continue

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

Select a Term

How would you like to search? ⓘ

☒ Term ☐ Date Range ⓘ

Terms Open for Registration

Spring 2023

Continue

9. There are several ways to browse & register for classes.
 - a. Under Find Classes, enter the Search Criteria. As you begin typing in either of the fields, selections should pop up in a dropdown menu. After entering all the criteria, click Search. Next, find the course for which you wish to register and scroll the right. Then, click add.
 - i. Subject (ex – Accounting) (recommended if course number is unknown) **or**
 - ii. Course Number **or**
 - iii. Keyword
 - iv. Use Advance Search to search by other attributes such as instructor, campus, College, etc.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2023

Subject

Course Number

Keyword

[▶ Advanced Search](#)

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 46 Classes
Term: Spring 2023 Subject: Nursing

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Meeting Times	Campus	Status	Add
FAMILY CENTERED NURSING Lecture	Nursing	340	01	4	20290	Spring...	S M T W T F S 12:30 PM - 04:00 PM Type: Clas	Main	35 of 35 ...	<input type="button" value="Add"/>
INTEGRATIVE CLINICAL ST... Lab	Nursing	355	01	4	20291	Spring...	F S M T W T F S 08:00 AM - 02:00 PM Type: Clas	Main	35 of 35 ...	<input type="button" value="Add"/>
FAMILY CENTERED NURSING Lecture	Nursing	340	02	4	20292	Spring...	F M T S M T W T F S 08:00 AM - 11:30 AM Type: Clas	Main	35 of 35 ...	<input type="button" value="Add"/>

- b. Enter CRNs by clicking on the “Enter CRNs” tab
 - i. CRN- **Course Registration/Reference Number**: The CRN is the 5-digit identifier that distinguishes each section of each course from all others.
 - ii. Click “+Add Another CRN” to add more fields. Once typed, click Add to Summary to register for those courses. **Note:** Courses that are full or courses you are not eligible to register for will not be added and you will receive an error.

10. Once you add the courses to your registration summary, view your progress by clicking on the “Panels” option at the bottom left of the screen, which will show your pending schedule details and your pending registration summary. **NOTE: AT THIS POINT, YOU HAVE NOT FULLY REGISTERED FOR COURSES. Notice how the status of the courses selected say “Pending.” PROCEED TO THE NEXT STEP.**

11. After reviewing your course summary, confirm and submit/complete your registration by clicking the submit button on the bottom right of the page

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 46 Classes
Term: Spring 2023 Subject: Nursing Search Again

Lecture	Nursing	340	03	4	20322	Spring...	F	S M T W T F S	08:00 AM - 11:30 AM	Type: Class	Main	35 of 35 ...	Add
HEALTH ISSUES MGMT I Lecture	Nursing	345	03	4	20323	Spring...	F	S M T W T F S	08:00 AM - 11:30 AM	Type: Class	Main	35 of 35 ...	Add

Page 1 of 5 10 Per Page Records: 46

Schedule Schedule Details

Class Schedule for Spring 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

Panels

Summary [Tuition and Fees](#)

Title	Details	Hour	CRN	Schedule Type	Status	Action
COMMUNITY CEN...	NURS 425...	4	21876	Online Cou...	Pending	Web Registered

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

Submit

12. There should be a green notification at the top right indicating that changes have been saved successfully. To confirm, review your course schedule for the term. Or be sure the status for each course now says “Registered” rather than “Pending.”