Adding 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

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: [   ]

[Login] Click Here for Help with Login?

Student Services & Financial Aid

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

Personal Information | Student Services & Financial Aid

Search [   ] [Go]

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
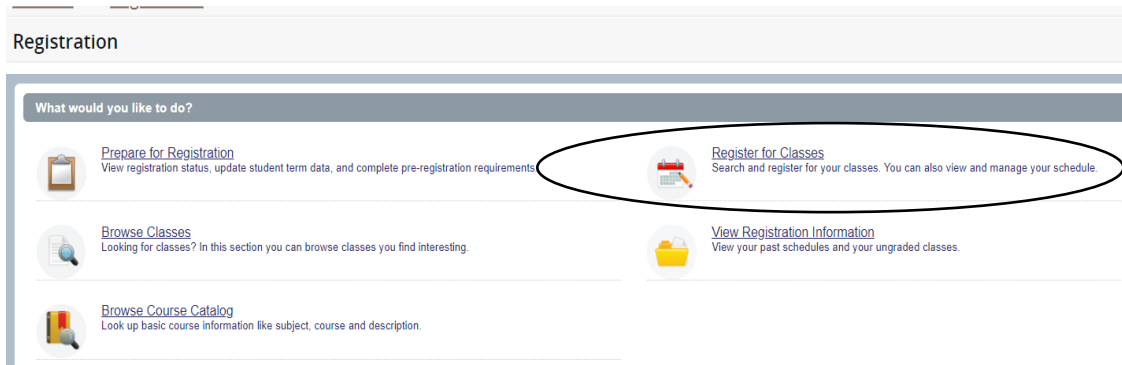Waivers and Surveys
Enrollment Verification
Provided through the National Student Clearinghouse Secure Website
Online NJ Transit Student Pass Enroll
Online NJ Transit Student Pass Login
RELEASE: 8.9.1.3

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

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.

Register for Classes

ERROR MESSAGE → ⓘ ACCT 221 CRN 41810: As you are not vaccine compliant, you may not register for in person classes. Please select an online class.

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

Search Results — 27 Classes
Term: Fall 2022   Subject: Accounting

[Search Again]

PRINCIPLES OF FI... Lecture	Account...	221	98	4	41...	Fal...			Off	35 of 35 s...			[Add]
PRINCIPLES OF M... Lecture	Account...	222	01	4	40...	Fal...	Yeaton Kathryn...	S M T W T F S 08:00 AM - 09:4	Main	🚫 FULL:...	ASB Writing Core		[Add]
PRINCIPLES OF M... Lecture	Account...	222	02	4	40...	Fal...	Yeaton Kathryn...	S M T W T F S 11:20 AM - 01:0	Main	🚫 FULL:...	ASB Writing Core		[Add]

| 📅 Schedule | Schedule Details |

Class Schedule for Fall 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							

[Panels ▾]

📋 Summary						Tuition and Fees
Title	Details	Hour	CRN	Schedule Typ	Status	Action
PRINCIPLES OF FI...	ACCT 221,...	4	41810	Lecture	Errors Preventi...	Remove ▾

Course is shaded Pink. Pink and Red are used to flag a Fatal Error

ERROR MESSAGE Hover Mouse over link for message

Look Action is change to Remove to Remove the course.

0 | Min: 0 |

[Submit]

Time Conflict

A new feature allows you to spot courses that are in conflict with a currently registered course.

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 49 Classes
Term: Fall 2022 **Subject:** Critical Reading and Writing

Search Again

Title	Subject Des	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campu	Status	Attribute	Linked Sections	Add
FOUNDATIONS O... Lecture	Critical ...	090	01	4	40...	Fal...	Westley Grego...	S M T W T F S 06:05 PM - 07:4	Main	1 of 15 seats re...	This section shows as conflicting with a course before you add it to your schedule		Add
FOUNDATIONS O... Lecture	Critical ...	090	02	4	40...	Fal...	Reyes Ramon ...	S M T W T F S 08:30 AM - 09:...	Main	⚠ FULL: 0 of 1... Time Conflict!			Add

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

Class Schedule for Fall 2022

▼ **EARLY AMERICA TO 1865** | History 101 Section 01 | **Class Begin:** 08/31/2022 | **Class End:** 12/20/2022   Registered
08/31/2022 -- 12/20/2022   S M T W T F S   08:00 AM - 09:40 AM **Type:** Class **Location:** Main **Building:** B
Building **Room:** 124
Instructor: Johnson Karl (Primary)
CRN: 40730
Message: Web Registered | **Hours:** 4 | **Level:** Undergraduate | **Campus:** Main | **Schedule Type:** Lecture | **Grade Mode:** Standard Letter | **Waitlist Position:** 0 | **Notification Expires:** None

EARLY AMERICA T...	HIST 101, 01	4	40730	Lecture	Registered	None
INTRODUCTION T...	BIOL 101, 50	4	41043	Online Cou...	Registered	None
SOCIAL SCIENCE I...	SOSC 110,...	4	41784	Lecture	Registered	None

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