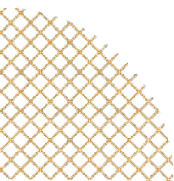


RCNJ

How to withdraw from a Class in Web Self-Service

Center for Student Success



Please note the following important information:

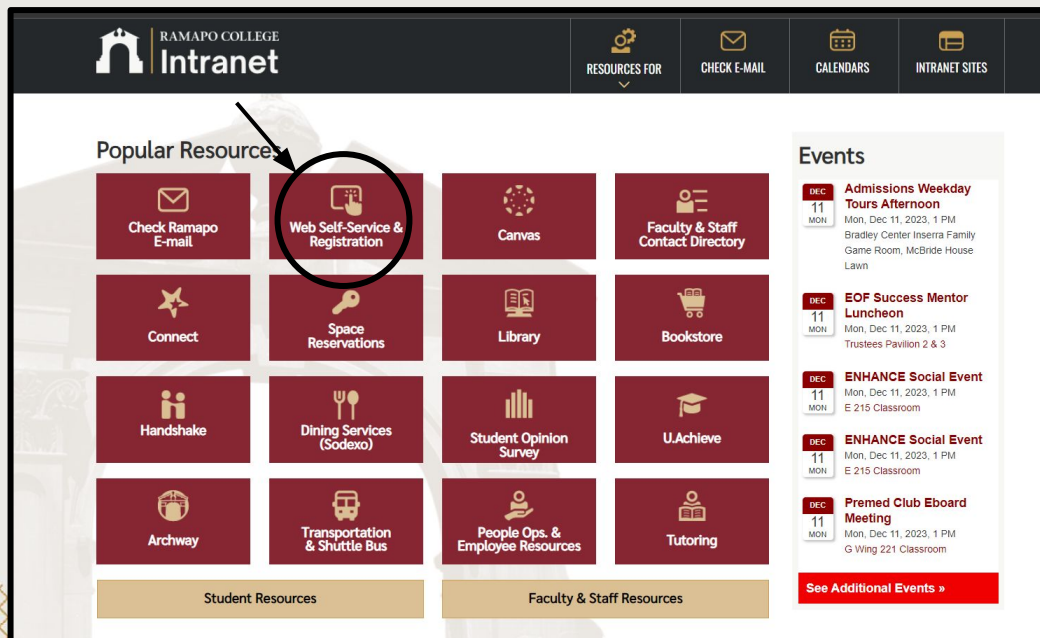
Please note details related to **WITHDRAWING** from a course:

- 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 Once the withdrawal is processed, both student and instructor will receive notification that the student has been withdrawn from the course.

Withdrawn courses appear on a transcript as a grade of “W”; this shows that you attempted the course, but not completed it.

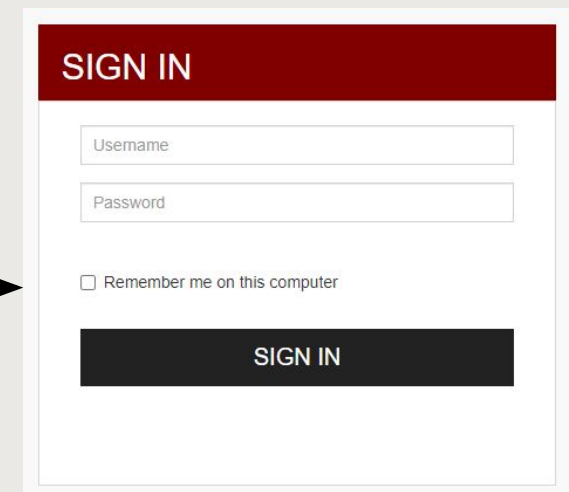
Log in to Web Self-Service

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



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 several utility links: "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 red with an arrow pointing to it), "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", and "Premed Club Eboard Meeting". A "See Additional Events" link is at the bottom of the events list.

[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". Below 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".

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

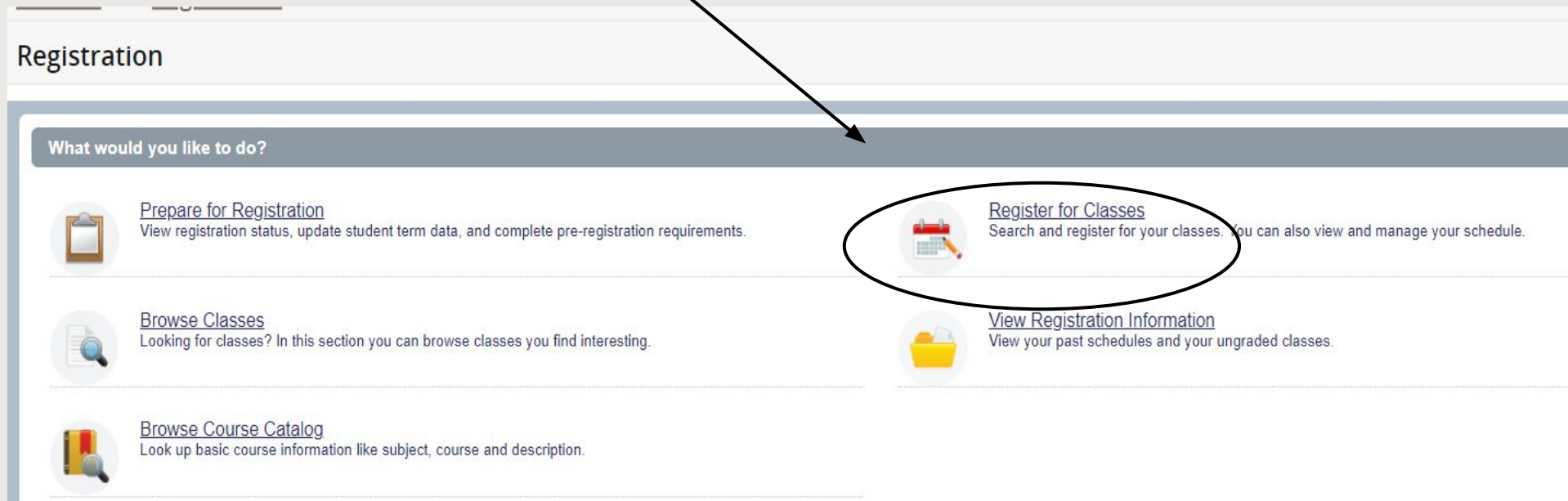
Enrollment Verification
Provided through the National Student Clearinghouse Secure Website

Online NJ Transit Student Pass Enroll

Online NJ Transit Student Pass Login

Viewing Current Classes

→ Click on register for classes

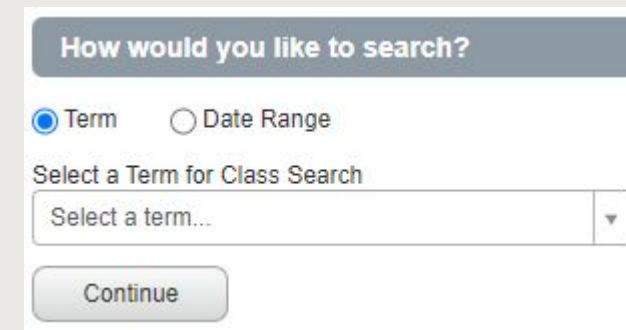


Registration

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 | Summary | 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	

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: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

Selecting course to withdraw:

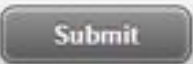
Summary [Tuition and Fees](#)


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