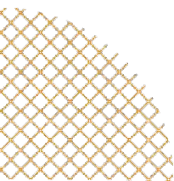


RCNJ

How to withdraw from a Class in Web Self-Service



Please note the following important information:

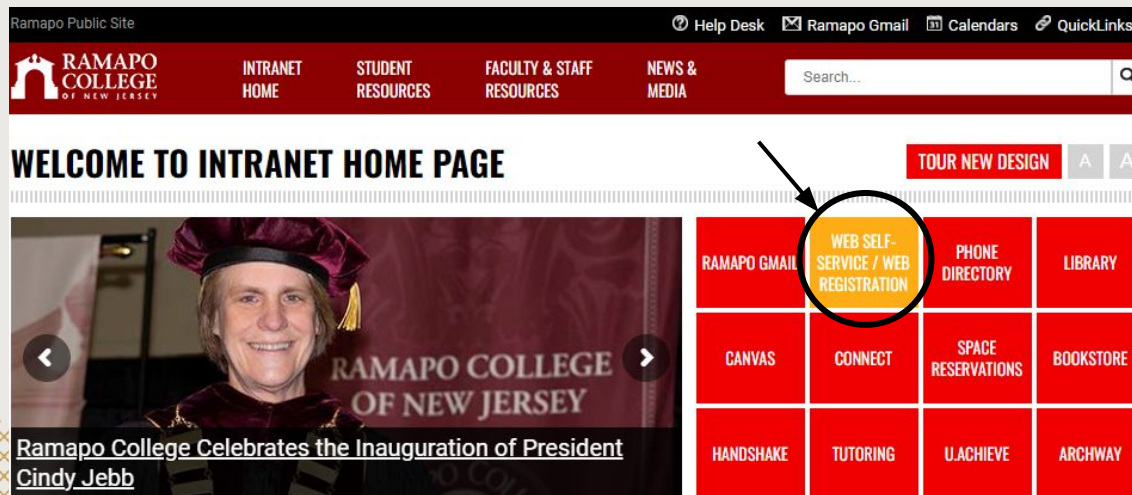
Please note details related to **WITHDRAWING** from a course:

- Dates related to withdrawing can be found on the [academic calendar](#).
- A student who decides to **WITHDRAW** from a course after the 50% refund period (but no later than the last day to withdraw from a course) may do so on Web Self-Service. Students with HOLDS may visit the Office of the Registrar for assistance with dropping courses. Once the withdrawal is processed, both student and instructor will receive notification that the student has been withdrawn from the course.

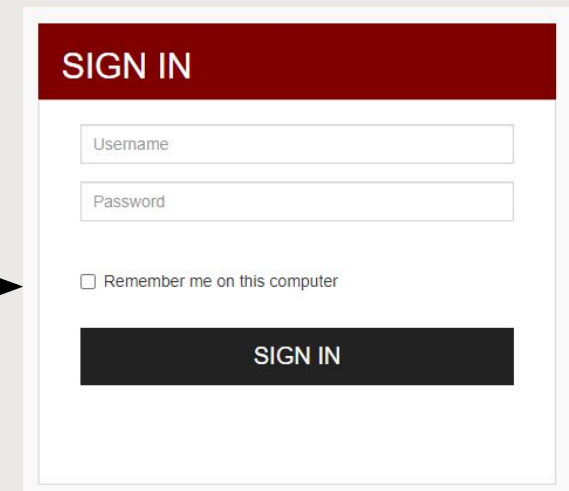
Withdrawn courses appear on a transcript as a grade of “W”; this shows that you attempted the course, but not completed it.

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 features 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

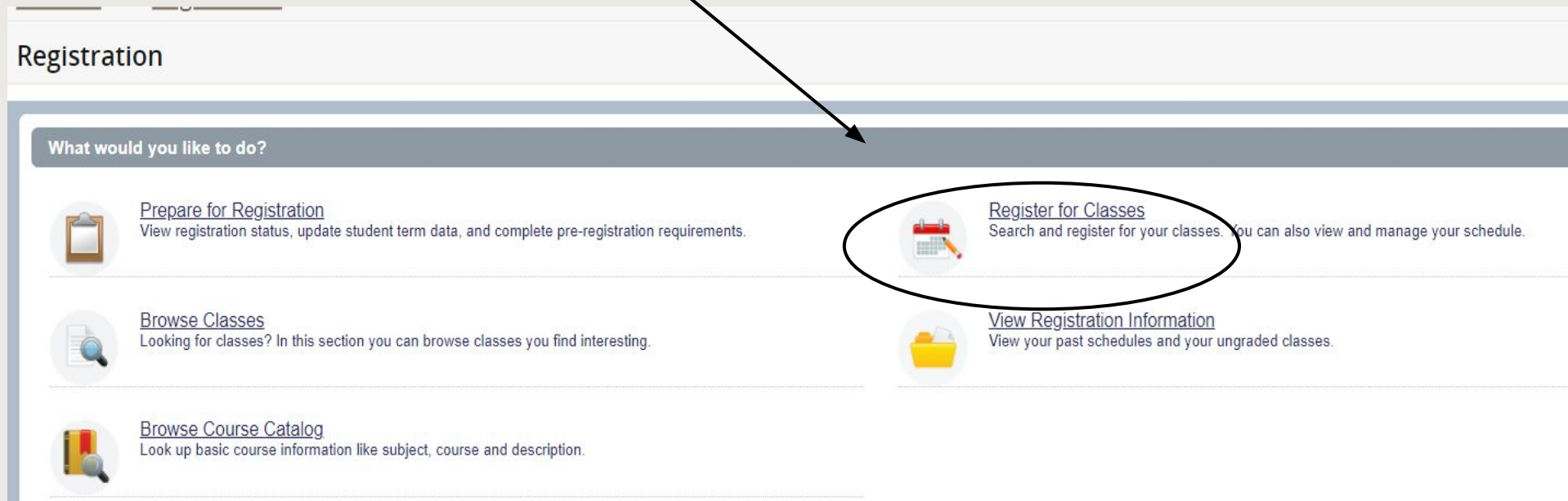
Enrollment Verification
Provided through the National Student Clearinghouse Secure Website

Online NJ Transit Student Pass Enroll

Online NJ Transit Student Pass Login

Viewing Current Classes

→ Click on register for classes

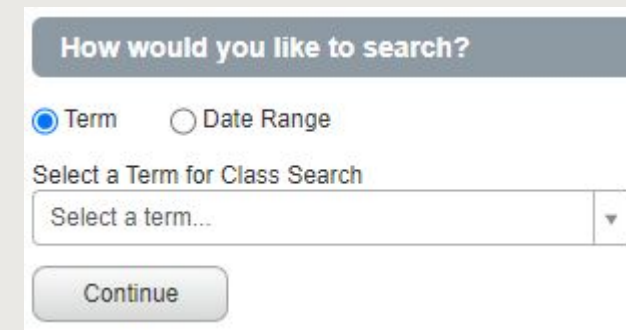


Registration

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

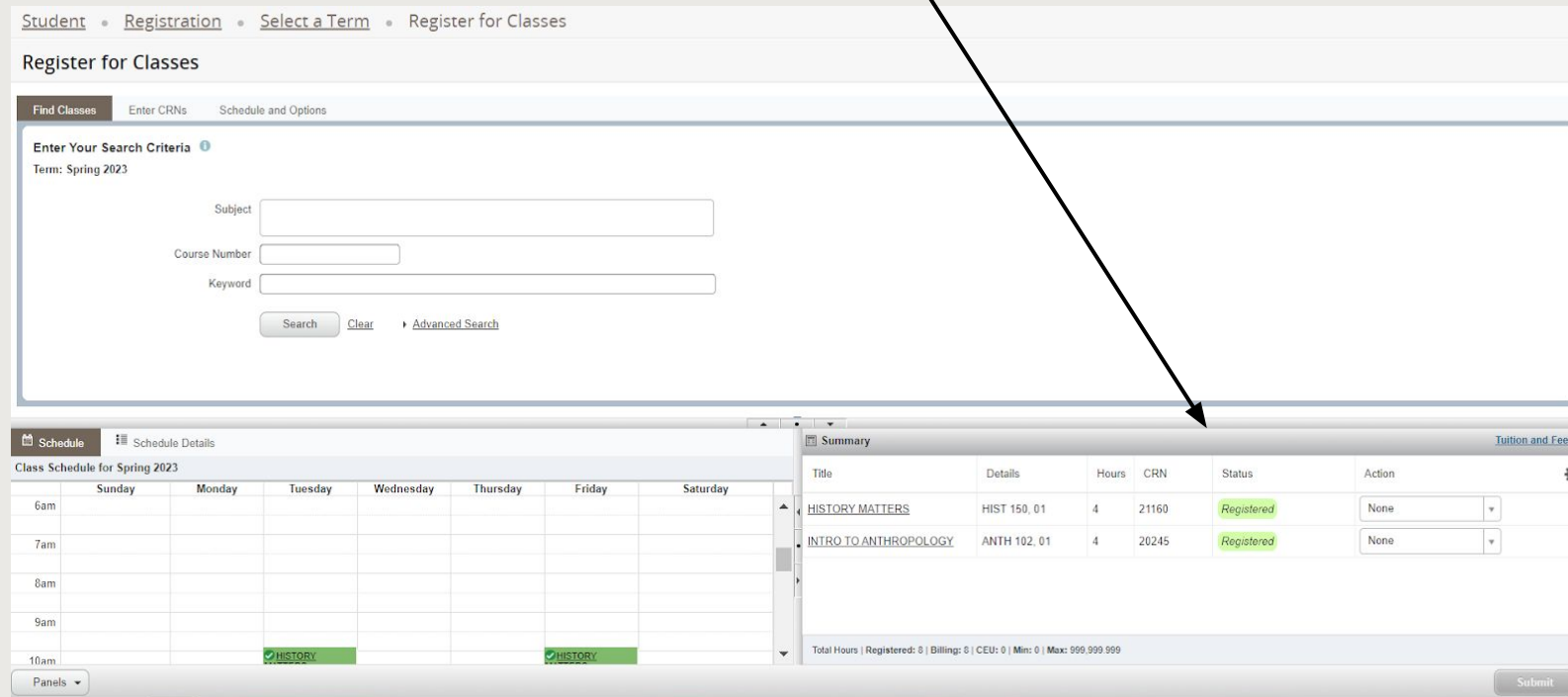
Select a Term for Class Search

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](#)

Schedule | Schedule Details | [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: 8 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

Selecting course to withdraw:

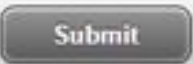
Summary [Tuition and Fees](#)


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

Use Pull Down Arrow to Select Term

Select Withdrawal-Web

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 999,999,999

- Click Submit 
- Once successfully submitted you will see two notices
- At the top of the screen in Green will be Save Successful
- In the Summary pane, the course status will state Withdrawn



Save Successful

Status

Withdrawn