Class Add Request
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.

• A Class add Request can only be submitted on the first day the course has started. An error message will appear if you attempt to submit a request before the course has started.

• Students may continue to sign-up for a waitlist as part of the regular registration process prior to the 1st day of class; however, students will be removed from the waitlist before the 1st day of class.

• Students on a waitlist prior to the 1st day of class will no longer automatically transfer to the class add request list. If you are still interested in adding the course on or after the 1st day of class, you must submit a Class Add Request at ccsf.edu/classaddrequest.

• Students who submit a class add request will be prioritized by their original priority registration appointment date/time.
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. Currently, you can only have a maximum of six (6) class add request at any time.

• Press Main Menu to return and you will see your request listed. Currently, you can only have a maximum of six (6) class add request at any time.
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)

  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.