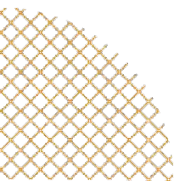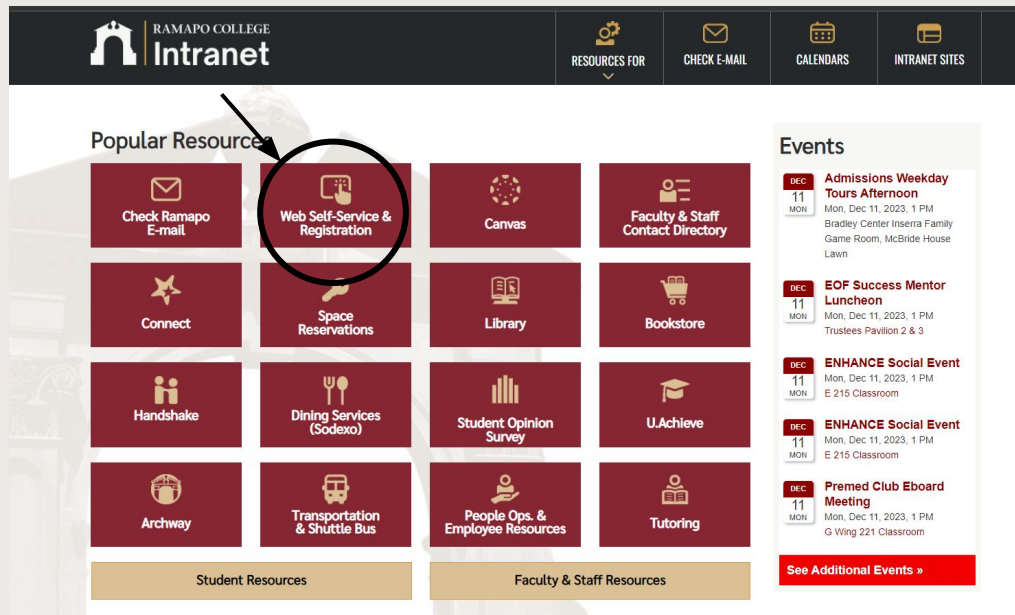RAMAPO COLLEGE

How to Provide a Registration Override in Web Self-Service

(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

Access Override Page

➔ Click on Faculty Services
➔ Click on Registration Overrides

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

RAMAPO COLLEGE

Access Override Page

➔ Input appropriate term

➔ Input student's R Number or Name

➔ Submit and click on student's name on bottom of the page

Provide Override

➔ Select appropriate override

➔ Select appropriate course

➔ Click Add Override if providing more than one override

➔ Submit