City College of San Francisco

myRAM Registration Guide

Registration Center

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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](http://www.ccsf.edu).

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

![Navigation Menu](image)

Step 3: Scroll down to Quick Links and select myRAM Portal.

![Quick Links](image)

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.

  ![New to RAM ID?](image)

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

```plaintext
Username
W00000000 or jsmith

[ ] I am Staff/Faculty

Password

Login
Change P
```
Step 5: Select the myRAM Portal button in the myCCSF Resources Portal.

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.
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.
**myRAM Scheduler | Accessing the Scheduler**

**Step 1: Select Student Portal.**

![Image showing the Student Portal selection path]

**Step 2: Select Student Registration.**

![Image showing the Student Portal login]

**Step 3: Select Register Now.**

![Image showing the Register Now button]

**Step 4:**

- Select your **Term** and press **Save and Continue**.
- Select your desired **Campus** and press **Save and Continue**.
- Select your desired **Course Status** and press **Save and Continue**.

Related Pages: [Adding Courses], [Dropping Courses], [Pass/No Pass], [Variable Units], [Waitlist]
**myRAM Scheduler | Free City Application**

**Step 1:** Follow the steps in the Accessing Scheduler and press Open Action Items.

![Open Action Items](image)

**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.

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**Rocky:** In-state students must submit a Free City application every semester. Nonresident, International and High School students are not required to apply.
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:

<table>
<thead>
<tr>
<th>Course Status</th>
<th>Parts of Term</th>
<th>Credit Types</th>
<th>Instruction Modes</th>
<th>Change</th>
<th>Change</th>
<th>Change</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Classes Only</td>
<td>All Parts of Term Selected</td>
<td>All Credit Types Selected</td>
<td>All Instruction Modes Selected</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Recommended)</td>
<td>Change</td>
<td>Change</td>
<td>Change</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campuses</td>
<td>Change</td>
<td>Change</td>
<td>Change</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Campuses Selected</td>
<td>Change</td>
<td>Change</td>
<td>Change</td>
<td></td>
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<tr>
<td>Term</td>
<td>Change</td>
<td>Change</td>
<td>Change</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>Fall 2020</td>
<td>Change</td>
<td>Change</td>
<td>Change</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Step 3:** Add any desired **Break** times that would like included in your schedule.
Step 4: Select Add Course.

Step 5:

a. Search for your course by Subject, Section Attribute, or Instructor.
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 selected all desired courses, press the Done button.

Step 6: Now you have the option to select a specific section of the course by selecting the Sections button.
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.

![Course Information]

**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.

![Selected Sections]

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

**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 select 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 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 what point in the semester you drop the course. Please visit the Important Dates page to review deadlines and other important dates.
myRAM Scheduler | Pass/No Pass

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 press Save.
myRAM Scheduler | Variable Units

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 the number of units you desire and press Save.
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 at (415) 239-3858 or you can submit a Contact Form.
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 list 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 wait list 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 you will need to submit a Class Add Request. Please visit 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.
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 an email to your CCSF student email account, you will not be automatically added to the course. You have 24 hours to add yourself to the course.

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

- 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](http://ccsf.edu/classaddrequest).
- Students who submit a class add request will be prioritized by their original priority registration appointment date/time.
- If you have questions on how to perform this procedure, please contact the Registration Office at (415) 239-3858 or you can submit a [Contact Form](#).
Class Add Request | Submit Request

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

Rocky: You will receive a confirmation to your CCSF student email account. You will also receive an email to your CCSF student email account if you have been approved. If approved, you must add the class through myRAM Scheduler. See Adding After Approval.
Class Add Request | Adding After Approval

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.
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.

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.

More information regarding payments can be found on the Tuition and Fees website.
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.