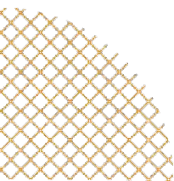


RCNJ

# How to withdraw from a Class in Web Self-Service



# Please note the following important information:

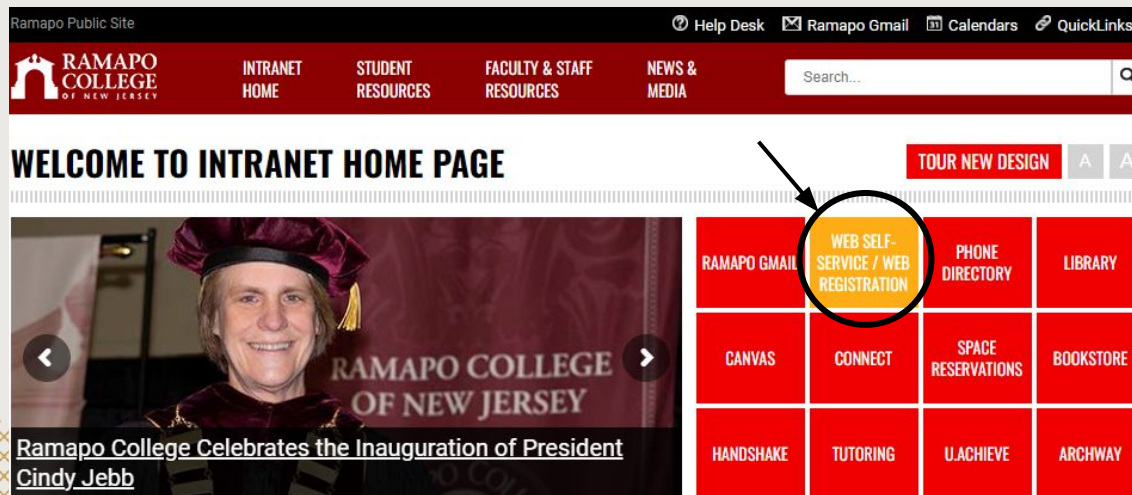
Please note details related to **WITHDRAWING** from a course:

- Dates related to withdrawing can be found on the [academic calendar](#).
- A student who decides to **WITHDRAW** from a course after the 50% refund period (but no later than the last day to withdraw from a course) may do so on Web Self-Service. Students with HOLDS may visit the Office of the Registrar for assistance with dropping courses. Once the withdrawal is processed, both student and instructor will receive notification that the student has been withdrawn from the course.

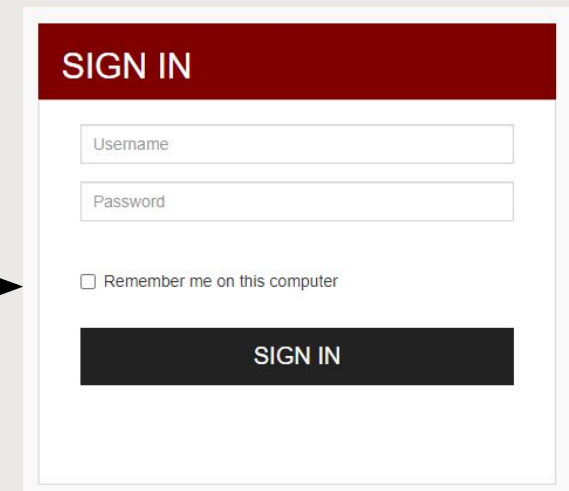
**Withdrawn courses appear on a transcript as a grade of “W”; this shows that you attempted the course, but not completed it.**

# 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 within 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 on Web Self-Service

- Click on Student Services & Financial Aid
- Click on 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

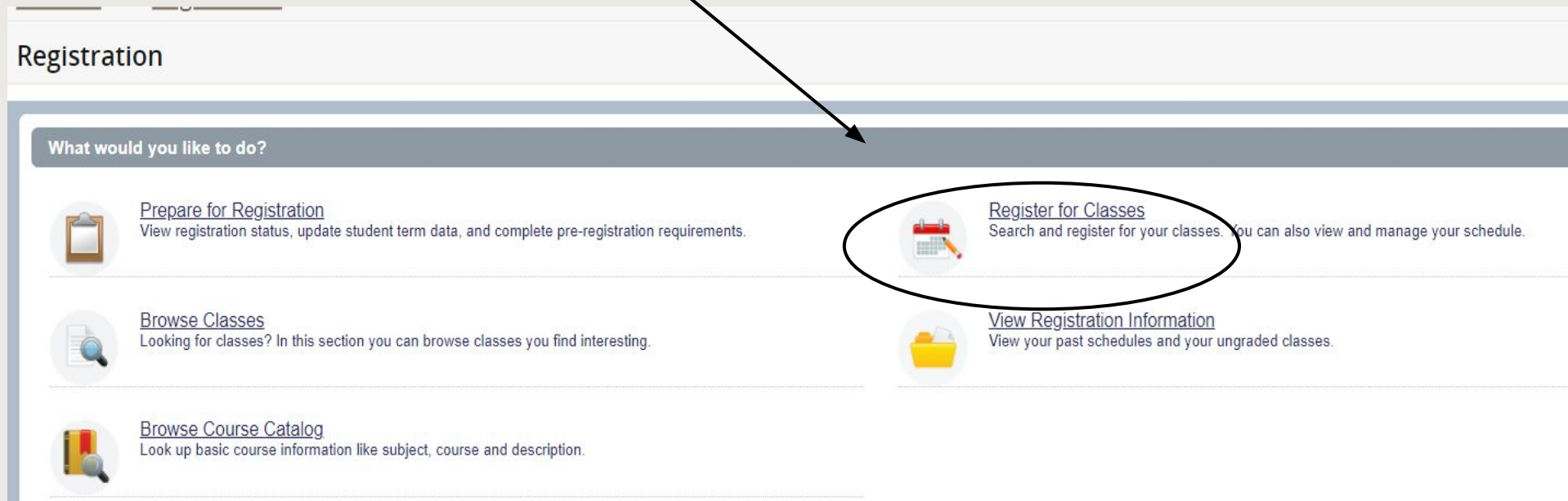
Enrollment Verification  
Provided through the National Student Clearinghouse Secure Website

Online NJ Transit Student Pass Enroll

Online NJ Transit Student Pass Login

# Viewing Current Classes

→ Click on register for classes

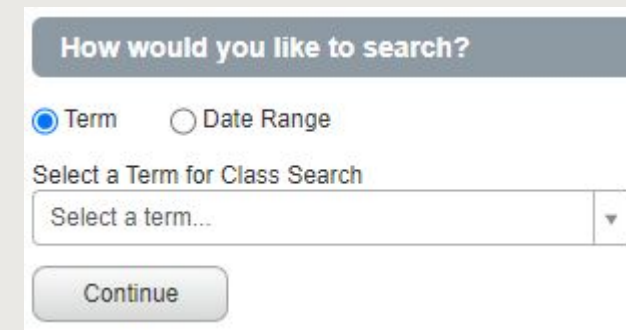


Registration

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.

→ Select appropriate term



How would you like to search?

Term  Date Range

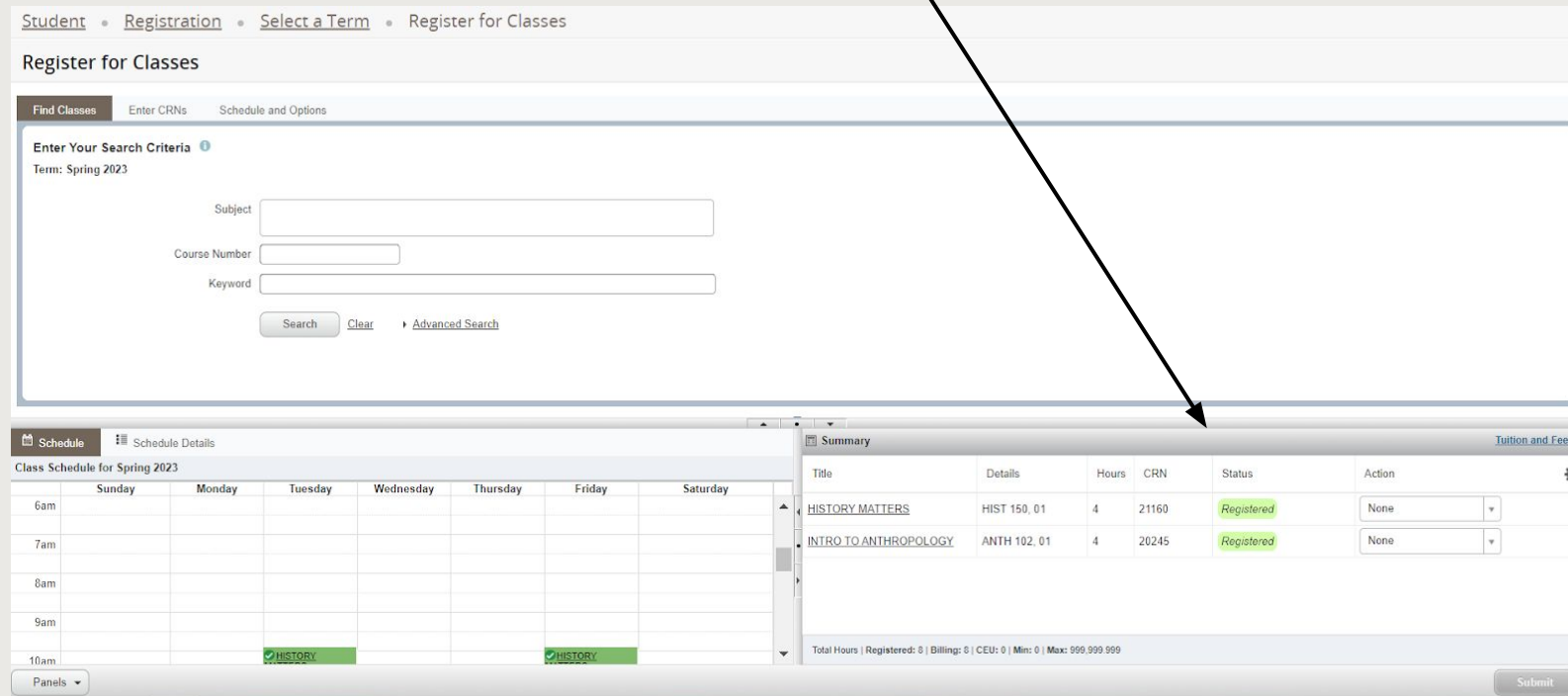
Select a Term for Class Search

Select a term... ▾

Continue

# Viewing Current Classes

→ Current class registration will be listed in the lower right panel



The screenshot displays the 'Register for Classes' interface. At the top, there are navigation links: [Student](#) • [Registration](#) • [Select a Term](#) • Register for Classes. Below this is the 'Register for Classes' section with tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Find Classes' tab is active, showing a search form with fields for 'Subject', 'Course Number', and 'Keyword', along with 'Search', 'Clear', and 'Advanced Search' buttons. The search criteria are set to 'Term: Spring 2023'. Below the search form is a 'Class Schedule for Spring 2023' grid showing a weekly schedule from 6am to 10am. The 'Summary' panel on the right lists registered classes:

Title	Details	Hours	CRN	Status	Action
HISTORY MATTERS	HIST 150. 01	4	21160	Registered	None
INTRO TO ANTHROPOLOGY	ANTH 102. 01	4	20245	Registered	None

At the bottom of the summary panel, it shows: Total Hours | Registered: 8 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999. A 'Submit' button is located at the bottom right of the interface.



# Selecting course to withdraw:

Summary [Tuition and Fees](#)

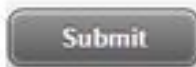
Title	Details	Hours	CRN	Status	Action
<a href="#">HISTORY MATTERS</a>	HIST 150. 01	4	21160	Registered	None
<a href="#">INTRO TO ANTHROPOLOGY</a>	ANTH 102. 01	4	20245	Registered	None

Use Pull Down Arrow to Select Term

Select Withdrawal-Web

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 999,999,999

- Click Submit
- Once successfully submitted you will see two notices
- At the top of the screen in Green will be Save Successful
- In the Summary pane, the course status will state Withdrawn



Status

Withdrawn