Dropping a Course in Web Self Service 9

* Visit the Following Website:
	+ <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



* Select Term 

Use Pull Down Arrow to Select Term

* Click Continue 
* In the **Summary** Panel (Located in the Lower Right Corner) you will find a list of registered courses



* Next to each course there is an Action Pull Down Option.
* Click on the Pulldown Arrow next to the course you want to drop from



Select Drop Web from Drop Menu



Dropped Course is gray.

Status is Deleted. (Red Circle)

* Click Submit
* The Status will be deleted.
* The course is removed from the calendar
* Review Course Credit. If you dropped a course the number of registered credits will be reduced.