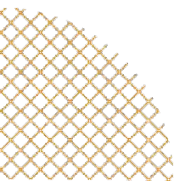


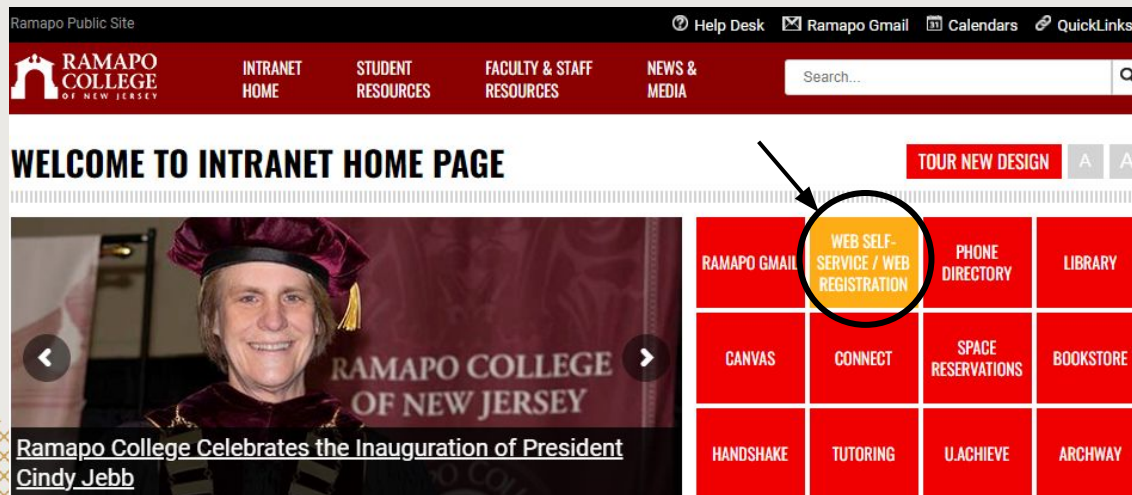
How to register for courses

Note: You can register for courses using the “Find classes” feature or by course registration numbers (CRNs).

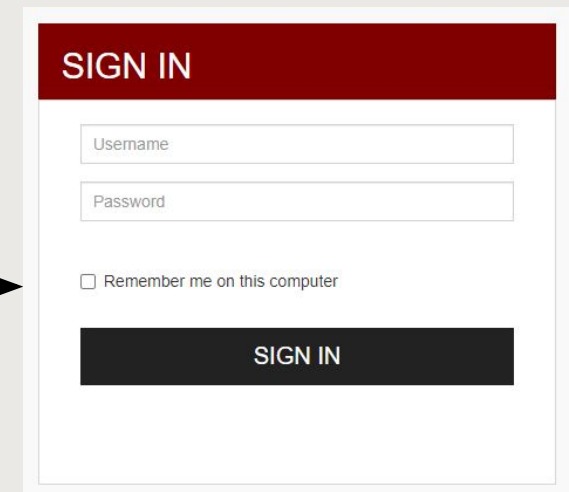


Log in to Web Self-Service

- 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 'SIGN IN' form is displayed in a white box with a red header. It contains the following elements:

- SIGN IN** (header)
- Username input field
- Password input field
- Remember me on this computer
- SIGN IN** (button)

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

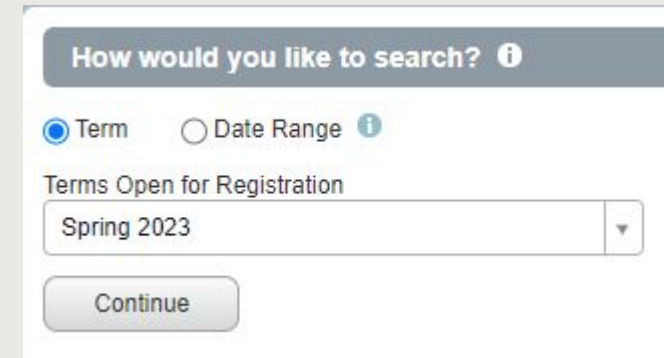
Enrollment Verification
Provided through the National Student Clearinghouse Secure Website

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 ▼

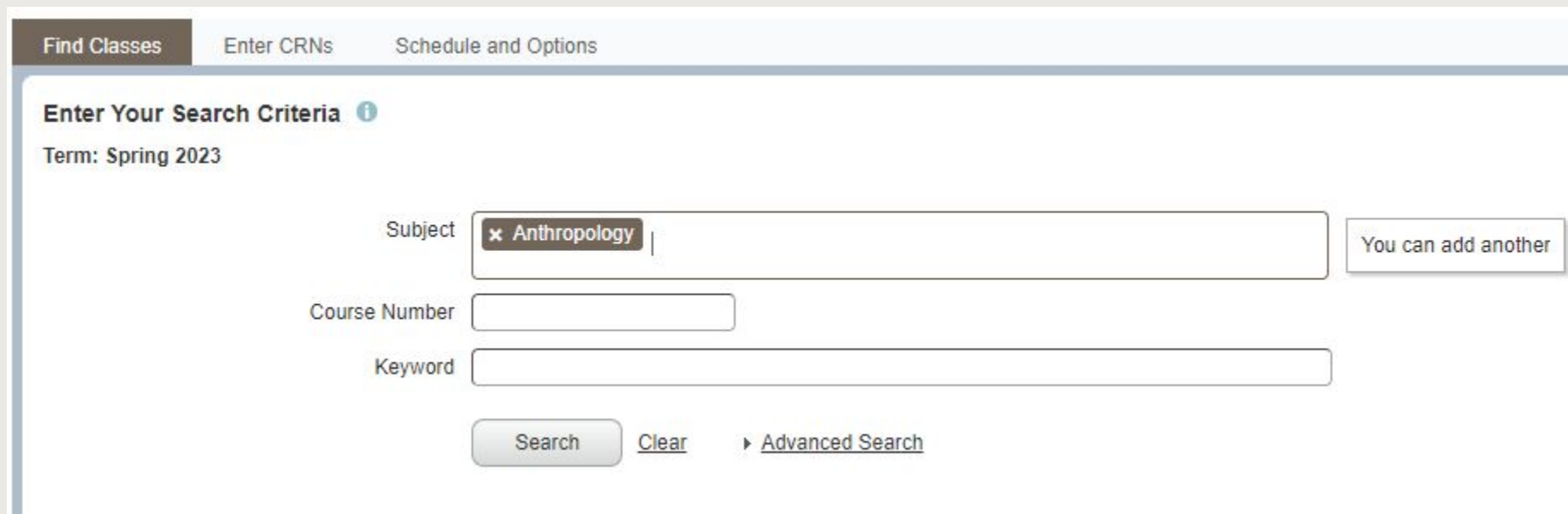
Continue

What would you like to do?

-  [Prepare for Registration](#)
View registration status, update student term data, and complete pre-registration requirements.
-  [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.

Find Classes

- Search for classes to register for by subject, course number, keyword, or use Advanced Search (tutorial on [My Advisor](#))



The screenshot shows a web interface for finding classes. At the top, there are three tabs: "Find Classes" (selected), "Enter CRNs", and "Schedule and Options". Below the tabs is a section titled "Enter Your Search Criteria" with an information icon. The "Term" is set to "Spring 2023". There are three input fields: "Subject" (containing "x Anthropology"), "Course Number", and "Keyword". A "You can add another" button is next to the Subject field. At the bottom, there are "Search", "Clear", and "Advanced Search" buttons.

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2023

Subject You can add another

Course Number

Keyword

[▶ Advanced Search](#)

Select Classes

→ Click Add on the right side of the screen next to the class section you want to register for

Search Results — 4 Classes
Term: Spring 2023 Subject: Anthropology Search Again

Title	Subject Description	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
INTRO TO ANTHROPOLOGY Lecture	Anthropology	102	01	4	20245	Spring...	Doerr Neriko (Primary)	S M T W T F S 03:40 PM - 05:20 PM Type: Class	Main	35 of 35 seats re...	Gen Ed 2018 Gen Ed 18-Global Awareness		Add
RELIGION: CROSS CULTUR... Lecture	Anthropology	235	01	4	20863	Spring...	Koenig Sarah (Primary)	S M T W T F S 06:05 PM - 09:35 PM Type: Class	Main	35 of 35 seats re...	Gen Ed 2018 Gen Ed 18-Culture & Creativity OLD GE TOPICS SOCIAL SCIENCE MJ-INTL-Global Issues Conc		Add
URBAN ANTHROPOLOGY Lecture	Anthropology	238	02	4	20762	Spring...	Castellanos Erick (Prima...	S M T W T F S 02:15 PM - 03:55 PM Type: Class	Main	35 of 35 seats re...	MJ-Amer-Race & Ethnicity MJ-AMER-Multicultural Studies Gen Ed 18-Values and Ethics OLD GE-INTERCULT NORTH AMERICA		Add
MEDICAL ANTHROPOLOGY Lecture	Anthropology	307	01	4	21894	Spring...	Qashu Lim Nadine (Prim...	S M T W T F S 08:00 AM - 11:30 AM Type: Class	Main	30 of 30 seats re...	OLD GE-INTERCULT NORTH AMERICA TS-Sch Core- SCP Category		Add

Register for Classes

- Classes pending registration will appear under Summary
- To register, click Submit in bottom right corner

Summary
[Tuition and Fees](#)

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>URBAN ANTHROPOLOGY</u>	ANTH 238, 02	4	20762	Lecture	Pending	Web Registered <input type="button" value="v"/>
<u>MEDICAL ANTHROPOLOGY</u>	ANTH 307, 01	4	21894	Lecture	Pending	Web Registered <input type="button" value="v"/>
<u>RELIGION: CROSS CULTUR...</u>	ANTH 235, 01	4	20863	Lecture	Pending	Web Registered <input type="button" value="v"/>

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Register with CRNs

- You can also register for courses using CRNs
 - ◆ Course Reference Number– a unique 5 digit identifier assigned to a class for registration purposes
 - ◆ Note: CRNs are different from course codes. Course codes consist of a department abbreviation and course number (ie. ECON 101), while a CRN consists only of numbers

- Click Enter CRNs tab
- Input CRNs
- Click Add to Summary
- Click Submit to register

