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
Step 1

• Login to myRAM and select ‘Student Portal’.
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
Step 4

• You will be prompted with a confirmation screen. Review the information and press Confirm to submit the request.
Step 5

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

• Press Main Menu to return and you will see your request listed.
Important Reminder!

• You will receive a confirmation to your CCSF email:

Mon 1/6/2020 9:40 AM

donotreply@mail.ccsf.edu

Request submitted: ADMJ-71-402(33051)

To   Enrique Yelez

Your request to register in the class has been submitted to the instructor.

You will be notified by email after the instructor has reviewed the request.

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