

How to Withdraw from a Class in RCNJ Experience

Center for Student Success



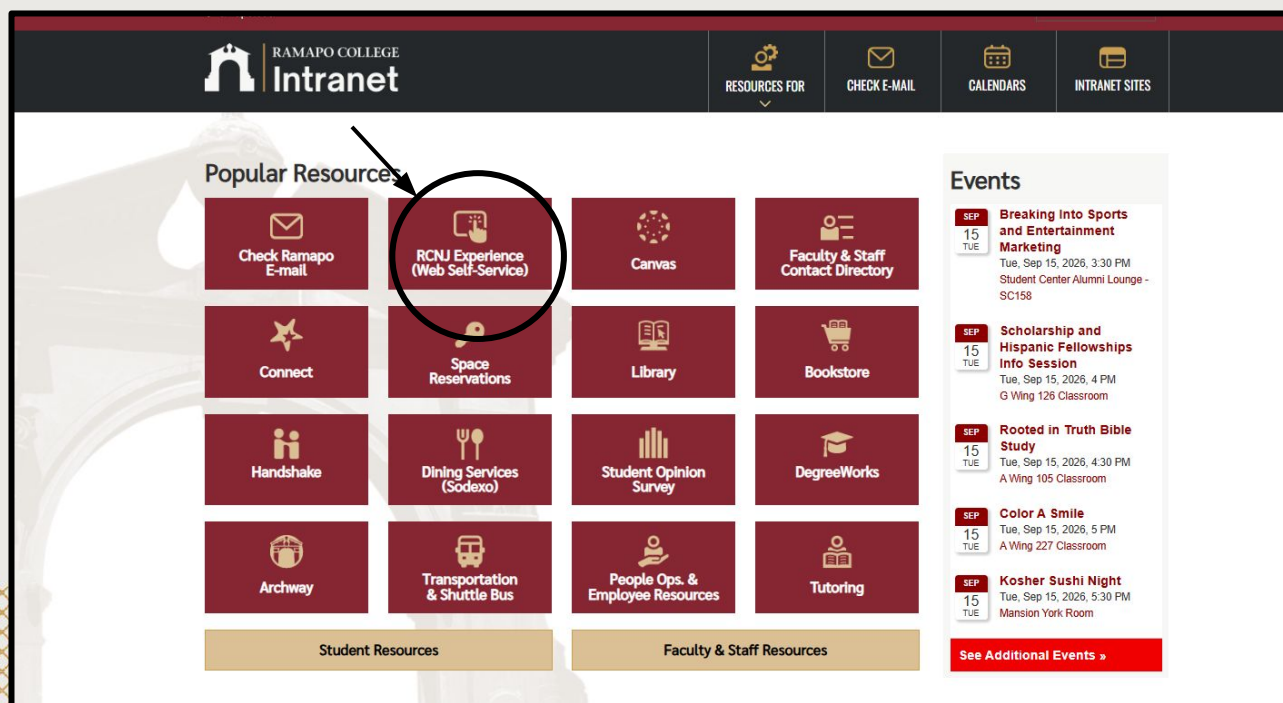
Please note the following important information:

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 Once the withdrawal is processed, both student and instructor will receive notification that the student has been withdrawn from the course. **Withdrawn courses appear on a transcript as a grade of “W”; this shows that you attempted the course, but not completed it**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 RCNJ Experience

- Go to web.ramapo.edu
- Click on RCNJ Experience
- Sign in with your username and password



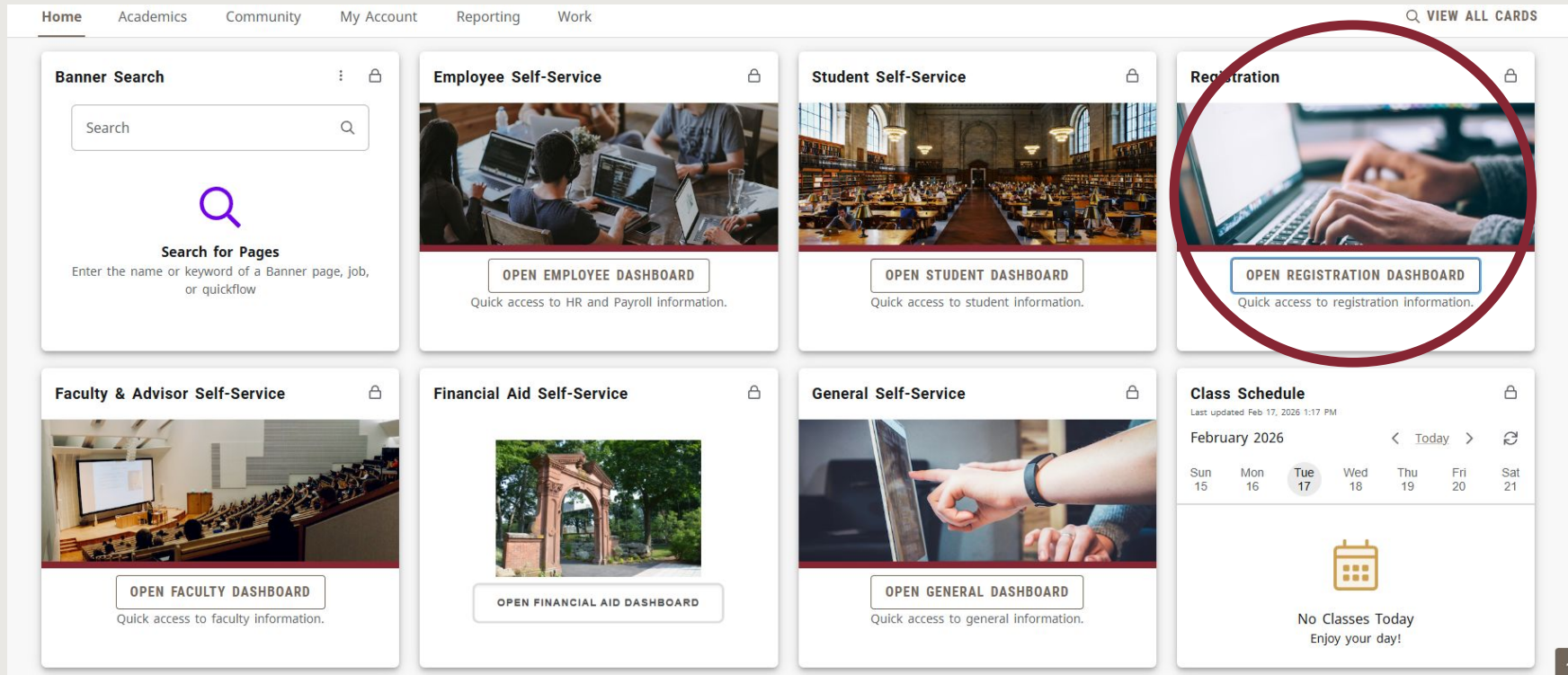
SIGN IN

☐ Remember me on this computer

SIGN IN

Access Registration in RCNJ Experience

→ Click on Registration



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

- Banner Search:** Includes a search bar and a "Search for Pages" section with instructions to enter names or keywords.
- Employee Self-Service:** Features an image of people working on laptops 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:** Highlighted with a red circle, 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 a hand 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 states "No Classes Today" and "Enjoy your day!"

A small upward arrow icon is located at the bottom right of the dashboard.

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.



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.



Register for Classes

Search and register for your classes. You can also view and manage your schedule.



View Registration Information

View your past schedules and your ungraded classes.

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

Search

Clear

Advanced Search

Schedule

Schedule Details

Class Schedule for Spring 2026

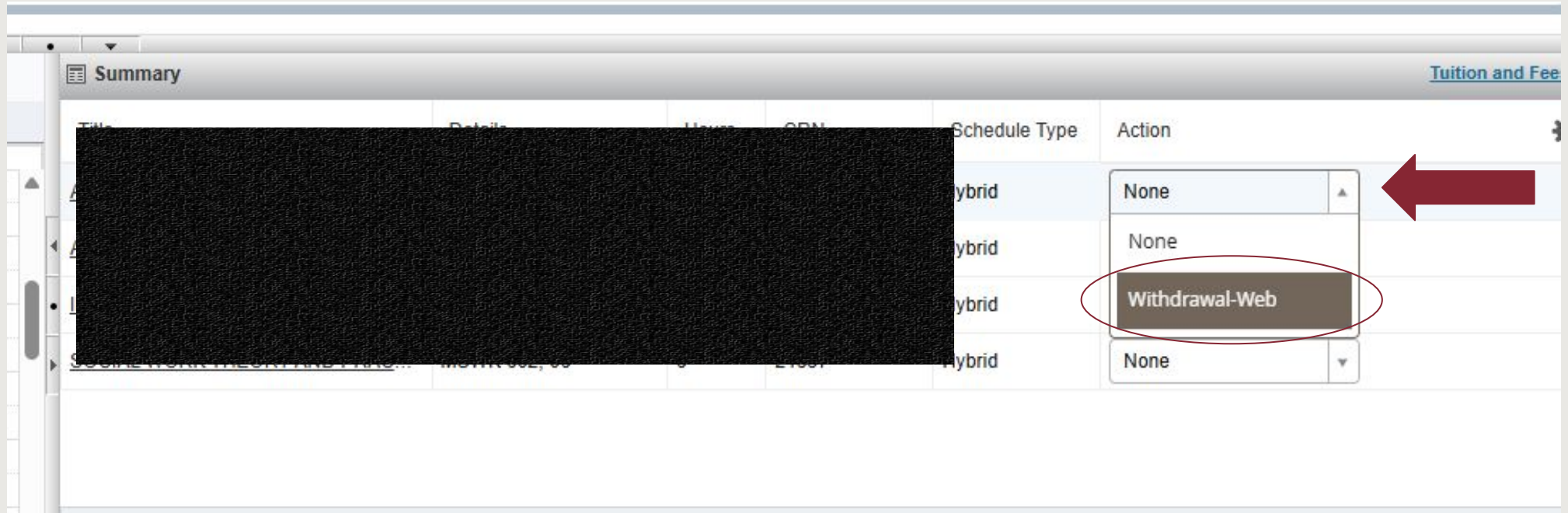
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Summary

Tuition and Fees

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