

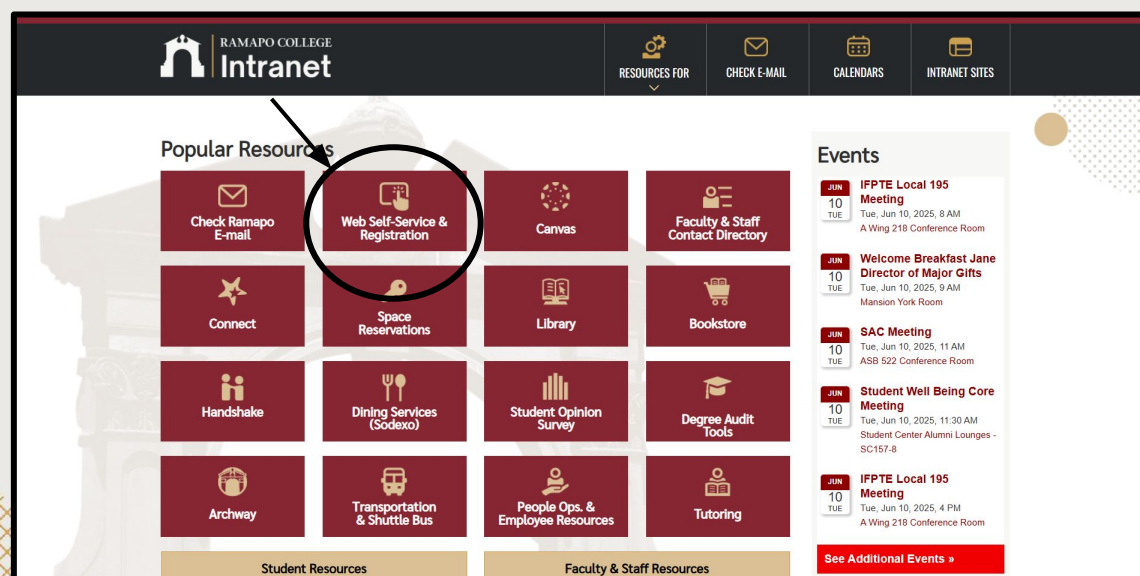
How to Drop a Class in Web Self-Service

(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



Enter Secure Area
General Financial Aid
Class Schedule
Course Catalog

SIGN IN

Username

Password

☐ Remember me on this computer

SIGN IN

Access Registration

- Click on Student Services & Financial Aid
- Click on Student 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

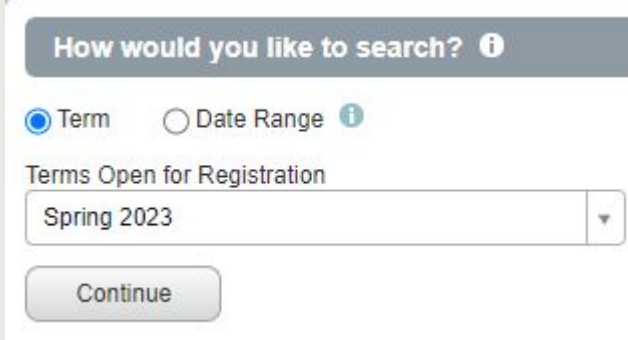
Enrollment Verification
 Provided through the National Student Clearinghouse Secure Website

Online NJ Transit Student Pass Enroll

Online NJ Transit Student Pass Login

Access Register for Classes

- Click on Register for Classes
- Select appropriate term



How would you like to search? ⓘ

☒ Term ☐ Date Range ⓘ

Terms Open for Registration

Spring 2023 ▼

Continue

What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.



[Register for Classes](#)

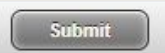
Search and register for your classes. You can also view and manage your schedule.



[View Registration Information](#)

View your past schedules and your ungraded classes.

Drop Course

- In Summary section, click on dropdown under “Action”
- Select DROP WEB
- Click Submit 

 Summary

Title	Details	Hours	CRN	Status	Action
CALCULUS I	MATH 121, 01	4	20051	Registered	None DROP WEB Drop 50% Web
HISTORY MATTERS	HIST 150, 01	0	21160	Dropped	
MANAGEMENT STATISTICS	BADM 225, 01	0	20008	Dropped	
SOCIAL SCIENCE INQUIRY	SOSC 110, 10	4	20682	Registered	