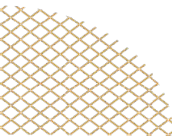


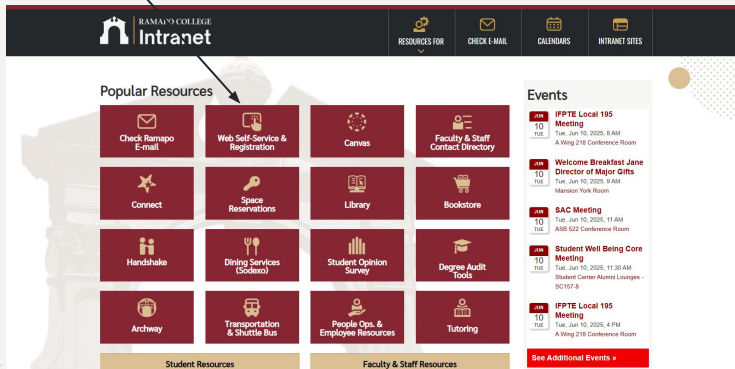
# How Students Can Check and Resolve Registration Holds

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



Enter Secure Area  
General Financial Aid  
Class Schedule  
Course Catalog

**SIGN IN**

☐ Remember me on this computer

**SIGN IN**

# 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; Financial

## 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; Review

### 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

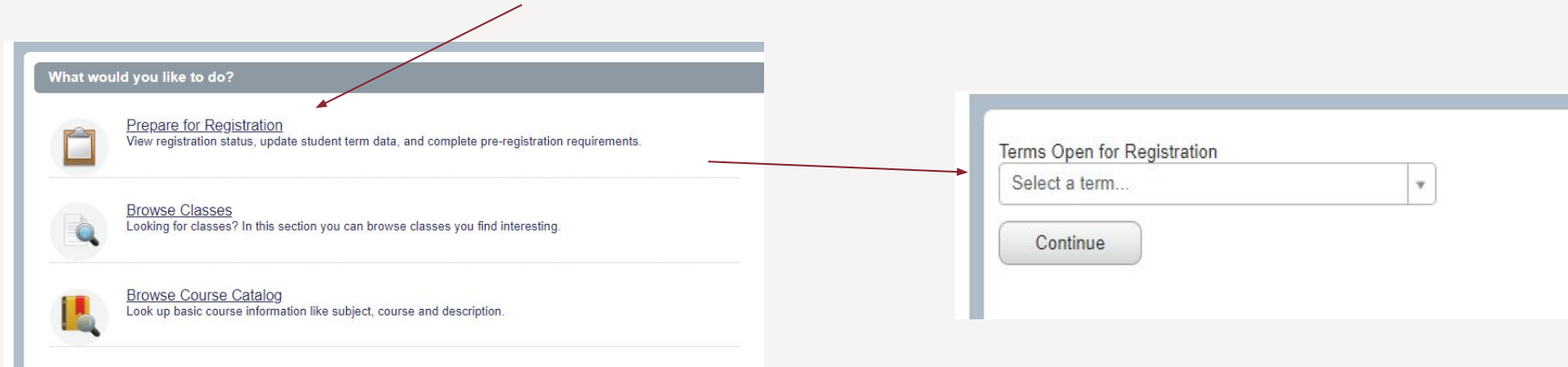
### Banner Degree Evaluation - 2017 and prior

### 1098-T Tax Notification

RELEASE: 8.9.1.3

# Navigate to the Current Semester Term

- Click on Prepare for Registration
- Select Appropriate Term



The image shows a two-step process for navigating to the current semester term. The first step is a menu titled "What would you like to do?" with three options: "Prepare for Registration" (with a clipboard icon), "Browse Classes" (with a magnifying glass icon), and "Browse Course Catalog" (with a book icon). A red arrow points from the "Prepare for Registration" option to the second step. The second step is a form titled "Terms Open for Registration" with a dropdown menu labeled "Select a term..." and a "Continue" button. A red arrow points from the "Prepare for Registration" option in the first step to the "Terms Open for Registration" form in the second step.

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.

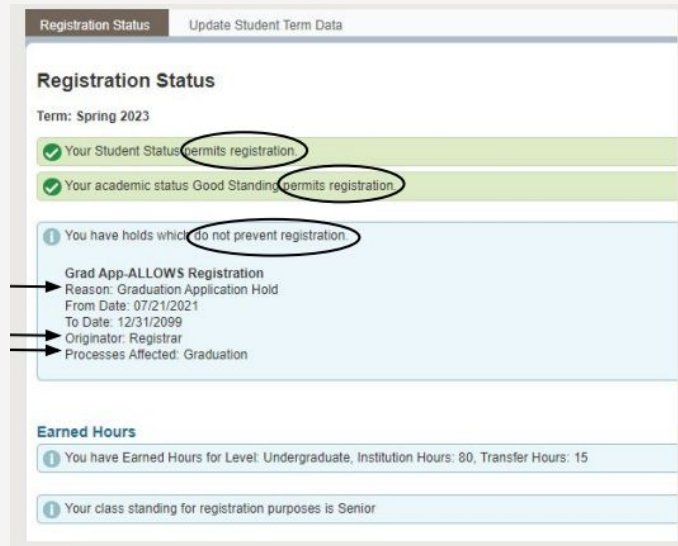
Terms Open for Registration

Select a term...

Continue

# View Active Holds in the Registration Status Tab

→ View registration status, academic standing, active holds, and earned hours under Registration Status tab



Registration Status    Update Student Term Data

### Registration Status

Term: Spring 2023

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ⓘ You have holds which do not prevent registration.
  - Grad App-ALLWS Registration
  - Reason: Graduation Application Hold
  - From Date: 07/21/2021
  - To Date: 12/31/2099
  - Originator: Registrar
  - Processes Affected: Graduation

### Earned Hours

- ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 80, Transfer Hours: 15
- ⓘ Your class standing for registration purposes is Senior

# Immunization Hold

- To lift an **immunization hold** please see the information at the following link and complete and submit the immunization forms:  
<https://www.ramapo.edu/health/immunization-info/>
- Immunization forms may be submitted to [immunize@ramapo.edu](mailto: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](mailto:studentaccts@ramapo.edu). You may also find more information related to payment at [ramapo.edu/student-accounts](https://ramapo.edu/student-accounts).

# 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 [success@ramapo.edu](mailto:success@ramapo.edu) for assistance. We are happy to help you!

