Wait List FAQ for Students

A wait list system is available to assist you in registering for your classes. If you are trying to register for a class and the class is closed and there is an open wait list, you may place yourself on it. If a student in the class drops and a seat becomes available, you will be notified by an email sent to your CCSF email account. You have **24 hours** to register for the class once the email has been sent. If you do not register in that time frame, you will be removed from the wait list and the next student on the list will be offered the opportunity to register for the class.

It is recommended that you monitor your wait list status daily on your email account and on myRAM Portal to assure you will not miss your opportunity to register for the class.

It is the student’s responsibility to register for the class once notified of the opening and pay the appropriate tuition and enrollment fees associated with the class.

Frequently Asked Questions

1. **What is a wait list?**
   A wait list is a registration option available on myRAM Portal Online Registration. When a class is closed, prior to the first day of instruction, students may place themselves on the wait list for that class. If seats become available, students are notified by email to register for the class within **24 hours**.

2. **How do I place myself on a wait list?**
   Using myRAM Portal Online Registration, add a course. You can view how to add a course [here](#). If the class is full, you will be prompted with an option to waitlist yourself on the course if space is available:
Once you have been added to the wait list, look at your current schedule. The "Status" column will say "wait listed".

### My Current Schedule

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Status</th>
<th>Section</th>
<th>Subject</th>
<th>Course</th>
<th>Instructor</th>
<th>Day(s) &amp; Location(s)</th>
<th>Units</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>74585</td>
<td>Wait Listed</td>
<td>001</td>
<td>ADMJ</td>
<td>51</td>
<td>Not Assigned</td>
<td>MW 12:40pm - 1:55pm - BATL 221</td>
<td>3</td>
<td>Ocean or Online</td>
</tr>
</tbody>
</table>

#### 3. What happens if the wait list is full?

If both the class and the wait list are full, look for another class section that will fit your schedule and add.

#### 4. Can I place myself on the wait list if there is a time conflict with my current schedule?

Yes, however, if a space becomes available in the wait-listed course, you will need to decide which course you want. If you want the wait-listed course, you must drop the course causing the time conflict.

#### 5. Can I place myself on the wait list if I do not meet the prerequisite?

No. However, if you have taken the prerequisite at another college, you should complete the Prerequisite Challenge process by submitting the appropriate documentation (i.e. transcripts) to the academic department. Approved prerequisite challenges should be returned to the Assessment Center. Prerequisite Challenge forms can completed online [here](#).

#### 6. Can I place myself on a wait list for one section of a class and enroll in another section of the same class?

No. You cannot register or attempt to register for two sections of the same class.

#### 7. What if the class does not have a wait list?

Not all classes have wait lists. Please contact your instructor to inquire about being added to the course.

#### 8. Can I see my position on the wait list?

Yes. When you first attempt to add the class, click the 🔍 icon to see how many wait list seats are currently available:

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9. How do I register in a class when I am on a wait list?
If a seat becomes available, you are notified by an email sent to your CCSF email account to register for the class. You have 24 hours (including Saturdays and Sundays) to register for the class from the time the email is sent to you. **If you do not register within this time frame, you will be removed from the wait list and the seat is given to the next person on the wait list.**

To move from the wait list into the class:
1. Log onto myRAM Portal
2. Select ‘Student Portal’
3. Then, select ‘Student Registration’
4. Once you have arrived at the scheduler, select the appropriate term
5. Then, select ‘Current Schedule’
6. Then, select ‘Edit or Drop Classes’
7. Select the drop-down menu under ‘Registration Status’
8. Select ‘**Registered**’
9. Finally, press the ‘Save’ button.
10. Are Add Codes still used?

No. Effective Spring 2020, CCSF will no longer use add codes. Add codes have been replaced with Class Add Request. Students can submit a Class Add Request through their myRAM Portal by selecting:

1. Student Portal
2. Next, select Class Add Request
3. Enter the term and CRN for the course and press submit.

11. What happens if I am on the waitlist when registration ends and the first day of school begins?

- If you are still on the waitlist when the first day of class begins, we encourage you to submit a class add request. You can do so by visiting www.ccsf.edu/classaddrequest.

- 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 www.ccsf.edu/classaddrequest.

- Students who submit a class add request will be prioritized by their original priority registration appointment date/time.

12. What if I do not have an email address?

All students at City College of San Francisco are given a CCSF email account when they apply for admission. Email is accessible by logging in to myRAM Portal account,

1. Select "Student Portal",
2. Then, "myProfile",
3. Finally, click "CCSF email/password reset", scroll down to the bottom of the page to find your CCSF email information. You can choose to forward email from myRAM Portal to an email address of your choice.

13. What if I want to remove myself from a waitlist?

Go to Add/Drop Classes in myRAM Portal and drop the class the same way you would if you were registered in the class. If you change your mind and try to place yourself back on the wait list, you will be placed at the end of the list.

14. Can I place myself on multiple waitlists?

You can be on multiple wait lists for different classes. But you can only be on one wait list for one section of any course.

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15. Will I be charged any fees for being on a wait list?

There are no fees charged for being on a wait list. Fees are assessed when you register for the class.

16. How many students can be on a wait list?

Typical wait list capacities are 10 but can be larger for certain classes. Once the wait list is full, any students trying to register will get the message “Closed – Wait list Full”.

17. Can I place myself on a wait list if I am already enrolled in the maximum units allowed?

Yes. However, you will receive an error message if you are notified of an open seat. You will need a counselor’s approval to register in more than the maximum units allowed in one semester/session (18 for Fall/Spring semester and 8 for summer session). To register in more than the maximum units, you must obtain the approval form from your counselor and submit in person to the Registration Center, MUB 130B. Remember you only have 24 hours (including Saturdays and Sundays) to add the class then the seat goes to the next person on the wait list. No Exceptions.