City College of San Francisco
myRAM Registration Guide

Registration Center

50 Frida Kahlo Way, Harry Britt Building (HBB) 130B, San Francisco, CA 94112

register@ccsf.edu

Admissions and Records (updated 09/2023)

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Getting Started | Introduction

Admissions & Records Mission Statement

The Office of Admissions and Records/Registration is dedicated to providing services to prospective, new, current and former students in the areas of admissions, registration, graduation, transcripts and record maintenance by creating a positive environment that values diversity, multiculturalism and mutual respect. We are committed to assisting faculty and the college community to provide services and support in meeting the needs of our students to ensure a smooth transition in achieving their educational goals.
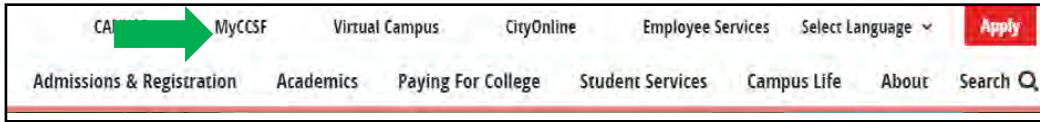
Rocky: Hello and welcome to CCSF! I am **Rocky the Ram**. You will see me appear throughout this guide to provide additional tips.

Getting Started | Accessing myRAM Portal

Step 1: Visit www.ccsf.edu.

Step 2: Go to **MyCCSF** in the top navigation menu bar.

Step 3: Scroll down to **Student Resources at CCSF** and select **myCCSF Login Portal**.

Step 4:

- **New User:** If this is your **first time** accessing myRAM Portal, then you must claim your RAM ID. Select the **"New to RAM ID?"** button to claim your RAM ID.

- **Returning User:** If you have **already claimed** your RAM ID, login using your credentials.

Rocky: We have additional resources in the **Need Help?** section including video tutorials. Please make sure to check them out if you need more assistance.

Step 5: Select the **myRAM Portal** button in the **myCCSF Resources Portal**.

Getting Started | Registration Appointment

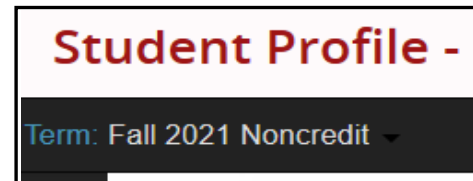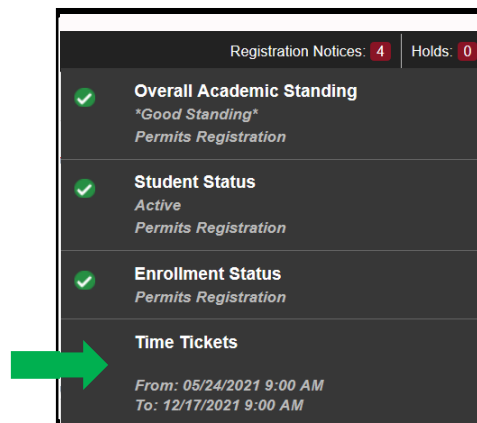**Step 1:** Select **Student Portal**.
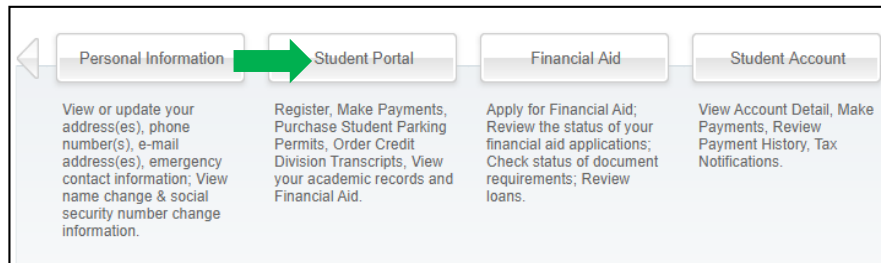
Step 2: Select **myProfile**.
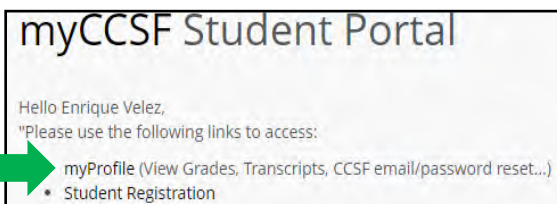
Step 3: Choose the appropriate **Term** in the top left corner of your menu screen.

Step 4: Select **Registration Notices** in top right corner of your menu screen and your **Registration Appointment Time Tickets** will be shown.
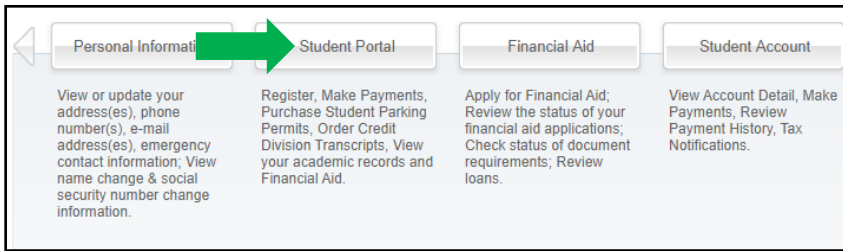

Registration Dates, **Hold Information**, and **Placement Results** may also be easily accessed within the Student Services Dashboard of myRAM Portal.

myRAM Scheduler | Accessing the Scheduler
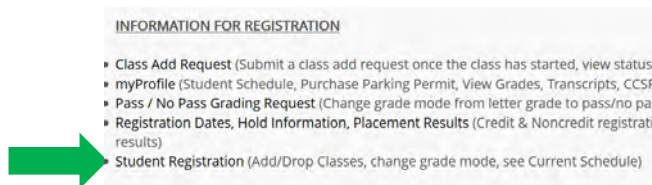
Step 1: Select **Student Portal**.

Step 2: Select **Student Registration**.

Step 3:

o Select your **Term** and press **Save and Continue**.

o Select your desired **Course Status** and press **Save and Continue.**

Related Pages: **Adding Courses**, **Dropping Courses**, **Pass/No Pass**, **Waitlist**

myRAM Scheduler | Free City Application

Step 1: Follow the steps in the Accessing Scheduler and press **Open Action Items**.
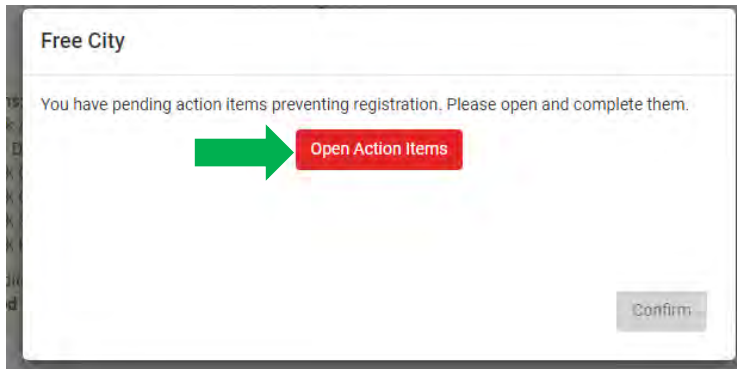
Rocky: In-state students must submit a Free City application every semester. Nonresident, International and High School students are not required to apply.

Step 2: Verify that all your personal information is correct and answer **all** questions. The questions are required and must be completed to successfully submit the application.

Step 3: Read the Free City Affidavit and check the box to acknowledge you understand the terms and conditions of applying for the Free City program. Sign the application and press **Submit**.

You will receive a message after submission confirming your status in the program. Press **Next** to continue.

myRAM Scheduler | Questionnaire

Step 1: Complete the Questionnaire regarding your Program of Study and additional questions.

Step 2: Once completed, press the **Registration** button at the bottom of the page.

⚠️ **Rocky:** The Free City Application and Questionnaire will only appear once per semester.

myRAM Scheduler | Adding Courses

Rocky: Before you can register, you need to have a Registration Appointment. Please read the Registration Appointment section to find your registration date.

Also, if you have been **away from CCSF for more than one year** you will need to submit a current application to be readmitted.

Step 1: Go to the **myRAM Scheduler** by following the steps in Accessing Scheduler.

Step 2: Select your desired schedule **Filters**:

Course Status	Open Classes Only (Recommended)	Change	Parts of Term	All Parts of Term Selected	Change
Campuses	All Campuses Selected	Change	Credit Types	All Credit Types Selected	Change
Term	Fall 2021	Change	Schedule Methods	All Schedule Methods Selected	Change

a. **Courses Status**
   a. Open Classes Only,
   b. Open Classes & Full Classes w/ Open Waitlist and
   c. All Classes (Open & Full)
b. **Campuses** – Campus you would like to take courses at.
c. **Term** – Semester you would like view courses for.
d. **Parts of term** – Select full-term, short-term, and/or late-start courses
e. **Credit Types** – Credit, Noncredit or High School
f. **Schedule Methods** – Options to select instruction method (Ex: Lecture or online)

Step 3: Add any desired **Break** times that would like included in your schedule.

Breaks + Add Break

Add times during the day you do not wish to take classes.

Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name

Start Time 8 : 00 am pm

End Time 11 : 00 am pm

Days Select Weekdays

MON TUE WED THU FRI SAT SUN

Back ✔ Add Break

myRAM Scheduler | Adding Courses (Cont.)

Step 4: Select **Add Course**.
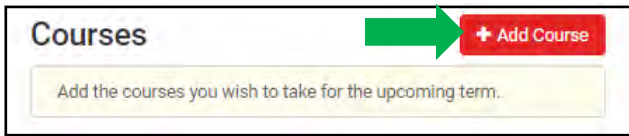
Step 5:

    a. Search for your course by **Subject**, **Section Attribute**, **Instructor, or CRN**.

    b. After locating your desired subject and course, select **Add Course**.

    c. The added courses will appear on the **Courses** menu to the right. You can select multiple courses to add.

    d. After you choose all desired courses, select **Go Back To Generate Schedules.**

Step 6: Now you have the option to select a specific section of the course by selecting the **Sections** button.
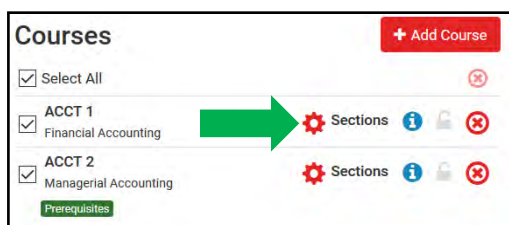
myRAM Scheduler | Adding Courses (Cont.)

Step 7: Review course information such as **Instructor**, **Dates**, **Campus** and **Units** for example. You can also view additional **Section Details** by clicking the blue information icon. ⓘ

	CRN #	Section	Subject	Course	Instructor	Day(s) & Location(s)
ⓘ	70243	001	ACCT	1	Yrun, Mario	MTWThF 10:10am - 11:00am

CRN #: 70243
Title: Financial Accounting
Section: 001
Subject: ACCT
Course: 1
Schedule Type: Lecture
Parts of Term: Fall 2021 - Full Term
Instructor: Yrun, Mario
Units: 5
Campus: Remote

Day(s) & Location(s):
MTWThF 10:10am - 11:00am
Dates: 08/16/2021 - 12/17/2021

Textbook: Click Here
Last Date to Enroll: 09/03/2021
Last Date for Refund: 08/27/2021
Last Date to Drop without a W: 09/03/2021
Last Date to Drop with a W: 11/19/2021

⚠️ **Rocky:** Please make sure to check the **Section Details** to find more information including **textbooks**, available **waitlist** seats and **deadline dates** and more.

Select all the sections that you like to generate a schedule for by **checking the box** in the first column.

Included (1 of 7)   🔍 Advanced Filters

		CRN #	Section	Schedule Type	Seats Open	Waitlist	Waitlist Seats Available	Instructor	Day(s) & Location(s)	Dates	Campus	Units
☑	ⓘ	70243	001	Lecture	1	0	10	Yrun, Mario	MTWThF 10:10am - 11:00am	08/16/2021 - 12/17/2021	Remote	5
☐	ⓘ	70244	002	Lecture	0	0	0	Yrun, Mario	MTWThF 11:10am - 12:00pm	08/16/2021 - 12/17/2021	Remote	5
☐	ⓘ	70245	003	Lecture	0	0	0	Leung, Bruce	TTh 11:10am - 1:25pm	08/17/2021 - 12/16/2021	Remote	5

⚠️ **Rocky:** We strongly advise students to narrow down the number of sections they select to avoid have too many schedules generated.

Step 8: Select **Save and Close** once you have selected your desired sections
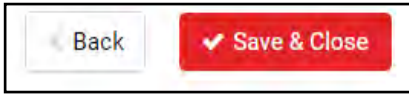
Step 9: Select the **Generate Schedules** button. A list of schedules will be generated below. Select **View Schedule** to view your desired schedule.

Step 10: At this point, you can review your generated schedule. After confirming your schedule, you can **Send to Saved Schedule.**

You can also save your schedule for to your **Favorites** by selecting the heart icon.
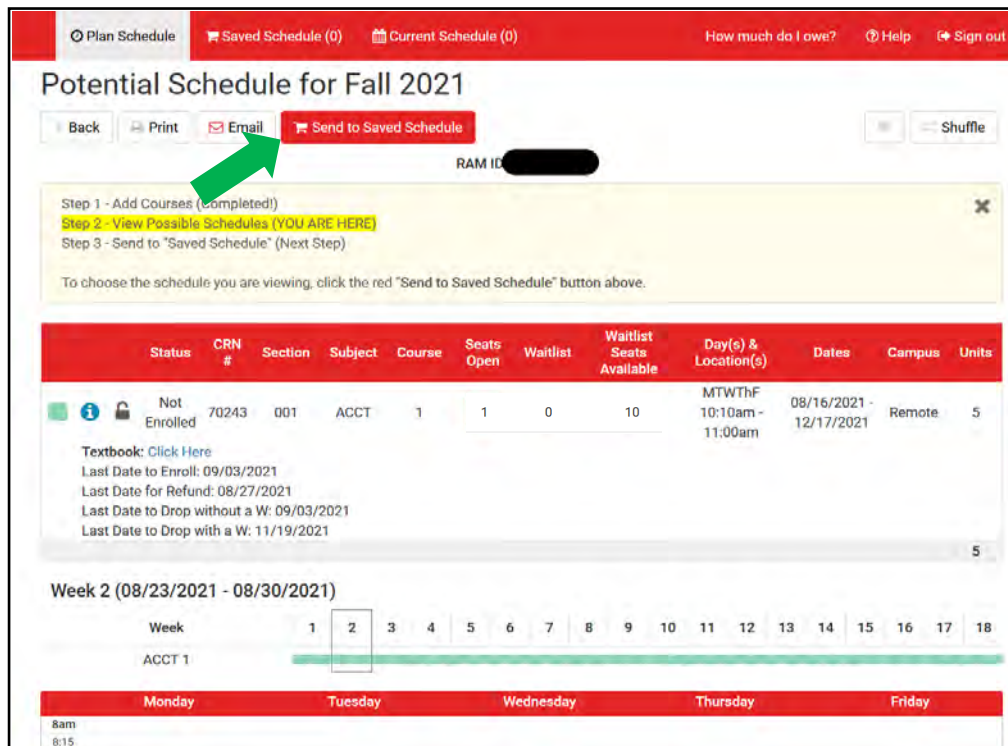
Step 11: Press the **Register** button and confirm your submission by pressing **Continue**.
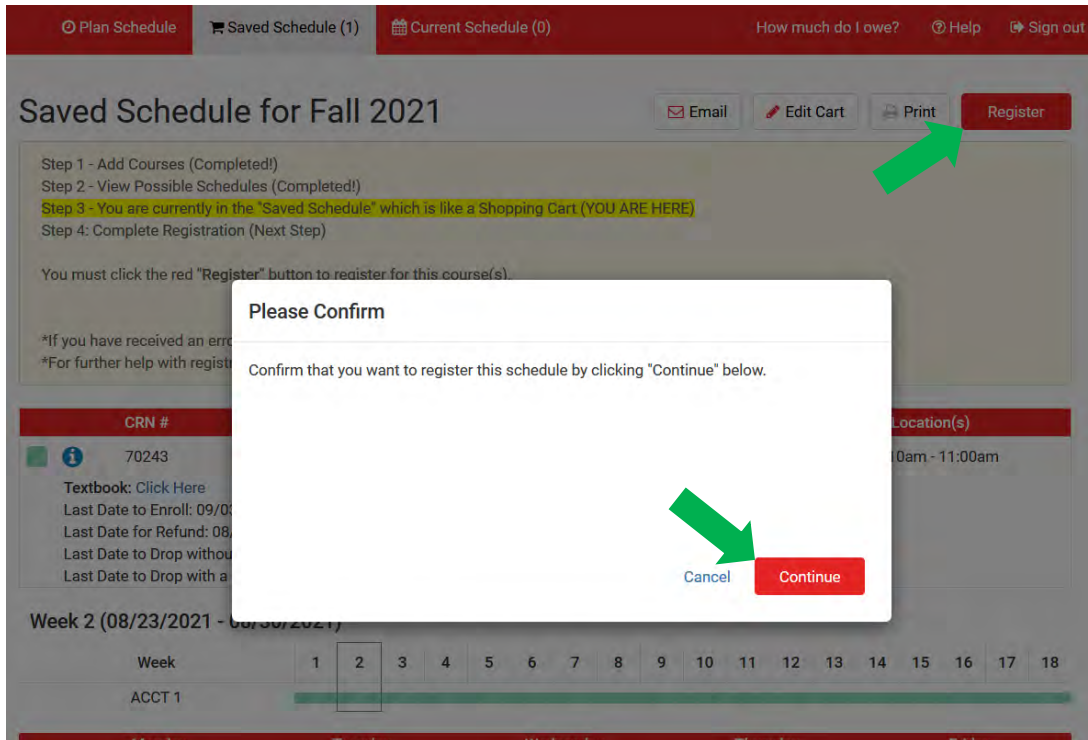
You will receive a confirmation of your successful registration.
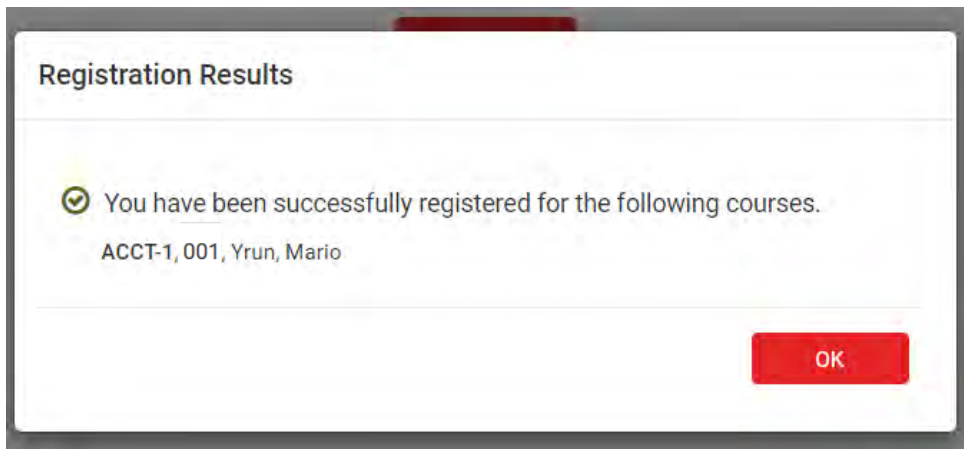
myRAM Scheduler | Dropping Courses

Step 1: Go to the **myRAM Scheduler** by following the steps in <u>Accessing Scheduler</u>.

Step 2: Select the **Current Schedule** menu and select **Edit or Drop Classes.**
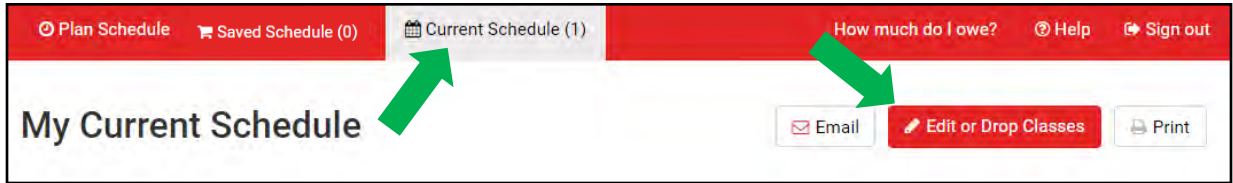
Step 3: Under the **Registration Status** column, open the drop down menu and select the drop option and press **Save**.
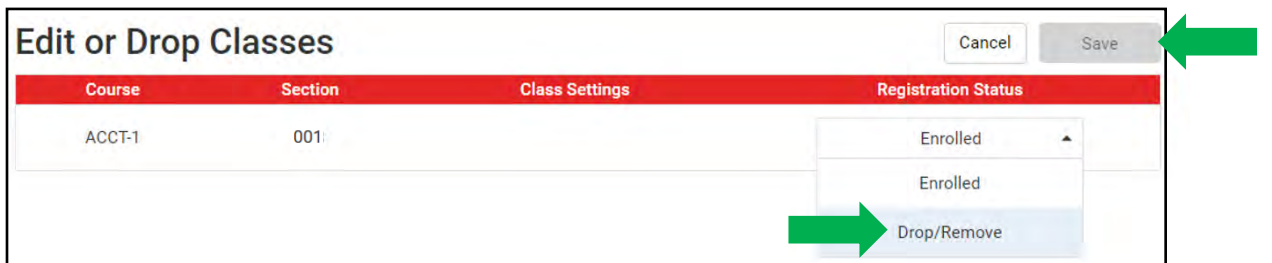
Rocky: The drop option will be different than the example above depending at what point in the semester you drop the course. Please visit the <u>Important Dates</u> page to review deadlines and other important dates.

myRAM Scheduler | Pass/No Pass

There are **two** ways students may choose the Pass/No Pass grading option.

Step 1: Go to the **myRAM Portal** by following the steps in Accessing myRAM Portal.

Step 2: Select **Pass/No Pass Grading Request**.
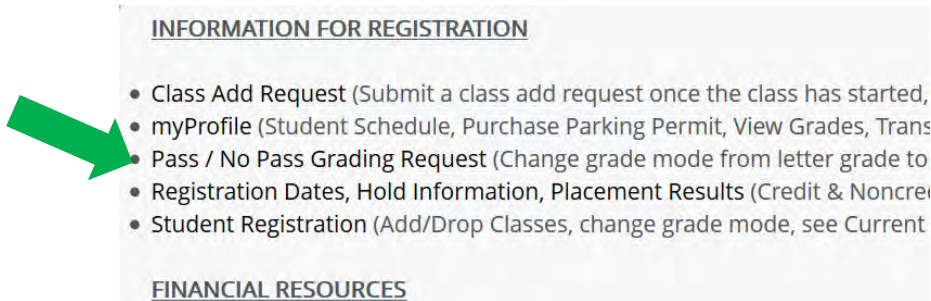
Step 3: Select the courses you wish to choose for Pass/No Pass.

Step 4: Confirm the courses you wish to choose for Pass/No Pass.

OR

Step 1: Go to the **myRAM Scheduler** by following the steps in Accessing Scheduler.

Step 2: Select the **Current Schedule** menu and select **Edit or Drop Classes**
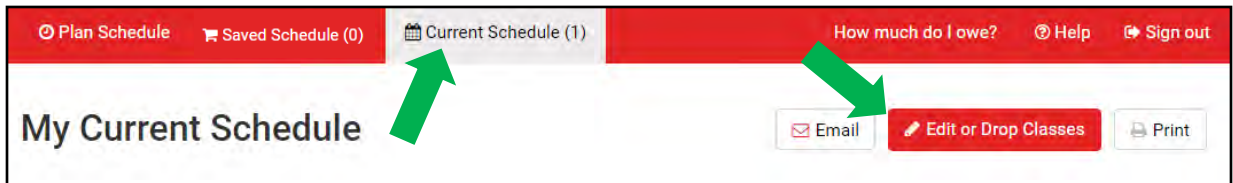
Step 3: Under the **Class Settings** column, open the drop down menu and select **Pass/No Pass** and **Save.**
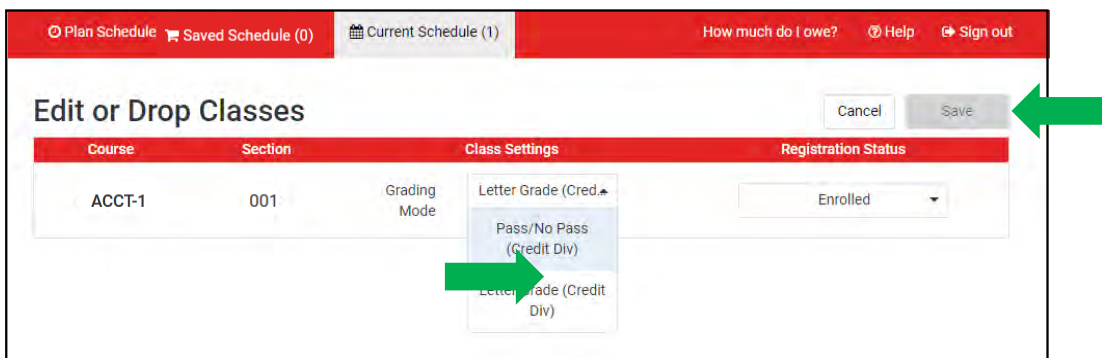
myRAM Scheduler | Troubleshooting

During registration, you may encounter some error messages preventing you from registering for your course(s).

Please consult our Registration Error Messages for information about the error and how to resolve it.

If you need additional assistance, please contact the Registration Center.

Waitlist | Information

- A waitlist 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 waitlist, you may place yourself on it.

- If a student in the class drops and a seat becomes available, the first student on the waitlist will be sent a notification to their CCSF email account. You have **24 hours** to register for the class once you have received the notification email.

- It is the student's responsibility to register for the class once notified of the opening.

- Please also see our Wait List FAQ for more information regarding waitlist.

- If you do not register in that timeframe, you will be removed from the waitlist and the next student on the list will be offered the opportunity to register for the class.

What if I do not get selected from the Wait List?

- The waitlist will expire the day the course begins. If you are still interested in adding the course after this point, you will need to submit a Class Add Request.
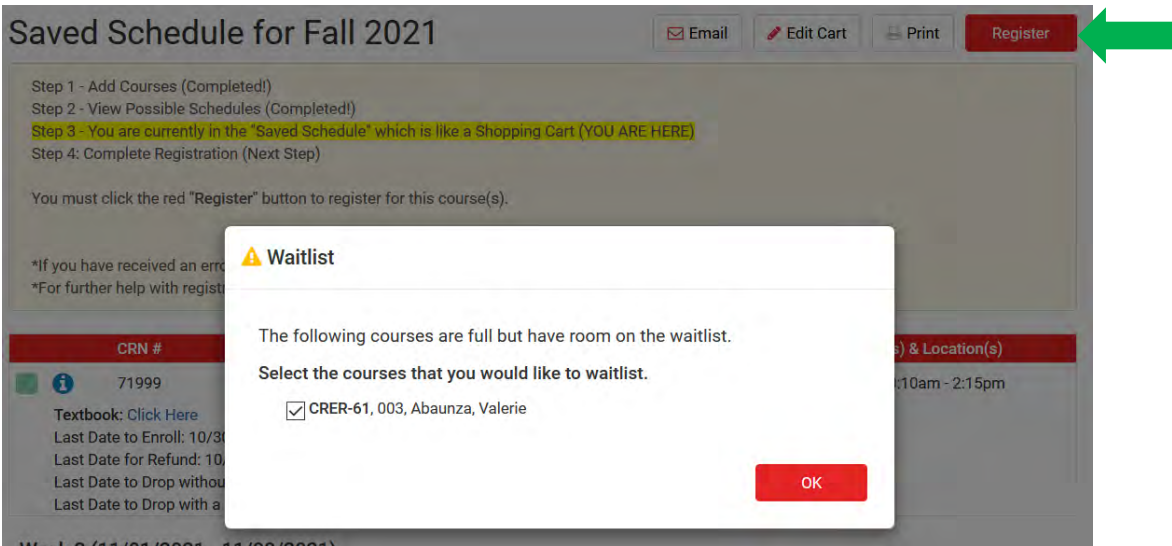
Waitlist | Adding to Waitlist

Step 1: Ensure that you changed the **Courses Status** to show **Open Classes and Full Classes w/ Open Waitlist**.

Step 2: Follow the all steps in the Adding Courses section.

Step 3: After pressing the **Register** button**,** you will be prompted to add to the waitlist if space is available. Check the box next to the course information and press **OK** and then press **Continue**.
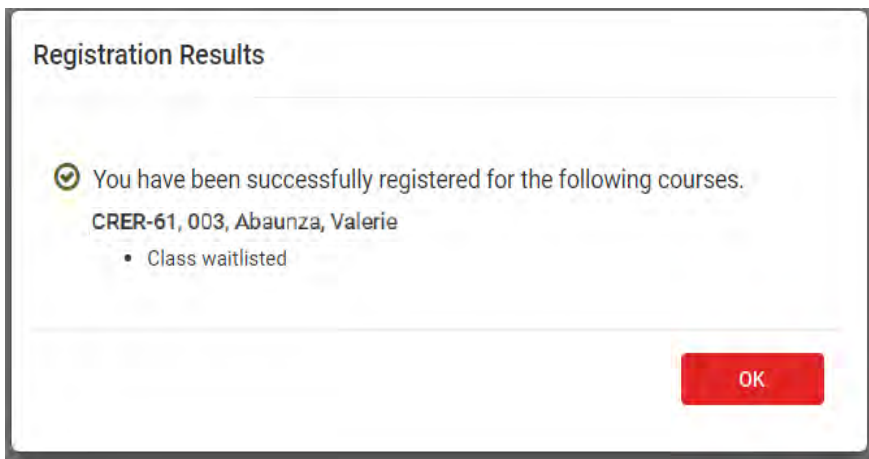
Rocky: If you are selected from the waitlist, you will be notified via your CCSF student email account. You will have **24 hours** to add yourself to the course after you have been selected. Be sure to check your CCSF email daily!

Waitlist | Adding After Waitlist Notification

> **Rocky:** After you have been selected from the waitlist you will recieve an email via CCSF student email account. You will not be automatically added to the course. You have **24 hours** to self-register on myRAM Scheduler.

Step 1: Go to the **myRAM Scheduler** by following the steps in Accessing Scheduler.

Step 2: Select the **Current Schedule** menu and select **Edit or Drop Classes**.
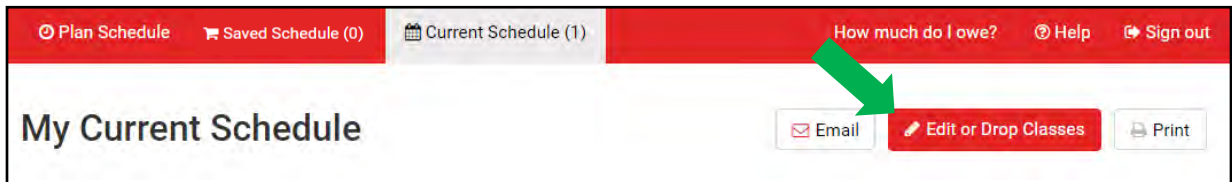
Step 3: Under the **Registration Status** column, open the drop down menu and select **** Registered**** and press **Save**.

Class Add Request | Information

- Students may continue to sign-up for a waitlist as part of the regular registration process prior to the 1st day of class; however, the waitlist expires on the first day of instruction.
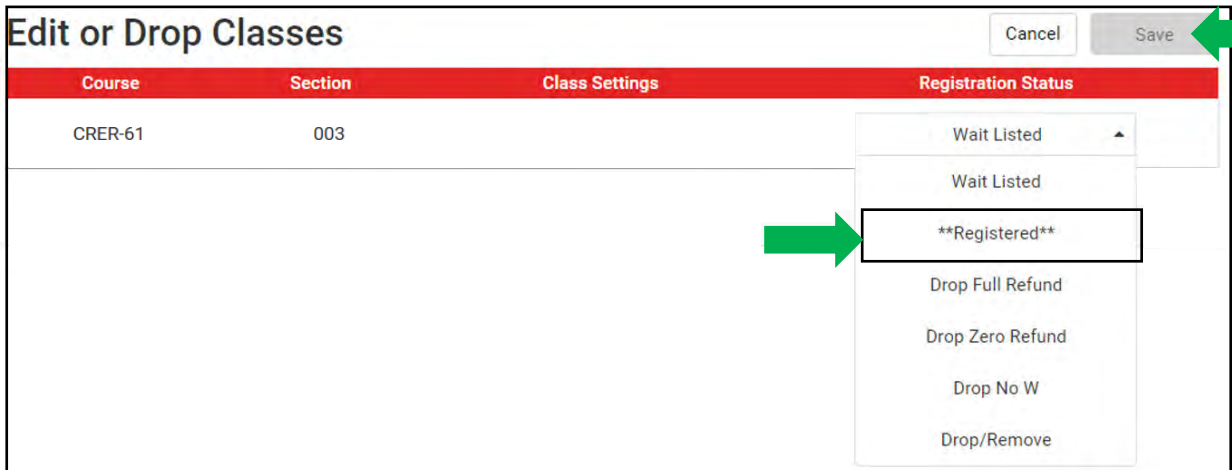
- A Class add Request can only be submitted once the **the course has started**. An error message will appear if you attempt to submit a request before the course has commenced. Requests will be valid until the last day to enroll.

- Students who submit a Class Add Request will be prioritized by their original priority registration appointment date/time.

- If the instructor approves your request, you will recieve confirmation through you CCSF student email account. Students who obtain approval will have **3 days** OR **until the last day to add the course** (whichever comes first) to add the course in their myRAM Portal.

- **Once approved, students must remember to add the class (specific to CRN) in myRAM Scheduler.**

⚠️ **Rocky:** If your Class Add Request is *not approved*, try choosing an alternate section or contacting the instructor for more details.
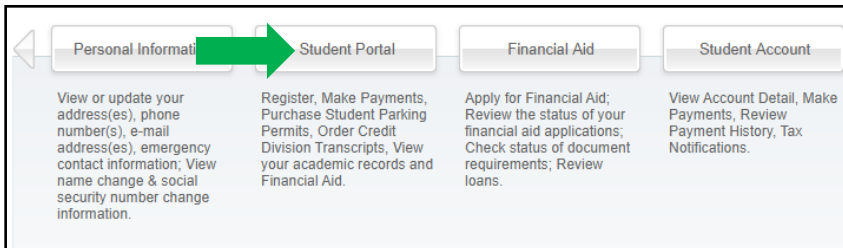
Class Add Request | Submit Request

Before submitting a Class Add Request, please make sure you have met the prerequisites for this course.

You can see what the prerequisites are for this course by selecting ⓘ within the Student Portal for the specific CRN.

If you wish to challenge the course prerequisite, see the [Prerequisite Challenge Process](#).

Step 1: Select **Student Portal**.

Step 2: Select **Class Add Request**.

Step 3: Select the **Term** and enter the **CRN** of the course and press **GO**.

Class Add Request | Submit Request (Cont.)

Step 4: You will be prompted with a confirmation screen. Verify information is correct and press **Confirm** to submit the request.

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

Subject:	FREN
Course Number:	1B
Section:	001
Start Date:	09/27/2021
End Date:	12/17/2021
Start Time:	0940
End Time:	1145
Meeting Days:	MW
Building:	Consult with Instructor
Room:	

Confirm   Back

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

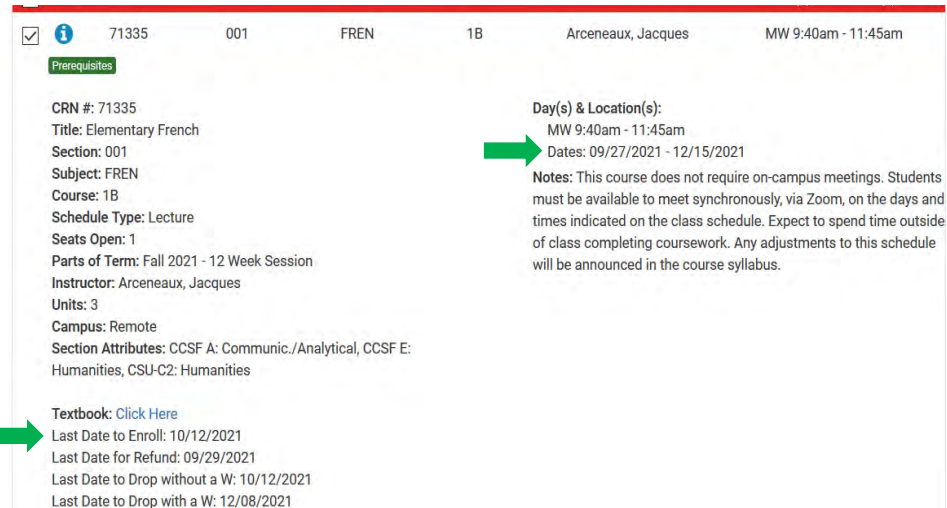**Rocky:** You will receive a confirmation to your CCSF student email account once you successfully submit a Class Add Request. You will also recieve an email to your CCSF student email account once the instructor has approved your request. **If approved, you must add the class through myRAM Scheduler**. See next step Adding After Approval.

Class Add Request | Adding After Approval

Students who obtain an approval must now **REGISTER** for the class. Students have **3 days** OR **until the last date to enroll** to self-register on myRAM Scheduler. Students who miss the 3 days must submit a new Class Add Request. A Petition to Add a Class Late will be needed for requests that have expired due to last date to enroll.

Rocky: In some cases the last date to enroll is reached before the allotted 3 days, so please make sure you have reviewed all deadlines for your classes.

Step 1: Follow the steps in Accessing Scheduler.

Step 2: Ensure that you changed the **Courses Status** to show **All Classes (Open & Full)**

Step 3: Follow the steps in Adding Courses.

Rocky: Please make sure the CRN selected is the one you received an approval for. If you receive an error message, see Registration Error Messages.
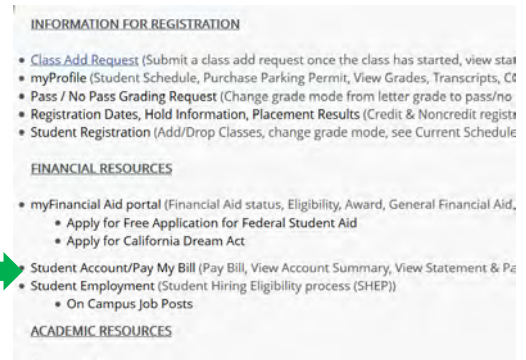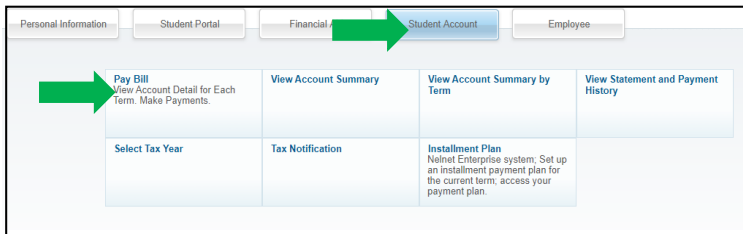
Tuition and Fees | Pay Your Fees

Payment of fees is due at the time of registration. Fees can be paid in the myRAM Portal.

Step 1: Follow the steps in Accessing Scheduler.

Step 2: Select **Student Account** and the **Pay Bill**.

Student Account may also be accessed through the Self Services Dashboard of myRAM Portal.

Step 3: Select the **Term** and press **Submit**.
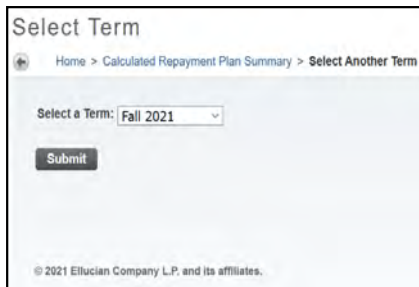
Rocky: Please make sure to make your payments in the correct term. Payments made in the incorrect term can cause accounting inaccuracies.

Step 4: Press the **Pay Now** button to begin the payment submission. You will be asked to input your personal and card information.

Rocky: If a negative balance appears or you have a question about the balance, please contact **Tuition & Fees** before making a payment.
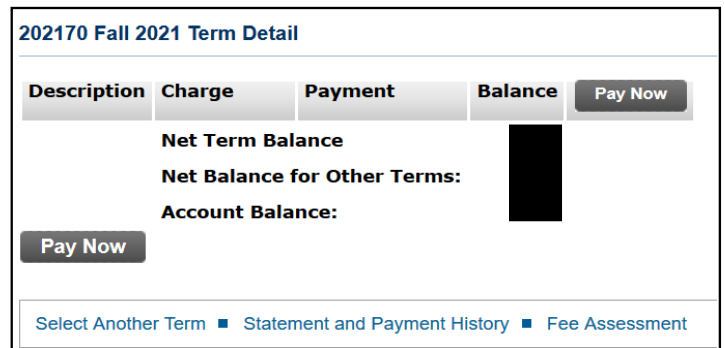
More information regarding payments can be found on the Tuition and Fees website.

Tuition and Fees | Nelnet Payment Plan

- To help you meet your educational expenses, City College of San Francisco is pleased to offer NELNET Business Solutions as a convenient budget plan. Nelnet Business Solutions offers a payment plan to students, for a small fee, to help facilitate the payment of your fees.
- NELNET is a tuition management plan that provides you with a low-cost option for budgeting tuition and fees. **It is not a loan program.** You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget monthly payments through NELNET is $18.00 per semester nonrefundable NELNET Enrollment Fee. The NELNET Enrollment Fee is automatically deducted from your account IMMEDIATELY.
- If you need to make adjustments after your payment plan is set up, you must work with the Tuition and Fees Office. It is important to note that your balance **will not be adjusted immediately** if financial aid is received or a class is dropped or added.
- **IMPORTANT:** If you have a balance due for a previous semester, signing up for the Nelnet payment plan **will not** allow you register until you pay off the entire balance.

Step 1: Follow the steps in Accessing Scheduler.

Step 2: Select **Student Account** and the **Installment Plan**.