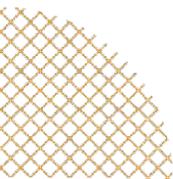


RCNJ

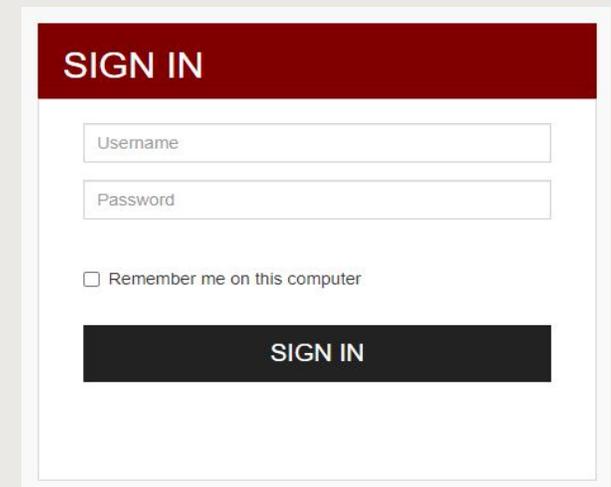
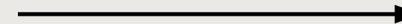
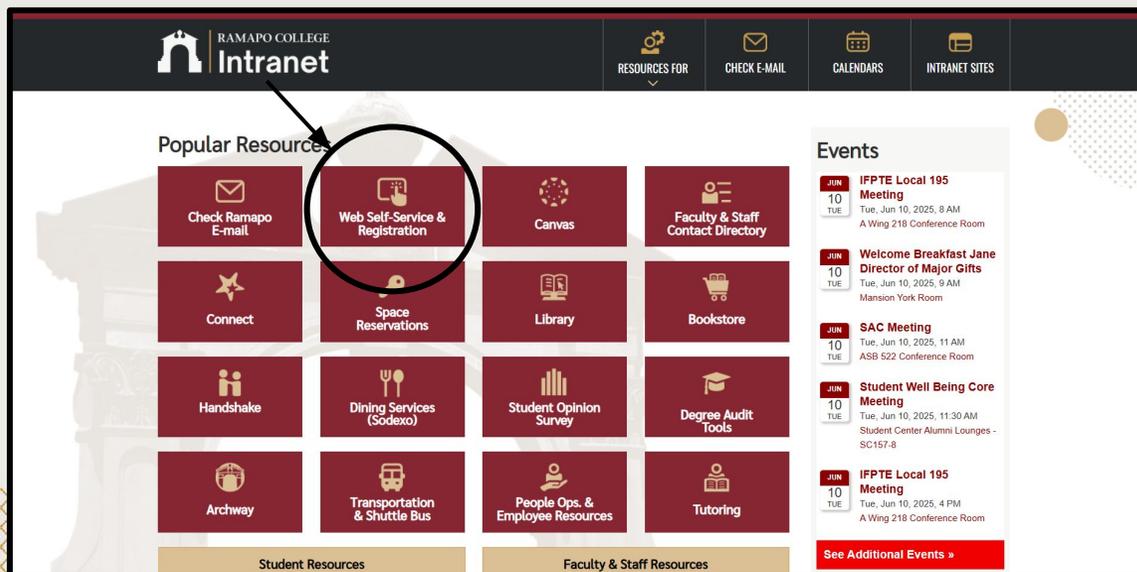
# How to Search for Classes in Web Self-Service

Center for Student Success



# Log in to Web Self-Service

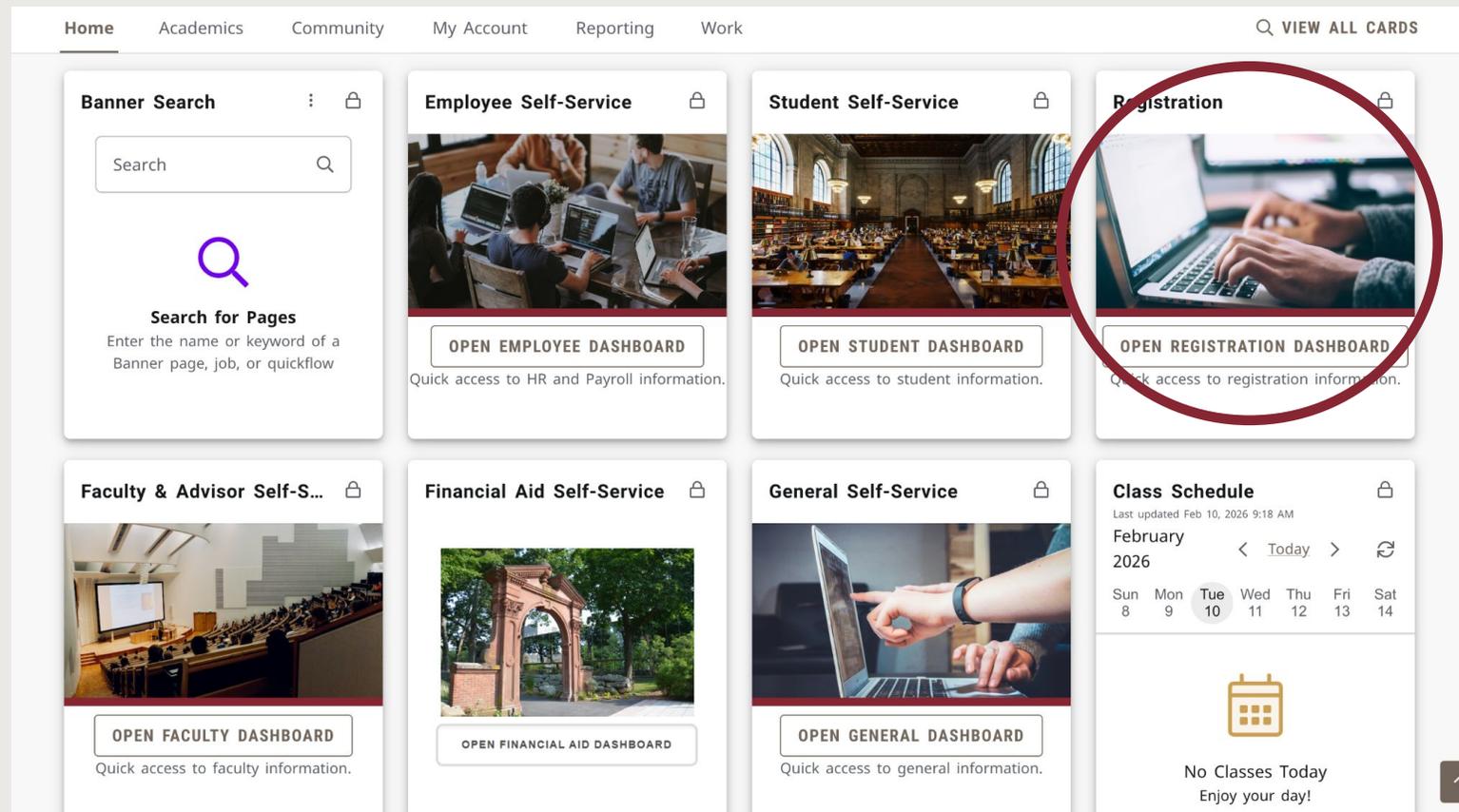
- Go to web.ramapo.edu
- Click on Web Self-Service
- Sign in with your username and password



The sign-in form has a red header with the text 'SIGN IN'. Below the header are two input fields: 'Username' and 'Password'. Underneath the password field is a checkbox labeled 'Remember me on this computer'. At the bottom of the form is a dark red button with the text 'SIGN IN' in white.

# Access registration on Web Self-Service

→ Click on Open Registration Dashboard



The screenshot shows a web dashboard with a navigation bar at the top containing links for Home, Academics, Community, My Account, Reporting, and Work. A search icon and the text "VIEW ALL CARDS" are on the right. The dashboard features eight cards in a 2x4 grid:

- Banner Search:** Includes a search input field and a "Search for Pages" section with instructions to enter names or keywords.
- Employee Self-Service:** Features an image of people at computers and a button labeled "OPEN EMPLOYEE DASHBOARD" with the text "Quick access to HR and Payroll information."
- Student Self-Service:** Features an image of a library and a button labeled "OPEN STUDENT DASHBOARD" with the text "Quick access to student information."
- Registration:** Features an image of hands typing on a laptop and a button labeled "OPEN REGISTRATION DASHBOARD" with the text "Quick access to registration information." This card is circled in red.
- Faculty & Advisor Self-S...:** Features an image of a lecture hall and a button labeled "OPEN FACULTY DASHBOARD" with the text "Quick access to faculty information."
- Financial Aid Self-Service:** Features an image of a brick archway and a button labeled "OPEN FINANCIAL AID DASHBOARD".
- General Self-Service:** Features an image of hands pointing at a laptop screen and a button labeled "OPEN GENERAL DASHBOARD" with the text "Quick access to general information."
- Class Schedule:** Shows a calendar for February 2026, with the 10th (Tuesday) highlighted. Below the calendar is a calendar icon and the text "No Classes Today Enjoy your day!".

# 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
<a href="#">INTRODUCTION TO BIOLOGY Hybrid</a>	Biology	101	01	4	40975	Fall 2022	<a href="#">Xu Yan</a> (Primary)	S M T W T F S 11:20 AM - 01:00 PM Type: Class B Main	Main	<b>FULL: 0 of 24 ...</b>	Gen Ed 2018 Gen Ed 18-Scientific Reasoning OLD GE-SCIENCE W EXPERIENTIAL
<a href="#">INTRODUCTION TO BIOLOGY Lecture</a>	Biology	101	03	4	41744	Fall 2022	<a href="#">Olsen William</a> (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
<a href="#">INTRODUCTION TO BIOLOGY Online Course</a>	Biology	101	50	4	41043	Fall 2022	<a href="#">Stuart Ashley</a> (Primary)	S M T W T F S - Type: Class Building: None Roo Main	Main	7 of 24 seats remain.	Gen Ed 2018 Gen Ed 18-Scientific Reasoning OLD GE-SCIENCE W EXPERIENTIAL
<a href="#">FUNDAMENTALS OF BIOLOG... Lecture</a>	Biology	111	01	4	40794	Fall 2022	<a href="#">Petro Susan</a> (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
<a href="#">FUNDAMENTALS OF BIOLOG... Lecture</a>	Biology	111	02	4	40795	Fall 2022	<a href="#">Valderrama Ximena</a> (Prim...	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

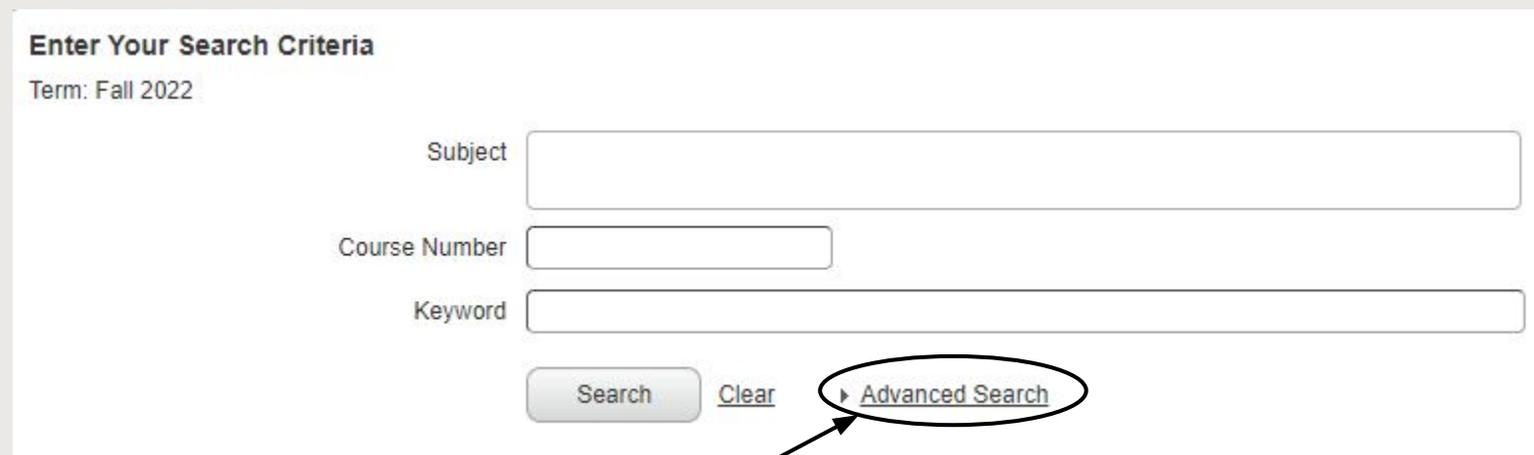
- Click Advanced Search
- Input relevant criteria (detailed in following slides)

**Enter Your Search Criteria**  
Term: Fall 2022

Subject

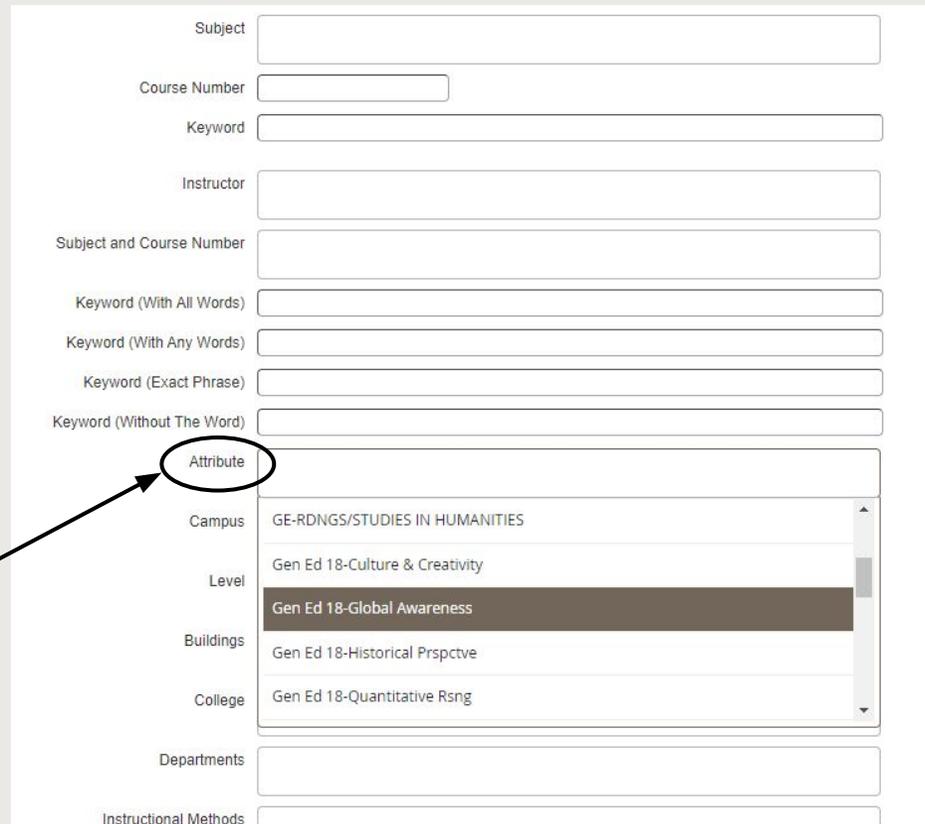
Course Number

Keyword



# Search by Attribute

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

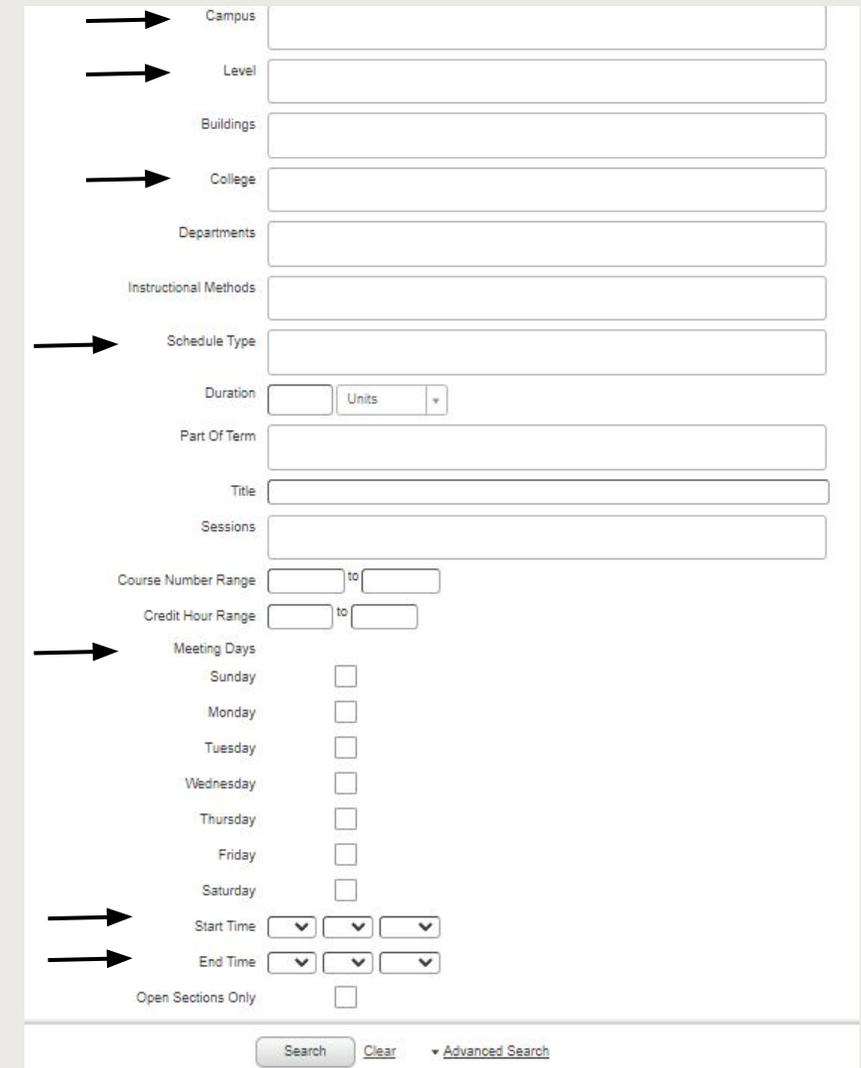


The screenshot shows a search interface with the following fields:

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

# Search using other fields

- *Campus*: Search by campus location
- *Level*: Search by Graduate or Undergraduate courses
- *College*: Search by school
- *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



Campus   
 Level   
 Buildings   
 College   
 Departments   
 Instructional Methods   
 Schedule Type   
 Duration  Units   
 Part Of Term   
 Title   
 Sessions   
 Course Number Range  to   
 Credit Hour Range  to   
 Meeting Days  
 Sunday   
 Monday   
 Tuesday   
 Wednesday   
 Thursday   
 Friday   
 Saturday   
 Start Time     
 End Time     
 Open Sections Only

# 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
<a href="#">WORLD SUSTAINABILITY Lecture</a>	Environmental St...	209	02	4	40678	Fall 2022	<a href="#">Polsky, Matthew</a> (Primary)	<b>S</b> <b>M</b> <b>T</b> <b>W</b> <b>T</b> <b>F</b> <b>S</b> 02:15 PM - 03:55 PM Type: Class Building	Main	<b>FULL: 0 of 35 se...</b>	Gen Ed 2018 Gen Ed 18-Global Awareness OLD GE-INTERNATIONAL ISSUES MJ-INTL-Global Issues Conc SS-Sch Core-Sustainability
<a href="#">GLOBAL LEGAL ORDER Lecture</a>	Law and Society	201	01	4	40068	Fall 2022	<a href="#">Serban Mihaela</a> (Primary)	<b>S</b> <b>M</b> <b>T</b> <b>W</b> <b>T</b> <b>F</b> <b>S</b> 11:20 AM - 01:00 PM Type: Class Building	Main	2 of 35 seats remain.	Gen Ed 2018 Gen Ed 18-Global Awareness OLD GE-INTERNATIONAL ISSUES
<a href="#">AIDS: SOCIAL PERSPECTIVES Lecture</a>	Social Work	230	95	4	41600	Fall 2022	<a href="#">Martins Kelly</a> (Primary)	<b>S</b> <b>M</b> <b>T</b> <b>W</b> <b>T</b> <b>F</b> <b>S</b> 09:55 AM - 11:05 AM Type: Class Building	Passaic ...	10 of 25 seats remain.	Gen Ed 2018 Gen Ed 18-Global Awareness