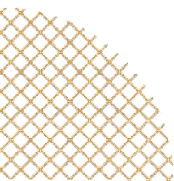


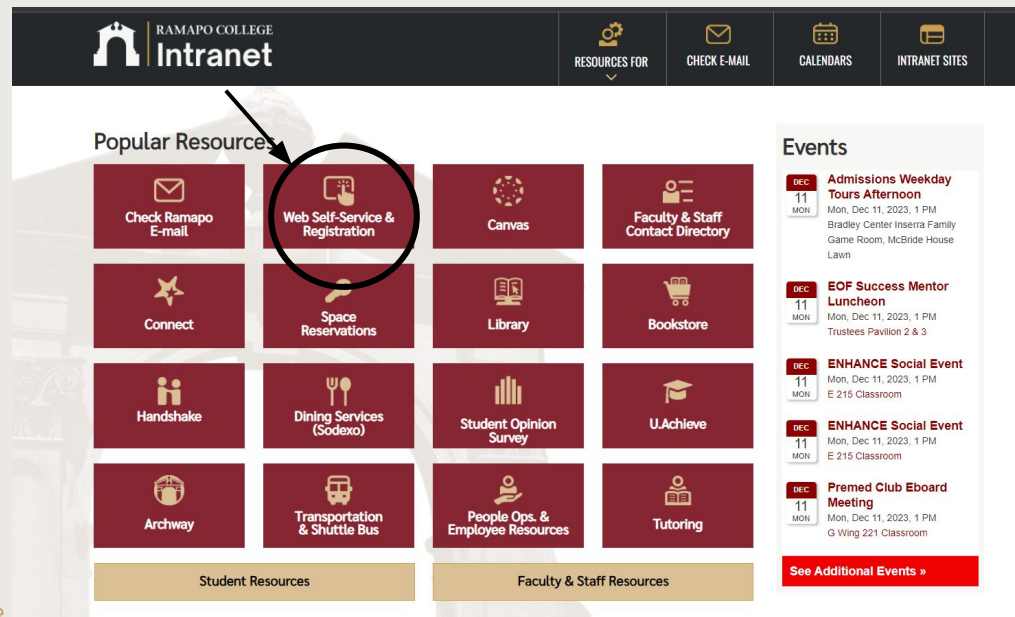
# How to Remove Students' Holds in Web Self-Service

(Web Self-Service 9)



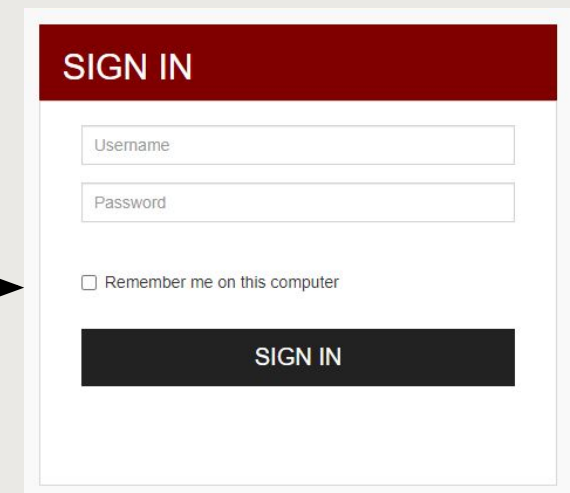
# Log in to Web Self-Service

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



The screenshot shows the Ramapo College Intranet homepage. At the top, there is a navigation bar with the college logo and the word "Intranet". Below this, there are four utility buttons: "RESOURCES FOR", "CHECK E-MAIL", "CALENDARS", and "INTRANET SITES". The main content area is divided into "Popular Resources" and "Events". The "Popular Resources" section contains a grid of 16 red buttons with icons and text: "Check Ramapo E-mail", "Web Self-Service & Registration" (circled in black), "Canvas", "Faculty & Staff Contact Directory", "Connect", "Space Reservations", "Library", "Bookstore", "Handshake", "Dining Services (Sodexo)", "Student Opinion Survey", "U.Achieve", "Archway", "Transportation & Shuttle Bus", "People Ops. & Employee Resources", and "Tutoring". Below the grid are two tabs: "Student Resources" and "Faculty & Staff Resources". The "Events" section on the right lists several upcoming events with dates and times, including "Admissions Weekday Tours Afternoon", "EOF Success Mentor Luncheon", "ENHANCE Social Event", "ENHANCE Social Event", and "Premed Club Eboard Meeting". A red button at the bottom of the events section says "See Additional Events >".

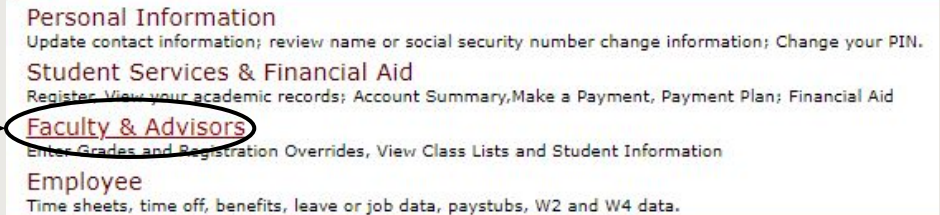
[Enter Secure Area](#)  
[General Financial Aid](#)  
[Class Schedule](#)  
[Course Catalog](#)



The screenshot shows the "SIGN IN" page. It has a dark red header with the text "SIGN IN". Below the header, there are two input fields: "Username" and "Password". Underneath the password field, there is a checkbox labeled "Remember me on this computer". At the bottom of the form, there is a dark red button with the text "SIGN IN" in white.

# Access Hold Removal

- Click on Faculty & Advisors
- Click Holds and Waivers
- Click Remove Selected Student Registration Holds



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**

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Advisee and Student Search  
Search for Advisees and Students

Assignments

Detail Schedule

Week At A Glance

Office Hours

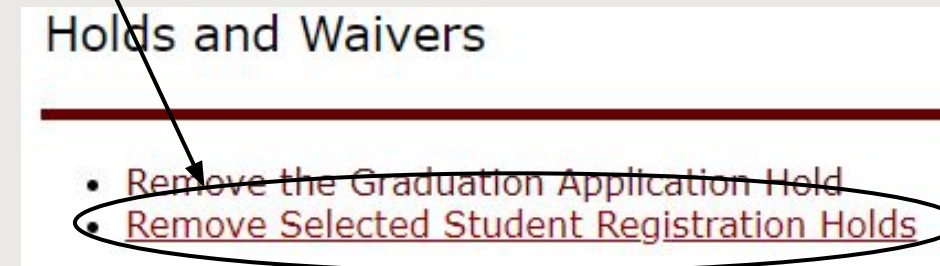
Grade Entry

**Holds and Waivers**  
Holds and Waivers

Registration Overrides

Browse Course Catalog

Browse Class Schedule



## Holds and Waivers

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- Remove the Graduation Application Hold
- **Remove Selected Student Registration Holds**

# Remove Hold

- Enter student's R Number
- Click Complete

Survey Name: Remove Selected Student Registration Holds

**Question 1: Enter the Student's R Number below to remove the Registration Holds**

Enter a single R Number here

[Return to Beginning](#)

[Complete](#)