

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

This Intranet computer network is private and may be accessed only by faculty, staff, students and trustees of Ramapo College of New Jersey for purposes of college business and operations. Such authorized users shall use the Intranet computer network consistent with these purposes and in a legal and professional manner.

Unauthorized use is strictly prohibited and Ramapo College of New Jersey reserves the right to pursue all available administrative and legal remedies against unauthorized users.

All data, information, material and programs in this network are confidential and proprietary to Ramapo College of New Jersey and may not be distributed, reproduced or otherwise disseminated without prior authorization/permission.

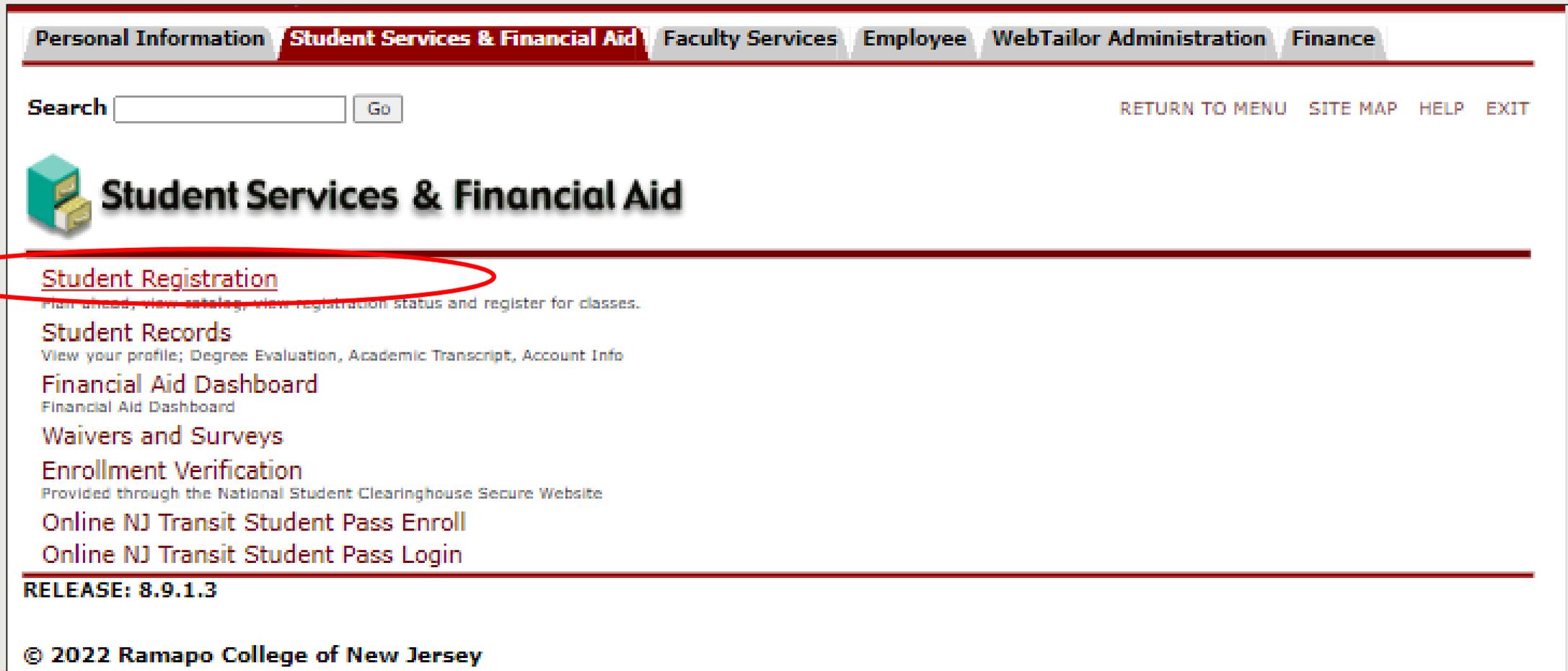
Home to the Damage Damage Single Sign-On Service

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](#)

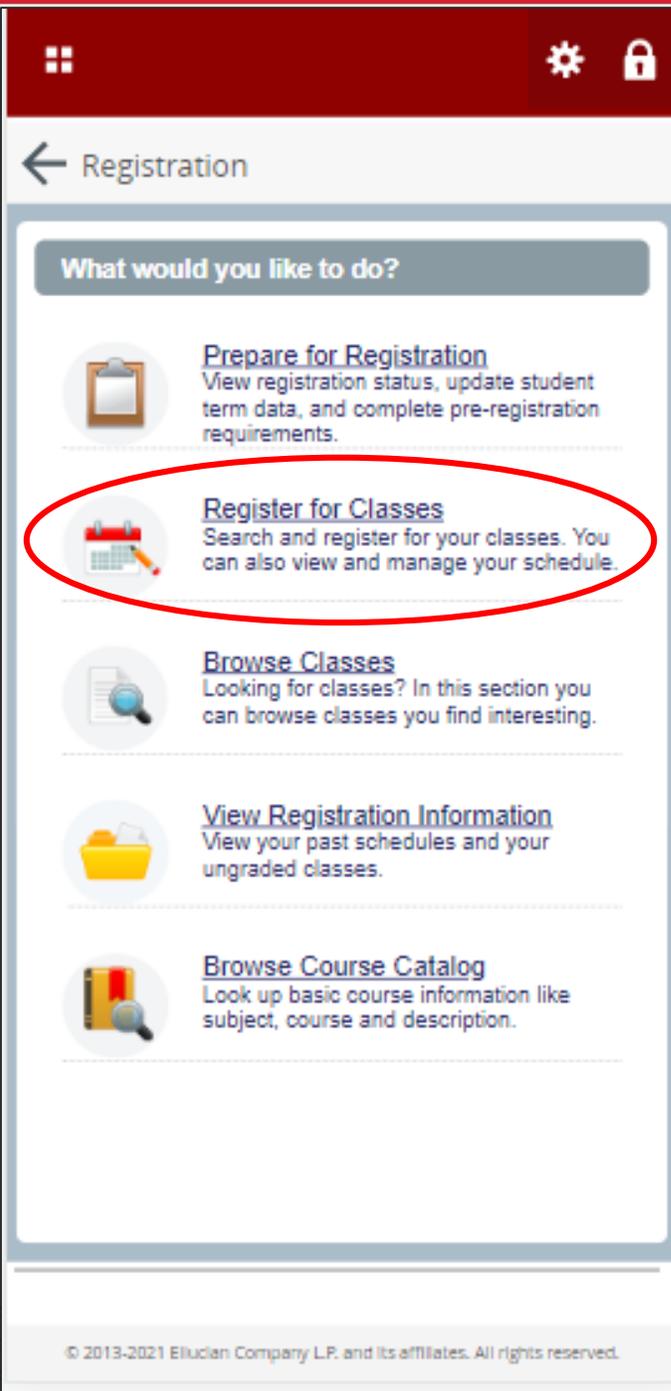
[Enrollment Verification](#)
Provided through the National Student Clearinghouse Secure Website

[Online NJ Transit Student Pass Enroll](#)

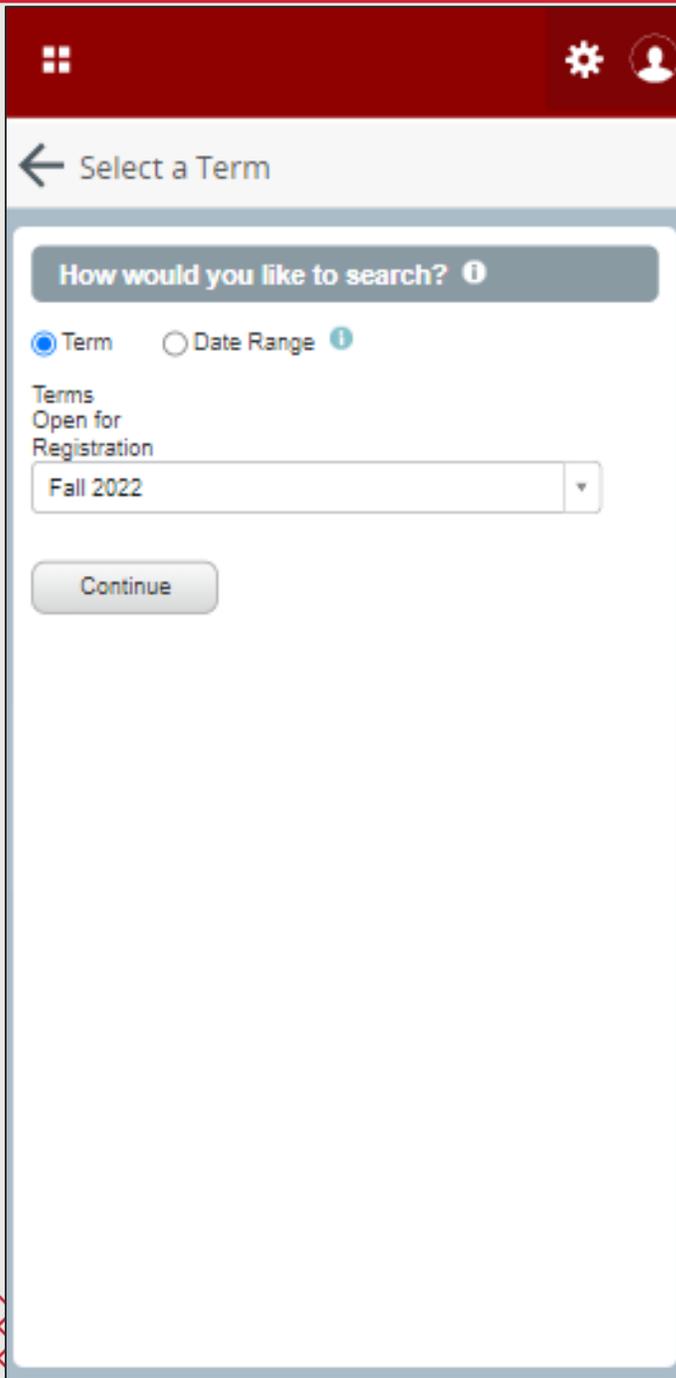
[Online NJ Transit Student Pass Login](#)

RELEASE: 8.9.1.3

© 2022 Ramapo College of New Jersey

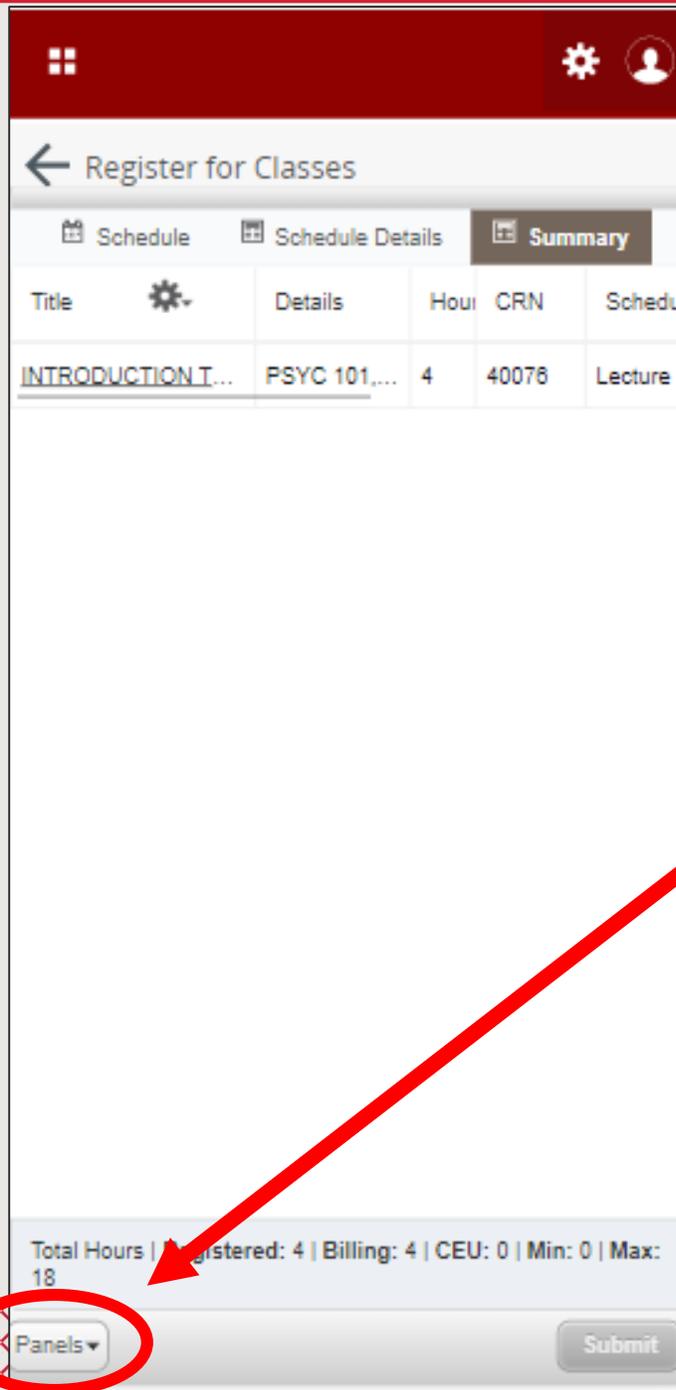


Once in the Registration module, tap Register for Classes.



The screenshot shows a mobile application interface for selecting a term. At the top, there is a red header bar with a white grid icon on the left, a gear icon, and a user profile icon on the right. 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 of the form is a "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	Schedule
INTRODUCTION T...	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

Course Number

Keyword

Search Clear Advanced Search

Submit

Register for Classes

Find Classes

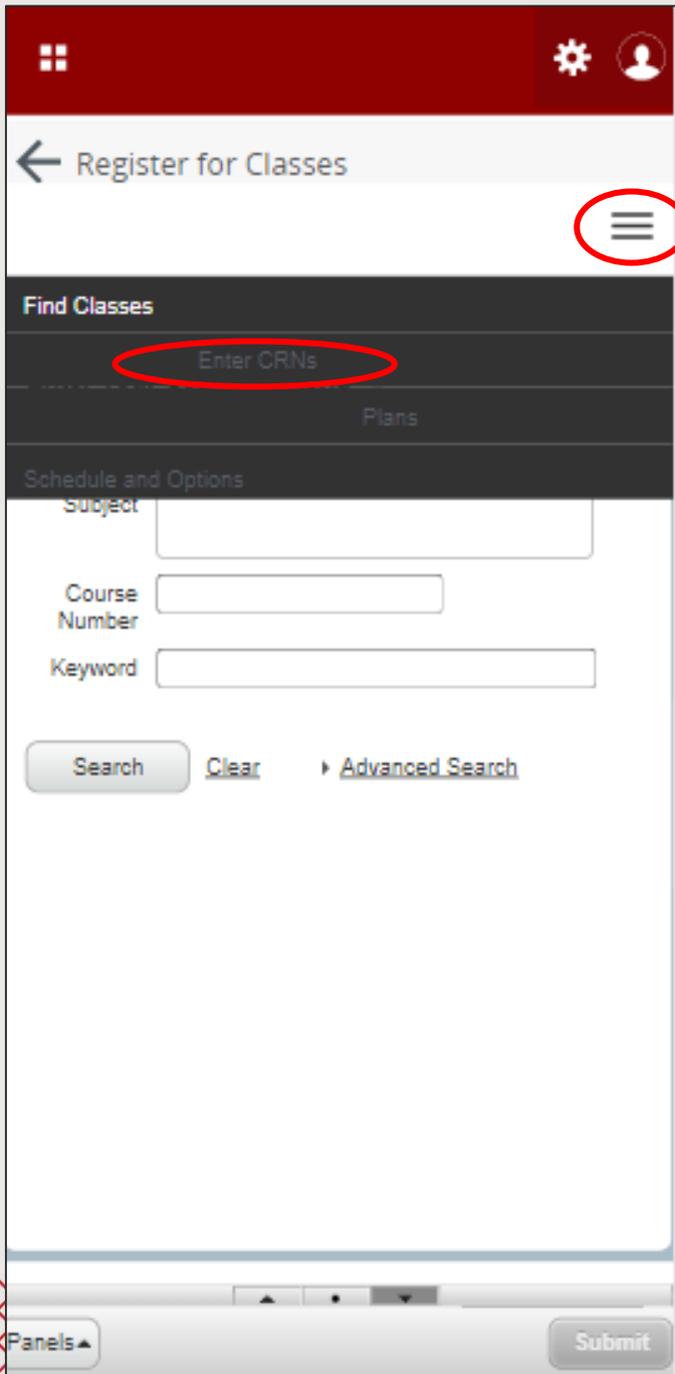
▶	ELE... Lect...	Gen Ed 18-Qu... OLD GE-MATH...	Add
▶	ELE... Lect...	Gen Ed 2018 Gen Ed 18-Qu... OLD GE-MATH...	Add
▶	ELE... Lect...	Gen Ed 2018 Gen Ed 18-Qu... OLD GE-MATH...	Add
▶	ELE... Lect...	Gen Ed 2018 Gen Ed 18-Qu... OLD GE-MATH...	Add
▶	ELE... Lect...	Gen Ed 2018 Gen Ed 18-Qu... OLD GE-MATH...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



Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

subject

Course Number

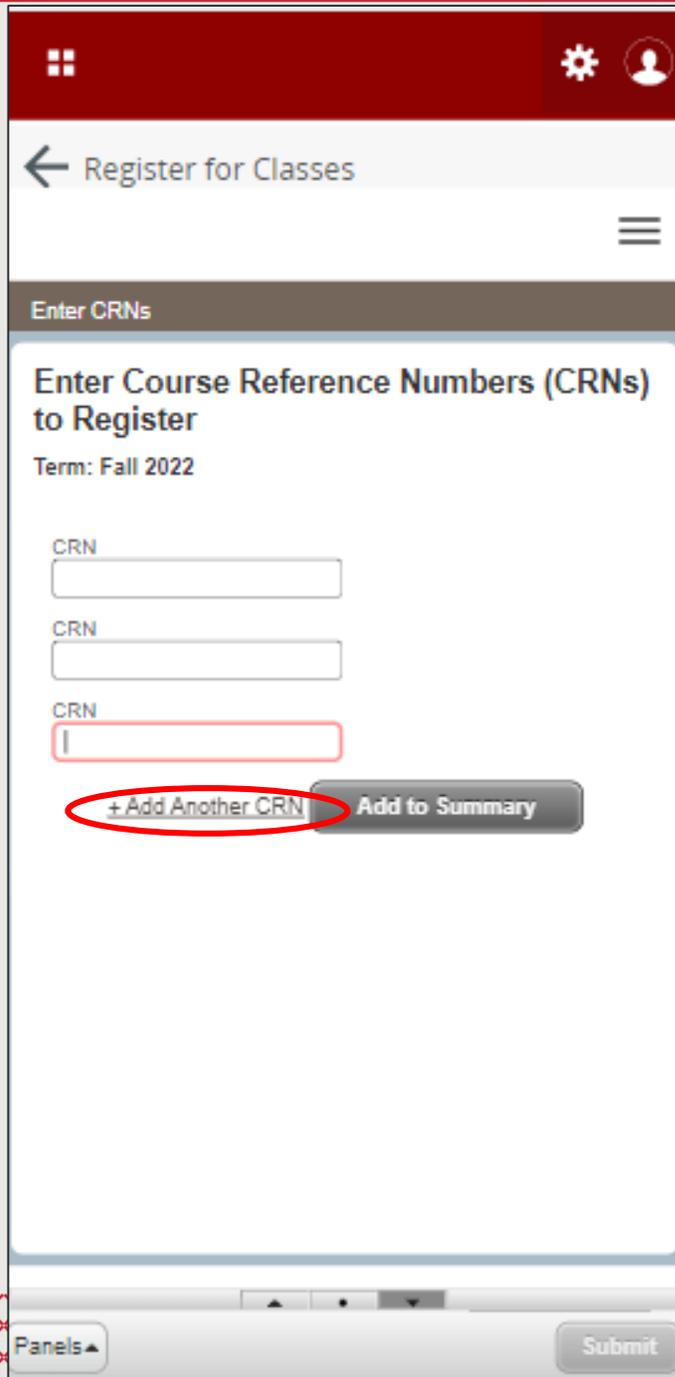
Keyword

Search Clear ▶ Advanced Search

Submit

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

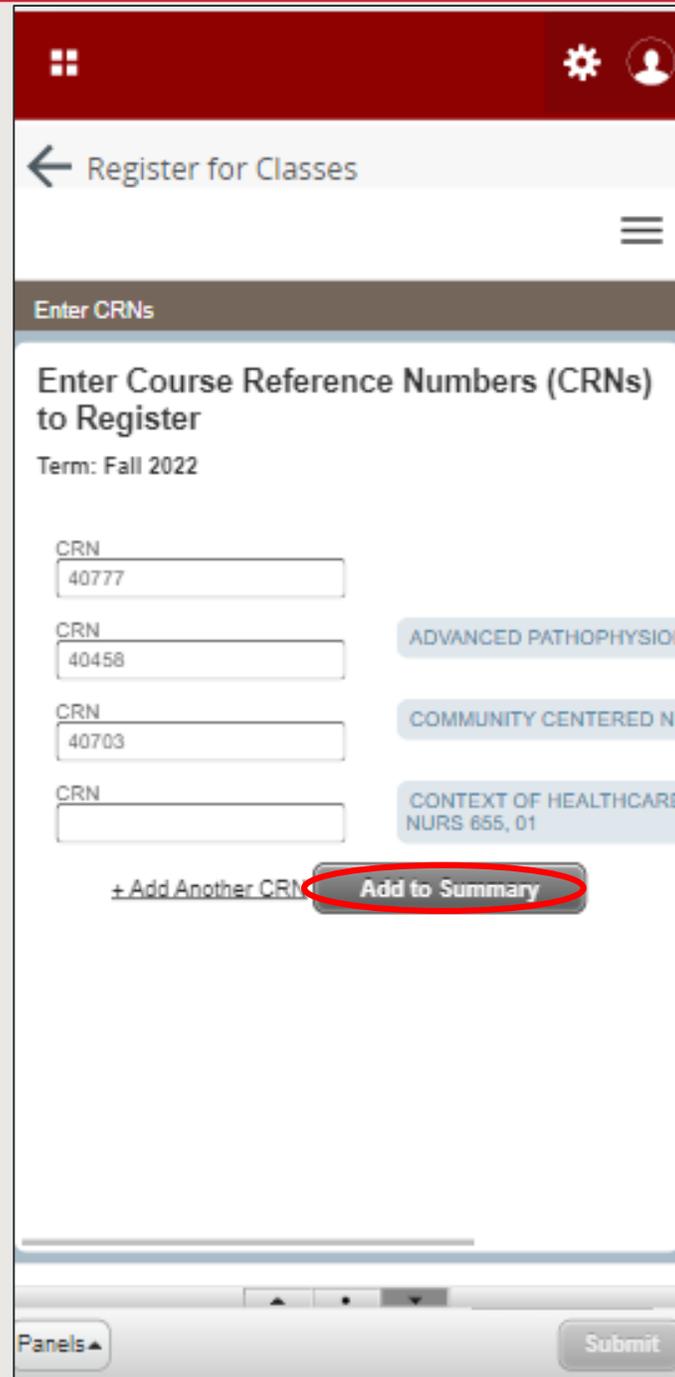
CRN

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 PATHOPHYSIOL

CRN 40703 COMMUNITY CENTERED NL

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	Hour	CRN	Schedu
<u>CONTEXT OF HEA...</u>	NURS 655...	3	40703	Hybrid
<u>COMMUNITY CEN...</u>	NURS 425...	4	40458	Lecture
<u>ADVANCED PATH...</u>	NURS 635...	4	40777	Hybrid
<u>INTRODUCTION T...</u>	PSYC 101,...	4	40076	Lecture

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

Submit

Register for Classes

Schedule Schedule Details **Summary**

Schedule Typ	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

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

Save Successful

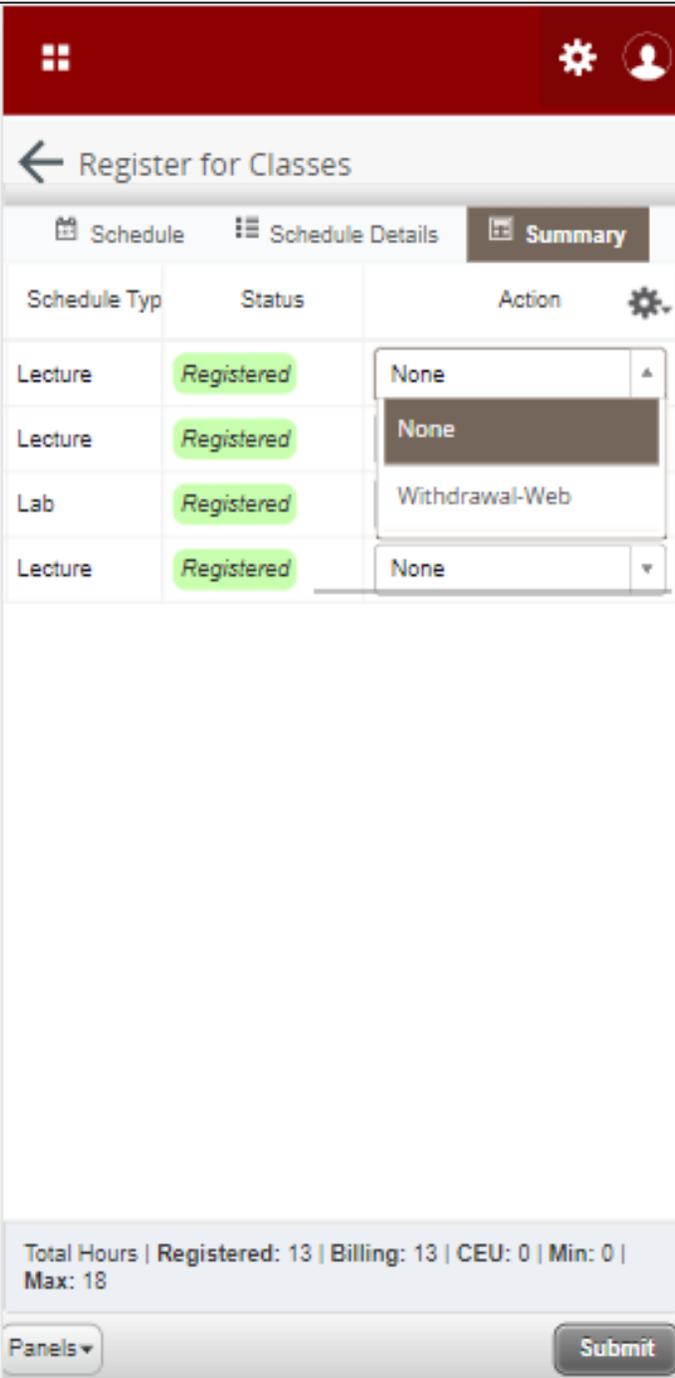
Schedule Schedule Details Summary

Schedule Typ	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

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

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.