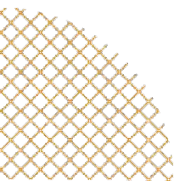


RCNJ

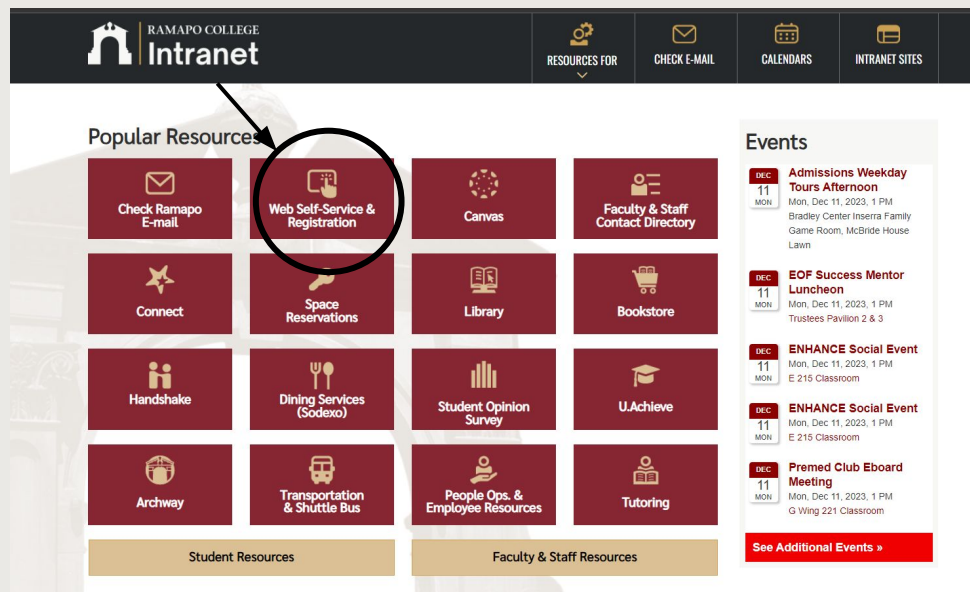
How to Access an Academic Transcript in Web Self-Service for Advisors

(Banner 9)



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

SIGN IN

Username

Password

Remember me on this computer

SIGN IN

Access Student Records

- Click on Faculty & Advisors
- Click on Advisee and Student Search
- Input appropriate term
- Search for student or advisee listing

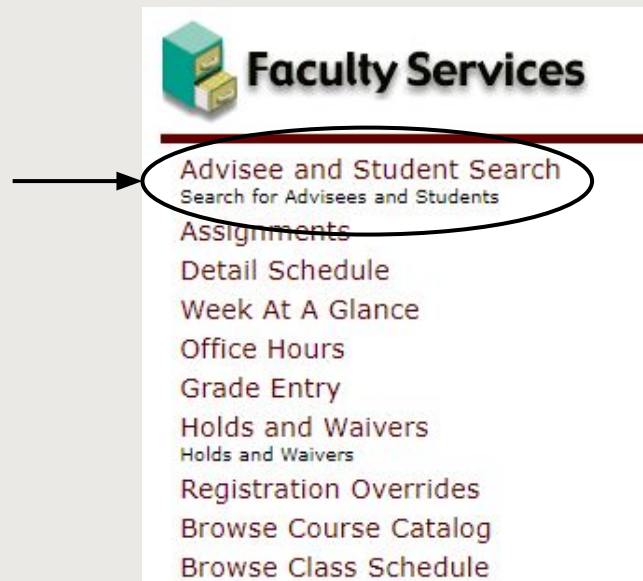



Personal Information
Update contact information; review name or social security number change information; Change your PIN.

Student Services & Financial Aid
Register; View your academic records; Account Summary; Make a Payment; Payment Plan; Financial Aid

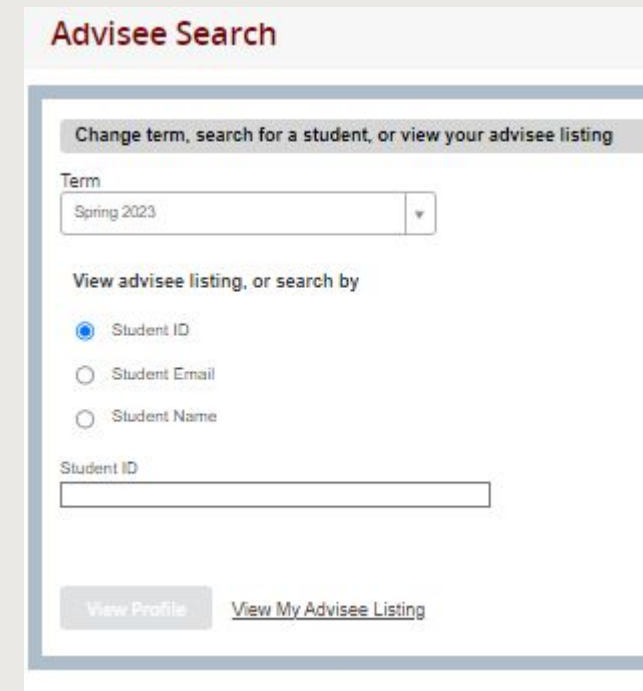
Faculty & Advisors
Enter Grades and Registration Overrides; View Class Lists and Student Information

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



 **Faculty Services**

- Advisee and Student Search
Search for Advisees and Students
- Assignments
- Detail Schedule
- Week At A Glance
- Office Hours
- Grade Entry
- Holds and Waivers
Holds and Waivers
- Registration Overrides
- Browse Course Catalog
- Browse Class Schedule



Advisee Search

Change term, search for a student, or view your advisee listing

Term
Spring 2023

View advisee listing, or search by

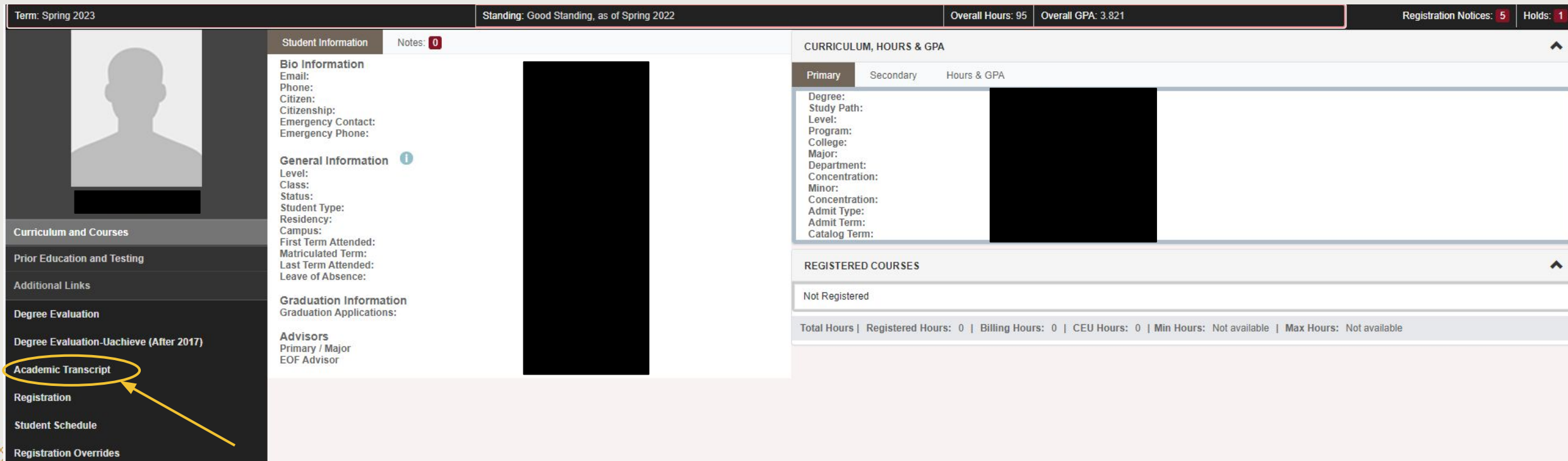
Student ID
 Student Email
 Student Name

Student ID

[View My Advisee Listing](#)

Access Student Records

→ Click on Academic Transcript in sidebar



The screenshot shows a student record page with a sidebar on the left and a main content area on the right. The sidebar contains several menu items, with "Academic Transcript" circled in yellow and an arrow pointing to it. The main content area displays student information, curriculum details, and registered courses.

Term: Spring 2023 **Standing:** Good Standing, as of Spring 2022 **Overall Hours:** 95 **Overall GPA:** 3.821 **Registration Notices:** 5 **Holds:** 1

Student Information Notes: 0

Bio Information
Email:
Phone:
Citizen:
Citizenship:
Emergency Contact:
Emergency Phone:

General Information ⓘ
Level:
Class:
Status:
Student Type:
Residency:
Campus:
First Term Attended:
Matriculated Term:
Last Term Attended:
Leave of Absence:

Graduation Information
Graduation Applications:

Advisors
Primary / Major
EOF Advisor

CURRICULUM, HOURS & GPA

Primary Secondary Hours & GPA

Degree:
Study Path:
Level:
Program:
College:
Major:
Department:
Concentration:
Minor:
Concentration:
Admit Type:
Admit Term:
Catalog Term:

REGISTERED COURSES

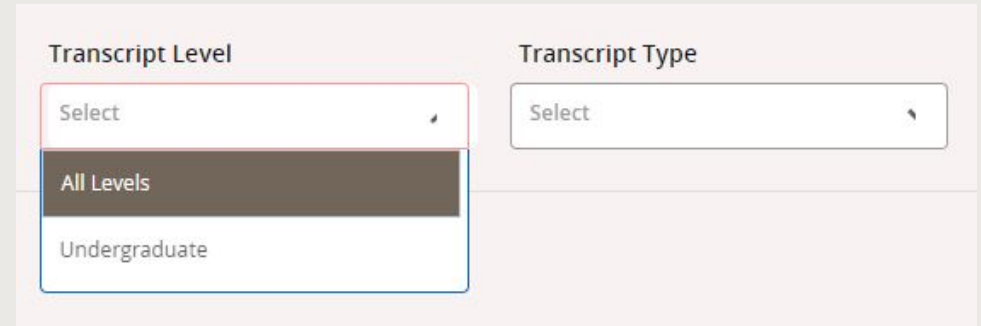
Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

View Transcript

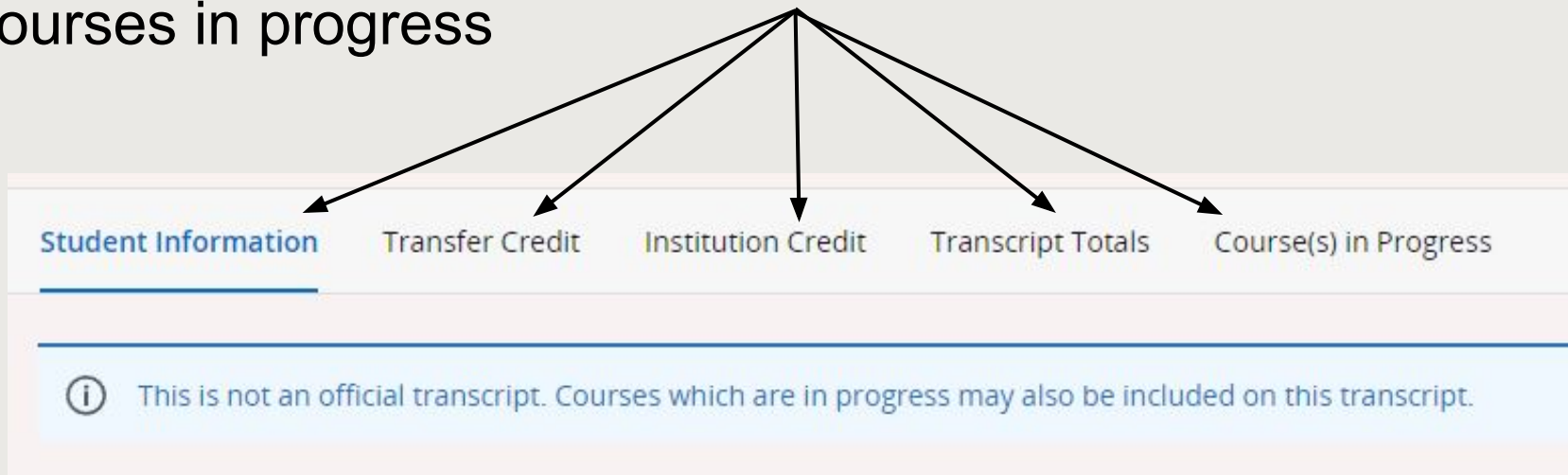
- Select transcript level and type
- Select tabs at top of page to see:

- Student information (name, student type, curriculum information)
- Transfer credits or institution credits
- Transcript totals (attempt hours, passed hours, CEU hours, GPA hours, quality points, GPA)
- Courses in progress



Transcript Level: Select (dropdown menu with options: All Levels, Undergraduate)

Transcript Type: Select (dropdown menu)



Student Information

Student Information

Name

[REDACTED]

Student Type

Continuing-First Time

Curriculum Information

Current Program :

College

Contemporary Arts

Major Concentration

Global Communication and Media

Major and Department

Communication Arts, Communications

Minor

Digital Filmmaking

Transfer Credit

Note: Students earn credits but do not earn quality points for transfer credits

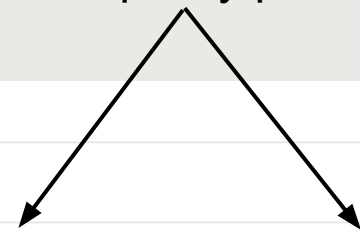
Transfer Credit Accepted by Institution

18M : William Paterson Univ

Subject	Course	Title	Grade	Credit hours	Quality points	R	
SOSC	280	WOMEN IN CONTEMP SOCIETY	TA	3.000	0.00	I	
		Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term		0.000	0.000	3.000	0.000	0.00	0.000

19F : CLEP Examination

Subject	Course	Title	Grade	Credit hours	Quality points	R	
SPAN	101	FOUNDATIONS OF SPANISH I	TP	3.000	0.00	I	
SPAN	102	FOUNDATIONS II - SPANISH	TP	3.000	0.00	I	
SPAN	201	INTERMEDIATE I - SPANISH	TP	3.000	0.00	I	
SPAN	202	INTERMEDIATE II - SPANISH	TP	3.000	0.00	I	
		Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term		0.000	0.000	12.000	0.000	0.00	0.000



Institution Credit

COMM	218	UG	FUND DIGITAL FILMMAKING	A-	4.000	14.80
COMM	367	UG	AMERICAN INDEPENDENT CINEMA	A-	4.000	14.80

Term Totals (Undergraduate)	Attempt Hours	Passed Hours	CEU Hours	GPA Hours	Quality Points	GPA
Current Term	12.000	12.000	12.000	12.000	44.40	3.700
Cumulative	80.000	80.000	80.000	78.000	298.00	3.821

Term : Spring 2022

College
Contemporary Arts

Major
Communication Arts

Academic Standing
Good Standing

Last Academic Standing
Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R	CEU Contact Hours
COMM	303	UG	WRITING FOR SOCIAL MEDIA	I	4.000	0.00		
COMM	304	UG	WRITING FOR PUBLICATION	I	4.000	0.00		
COMM	410	UG	GLOBAL MEDIA, LOCAL CHANGE	I	4.000	0.00		

Term Totals (Undergraduate)	Attempt Hours	Passed Hours	CEU Hours	GPA Hours	Quality Points	GPA
Current Term	12.000	0.000	0.000	0.000	0.00	0.000
Cumulative	92.000	80.000	80.000	78.000	298.00	3.821

Course(s) in Progress

Course(s) in Progress

Term : Fall 2022

College
Contemporary Arts

Major
Communication Arts

Subject	Course	Level	Title	Credit Hours
COMM	208	UG	NEWSWRITING	4.000
COMM	220	UG	STORY STRUCTURE: DOCUMENTARY AND FICTION FILM	4.000
COMM	383	UG	THEORY AND PRACTICE OF HEALTH COMMUNICATION	4.000