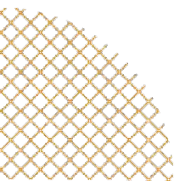


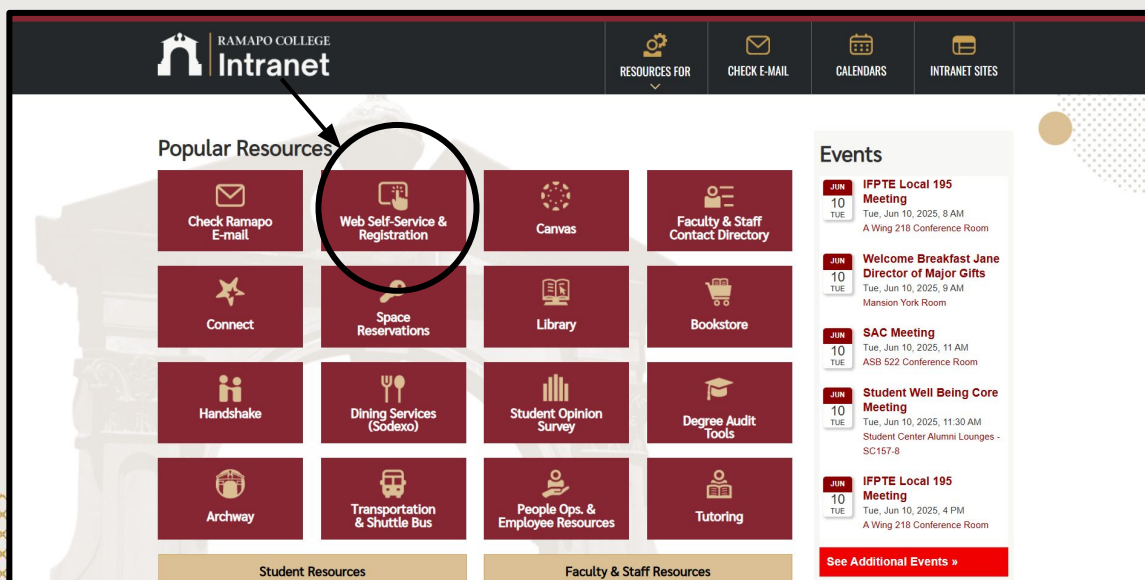
RCNJ

How to Search for Classes in Web Self-Service



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

SIGN IN

Username

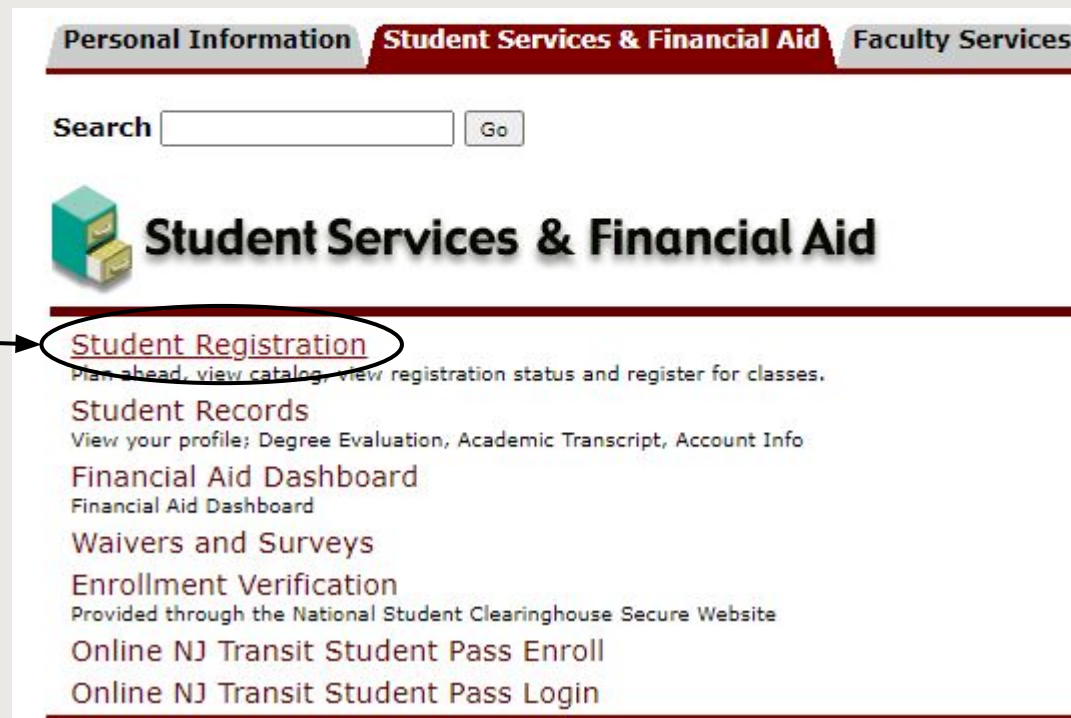
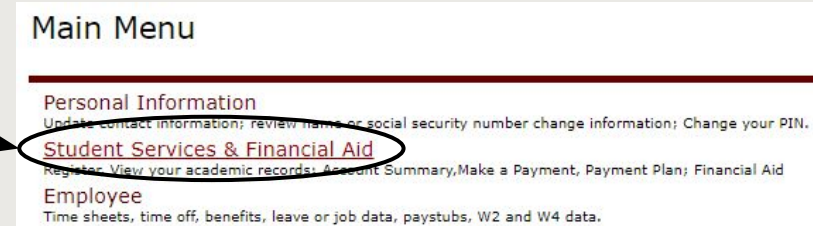
Password

☐ Remember me on this computer

SIGN IN

Access Registration on Web Self-Service

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



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 Room: Main	Main	7 of 24 seats remain.	Gen Ed 2018 Gen Ed 18-Scientific Reasoning OLD GE-SCIENCE W EXPERIENTIAL
FUNDAMENTALS OF BIOLOGY 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 BIOLOGY Lecture	Biology	111	02	4	40795	Fall 2022	Valderrama Ximena (Primary)	☐ 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](#)
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.

Advanced Course Search

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

Enter Your Search Criteria

Term: Fall 2022

Subject

Course Number

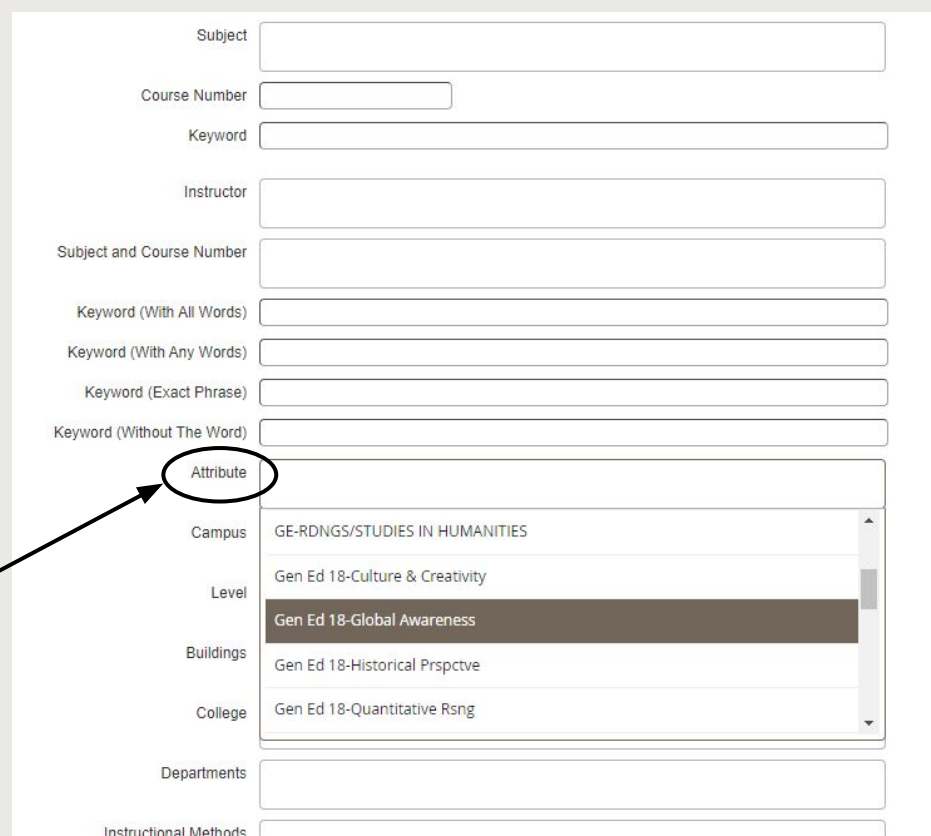
Keyword

[Clear](#) [▶ Advanced Search](#)



Search by Attribute

- Click Attribute
- Select the category you are searching for (ie. gen ed category, school core, etc.)

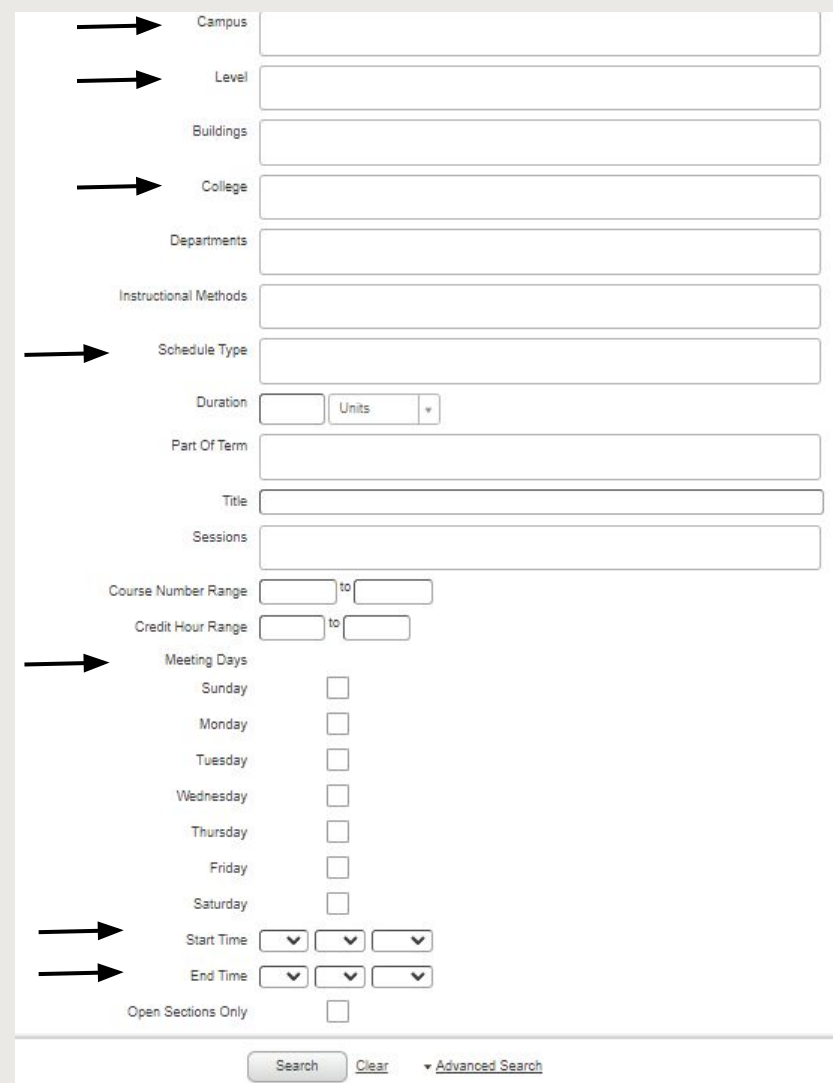


The screenshot shows a search interface with the following fields and options:

- 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-RDINGS/STUDIES IN HUMANITIES
- Level:
 - Gen Ed 18-Culture & Creativity
 - Gen Ed 18-Global Awareness** (highlighted)
 - Gen Ed 18-Historical Prspctve
 - Gen Ed 18-Quantitative Rsng
- Buildings
- College
- Departments
- Instructional Methods

Search using other fields

- *Campus*: Search by campus location
- *Level*: Search by Graduate or Undergraduate courses
- *College*: Search by school (SSHS, TAS, HGS, CA, ASB)
- *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



The screenshot shows a search form with the following fields and arrows indicating search criteria:

- Campus
- Level
- College
- Schedule Type
- Meeting Days (with checkboxes for Sunday through Saturday)
- Start Time (with dropdown menus for hour, minute, and AM/PM)
- End Time (with dropdown menus for hour, minute, and AM/PM)

Other fields include Buildings, Departments, Instructional Methods, Part Of Term, Title, Sessions, Course Number Range, Credit Hour Range, and Open Sections Only. At the bottom are buttons for Search, Clear, and a link to Advanced Search.

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

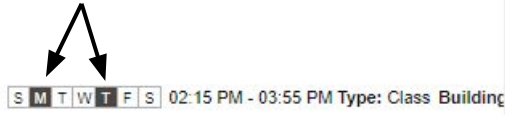
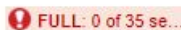
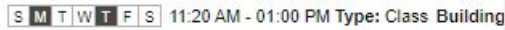
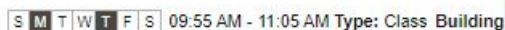
Attribute: Gen Ed 18-Global Awareness

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)		Main		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)		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)		Passaic ...	10 of 25 seats remain.	Gen Ed 2018 Gen Ed 18-Global Awareness