City College of San Francisco

myRAM Registration Guide

Registration Center

50 Frida Kahlo Way, Multise Building (MUB) 130B, San Francisco, CA 94112

register@ccsf.edu

Admissions and Records

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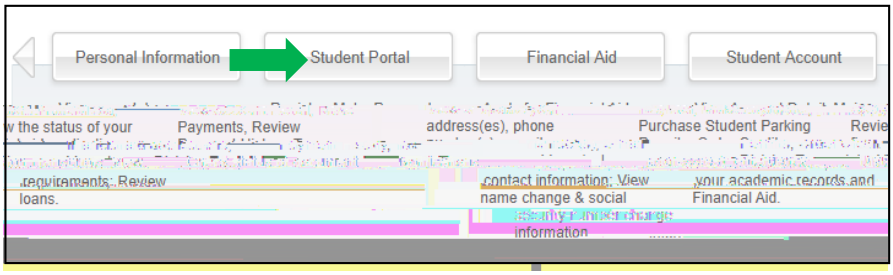
Getting Started: Accessing myRAM Portal

Step 1: Visit www.ccsf.edu

Step 2: Go to MyCCSF

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.

myRAM Scheduler

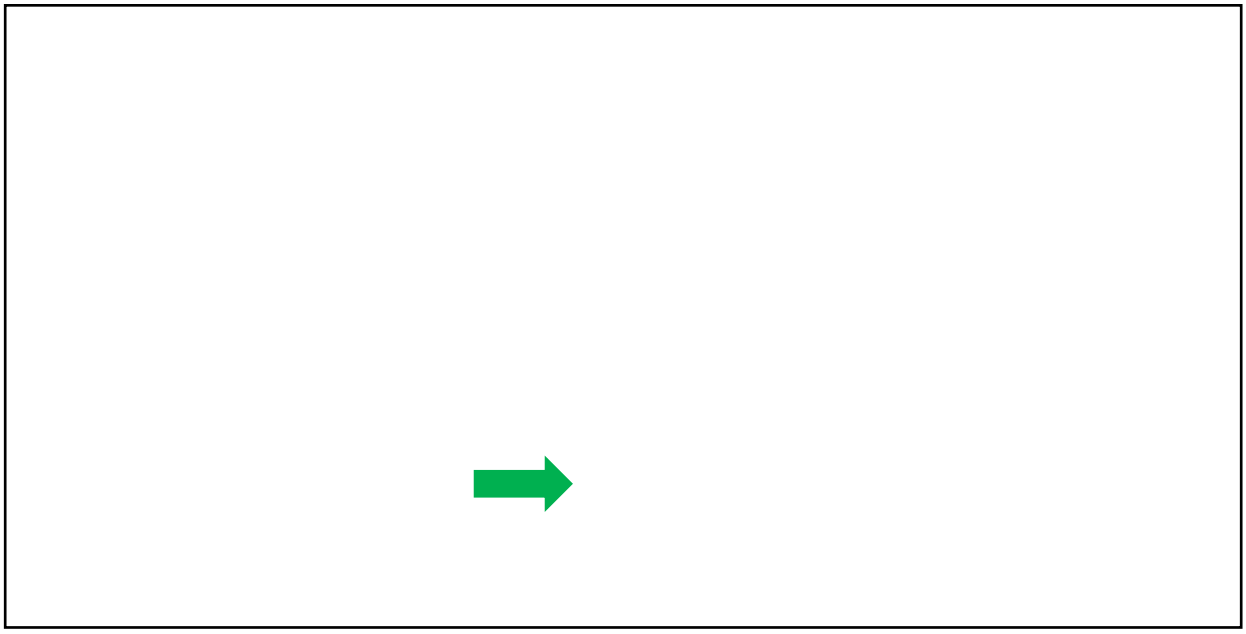
myRAM Scheduler Free City Application

Step 1:Follow the steps in the

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 semeste

myRAM Scheduler | Adding Courses

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

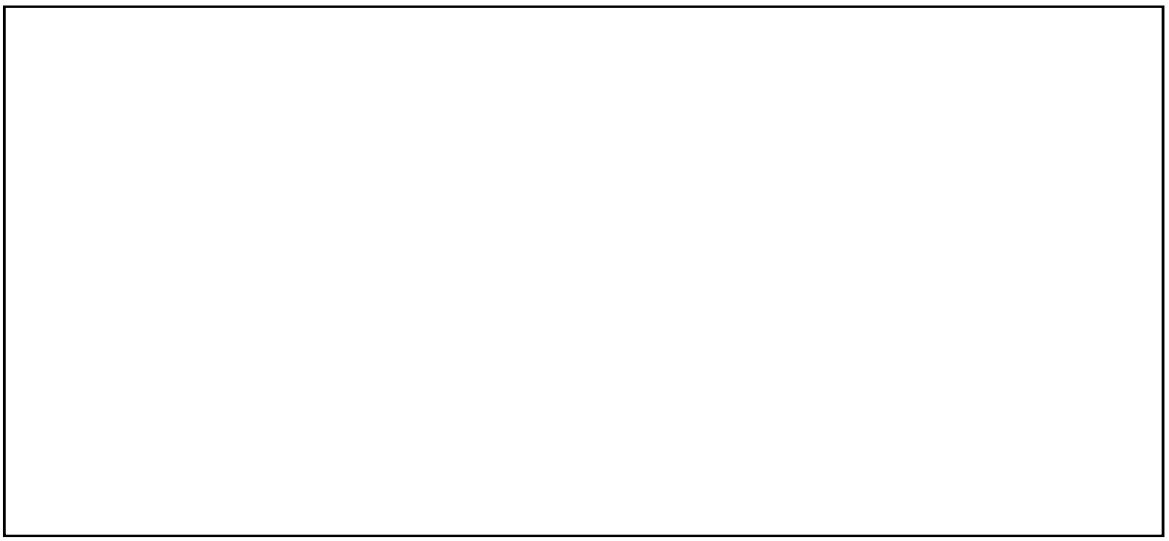
Also, if you have been away from CCSF for more than one year, you will need to submit a current application to be readmitted.

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

Step 2: bAi 2:ec (e)-]TJ-8 f 2:i (2:r (2:e6 (d)8.TJ /TT05 Tc -0.009 Tw [(m (e66Td [(A)1.8 (i)

myRAM Scheduler: Adding Courses (Cont.)

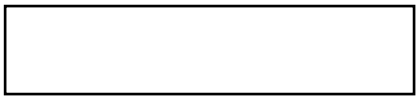
Step 7: Review course information such as Instructor, Dates, Campus, and Units for example. You can also view additional Section Details by clicking the blue information icon.



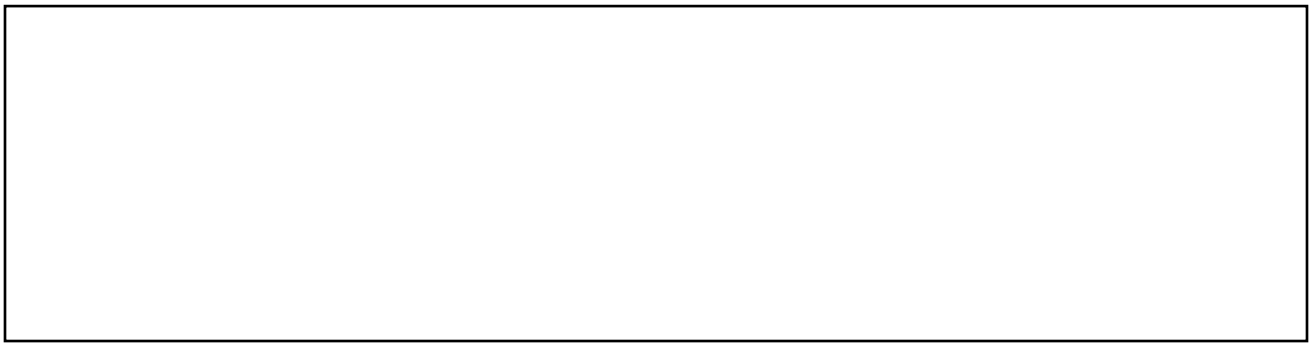
Rocky: Please make sure to check the Section Details to find more information

myRAM Scheduler | Adding Courses (Cont.)

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.

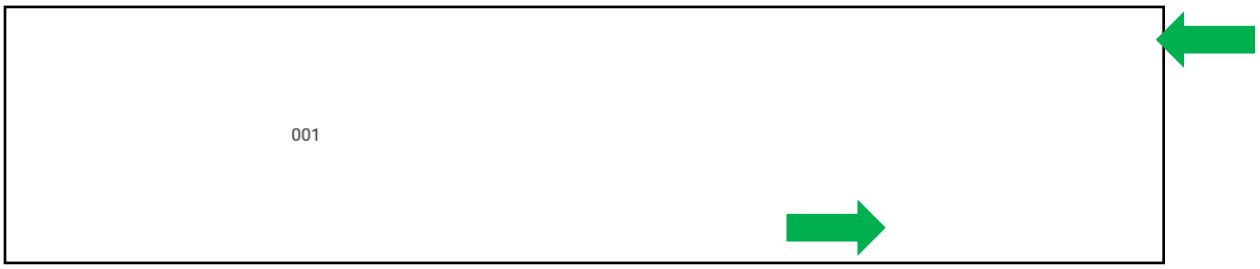


myRAM Scheduler | Dropping Courses

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 the drop option and press Save



Rocky: The drop option will be different than the example above depending at w point in the semester you drop the course. Please visit the Important Dates page to review deadlines and other important dates.

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.

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 wait oist will be sent a notification to their CCSF email account. You ð 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 (š šCE ‰ }] 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

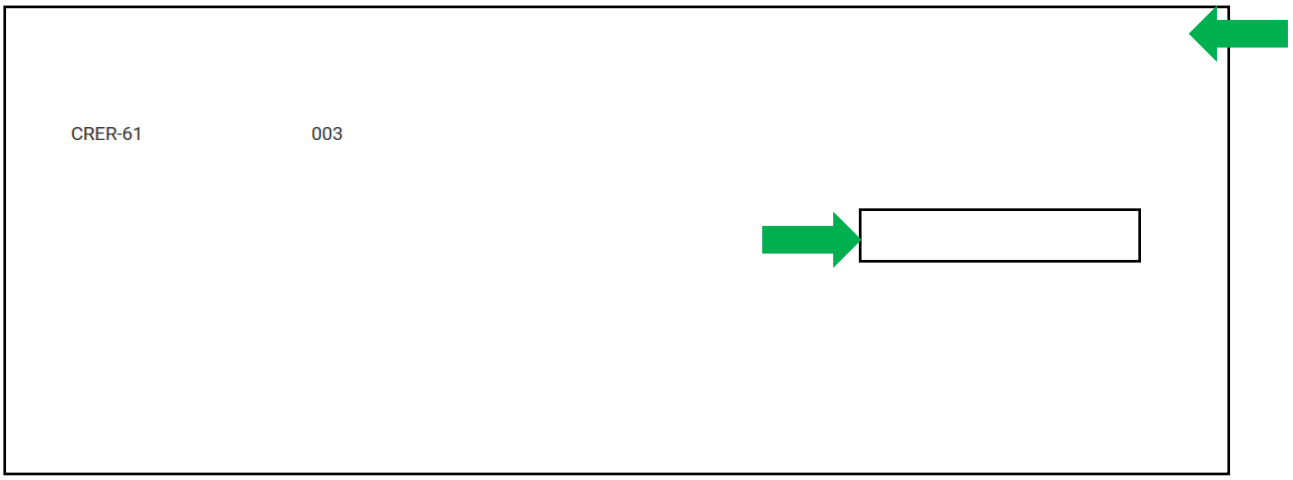
Waitlist | Adding After Waitlist Notification

Rocky: After you have been selected from the waitlist you will Œ an]email À À ÇCSF student email account X You will not be automatically added to the course. You have î ð hours to • o (r Œ P] • š Œ } v u Ç Z D ^ Z µ o Œ X

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

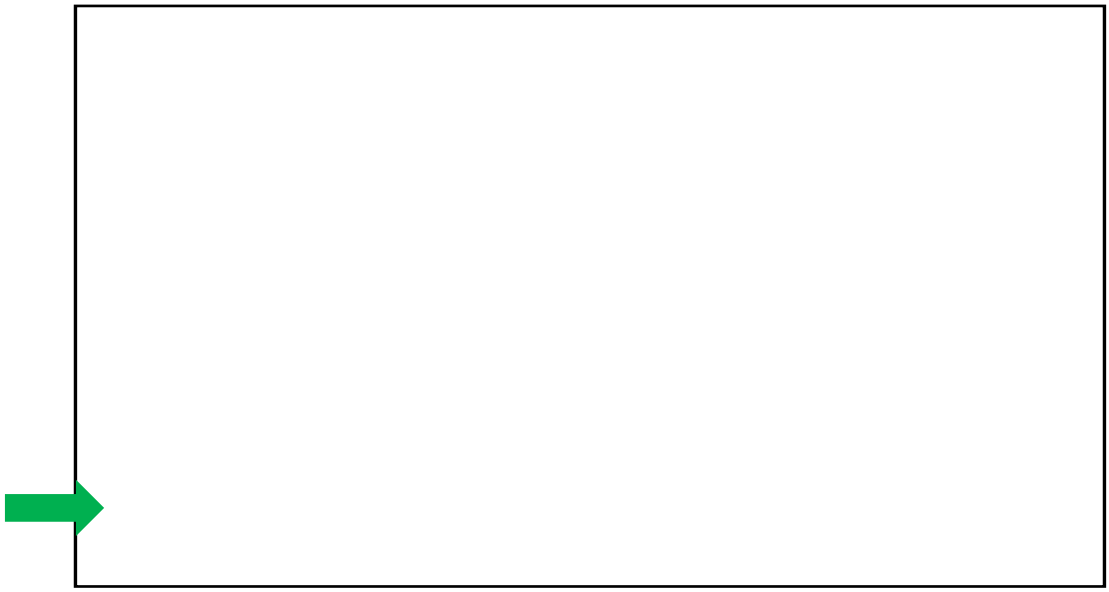
Step 2: Select the Current Schedule menu and select Edit or Drop Classes

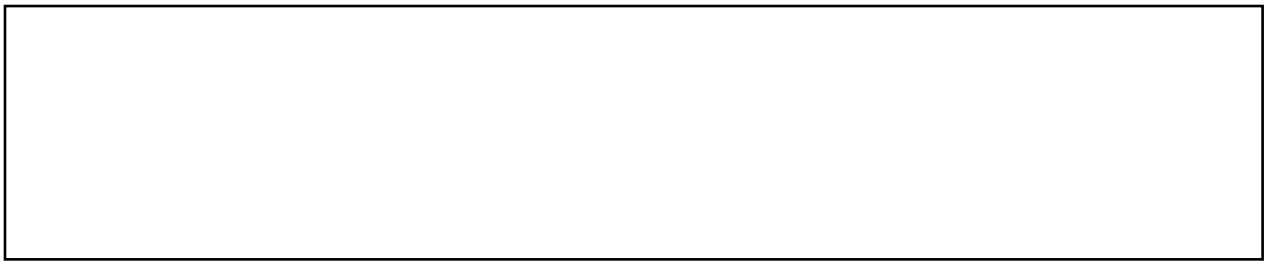
Step 3: Under the Registration Status column, open the drop down menu and select ** Registered** and press Save



Class Add Request – Submit Request (Cont.)

Step 4: You will be prompted with a confirmation screen X s Œ] (Ç] v (} Œ and š] } v press **Confirm** to submit the request.





Rocky: You will receive a confirmation to your CSF student email account } v Ç } µ • µ • • (µ o o Ç • µ u] š o • • o Z • } k µ Œ • š] X À z } µ v Á] u o] o š } Ç } µ Œ ^ & • š µ v š u] o } µ v š } v š Z] v • š Œ µ š } Œ / Z ‰ ‰ Œ ‰ À Ç } µ Œ Œ u µ • š š Z o • • š Z Œ Ç µ Z P Ø Z µ o e Œ v S Æ š • š ‰ After Approval.

Class Add Request | Adding After Approval

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Á Z } u] • • ï š Z Ç • u µ • š • µ u] š v Á o • • W š] š Z] } ‹ v µ š • } š X o •
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Rocky:

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

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 t010- c -7.3 (- [g14 mt.9 (l)-3.8 (l)-3.7-3.8 (l)2OT.6 1k- [gca)-1.6 (9 (n)1.oTc -