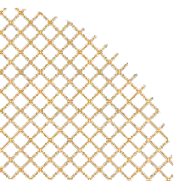


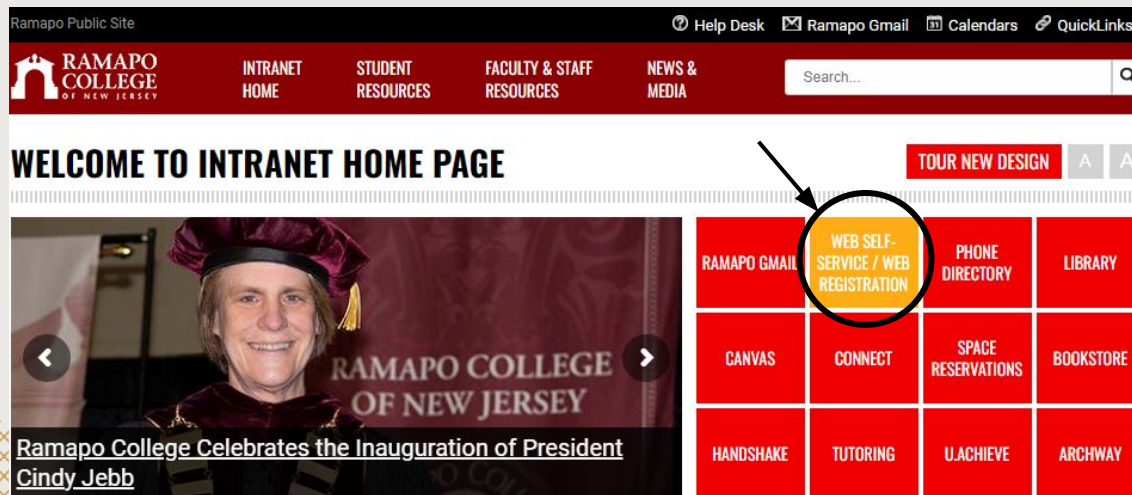
RCNJ

How to Search for Classes in Web Self-Service

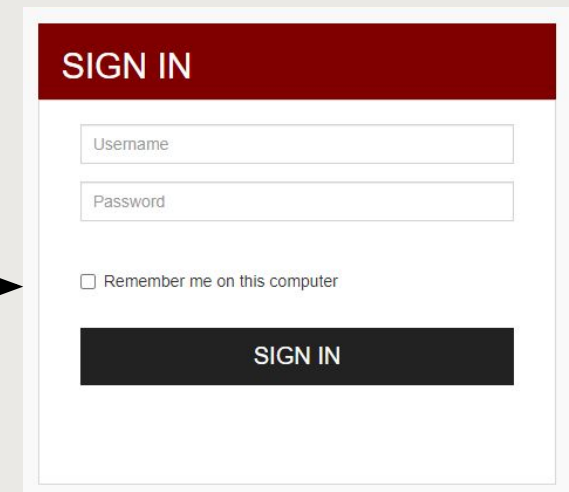


Log in to Web Self-Service

- 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 displayed in a white box with a red header. It contains the following elements:

- SIGN IN** (header)
- Username input field
- Password input field
- Remember me on this computer
- SIGN IN** (button)

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

Browse Classes

- Click Browse Classes
- Select appropriate term

How would you like to search?


Term Date Range


Select a Term for Class Search


Select a term... ▼

Continue

What would you like to do?

 [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.

 [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.

 [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

Using Course Search

- Input subject, course number, and/or keyword
- Click Search

Browse Classes

Enter Your Search Criteria
Term: Fall 2022

Subject You can add another

Course Number

Keyword

[Advanced Search](#)

Search Results — 60 Classes
Term: Fall 2022 Subject: Biology

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
INTRODUCTION TO BIOLOGY Hybrid	Biology	101	01	4	40975	Fall 2022	Xu Yan (Primary)	S M T W T F S 11:20 AM - 01:00 PM Type: Class B Main	Main	FULL: 0 of 24 ...	Gen Ed 2018 Gen Ed 18-Scientific Reasoning OLD GE-SCIENCE W EXPERIENTIAL
INTRODUCTION TO BIOLOGY Lecture	Biology	101	03	4	41744	Fall 2022	Olsen William (Primary)	S M T W T F S 06:05 PM - 09:35 PM Type: Class E Main	Main	15 of 35 seats remain.	Gen Ed 2018 Gen Ed 18-Scientific Reasoning OLD GE-SCIENCE W EXPERIENTIAL
INTRODUCTION TO BIOLOGY Online Course	Biology	101	50	4	41043	Fall 2022	Stuart Ashley (Primary)	S M T W T F S - Type: Class Building: None Roo Main	Main	7 of 24 seats remain.	Gen Ed 2018 Gen Ed 18-Scientific Reasoning OLD GE-SCIENCE W EXPERIENTIAL
FUNDAMENTALS OF BIOLOG... Lecture	Biology	111	01	4	40794	Fall 2022	Petro Susan (Primary)	S M T W T F S 09:55 AM - 11:05 AM Type: Class B Main	Main	1 of 40 seats remain.	OLD GE-SCIENCE W EXPERIENTIAL
FUNDAMENTALS OF BIOLOG... Lecture	Biology	111	02	4	40795	Fall 2022	Valderrama Ximena (Prim...	S M T W T F S 11:20 AM - 01:00 PM Type: Class B Main	Main	1 of 40 seats remain.	OLD GE-SCIENCE W EXPERIENTIAL

Browsing Classes

- Click Browse Classes
- Select appropriate term

How would you like to search?


Term Date Range


Select a Term for Class Search


Select a term... ▼

Continue

What would you like to do?

 [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.

 [Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.

 [Browse Course Catalog](#)
Look up basic course information like subject, course and description.

Advanced Course Search

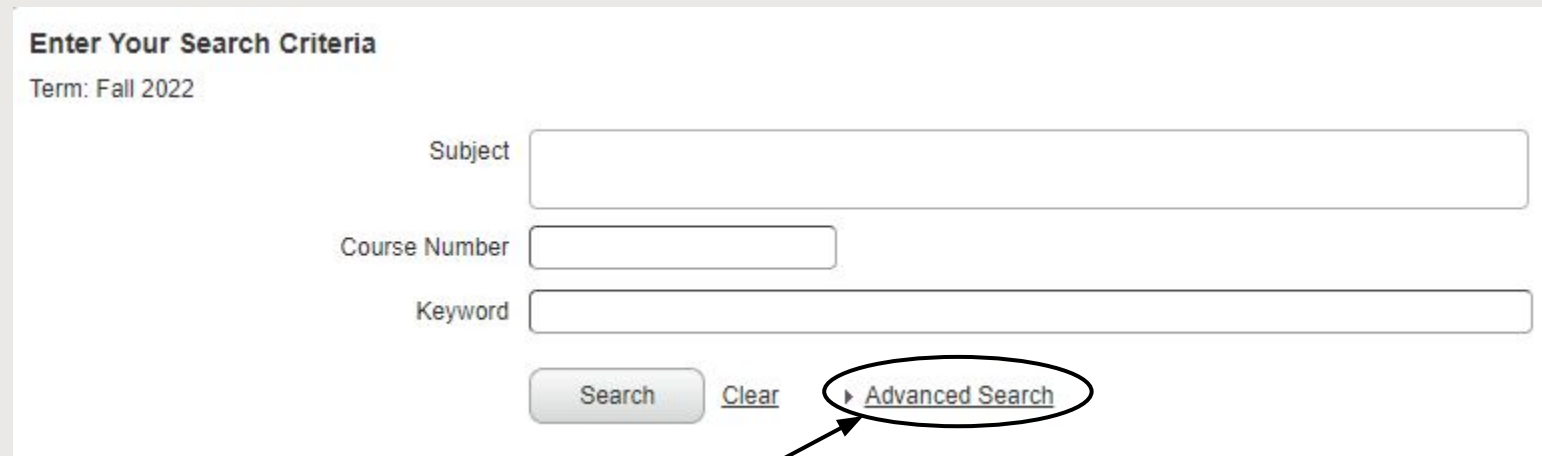
- Click Advanced Search
- Input relevant criteria (detailed in following slides)

Enter Your Search Criteria
Term: Fall 2022

Subject

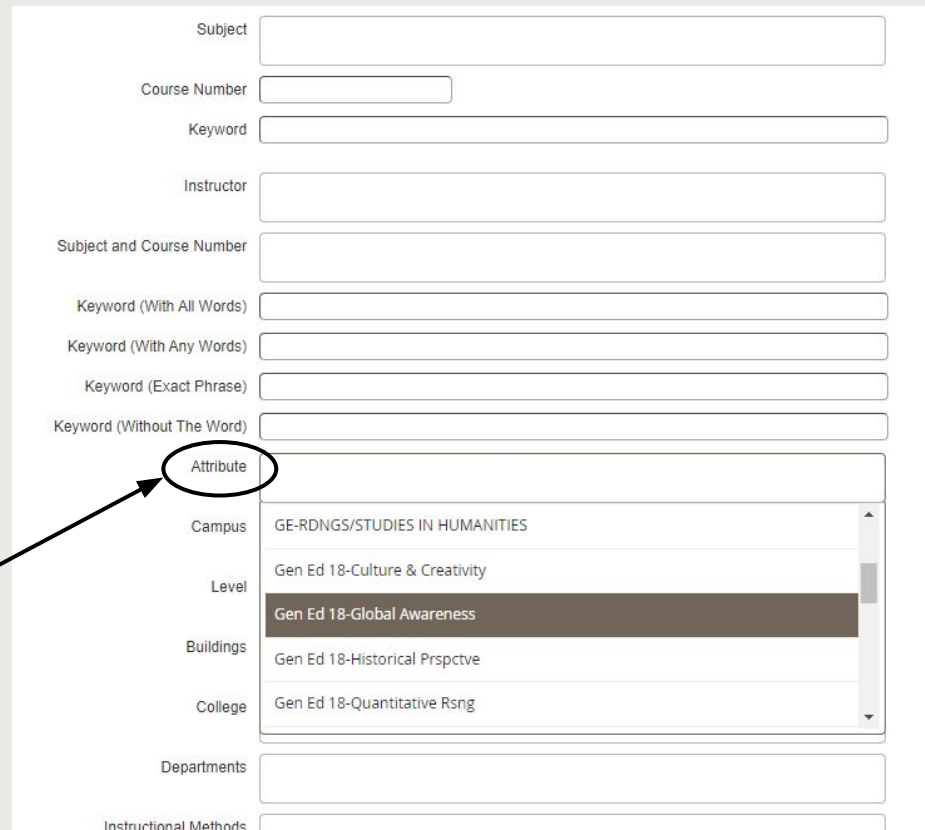
Course Number

Keyword



Search by Attribute

- Click Attribute
- Select the category you are searching for (ie. gen ed category, school core, etc.)



Subject

Course Number

Keyword

Instructor

Subject and Course Number

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Campus GE-RDNGS/STUDIES IN HUMANITIES

Level Gen Ed 18-Culture & Creativity
Gen Ed 18-Global Awareness

Buildings Gen Ed 18-Historical Prspctve

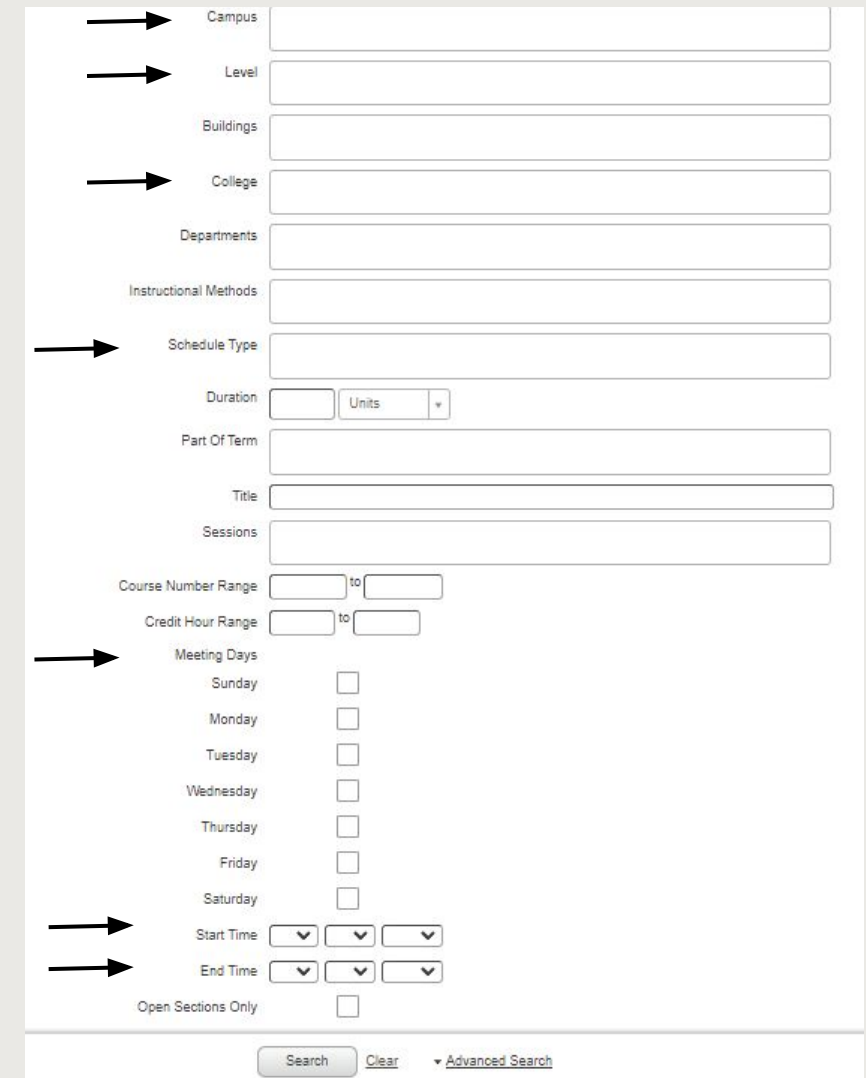
College Gen Ed 18-Quantitative Rsng

Departments

Instructional Methods

Search using other fields

- *Campus*: Search by campus location
- *Level*: Search by Graduate or Undergraduate courses
- *College*: Search by school (SSHS, TAS, HGS, CA, ASB)
- *Schedule Type*: Search by instructional modality (ie. lecture, online, hybrid, fieldwork, seminar, lab, etc.)
- *Meeting Days*: Search by day the class meets
- *Start Time/End Time*: Search by time the class begins and ends



Campus
 Level
 Buildings
 College
 Departments
 Instructional Methods
 Schedule Type
 Duration Units
 Part Of Term
 Title
 Sessions
 Course Number Range to
 Credit Hour Range to
 Meeting Days
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Start Time
 End Time
 Open Sections Only

Results

- Click Search
- The search will yield a list of classes that meet the criteria the search was refined by

Search Results 3 Classes
 Term: Fall 2022 **Attribute: Gen Ed 18-Global Awareness** **College: Social Science & Human Srv** **Schedule Type: Lecture** **Monday: True** **Thursday: True**

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
WORLD SUSTAINABILITY Lecture	Environmental St...	209	02	4	40678	Fall 2022	Polsky, Matthew (Primary)	S M T W T F S 02:15 PM - 03:55 PM Type: Class Building	Main	FULL: 0 of 35 se...	Gen Ed 2018 Gen Ed 18-Global Awareness OLD GE-INTERNATIONAL ISSUES MJ-INTL-Global Issues Conc SS-Sch Core-Sustainability
GLOBAL LEGAL ORDER Lecture	Law and Society	201	01	4	40068	Fall 2022	Serban Mihaela (Primary)	S M T W T F S 11:20 AM - 01:00 PM Type: Class Building	Main	2 of 35 seats remain.	Gen Ed 2018 Gen Ed 18-Global Awareness OLD GE-INTERNATIONAL ISSUES
AIDS: SOCIAL PERSPECTIVES Lecture	Social Work	230	95	4	41600	Fall 2022	Martins Kelly (Primary)	S M T W T F S 09:55 AM - 11:05 AM Type: Class Building	Passaic ...	10 of 25 seats remain.	Gen Ed 2018 Gen Ed 18-Global Awareness