

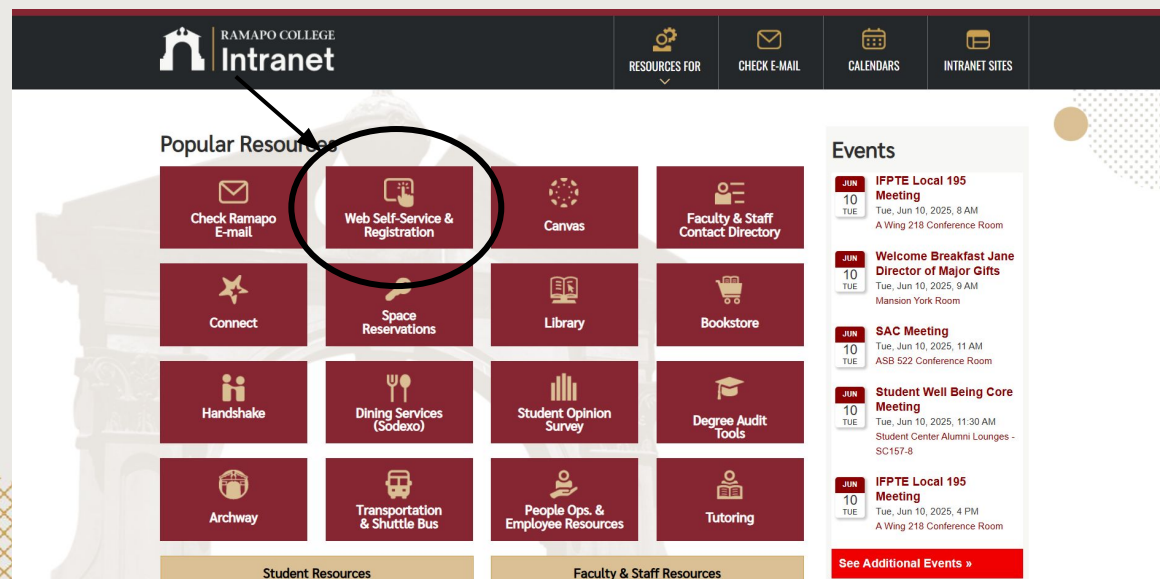
How to Access an Academic Transcript in Web Self-Service for Advisors

Center for Student Success

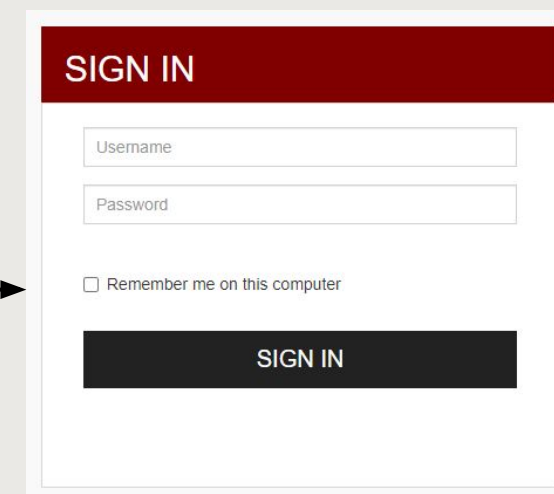


Log in to Web Self-Service

- 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 image shows the 'SIGN IN' page of the Web Self-Service portal. It has a dark red header with the text 'SIGN IN'. Below the header are two white input fields for 'Username' and 'Password'. Under the password field is a checkbox labeled 'Remember me on this computer'. At the bottom is a dark red button with the text 'SIGN IN' in white.

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

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 and Courses
Prior Education and Testing
Additional Links
Degree Evaluation
Degree Evaluation-Uachieve (After 2017)
Academic Transcript
Registration
Student Schedule
Registration Overrides

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

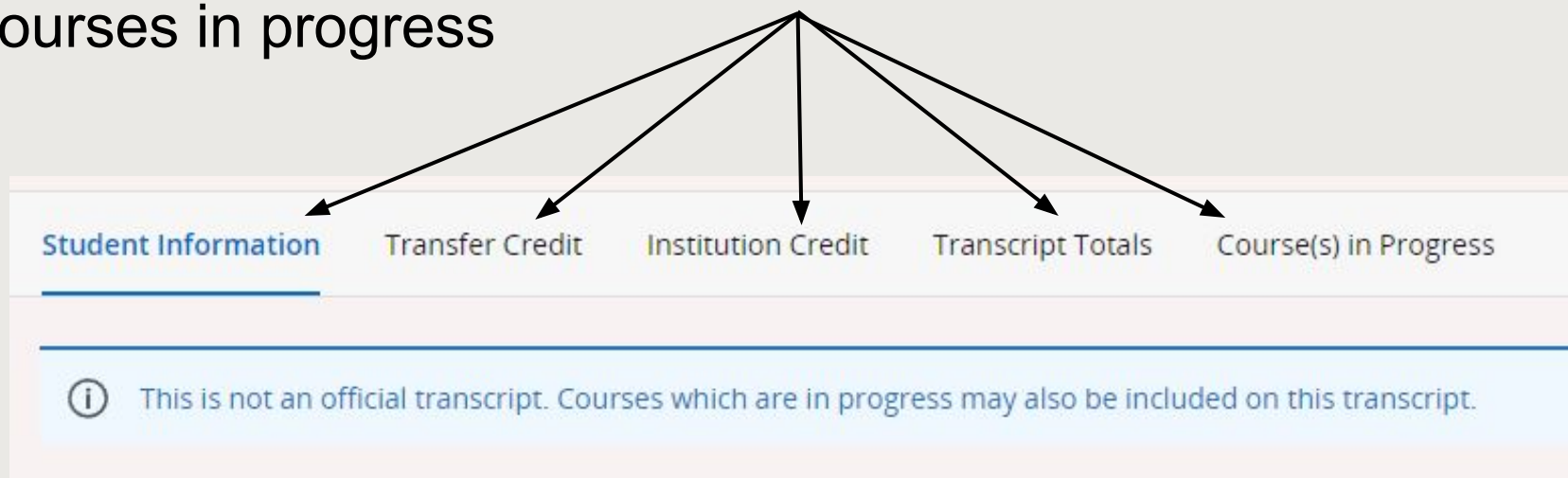
Select

All Levels

Undergraduate

Transcript Type

Select



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