WEB4

Online Registration System
CCSF at your fingertips!

Step by Step Instructions
Provided by the Registration Office
## How to read the class listing!!!

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Number</th>
<th>Instructor</th>
<th>Location</th>
<th>Days, Time &amp; Dates</th>
<th>Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>33963</td>
<td>041 Com</td>
<td>M W</td>
<td>05:00-06:30PM</td>
<td>Due to Cancellation</td>
<td>Staff, Deadlines</td>
</tr>
<tr>
<td>30451</td>
<td>401 Lec</td>
<td>T R</td>
<td>01:30-04:00PM</td>
<td>03/01-05/12</td>
<td>Bernstein, H, Deadlines, Final Book</td>
</tr>
<tr>
<td>32224</td>
<td>581 Com</td>
<td>R</td>
<td>07:00-10:00PM</td>
<td>34th St.</td>
<td>Nicolas, E, Deadlines, Final Book</td>
</tr>
<tr>
<td>37407</td>
<td>501 Com</td>
<td>M W</td>
<td>05:00-06:30PM</td>
<td>34th St.</td>
<td>Amsler, M, Deadlines, Final Book, Wait List</td>
</tr>
</tbody>
</table>

### SPECIAL CLASS NOTATIONS
- **Deadlines**: Final Book, Closed
- **Add & Drop Deadline Dates**: Final Book, Wait List

### LOCATION

- **ENGL 96**: Academic Writing and Reading
- **CRN**: 3.0
Accessing CCSF Webpage

Go to www.ccsf.edu and click on Register for Classes (Web4).
Signing In:

- Enter your 9 digit User ID (Student ID# or SS#)( e.g. @00123456)
- Enter your 6 digit PIN#

  Normally your Date of Birth (example: April 1, 1990 is 040190).
- Click the LOGIN button.

**NOTE:** To ensure maximum security it is advised that you change your PIN. First time users will be asked to re-enter the PIN and create a security question.
Log In problems?

- **Forgot your PIN##?**
  - Enter your User ID# then click forgot pin#.
  - Answer the security question and click “RESET PIN.” (Your answer must be exactly as you entered it initially. i.e., uppercase or lowercase).
  - The system will ask you to choose another 6 digit pin# (numeric).

- **Disabled PIN?**
  - You must email corrects@ccsf.edu to reset your PIN# back to your DOB.
Main Menu

The **Student Services & Financial Aid** Menu has several options to select.

- Click **Registration** to Add/Drop Classes.
Registering & Adding Courses

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**REGISTER** for classes before the class begins by entering the course reference number (CRN) on the **Add/Drop Classes** link.

**ADD A COURSE** once the class has started by obtaining a Add Sticker from the instructor and entering the CRN AND the ADD Code on the **Add/Drop Classes**
Click your way to the most convenient CCSF Registration!!
Registering & Adding Courses

**Step 1:** Simply enter the 5 digit CRN# you wish to add.

**Step 2:** Click “Submit Changes” when you are done.

**NOTE:** Check for errors, i.e., “Class Closed,” “Time Conflicts,” etc.

You must clear all errors by clicking “Submit changes” before exiting the screen.
Adding Courses continued

- Enter the **4-digit Add Code** in the “Registration Add Auth Code” box and click the validate key.

- **IMPORTANT**: You must click submit changes once your Add Code is Approved.
Searching for Open Courses

Helpful Tips and Hints

You may search for open courses by clicking in the subject box from the class search menu. Searching by “Subject” is necessary but you may also narrow your search to specific needs. I.e. “day or evening” and/or “location or campus,” etc. to aid in your search.
Searching for Open Courses

(cont)

- You can search for available courses by clicking “Look-up classes to Add”
- If the courses you are searching for have “C” in the “select” space, the course is full (closed).
- The open courses will have a box in the “select” space. Scroll to the course you wish to register for and click in the box.
- You must click “register” (at the bottom of the screen) to enroll in the class you have selected.
Adding to a Waitlist—

Helpful hints

- Some courses will offer wait-listing (students who are added to the waitlist are not guaranteed a spot in the course. However, if a seat opens students on the waitlist are notified by email and offered an option to enroll in the course.

- Enter the CRN# of the course you wish to add. From the drop down menu Click on Waitlist and Submit changes.
Dropping Courses

To drop courses simply go to the “ADD/DROP Classes” page.

Use the drop down menu next to the course you wish to drop and click on “Drop on Web”.

Click “Submit Changes” to save your request.

IMPORTANT NOTE:

To avoid unwanted fees or grades, you must drop courses by the published deadline date.
Pay Your Fees Using the Web

From the Add/Drop Page click on the “Registration Fee Assessment” link (at the bottom of the screen). Or you may access the “Registration Fee Assessment” link from the main menu.

You may pay by Visa/Mastercard using our secure payment link.
Other benefits for Web4 users!!

**Things to do-----**
- Purchase a **Parking permit**.
- Change your **Address**.
- Change your grading option to **Pass/ No Pass (where option is available)**.
- Order a **CCSF Transcript**.

**Things to view----**
- Registration **Appointment**
- **Test Scores**
- **Grades**
- **Holds**
- Student’s **schedule** of classes.
- **Bill & Account** information
- **Unofficial Transcript**
- **Financial Aid status**
Complete your registration!!!

- Click the “exit” at the top of the page to sign off secure area. You should always exit your browser for added security.

- You may also purchase or view the books for your courses by clicking on “Click Here to Order Books.”
Summary of Steps for Registering for Classes

- Click on
  Student Services & Financial Aid.
  Registration
  Select Term
  Add/Drop Classes
  - For Registration Appointments click
    “Check your Registration Status”
  - For a Printout of your current enrollment click
    “Student Schedule by date and Time”
  - For Bill or Payments click
    “Fee Assessment”