

# Class Add Request



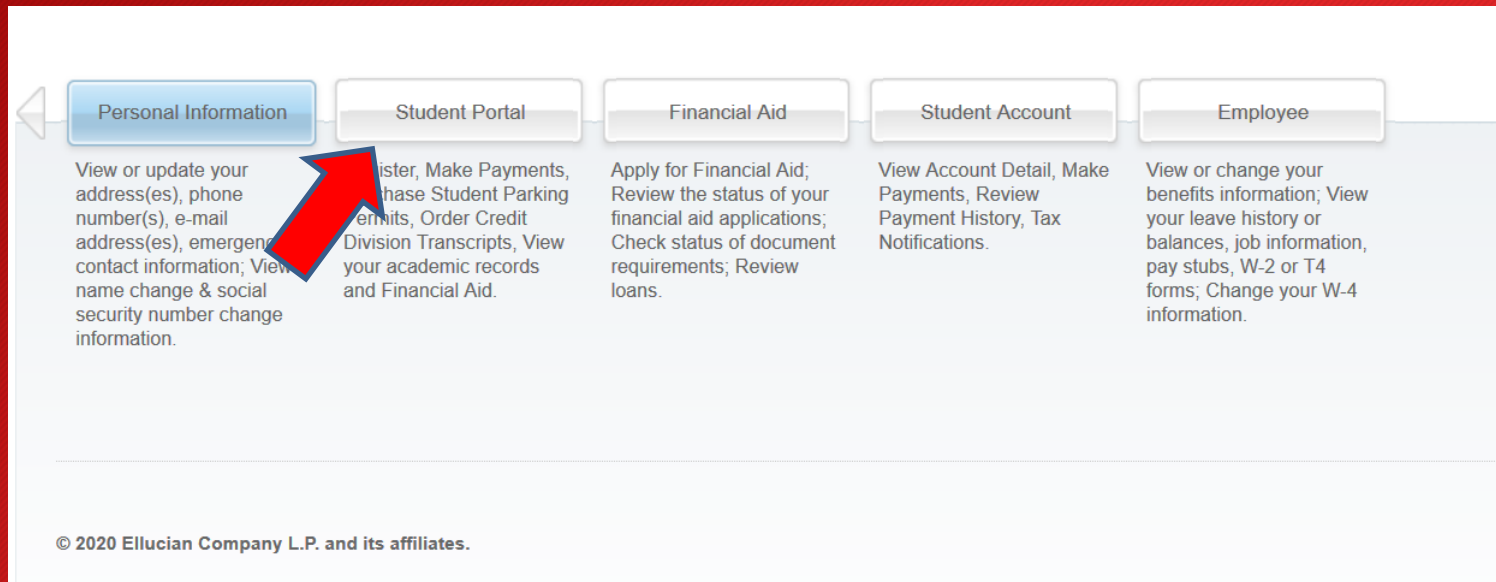
# Class Add Request

Starting Spring 2020, City College of San Francisco will be implementing a new procedure for adding courses after the semester has started.

Below is a guide detailing the steps of this new procedure. If you have questions on how to perform this procedure please contact the Registration Office at (415) 239-3858 or at [register@ccsf.edu](mailto:register@ccsf.edu)

# Step 1

- Login to myRAM and select 'Student Portal'.



The screenshot shows a navigation menu with five options: Personal Information, Student Portal, Financial Aid, Student Account, and Employee. A red arrow points to the Student Portal option. Below each option is a list of available actions.


Personal Information	Student Portal	Financial Aid	Student Account	Employee
View or update your address(es), phone number(s), e-mail address(es), emergency contact information; View name change & social security number change information.	Register, Make Payments, Purchase Student Parking Permits, Order Credit Division Transcripts, View your academic records and Financial Aid.	Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.	View Account Detail, Make Payments, Review Payment History, Tax Notifications.	View or change your benefits information; View your leave history or balances, job information, pay stubs, W-2 or T4 forms; Change your W-4 information.

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# Step 2

- Select 'Class Add Request'

"Please use the following links to access:

- myProfile (View Grades, Transcripts, CCSF email/password reset...)
- Student Registration
- How much do I owe?
- myEducation Plan
- Student Attendance Tracking (Non-Credit)
- myFinancial Aid portal
  - Apply for FAFSA
  - Apply for California Dream Act
- Student Employment
- Student Account
- Class Add Request 

To access other menu links from here, you can navigate using Alt+M

If you have any questions please email the Office of Registration"

# Step 3

- Enter the CRN of the course you are requesting to add and press the Go button

Home > Class Add Authorization

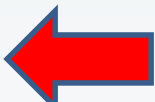
Previous Course(s) Applied	Status	Primary Instructor
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Select the term and enter the 5-digit Course Request Number(CRN) for the closed class that you would like your name added to the instructor's authorization request list. Requests appear in the order received on the instructor's list.

Select Term:

Enter CRN:

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# Step 4

- You will be prompted with a confirmation screen. Review the information and press Confirm to submit the request

Click confirm to submit your request or click back to enter a different crn.

Subject: ADMJ  
Course Number: 71  
Section: 402  
Start Date: 01/03/2020  
End Date: 05/08/2020  
Start Time: 0900  
End Time: 0950  
Meeting Days: MW  
Building: Consult with Instructor  
Room:



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# Step 5

- You will receive confirmation that your request has been submitted.

Home > Class Add Authorization

Your request to register in the class has been submitted to the instructor. If the instructor approves your request, you must also meet any pre-requisites, co-requisites, linked courses, or other requirements to register in the class.

[Main Menu](#)

[SITE MAP](#)

- Press Main Menu to return and you will see your request listed

Home > Class Add Authorization

Previous Course(s) Applied	Status	Primary Instructor
ADMJ-71-402	PENDING	Hurley, Jason

Select the term and enter the 5-digit Course Request Number(CRN) for the closed class that you would like your name added to the instructor's authorization request list. Requests appear in the order received on the instructor's list.

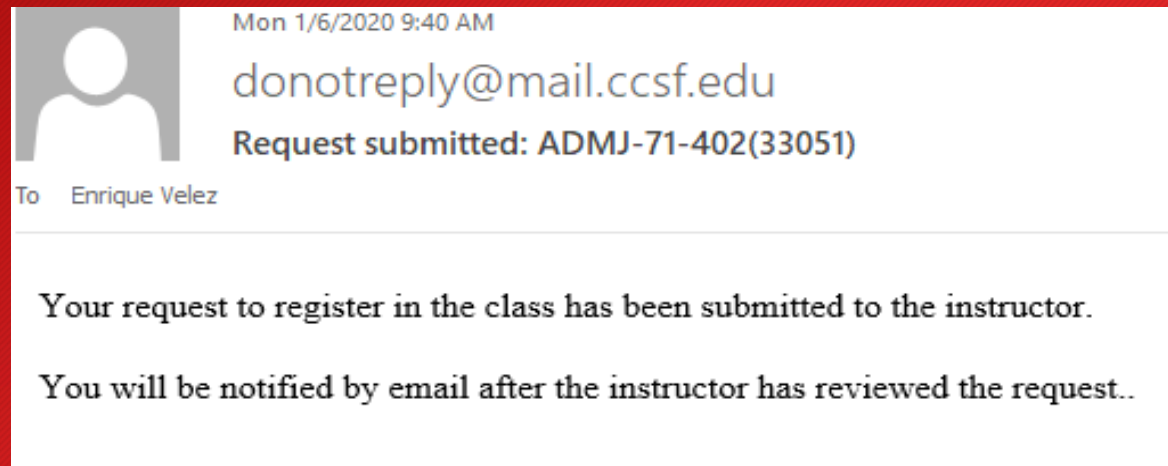
Select Term:

Enter CRN:

[GO](#)

# Important Reminder!

- You will receive a confirmation to your CCSF email:



- You will also receive an email to your CCSF email if you have been approved. If approved, you must add the class through myRAM.