# CCSF HIGH SCHOOL CONCURRENT ENROLLMENT PROGRAM
## COURSE ADD/DROP REGISTRATION STEPS

### If you would like to REGISTER in a class

1. Go to www.ccsf.edu
2. Click on MyCCSF
3. Click on Log in to SSB (Web4)
4. Login to the RAM ID login portal. New students need to set up an account first. Please click on the Instructions link for new users at the bottom of the page.
5. On the main menu, click “Student Portal”
6. Click Student Registration (choose the semester) and submit
7. A questionnaire may come up asking you about your college interests and needs (this is an optional questionnaire) please choose Registration when done
8. Click Register for Classes (choose semester)
9. To choose classes to register for either enter the CRN number for the class or do a class search and choose ADD To Summary. If you have successfully added the class, you will see Registered next to the class you have added on the bottom right side

Setting up RAM ID Instruction Link: [https://www.ccsf.edu/en/employee-services/technology-services2/ram-id.html](https://www.ccsf.edu/en/employee-services/technology-services2/ram-id.html)

### If you would like to DROP a class

1. Follow steps 1-8 from the left column
2. Under Current Schedule you will find the “Action to be performed” drop down menu next to each one of your classes
3. Select Remove from the drop down menu next to the class you are wishing to drop
4. Click submit changes to complete drop
5. On the next screen the course you were enrolled in should no longer appear

*To avoid an ‘F’ or ‘W’ on your transcript, please be sure to drop a course that you no longer wish to take by the deadline listed on the online schedule.*

### Miscellaneous Important Information

**Locked out of your Web4 account?**

If you have been locked out of your web4 account, please try to reset your pin through your Web4/RAM ID portal or call 415-239-3711 to reach the help desk.

**Parents/Guardian of High school student:**

If you are inquiring about your students’ record or would like to act on their behalf, please have student complete FERPA (Authorization to Release Information).