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 **Register for Classes (Web4)** (on the right side of the screen)
3. Login to Web4 using: User ID is your CCSF student id# (starts with "W" or "@"), and your pin is defaulted to your six-digit date of birth, format is MMDDYY
4. The first time you login you will be asked to reset your pin, you can keep your birthday as your pin or change it to another 6-digit number that you will remember
5. You will then be routed to the main menu
6. Click on Student Services and Financial Aid & EOPS
7. Click Registration
8. Click Add/Drop Classes
9. Select Semester wanting to enroll in from the drop down menu (i.e. Fall 2016), click submit
10. The next screen may ask you to confirm information, to save time you can bypass this page by scrolling to the bottom to click **Submit Change/ Registration Menu**
11. At the bottom of the next screen you will see the words "Add Classes Worksheet" with CRN's with empty boxes.
12. In the first box enter the 5-digit CRN and click " Submit Changes"
13. On the next screen you will see your Current Schedule- please ensure that it says *Registered* under status.

If you would like to REGISTER in a class using ADDCODE

1. Follow steps 1-12 from the left column
2. The next screen will be "Registration Add Authorization Code". In the box next to the word "incomplete" enter the four digit add code listed on the add sticker, click validate, once your add code is approved click submit changes.
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 1-9 from the left column
2. Under Current Schedule you will find the "Action" drop down menu
3. Select Drop/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 below!

Miscellaneous Important Information

Locked out of your web4 account?
If you have been locked out of your web4 account, please send an email to corrects@ccsf.edu, with your full name, CCSF ID#, and date of birth asking that your pin be reset OR call 415-452-5101.

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.