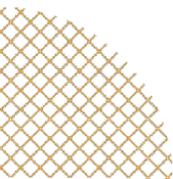


RCNJ

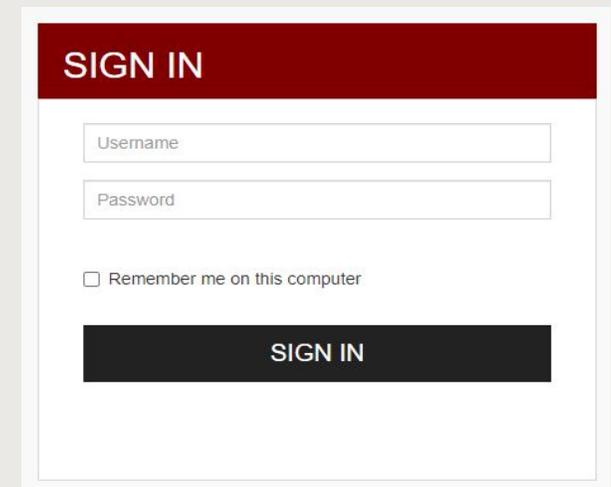
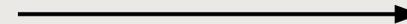
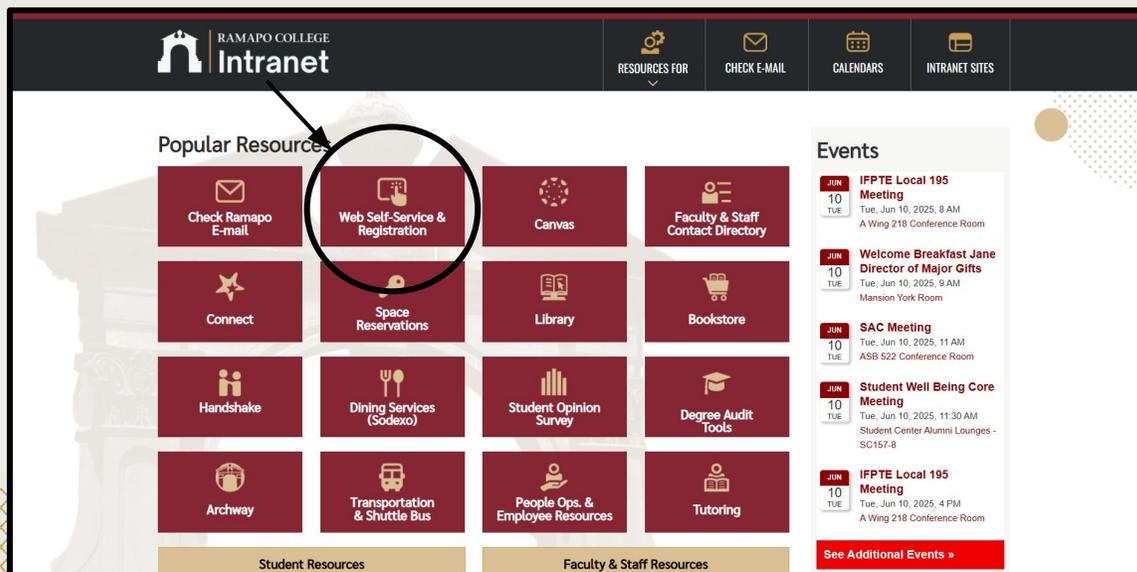
How to Drop a Class in Web Self-Service

Center for Student Success



Log in to Web Self-Service

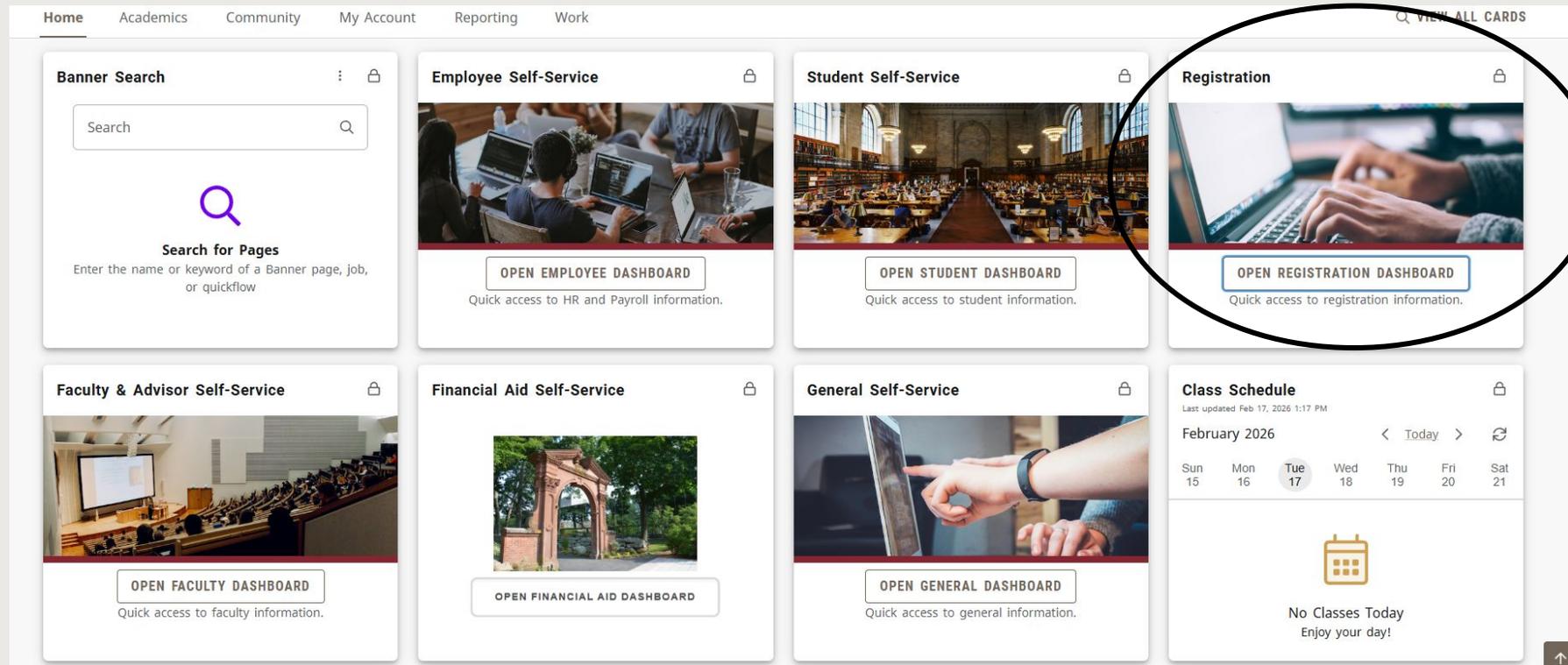
- Go to web.ramapo.edu
- Click on Web Self-Service
- Sign in with your username and password



The screenshot shows the 'SIGN IN' form. It features a red header with 'SIGN IN' text. Below the header are two input fields: 'Username' and 'Password'. There is a checkbox labeled 'Remember me on this computer'. At the bottom of the form is a black button with the text 'SIGN IN' in white.

Access Registration

→ Click on Registration



The screenshot shows a dashboard with a navigation bar at the top containing: Home, Academics, Community, My Account, Reporting, Work, and a search icon with the text "VIEW ALL CARDS". The dashboard is organized into a grid of cards:

- Banner Search:** Includes a search input field and a "Search for Pages" button. Description: "Enter the name or keyword of a Banner page, job, or quickflow."
- Employee Self-Service:** Includes an image of people working at computers. Button: "OPEN EMPLOYEE DASHBOARD". Description: "Quick access to HR and Payroll information."
- Student Self-Service:** Includes an image of a library. Button: "OPEN STUDENT DASHBOARD". Description: "Quick access to student information."
- Registration:** Includes an image of hands typing on a laptop. Button: "OPEN REGISTRATION DASHBOARD". Description: "Quick access to registration information." This card is circled in black, and a black arrow points down to it from above.
- Faculty & Advisor Self-Service:** Includes an image of a lecture hall. Button: "OPEN FACULTY DASHBOARD". Description: "Quick access to faculty information."
- Financial Aid Self-Service:** Includes an image of a brick archway. Button: "OPEN FINANCIAL AID DASHBOARD".
- General Self-Service:** Includes an image of a hand pointing at a tablet. Button: "OPEN GENERAL DASHBOARD". Description: "Quick access to general information."
- Class Schedule:** Includes a calendar for February 2026. The current date is Tuesday, Feb 17. Below the calendar, it says "No Classes Today" and "Enjoy your day!".

Access Register for Classes

- Click on Register for Classes
- Select appropriate term

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 a Term

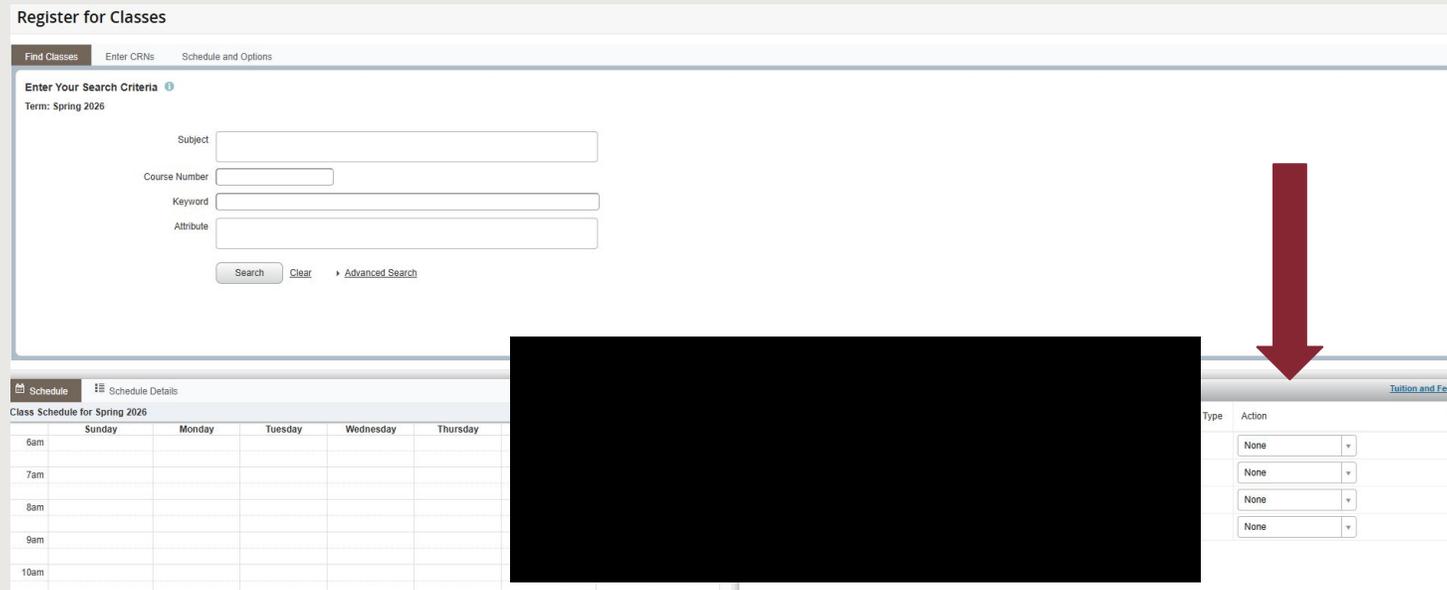
Terms Open for Registration

Select a term...

Continue

Drop Course

- In Summary section, click on dropdown under “Action”
- Select “DROP WEB”
- Click Submit
- **Please note: Dropping courses can only be done up until the 50 percent refund deadline. Anything after that would be a withdrawal. Please always refer to the Academic Calendar for these deadlines.**



Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria

Term: Spring 2026

Subject

Course Number

Keyword

Attribute

Search Clear Advanced Search

Schedule | Schedule Details

Class Schedule for Spring 2026

	Sunday	Monday	Tuesday	Wednesday	Thursday
6am					
7am					
8am					
9am					
10am					

Type Action

None

None

None

None