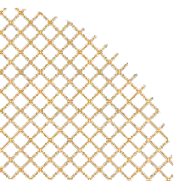


RCNJ

# How to Drop a Class in Web Self-Service



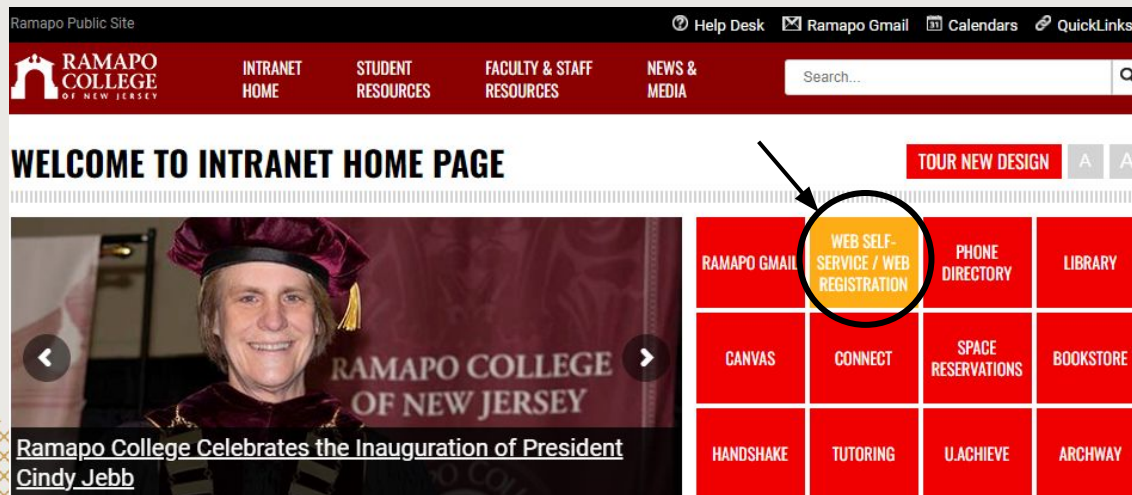
# Please note the following important information:

Please note details related to **DROPPING** a course:

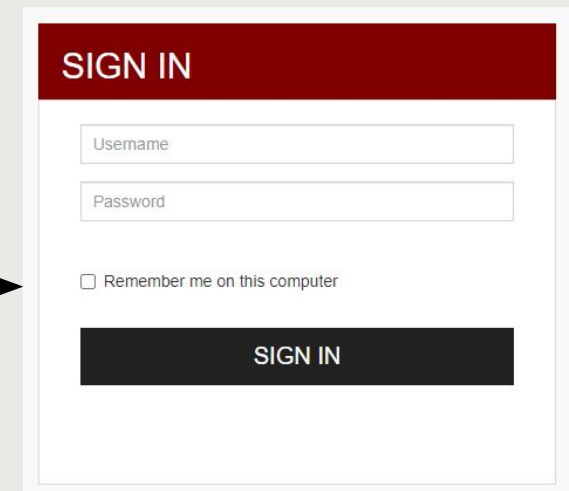
- Dates related to dropping can be found on the [academic calendar](#).
- A student who decides to **DROP** an individual course during the add-drop 100% or 50% refund period, as indicated on the academic calendar, may do so using Web Self-Service. Students with HOLDS may visit the Office of the Registrar for assistance with dropping courses. **Dropped courses will not appear on the student's transcript, but withdrawn courses do.**

# Log in to Web Self-Service

- Go to web.ramapo.edu
- Click on Web Self-Service
- Click Enter Secure Area
- Sign in with your username and password



Enter Secure Area  
General Financial Aid  
Class Schedule  
Course Catalog



The SIGN IN form is located on the right side of the slide. It has a red header with the text 'SIGN IN'. Below the header are two input fields: 'Username' and 'Password'. There is a checkbox labeled 'Remember me on this computer'. At the bottom of the form is a black button with the text 'SIGN IN' in white.

# Access Registration on Web Self-Service

- Click on Student Services & Financial Aid
- Click on Registration

Main Menu

---


**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

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

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

Search

 **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**

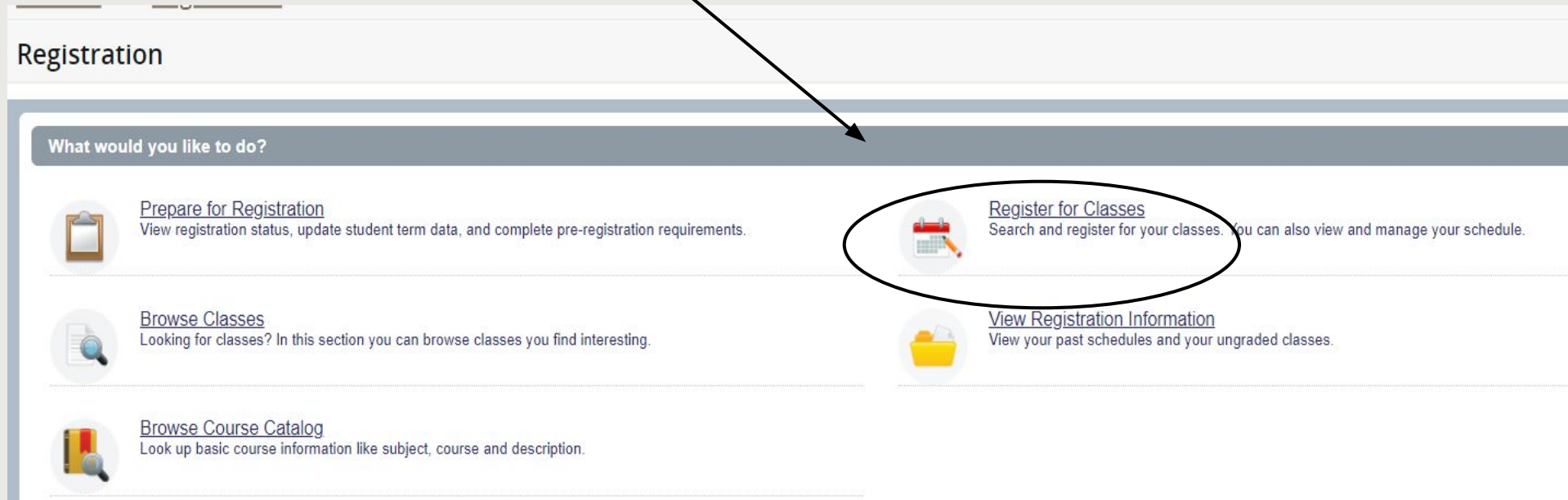
**Enrollment Verification**  
Provided through the National Student Clearinghouse Secure Website

**Online NJ Transit Student Pass Enroll**

**Online NJ Transit Student Pass Login**

# Viewing Current Classes

→ Click on register for classes

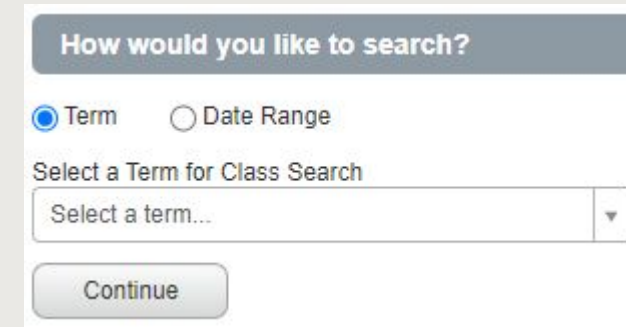


Registration

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 manage your 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.

→ Select appropriate term



How would you like to search?

Term  Date Range

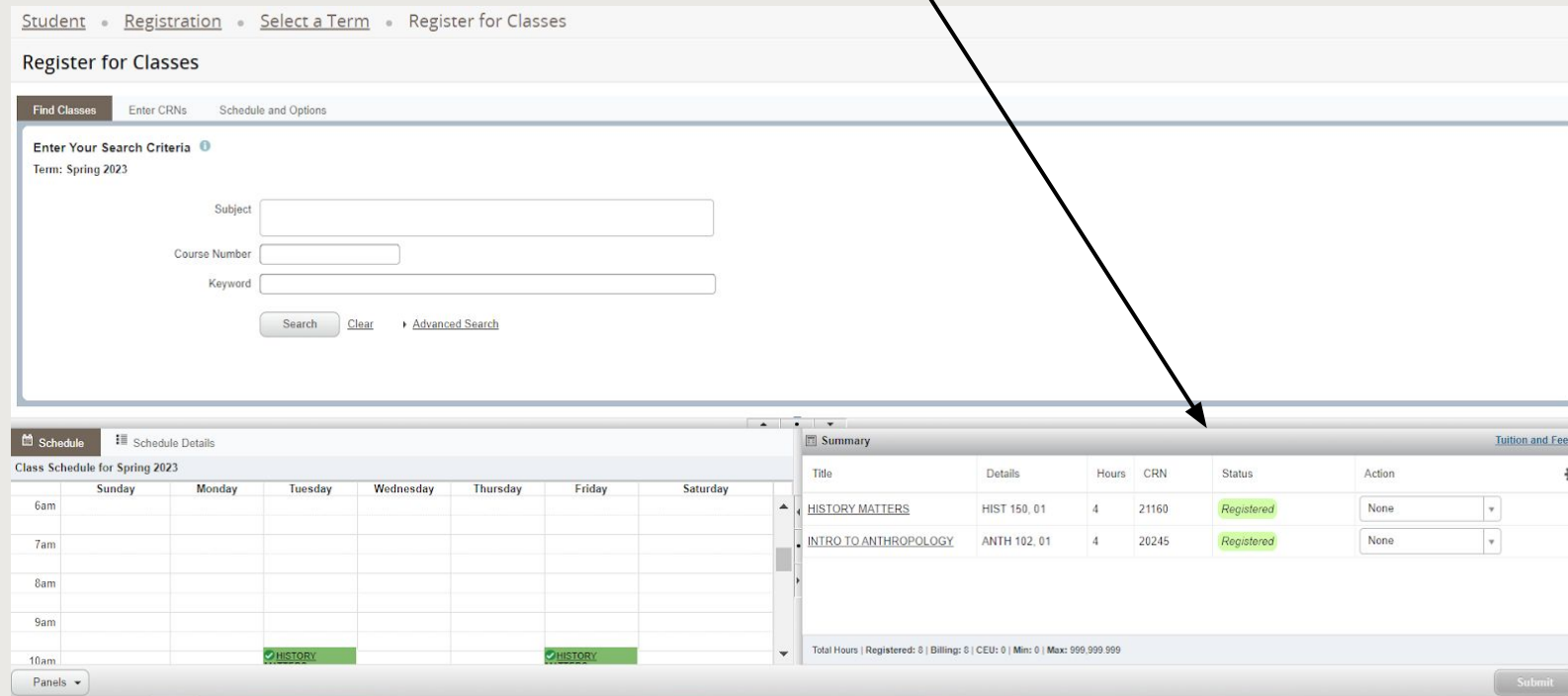
Select a Term for Class Search

Select a term... ▾

Continue

# Viewing Current Classes

→ Current class registration will be listed in the lower right panel



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](#)

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Schedule | Schedule Details | Summary | Tuition and Fees

#### Class Schedule for Spring 2023


	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am			<input checked="" type="checkbox"/> HISTORY			<input checked="" type="checkbox"/> HISTORY	

#### Summary

Title	Details	Hours	CRN	Status	Action
HISTORY MATTERS	HIST 150. 01	4	21160	Registered	None
INTRO TO ANTHROPOLOGY	ANTH 102. 01	4	20245	Registered	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

# Selecting course to drop:

Summary					Tuition and Fees	
Title	Details	Hours	CRN	Status	Action 	
<u>HISTORY MATTERS</u>	HIST 150, 01	0	<small>Use Pull Down Arrow to Select Term</small>	<i>Dropped</i>	None ▼	
<u>MANAGEMENT STATISTICS</u>	BADM 225, 01	0	20008	<i>Dropped</i>	None ▼	
<u>SOCIAL SCIENCE INQUIRY</u>	SOSC 110, 10	4	20682	<i>Registered</i>	None ▲ None <b>DROP WEB</b> Withdrawal-Web	

Select DROP WEB →