

How Students Can Check and Resolve Registration Holds

Center for Student Success



Log into Web Self-Service (WSS)

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



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Navigate to the Registration Screen in WSS

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

Personal Information View Your Personal Profile

Student Services & Financial Aid

Register, View your academic records; Account Summary, Make a Payment, Payment Plan; Financ

Registration Student Records View your Student Profile, Apply to Graduate Financial Aid Review the status of your financial aid applications: Check status of document requirements: Revie Apply to Graduate Bill and Payment Suite Pay your bill in the Touchnet Suite Parking Waivers Medical Insurance Waivers Enrollment Verification Provided through the National Student Clearinghouse Secure Website Online NJ Transit Student Pass Enroll Online NJ Transit Student Pass Login Banner Degree Evaluation - 2017 and prior 1098-T Tax Notification

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Navigate to the Current Semester Term

- → Click on Prepare for Registration
- → Select Appropriate Term

hat would you like to do?			
Ê	Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.		
	<u>Browse Classes</u> 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

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elect a term	*
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View Active Holds in the Registration Status Tab



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Immunization Hold



- → To lift an immunization hold please see the information at the following link and complete and submit the immunization forms: <u>https://www.ramapo.edu/health/immunization-info/</u>
- → Immunization forms may be submitted to immunize@ramapo.edu, mailed to the office of Health Services, or faxed to 201-684-7534.
- → If you have any further questions concerning this hold or immunization requirements, please contact Health Services at 201-684-7536.



Student Accounts Hold



- → A student accounts hold or Bursar hold signifies that you are missing tuition payments. To lift this hold, please make the required payments.
- → If you have any questions about this hold, please contact the Office of Student Accounts at studentaccts@ramapo.edu. You may also find more information related to payment at <u>ramapo.edu/student-accounts</u>.



Alert Me Now Hold



→ To lift an Alert Me Now hold, you must sign up for Alert Me Now, Ramapo's emergency notification service. Please follow the steps at the following link:

https://web.ramapo.edu/emergency/alert-me-now/



Wellness Hold



→ To lift a Wellness hold, you must complete the Wellness modules assigned to you over the summer. If you cannot access these modules for any reason, please contact the Counseling Center at (201) 684-7522 for more information.

Academic Advisement Hold



- → To lift an advisement hold, you must meet your academic advisor. You can find your advisor by doing the following:
 - https://web.ramapo.edu > Connect > Left Corner Drop Down > My Success Network
 - Under "My Success Network" it will tell you who your Center for Student Success or Faculty Academic Advisor is.



Questions?



If you still have questions about holds, you can email <u>success@ramapo.edu</u> for assistance. We are happy to help you!



