

# Registering for Classes in Banner Self Service 9 from a Mobile Device

Information Technology Services

## SIGN IN



☐ Remember me on this computer

**SIGN IN**

### RAMAPO SINGLE SIGN-ON SERVICE

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Return to the Ramapo College Single Sign-On Service

Username   
Password


- Go to <https://web.ramapo.edu/> and click Web Self Service / Web Registration
- Tap Enter Secure Area in order to log into Self Service
- Note: You may see the SSO login page if you are not connected to the College's network (right image). Use your Ramapo credentials to log in.
- Log into Self Service (left image).

Under the Student Services and Financial Aid tab, tap Student Registration. Note: You may have to zoom in on your mobile device in order to view and tap the Student Registration link.

[Personal Information](#) **[Student Services & Financial Aid](#)** [Faculty Services](#) [Employee](#) [WebTailor Administration](#) [Finance](#)

Search

RETURN TO MENU SITE MAP HELP EXIT

 **Student Services & Financial Aid**

[Student Registration](#)  
Plan ahead, view catalog, view registration status and register for classes.

[Student Records](#)  
View your profile; Degree Evaluation, Academic Transcript, Account Info

[Financial Aid Dashboard](#)  
Financial Aid Dashboard

[Waivers and Surveys](#)

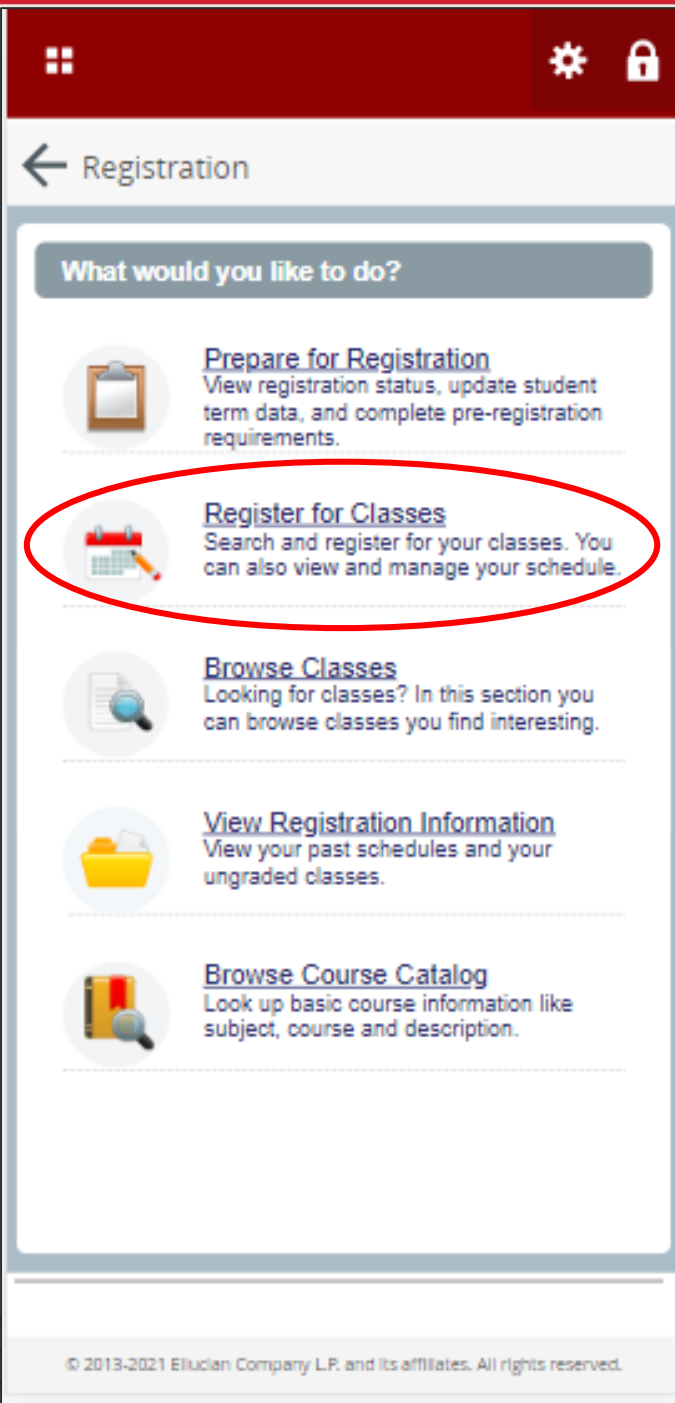
[Enrollment Verification](#)  
Provided through the National Student Clearinghouse Secure Website

[Online NJ Transit Student Pass Enroll](#)

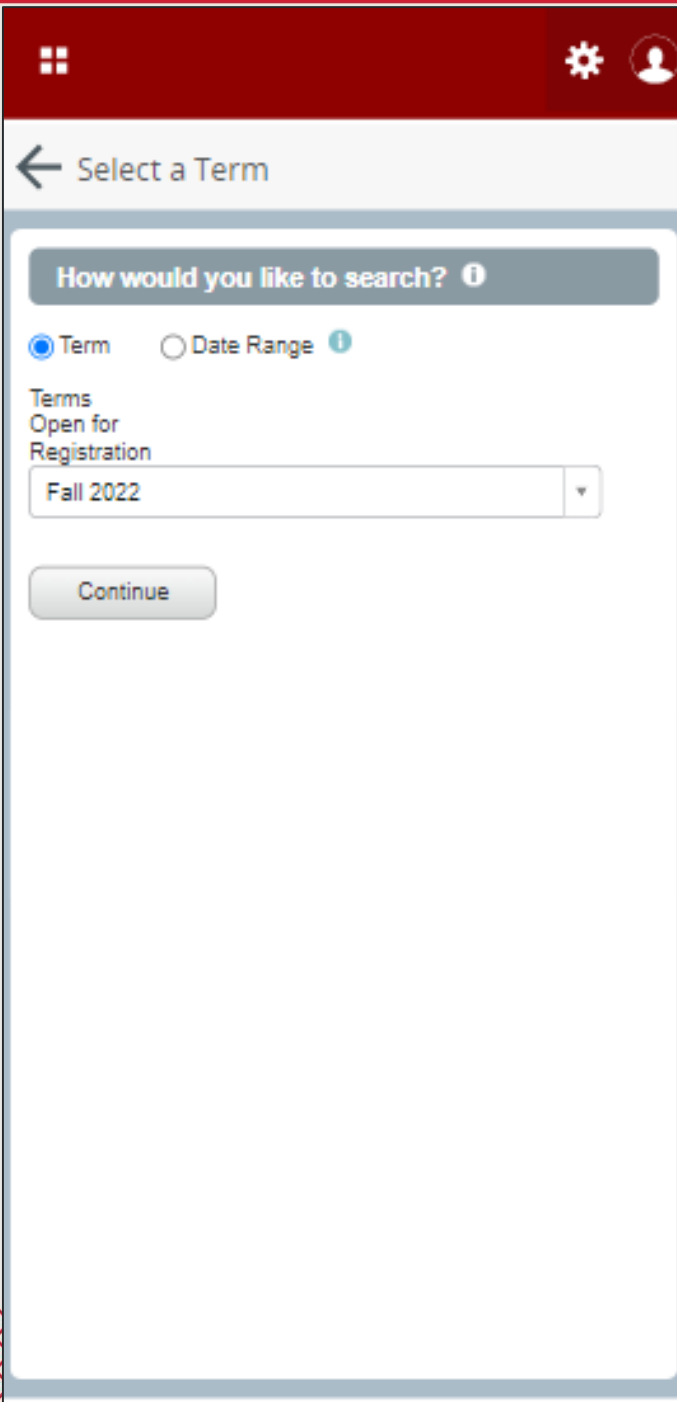
[Online NJ Transit Student Pass Login](#)

RELEASE: 8.9.1.3

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Once in the Registration module, tap Register for Classes.







The image shows a mobile application interface for selecting a term. At the top, there is a red header bar with a white grid icon, a gear icon, and a user profile icon. Below the header, a white bar contains a back arrow and the text "Select a Term". The main content area has a grey bar with the text "How would you like to search?" and an information icon. Below this, there are two radio buttons: "Term" (selected) and "Date Range" (with an information icon). Underneath, the text "Terms Open for Registration" is displayed above a dropdown menu showing "Fall 2022". At the bottom, there is a grey "Continue" button.

- Select the Term for which you are looking to register for classes
- Tap Continue

 Register for Classes

 Schedule
  Schedule Details
  **Summary**

Title		Details	Hour	CRN	Schedu
<u>INTRODUCTION T...</u>		PSYC 101,...	4	40076	Lecture

Total Hours |

Registered: 4 |

Billing: 4 |

CEU: 0 |

Min: 0 |

Max: 18

Panels ▾

Submit

- On the next screen, you will see no or some classes in which you are registered.
- Tap Panels located at the bottom left corner of your device

Register for Classes

Find Classes

Enter Your Search Criteria ⓘ

Term: Fall 2022

Subject ✕ Mathematics

Course Number 108

Keyword

Search Clear Advanced Search

Submit

Register for Classes

Find Classes

▶	ELE... Lect...	Gen Ed 18-Qu... OLD GE-MATH...	Add
▶	ELE... Lect...	Gen Ed 2018 Gen Ed 18-Qu... OLD GE-MATH...	Add
▶	ELE... Lect...	Gen Ed 2018 Gen Ed 18-Qu... OLD GE-MATH...	Add
▶	ELE... Lect...	Gen Ed 2018 Gen Ed 18-Qu... OLD GE-MATH...	Add
▶	ELE... Lect...	Gen Ed 2018 Gen Ed 18-Qu... OLD GE-MATH...	Add

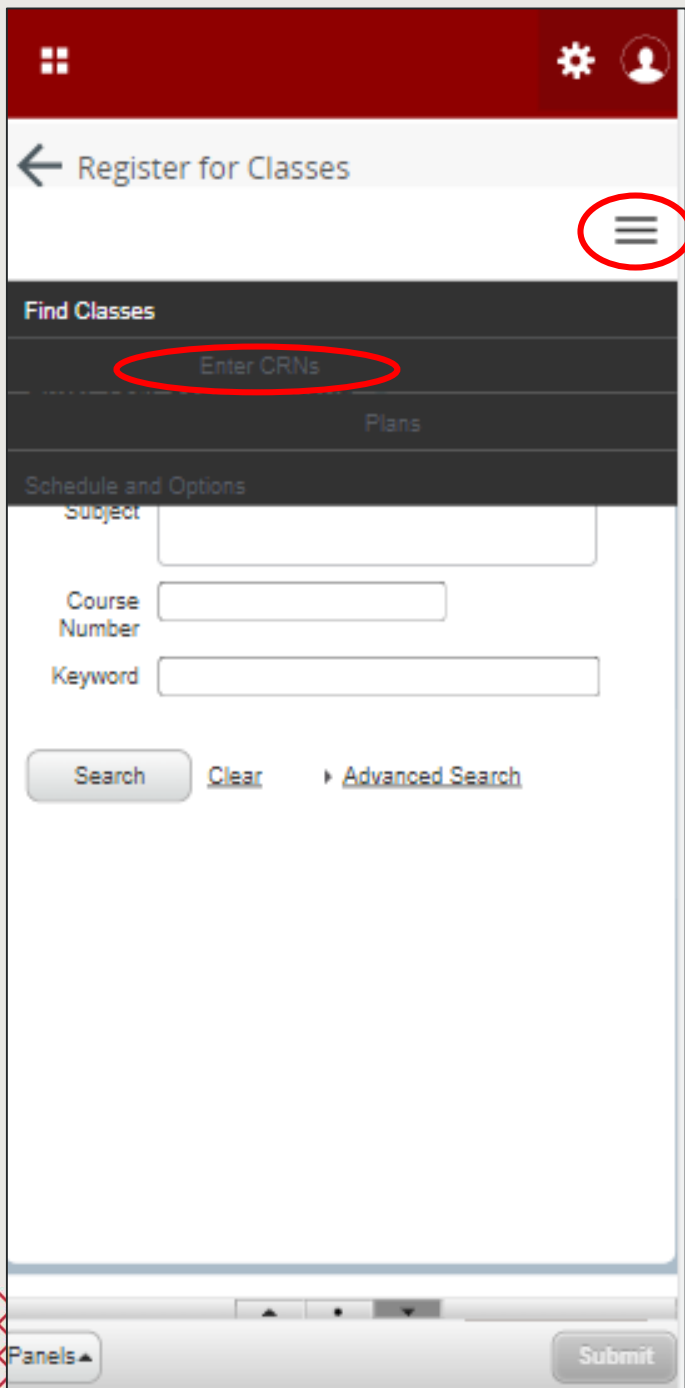
Submit

## Option 1:

- You can search for classes by entering the Subject (ex - MATH) and Course Number (ex - 108)
- Select the Course you want to add by clicking Add on the line corresponding to that course

Or...

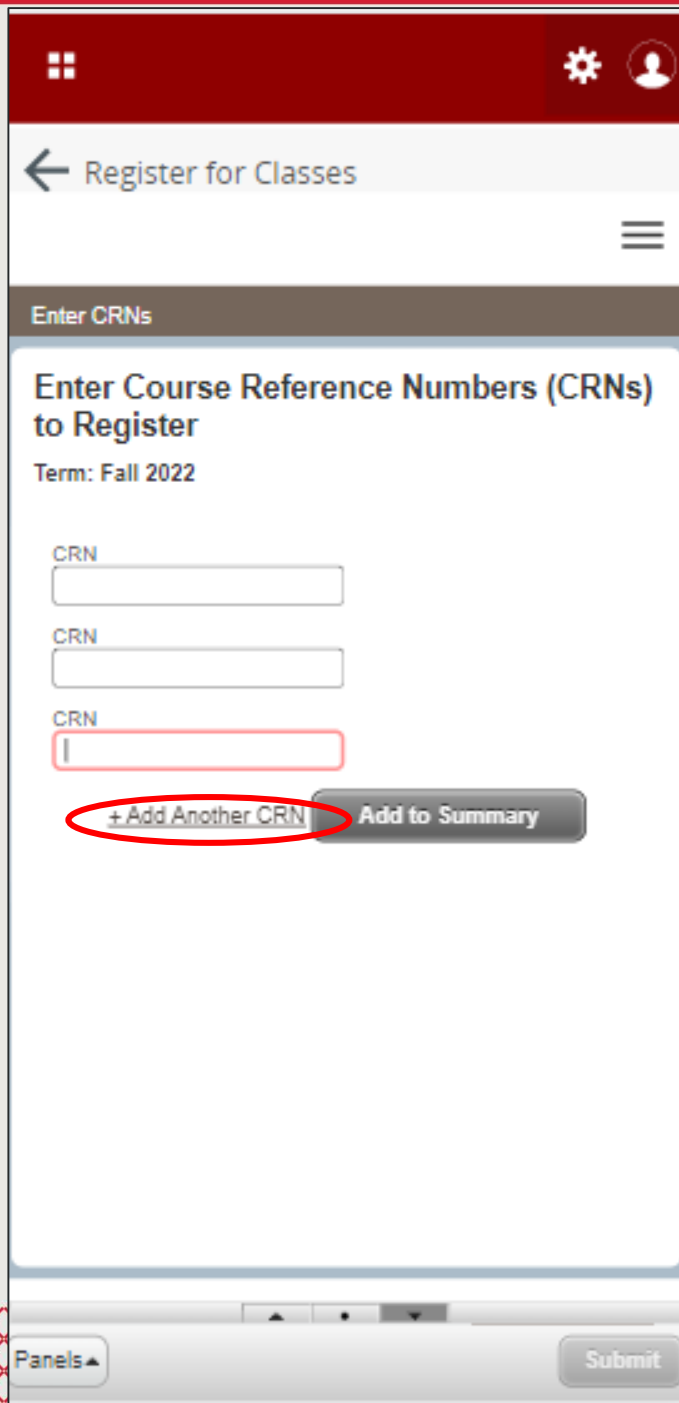




## Option 2:

- Tap the hamburger menu on the top right and click Enter CRNs. This is a quick way of registering if you already have the CRNs (ex – 40839) of each course on hand
- Note: be sure the class is not already full prior to registering, and be sure you meet the prerequisites for that course.





Register for Classes

Enter CRNs

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2022

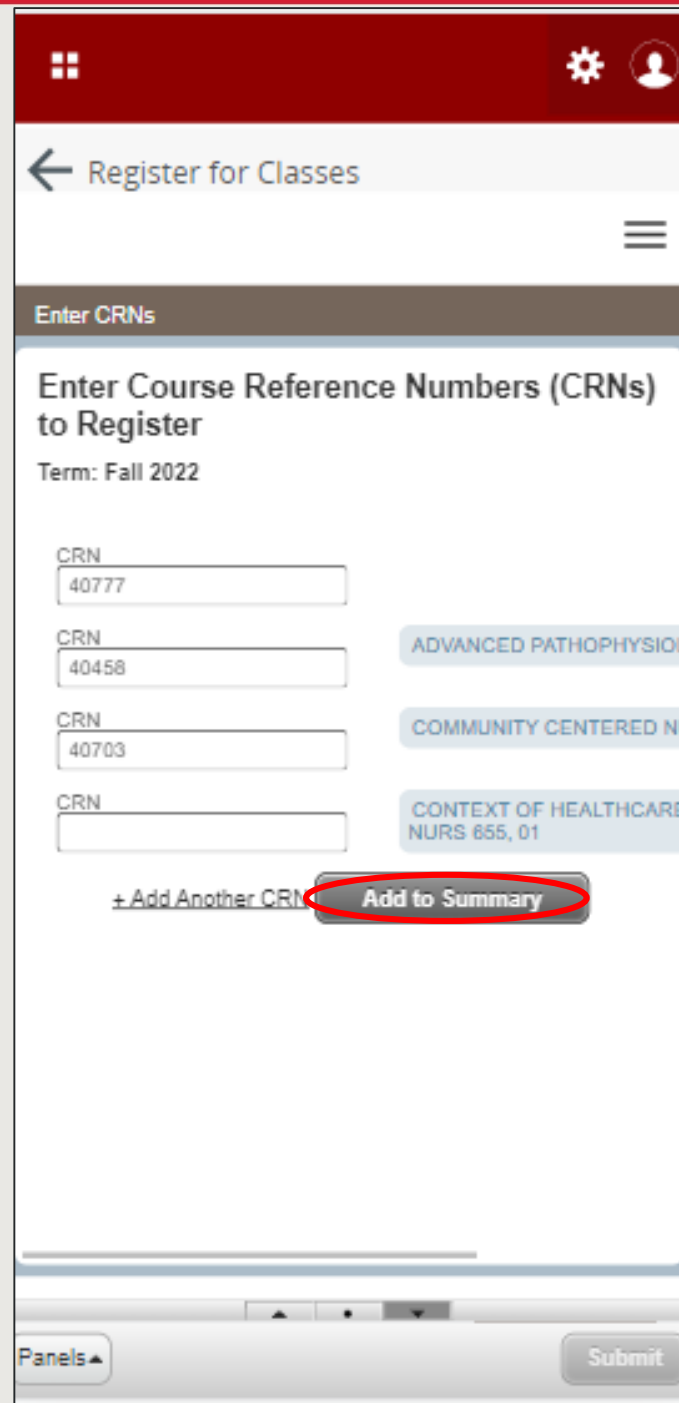
CRN

CRN

CRN

+Add Another CRN Add to Summary

Submit



Register for Classes

Enter CRNs

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2022

CRN 40777

CRN 40458 ADVANCED PATHOPHYSIOLOGY

CRN 40703 COMMUNITY CENTERED NURSING

CRN CONTEXT OF HEALTHCARE NURS 655, 01

+Add Another CRN Add to Summary

Submit

- Tap the Add Another CRN to add more CRN fields
- Enter the CRN of each course for which you wish to register
- Tap Add to Summary

← Register for Classes

Schedule Schedule Details **Summary**

Title	Details	Hours	CRN	Schedule Type
<a href="#">CONTEXT OF HEALTH...</a>	NURS 655...	3	40703	Hybrid
<a href="#">COMMUNITY CENTER...</a>	NURS 425...	4	40458	Lecture
<a href="#">ADVANCED PATH...</a>	NURS 635...	4	40777	Hybrid
<a href="#">INTRODUCTION TO...</a>	PSYC 101...	4	40076	Lecture

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 18

Panels▼ **Submit**

← Register for Classes




Schedule Schedule Details **Summary**


Schedule Type	Status	Action
Hybrid	Pending	Web Registered
Lecture	Pending	Web Registered
Hybrid	Pending	Web Registered
Lecture	Registered	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 18

Panels▼ **Submit**

- Once adding the courses, you will be redirected to a summary of your registration
- Swipe to view the status of each course. Notice the newly added courses have a “Pending” status.
- In order to complete registration, review the summary to ensure accuracy. Then, tap Submit




1

 Save Successful




Schedule
Schedule Details
Summary

Schedule Type	Status	Action
Lecture	Registered	None
Lecture	Registered	None
Lab	Registered	None
Lecture	Registered	None

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 18

Panels▼
 Submit

- After pressing submit, you will receive a green notification notifying that the save was successful
- Notice that the courses now have a status of “Registered”

← Register for Classes

Schedule

Schedule Details

Summary

Schedule Typ	Status	Action
Lecture	Registered	None
Lecture	Registered	None
Lab	Registered	Withdrawal-Web
Lecture	Registered	None

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 18

Panels

Submit

- If you need to remove a course from registration, tap the Action dropdown menu corresponding to the course and tap Remove. Then, tap Submit.
- Later into the semester, the option to remove a course will no longer be available. Instead, only the withdrawal option will appear.