



## 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](http://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>

### If you would like to REGISTER in a class using ADD CODE

1. Follow steps 1-8 from the left column
2. After entering the CRN number you will see **authorization code entry** and then hit **save**
3. Confirm that the words "**Registered**" appear next to the course you wish to enroll in
4. You're done!

### 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).