

# Dropping 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

Please enter your **Email User Name and Password**.

Be sure to use all lowercase letters in the User Name field.

When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

User Name:

Password:

[Click Here for Help with Login?](#)

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

## Student Services & Financial Aid

Personal Information **Student Services & Financial Aid**

Search

### Student Services & Financial Aid

#### Student Registration

Plan ahead, view catalog, view registration status and register for classes

#### Student Records

View your profile; Degree Evaluation, Academic Transcript, Account Info

#### Financial Aid Dashboard

Financial Aid Dashboard

#### Waivers and Surveys

#### Enrollment Verification

Provided through the National Student Clearinghouse Secure Website

#### Online NJ Transit Student Pass Enroll

#### Online NJ Transit Student Pass Login

RELEASE: 8 0 1 3

- Click on Register for Classes

## 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

Spring 2023



Use Pull Down Arrow to Select Term

Continue

- Select Term

Continue

- Click Continue

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

Student • Registration • Select a Term • Register for Classes

## Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria

Term: Spring 2023

Subject

Course Number

Keyword

Search

Clear

Advanced Search

Schedule Schedule Details

Class Schedule for Spring 2023

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

Summary

Title	Details	Hours	CRN	Status	Action
HISTORY MATTERS	HIST 150. 01	4	21160	Registered	None
INTRO TO ANTHROPOLOGY	ANTH 102. 01	4	20245	Registered	None

Total Hours | Registered: 8 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999.999.999

- 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

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes Enter CRNs **Plans** Schedule and Options

**Register from a plan.**  
Term: Fall 2022

Plan: TEST PLANA Created by: You (Preferred) + Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
INTRODUCTION TO BIOL...	BIOL 101, 01	4	40975	Hybrid	Xu Yan (Primary)	Standard Letter		<span>View Sections</span>	<span>+</span> Add

**Schedule** Schedule Details **Summary** Tuition and Fees

**Class Schedule for Fall 2022**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4am							
5am							

**Summary**

Title	Details	Hour	CRN	Schedule Typ	Status	Action
EARLY AMERICAT...	HIST 101, 01	4	40730	Lecture	Registered	DROP WEB
INTRODUCTION I...	BIOL 101, 50	4	41043	Online Cou...	Registered	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

Select Drop Web from Drop Menu Submit

**Summary** Tuition and Fees

Title	Details	Hour	CRN	Schedule Typ	Status	Action
EARLY AMERICAT...	HIST 101, 01	0	40730	Lecture	Deleted	None
INTRODUCTION I...	BIOL 101, 50	4	41043	Online Cou...	Registered	None

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 18

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.

