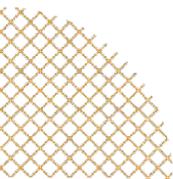


RCNJ

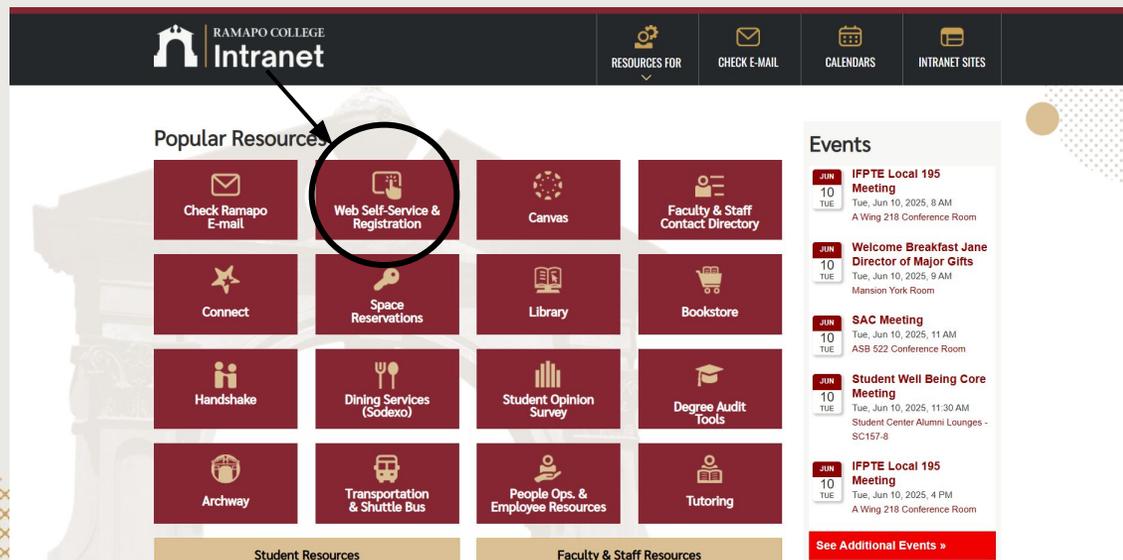
How to Remove Students' Holds in Web Self-Service

Center for Student Success



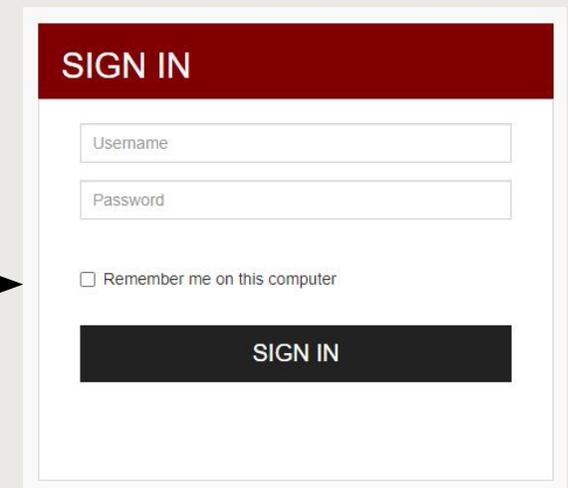
Log in to Web Self-Service

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



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 icons: "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 white icons and text. The button for "Web Self-Service & Registration" is circled in black. The "Events" section on the right lists several upcoming events with dates and times.

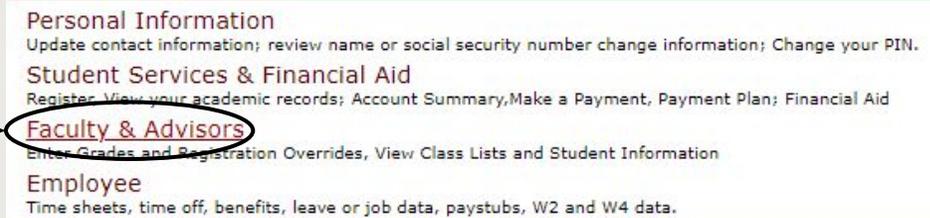
[Enter Secure Area](#)
[General Financial Aid](#)
[Class Schedule](#)
[Course Catalog](#)



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

Advisee and Student Search
Search for Advisees and Students

Assignments

Detail Schedule

Week At A Glance

Office Hours

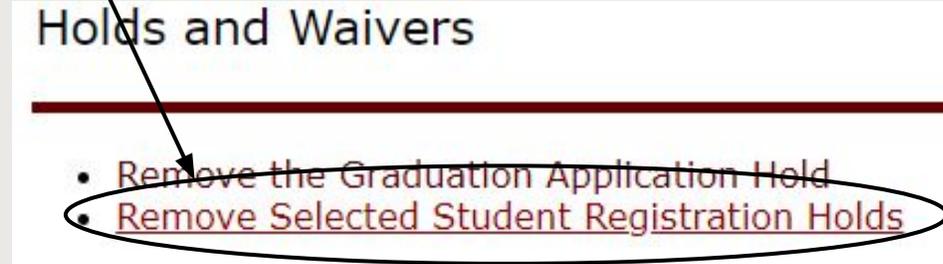
Grade Entry

Holds and Waivers
Holds and Waivers

Registration Overrides

Browse Course Catalog

Browse Class Schedule



Holds and Waivers

- 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

Rxxxxxxxx

[Return to Beginning](#)

[Complete](#)