Adding a Course in Web Self Service 9

- Visit the Following Website:
  - [https://ssba.ramapo.edu:8443/myssb/twbkwbis.P_WWWLogin](https://ssba.ramapo.edu:8443/myssb/twbkwbis.P_WWWLogin)
- Enter Username
  - IE: jramapo
- Enter Password
  - Enter your Email Password
- Click Login

- Click on Student Services and Financial Aid Tab
- Click Student Registration

- Click on Register for Classes
Students must click **ADD** to register for a course. The student is not registered until the course(s) are submitted.

The course will be added to your Summary as a panel as a PENDING Status

**YOU MUST CLICK SUBMIT AGAIN TO CHANGE COURSE STATUS FROM PENDING TO REGISTERED**
Always review the status of the course registration

Students must click **ADD** to register for a course.

The course will be added to your Summary as a panel as a PENDING Status

**YOU MUST CLICK SUBMIT AGAIN TO CHANGE COURSE STATUS FROM PENDING TO REGISTERED**

Always review the status of the course registration

*Registrations - Successful*

- The course is marked as registered. A check mark appears next to the course on the Class Schedule
- Remember online courses will not appear on the schedule of classes by day and time
- Always review the number of registered and billing credit for accuracy
**Error Messages and Registering**

- Registration Error Messages appear differently.
- The error message appears in the upper right hand corner
- This course is not on your schedule under status it will state ERROR
- Click Save to remove the course from your record.
**Time Conflict**

A new feature allows you to spot courses that are in conflict with a currently registered course.
This section shows as conflicting with a course before you add it to your schedule.