

How to Enroll in a Class at CCSF!

To enroll in classes (on a phone web browser - not the app):

- Log onto Web4
- Click "Student Portal"
- Click "Student Registration"
- Select the correct semester/term
- You will be presented with questions about your major and other issues. Answer any that you've not already answered, and click "Register" at the bottom.
- Click "Register for Classes"
- Select the correct semester/term (again)
- Click the "Panels" button (a sideways button on the bottom left hand side of the screen) so you can see the search fields
- Enter instructor's last name in the "Instructor" field
- Select the correct instructor from the drop-down menu
- Close the "Panels" button again so you have a larger view.
- Click "Search"
- Find the class that you want to add (you may need to click on the name of the class and check the CRN)
- Click "Add" on the right hand side next to that class - BUT THEY ARE NOT YET ADDED!
- On the lower right hand corner, click "Submit" - THIS IS WHAT ADDS THEM!
- Watch to see if an error message pops up in the upper right - READ THE MESSAGE because it will explain what the problem is if something goes wrong

To enroll in classes (on a computer):

- Log onto Web4
- Click "Student Portal"
- Click "Student Registration"
- Select the correct semester/term
- You will be presented with questions about your major and other issues. Answer any that you've not already answered, and click "Register" at the bottom.
- Click "Register for Classes"
- Select the correct semester/term (again)
- Enter instructor's last name in the "Instructor" field
- Click "Search"
- Find the class that you want to add and click "Add" on the right hand side next to that class
- The class will show up in a calendar view - BUT THEY ARE NOT YET ADDED!
- On the lower right hand corner, click "Submit" - THIS IS WHAT ADDS THEM!
- Watch to see if an error message pops up in the upper right - READ THE MESSAGE because it will explain what the problem is if something goes wrong