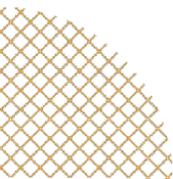


RCNJ

How to Withdraw from a Class in Web Self-Service

Center for Student Success



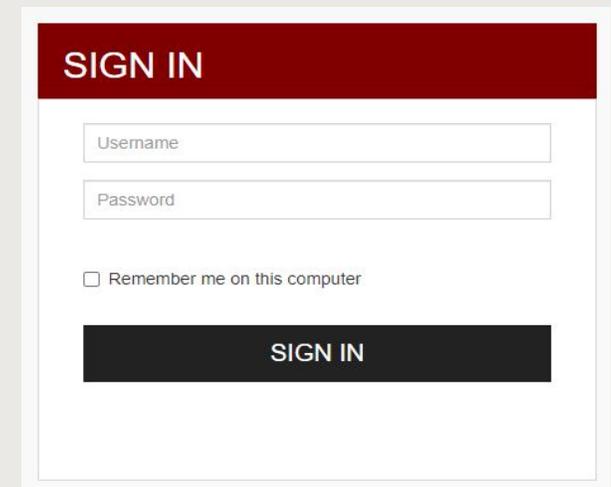
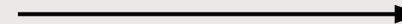
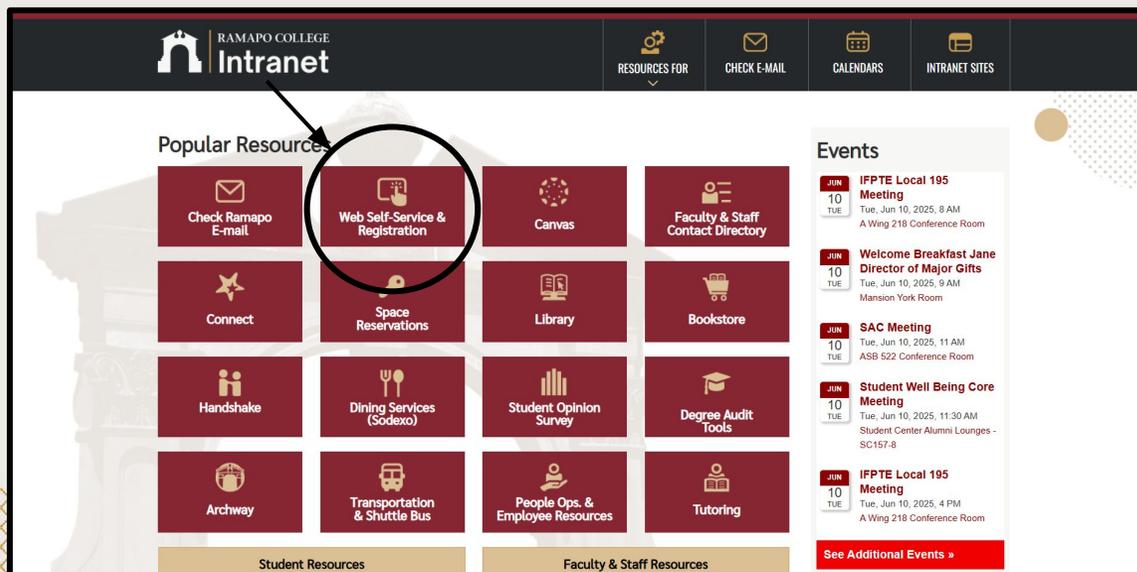
Please note the following important information:

Please note details related to **WITHDRAWING** from a course:

- Dates related to withdrawing can be found on the [academic calendar](#).
- A student who decides to **WITHDRAW** from a course after the 50% refund period (but no later than the last day to withdraw from a course) may do so on Web Self-Service. Students with HOLDS may visit the Office of the Registrar for assistance with withdrawing from courses. Once the withdrawal is processed, both student and instructor will receive notification that the student has been withdrawn from the course. **Withdrawn courses appear on a transcript as a grade of “W”; this shows that you attempted the course, but not completed it**

Log in to Web Self-Service

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

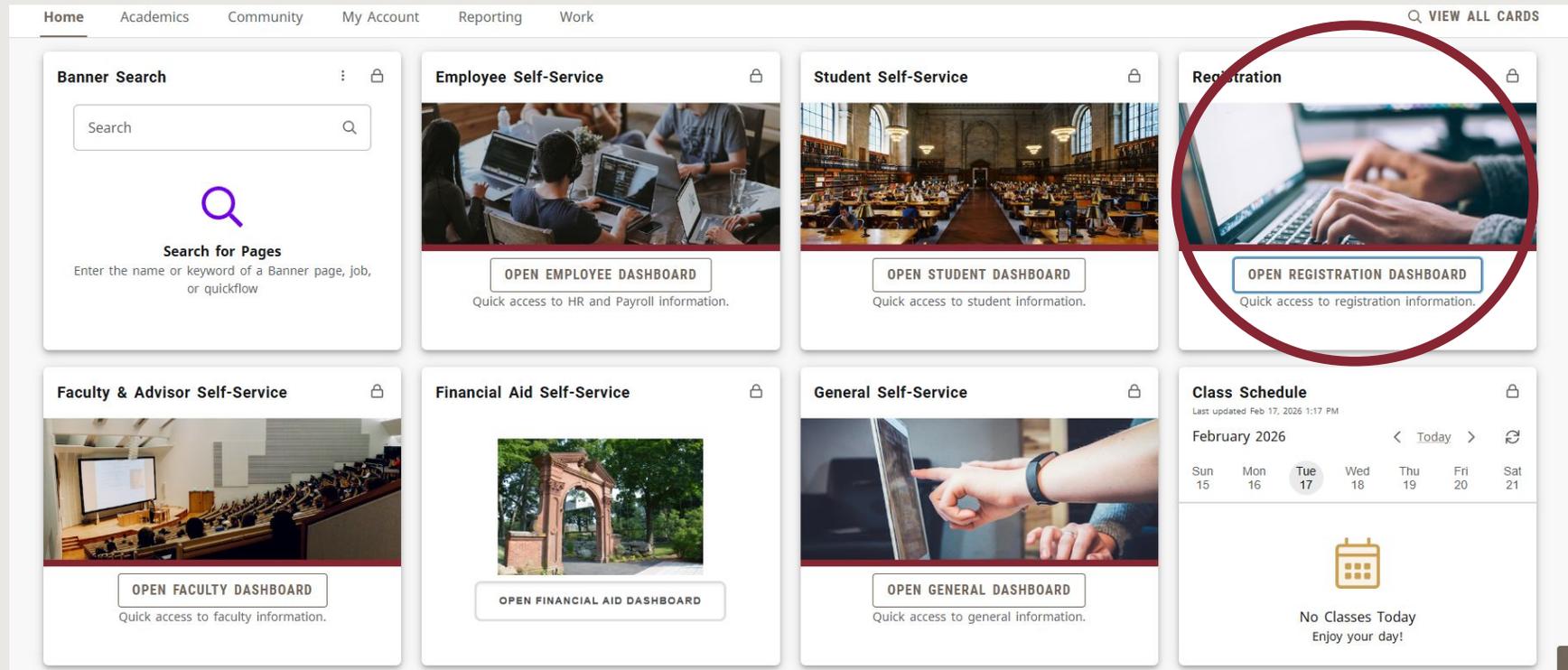


The 'SIGN IN' form is displayed on a white background with a dark red header. It contains the following elements:

- SIGN IN** (Header)
- Username input field
- Password input field
- Remember me on this computer
- SIGN IN** (Button)

Access Registration on Web Self-Service

→ Click on Registration



The screenshot shows a web self-service dashboard with a navigation bar at the top containing links for Home, Academics, Community, My Account, Reporting, and Work. A search icon and 'VIEW ALL CARDS' link are on the right. The dashboard features several service cards:

- 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 working 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:** This card is circled in red. It features an image of hands typing on a laptop and a button labeled 'OPEN REGISTRATION DASHBOARD' with the text 'Quick access to registration information.'
- Faculty & Advisor Self-Service:** 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 stone archway and a button labeled 'OPEN FINANCIAL AID DASHBOARD'.
- General Self-Service:** Features an image of hands pointing at a tablet 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 current date (Tue 17) highlighted. Below the calendar, it says 'No Classes Today' and 'Enjoy your day!'.

Viewing Current 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

Viewing Current Classes

→ Current class registration will be listed in the lower right panel

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Spring 2026

Subject

Course Number

Keyword

Attribute

[Advanced Search](#)

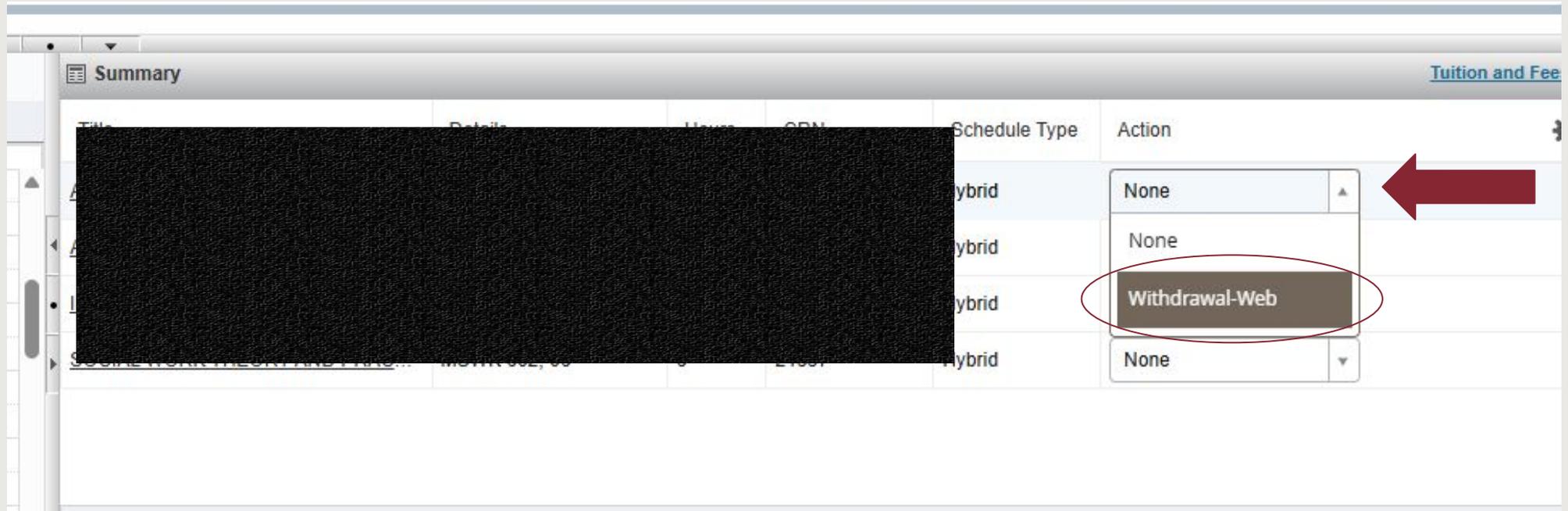
Schedule | Schedule Details | Summary | Tuition and Fees

Class Schedule for Spring 2026

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

Title	Details	Hours	CRN	Schedule Type	Action
				Hybrid	None
				Hybrid	None
				Hybrid	None
				Hybrid	None

Selecting course to withdraw



- Click the “None” Action Button
- Click “Withdrawal-Web”
- Click Submit on the bottom right hand corner of the page.
- Once submitted you will see two notices
- At the top of the screen in Green will be Save Successful
- In the Summary panel, the course status will state Withdrawn