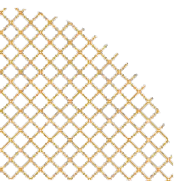


RCNJ

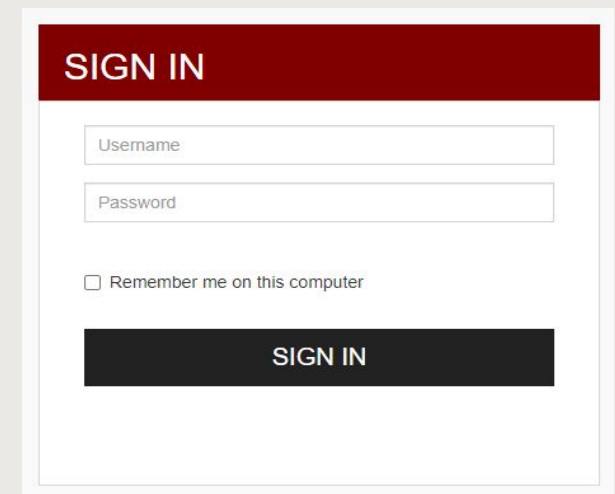
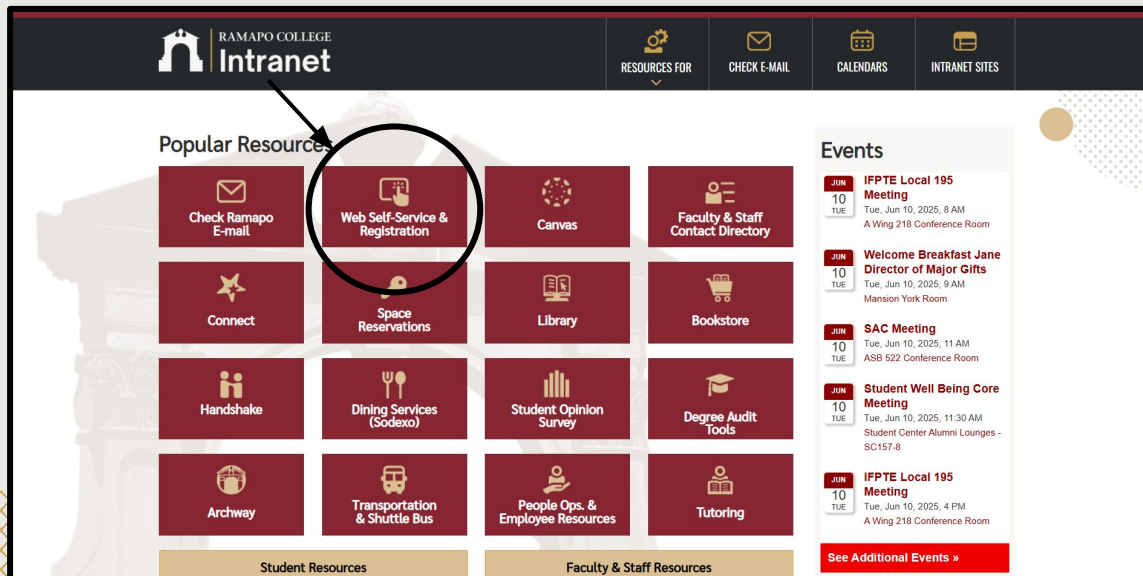
How to Search for Classes in Web Self-Service

Center for Student Success



Log in to Web Self-Service

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

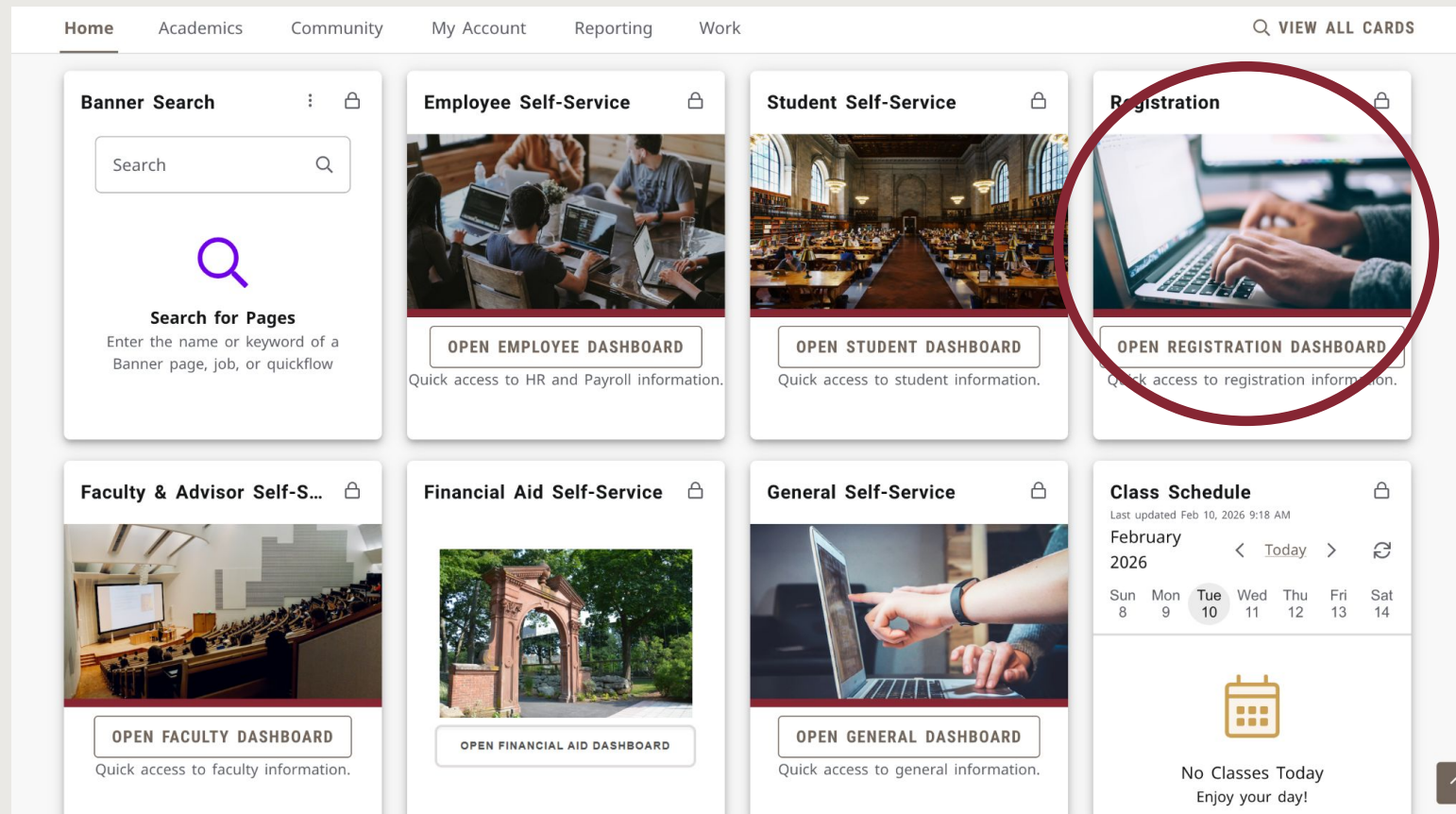


The 'SIGN IN' form is displayed on a white background with a red header. It contains the following elements:

- A red header with the text 'SIGN IN' in white.
- A text input field labeled 'Username'.
- A text input field labeled 'Password'.
- A checkbox labeled 'Remember me on this computer'.
- A black button with the text 'SIGN IN' in white.

Access registration on Web Self-Service

→ Click on **Open Registration Dashboard**



The screenshot shows a web dashboard with a navigation bar at the top containing links for Home, Academics, Community, My Account, Reporting, and Work. A search icon and the text "VIEW ALL CARDS" are on the right. The dashboard features eight cards in a 2x4 grid:

- Banner Search:** Includes a search input field and a "Search for Pages" section with instructions to enter names or keywords.
- Employee Self-Service:** Features an image of people working at computers and a button labeled "OPEN EMPLOYEE DASHBOARD".
- Student Self-Service:** Features an image of a library and a button labeled "OPEN STUDENT DASHBOARD".
- Registration:** Features an image of hands typing on a laptop and a button labeled "OPEN REGISTRATION DASHBOARD". This card is circled in red.
- Faculty & Advisor Self-S...:** Features an image of a lecture hall and a button labeled "OPEN FACULTY DASHBOARD".
- Financial Aid Self-Service:** Features an image of a brick archway and a button labeled "OPEN FINANCIAL AID DASHBOARD".
- General Self-Service:** Features an image of hands pointing at a laptop screen and a button labeled "OPEN GENERAL DASHBOARD".
- Class Schedule:** Shows a calendar for February 2026 with the 10th highlighted. Below the calendar is a calendar icon and the text "No Classes Today. Enjoy your day!".

Browse Classes

- Click **Browse Classes**
- Select appropriate **term**

How would you like to search?


Term Date Range


Select a Term for Class Search


Select a term... ▼

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.

Using Course Search

- Input **subject, course number,** and/or **keyword**
- Click **Search**

Browse Classes

Enter Your Search Criteria

Term: Fall 2022

Subject You can add another

Course Number

Keyword

[Advanced Search](#)

Search Results — 60 Classes
Term: Fall 2022 Subject: Biology

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
INTRODUCTION TO BIOLOGY Hybrid	Biology	101	01	4	40975	Fall 2022	Xu Yan (Primary)	S M T W T F S 11:20 AM - 01:00 PM Type: Class B Main	Main	FULL: 0 of 24 ...	Gen Ed 2018 Gen Ed 18-Scientific Reasoning OLD GE-SCIENCE W EXPERIENTIAL
INTRODUCTION TO BIOLOGY Lecture	Biology	101	03	4	41744	Fall 2022	Olsen William (Primary)	S M T W T F S 06:05 PM - 09:35 PM Type: Class E Main	Main	15 of 35 seats remain.	Gen Ed 2018 Gen Ed 18-Scientific Reasoning OLD GE-SCIENCE W EXPERIENTIAL
INTRODUCTION TO BIOLOGY Online Course	Biology	101	50	4	41043	Fall 2022	Stuart Ashley (Primary)	S M T W T F S - Type: Class Building: None Roo Main	Main	7 of 24 seats remain.	Gen Ed 2018 Gen Ed 18-Scientific Reasoning OLD GE-SCIENCE W EXPERIENTIAL
FUNDAMENTALS OF BIOLOG... Lecture	Biology	111	01	4	40794	Fall 2022	Petro Susan (Primary)	S M T W T F S 09:55 AM - 11:05 AM Type: Class B Main	Main	1 of 40 seats remain.	OLD GE-SCIENCE W EXPERIENTIAL
FUNDAMENTALS OF BIOLOG... Lecture	Biology	111	02	4	40795	Fall 2022	Valderrama Ximena (Prim...	S M T W T F S 11:20 AM - 01:00 PM Type: Class B Main	Main	1 of 40 seats remain.	OLD GE-SCIENCE W EXPERIENTIAL

Browsing Classes

- Click **Browse Classes**
- Select appropriate **term**

How would you like to search?


Term Date Range


Select a Term for Class Search


Select a term... ▼

Continue

What would you like to do?

 [Prepare for Registration](#)
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Looking for classes? In this section you can browse classes you find interesting.

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

Advanced Course Search

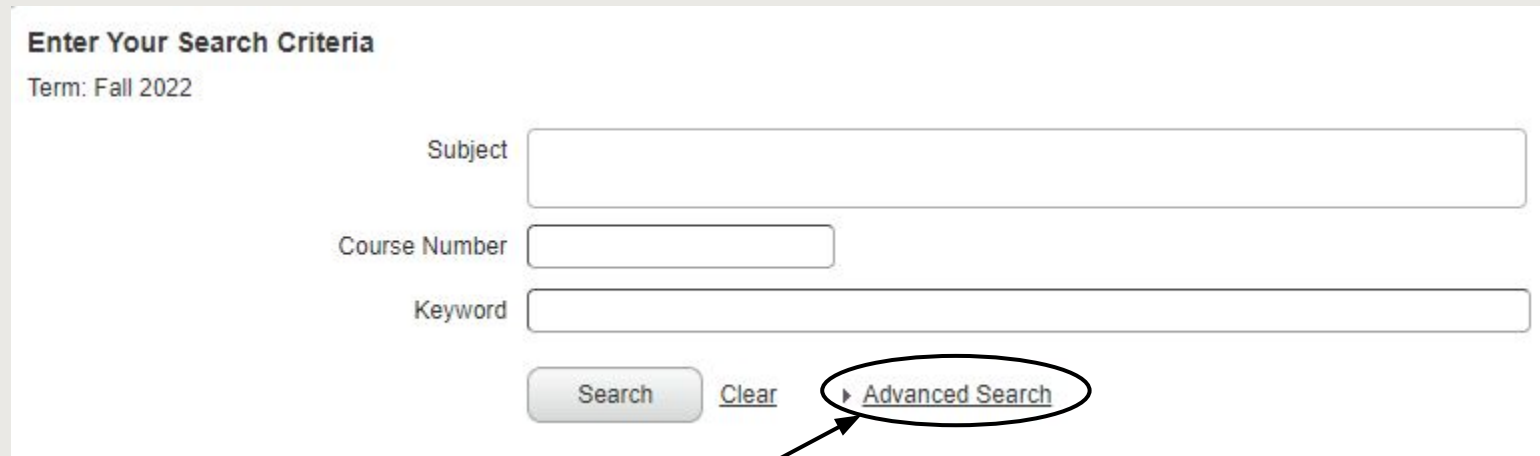
- Click **Advanced Search**
- Input relevant criteria (detailed in following slides)

Enter Your Search Criteria
Term: Fall 2022

Subject

Course Number

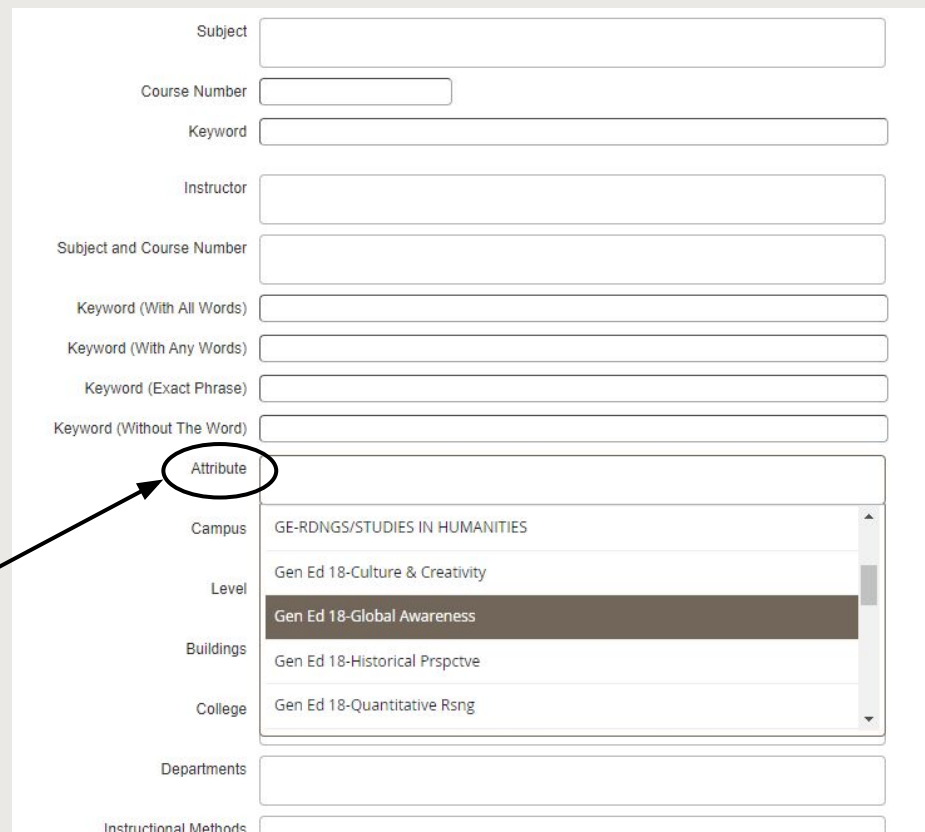
Keyword



Search by Attribute

→ Click **Attribute**

→ Select the category you are searching for (ie. gen ed, major requirements, etc.)

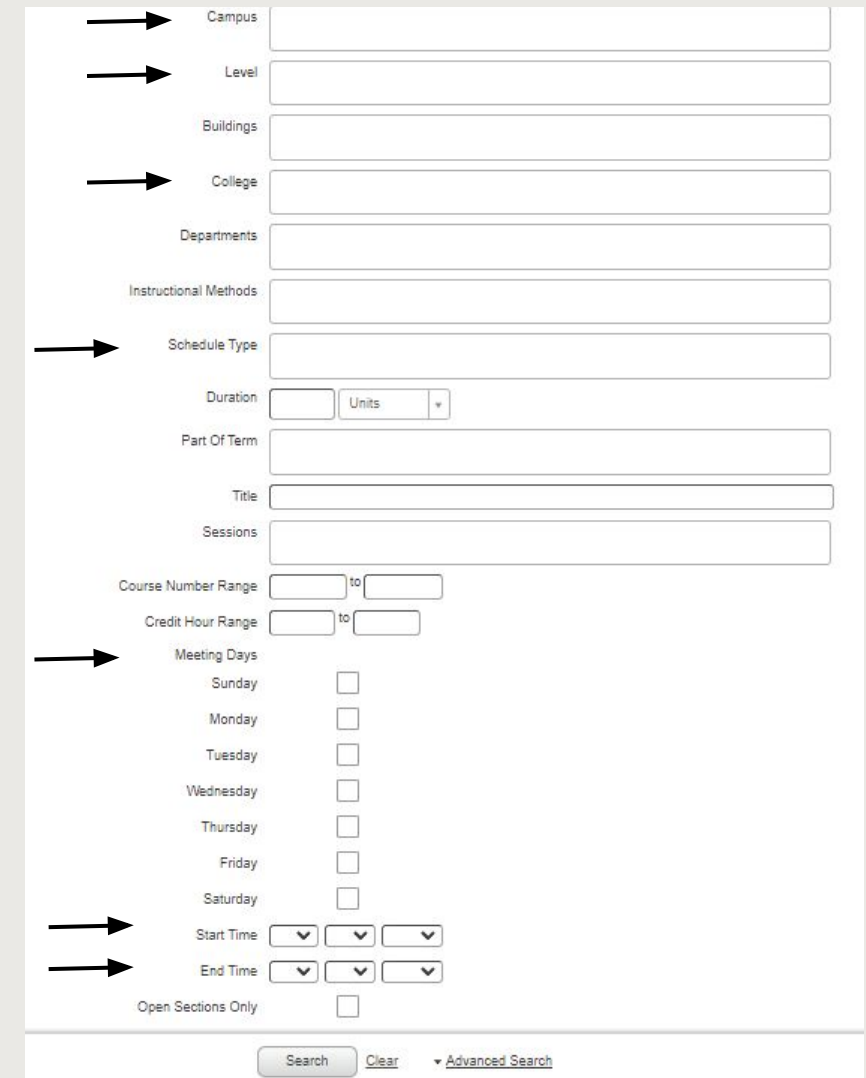


The screenshot shows a search interface with the following fields and options:

- Subject
- Course Number
- Keyword
- Instructor
- Subject and Course Number
- Keyword (With All Words)
- Keyword (With Any Words)
- Keyword (Exact Phrase)
- Keyword (Without The Word)
- Attribute** (circled with an arrow pointing to it)
- Campus: GE-RDNGS/STUDIES IN HUMANITIES
- Level: Gen Ed 18-Culture & Creativity, **Gen Ed 18-Global Awareness** (highlighted), Gen Ed 18-Historical Prspctve
- Buildings: Gen Ed 18-Historical Prspctve
- College: Gen Ed 18-Quantitative Rsng
- Departments
- Instructional Methods

Search using other fields

- *Campus*: Search by campus location
- *Level*: Search by Graduate or Undergraduate courses
- *College*: Search by school
- *Schedule Type*: Search by instructional modality (ie. lecture, online, hybrid, fieldwork, seminar, lab, etc.)
- *Meeting Days*: Search by day the class meets
- *Start Time/End Time*: Search by time the class begins and ends



Campus
 Level
 Buildings
 College
 Departments
 Instructional Methods
 Schedule Type
 Duration Units
 Part Of Term
 Title
 Sessions
 Course Number Range to
 Credit Hour Range to
 Meeting Days
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Start Time
 End Time
 Open Sections Only

Results

- Click **Search**
- The search will yield a list of classes that meet the criteria the search was refined by

Search Results 3 Classes
 Term: Fall 2022 **Attribute: Gen Ed 18-Global Awareness** **College: Social Science & Human Srv** **Schedule Type: Lecture** **Monday: True** **Thursday: True**

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
WORLD SUSTAINABILITY Lecture	Environmental St...	209	02	4	40678	Fall 2022	Polsky, Matthew (Primary)	S M T W T F S 02:15 PM - 03:55 PM Type: Class Building	Main	FULL: 0 of 35 se...	Gen Ed 2018 Gen Ed 18-Global Awareness OLD GE-INTERNATIONAL ISSUES MJ-INTL-Global Issues Conc SS-Sch Core-Sustainability
GLOBAL LEGAL ORDER Lecture	Law and Society	201	01	4	40068	Fall 2022	Serban Mihaela (Primary)	S M T W T F S 11:20 AM - 01:00 PM Type: Class Building	Main	2 of 35 seats remain.	Gen Ed 2018 Gen Ed 18-Global Awareness OLD GE-INTERNATIONAL ISSUES
AIDS: SOCIAL PERSPECTIVES Lecture	Social Work	230	95	4	41600	Fall 2022	Martins Kelly (Primary)	S M T W T F S 09:55 AM - 11:05 AM Type: Class Building	Passaic ...	10 of 25 seats remain.	Gen Ed 2018 Gen Ed 18-Global Awareness