

## WEB REGISTRATION

- Go to [www.ramapo.edu](http://www.ramapo.edu)
- Scroll to the bottom of the screen click on
- Web Self Service
- Enter your EMAIL ID (All Lowercase)
- Enter your E-MAIL PASSWORD
- Click LOGIN
- Select "Student Services & Financial Aid"
- Select "Registration"
- Select "Add/Drop Classes"
- Select Correct Term
- Click SUBMIT
- - If you have the Course Reference Numbers (CRN)  
Type the numbers in a box at the bottom of the screen.
- - To find CRN, click on the "Class Search" button at bottom of screen, follow instructions below.
- Click SUBMIT CHANGES

### Or you search by classes:

- Select "Look-Up Classes to Add"
- Select Correct Term
- Click on Advance Search
  - Clicking on a single subject will provide the student with a list of all courses offered in a given term
- Click SUBMIT
- Select as needed:
  - Subject
  - Course Number
  - Title
  - Credit Range
  - Course Level
  - Attribute Type
  - Start and End Time
  - Day of Week
- To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.