



City College of San Francisco myRAM Registration Guide



Registration Center

50 Frida Kahlo Way, Multi-Use Building (MUB) 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.



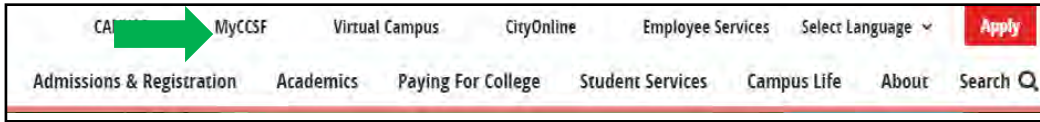
Rocky: Hello and welcome to CCSF! I am **Rocky the Ram**. You will see me appear throughout this guide to provide additional tips.



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**.

Student Resources at CCSF



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?
Forgot Password?

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

Username

W00000000 or jsmith

I am Staff/Faculty

Password

Login

Change F

Getting Started | Accessing myRAM Portal (Cont.)



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.

MYCCSF LOGIN PORTAL

Username
W00000000 or jsmith
 I am Staff/Faculty

Password

Login **Change Password** **New to RAM ID? Forgot Password?**

RAM ID USERNAME FORMAT

- **STUDENT:** Student ID Number (e.g. W00000000,@00000000,...) - [STUDENT TRAINING VIDEO](#)
- **STAFF/FACULTY:** Network Login (e.g. jsmith) [Check "I am Staff/Faculty"]. - [STAFF TRAINING VIDEO](#)

NEED HELP?

- **What is RAM ID?** - [INFO](#)
- **New Users** click "New to RAM ID? Forgot Password?" - [INSTRUCTIONS PDF](#)
- **Forgotten Password** click "New to RAM ID? Forgot Password?" - [INSTRUCTIONS PDF](#)
- **To Change known Password** click "Change Password" - [INSTRUCTIONS PDF](#)

Still need assistance? Contact CCSF Helpdesk at (415) 239-3711 (option 5)



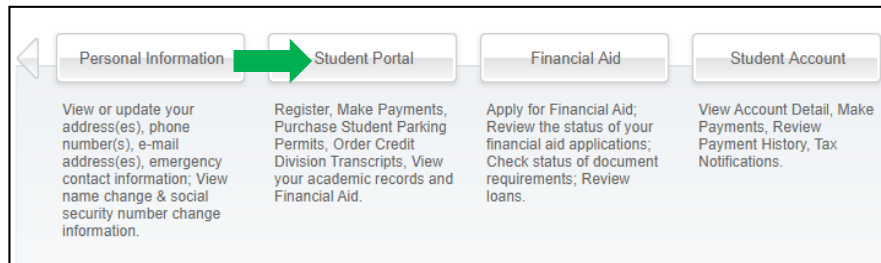
Step 5: Select the **myRAM Portal** button in the **myCCSF Resources Portal**.

myCCSF Resources Portal

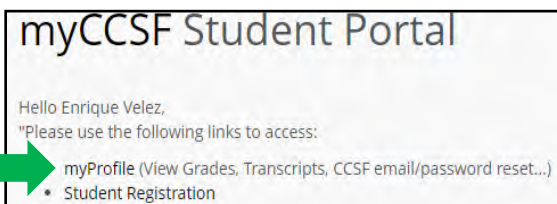
- Adobe Sign
- Banner 9 - AppNav [On-site Only]
- CAMPUS LOGIC [Financial Aid]
- CANVAS
- CurricUNET
- Drupal - CMS - Prod
- myRAM Portal**
- SCHOLARSHIPUNIVERSE [Scholarship]

Getting Started | Registration Appointment

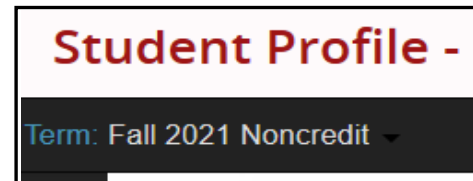
Step 1: Select Student Portal.



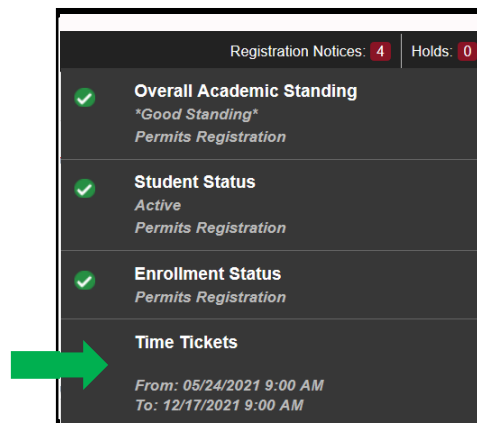
Step 2: Select myProfile.



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.



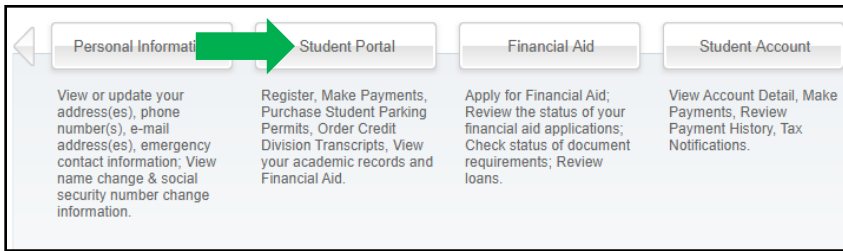
Registration Dates, Hold Information, and Placement Results may also be easily accessed within the Student Services Dashboard of myRAM Portal.

INFORMATION FOR REGISTRATION

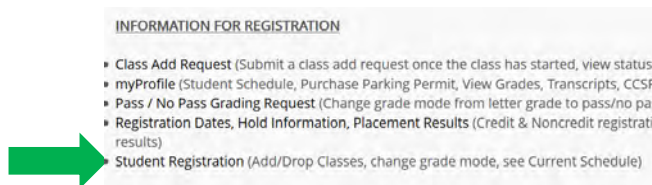
- Class Add Request (Submit a class add request once the class has started, view status of submitted requests)
- myProfile (Student Schedule, Purchase Parking Permit, View Grades, Transcripts, CCSF email/password reset)
- Pass / No Pass Grading Request (Change grade mode from letter grade to pass/no pass)
- Registration Dates, Hold Information, Placement Results (Credit & Noncredit registration dates, hold information, find placement results)
- Student Registration (Add/Drop Classes, change grade mode, see Current Schedule)

myRAM Scheduler | Accessing the Scheduler

Step 1: Select Student Portal.



Step 2: Select Student Registration.



Step 3:

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

registration holds in your [MyProfile Page](#) after your assigned registration date

Select Term

- Term
- Fall 2021
 - Fall 2021 Noncredit

✔ Save and Continue



Select Course Status

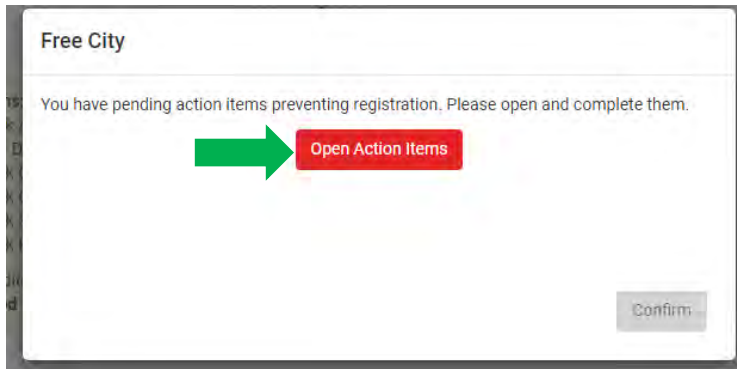
- Course Status
- Open Classes Only (Recommended)
 - Open Classes & Full Classes w/Open Waitlist
 - All Classes (Open & Full)

✔ 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.

A screenshot of a web application form titled "Free City". The form is divided into several sections:

- Residency:** Contains two questions with radio button options: "I have established California Residency or AB540 recipient" (Yes/No) and "I am a San Francisco Resident" (Yes/No).
- Student Representation Fee:** Contains a question: "The \$2 Student Representation Fee is used to advocate for CDDP students at the local, state, and federal level. You have the option to opt out of this fee. Do you wish to opt out?" with Yes/No radio buttons.
- Financial Aid:** Contains a question: "Financial aid resources are critical to your educational success at CDDP. Did you know you may be ELIGIBLE for a tuition waiver (California College Promise Grant) if you answer YES to the following?" followed by two numbered questions: "1. Do you have a Bachelor's or Graduate Degree?" and "2. Are you between the age of 18-25 and do you live away from your parents independently?". Below these are three radio button options: "I am already a financial aid student", "I am not currently a financial aid student but I would like to apply and request additional assistance", and "I am not interested in applying for Financial Aid".
- Drop/Withdraw Courses:** Contains a paragraph of text explaining the consequences of dropping courses and a checkbox for acknowledgment: "By checking, I verify that I understand that I am liable for all fees (including the fall enrollment fee 'tuition' per semester unit) for classes not dropped by the refund deadlines. Refund deadline dates for each course can be located on the college website at <http://www.ccsf.edu/schedule>, clicking on myRAM Schedule of Classes, selecting the current term, search for your class, and click on the Course Title."
- Affidavit:** Contains a paragraph of text: "I, the undersigned, declare under penalty of perjury under the laws of the state of California that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the Free City program. I further understand that if any of the above information is untrue, I will be liable for payment of the applicable fees from which I was exempted and may be subject to disciplinary action by the City College of San Francisco. I understand although financial aid is not required for eligibility purposes at this time, I am encouraged to apply for additional financial aid resources."
- Signature and Date:** Includes fields for "Signature:" and "Date (MM/DD/YYYY):" with the date "08/06/2020" entered.

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.

Please fill out the following information

Home > Please fill out the following information

Declare Major:
The choice of your major may affect your Financial Aid eligibility. To be eligible, you must be enrolled in an eligible program leading to an Associate degree, an eligible certificate, or transfer to a 4-year university to obtain a Baccalaureate degree. Financial aid eligible programs are listed below.

CAL GRANT RECIPIENTS
Important: Cal Grant funding is limited to 4 academic years. In order to graduate in 4 years, you must complete 18 units or more per semester. Create a plan with your academic counselor to ensure you will graduate in four years.

Your current major: **SQSA QBooks & Spreadsheets for Acct**
Our records show you are a not a credit student. You cannot update your major via this interface. Please contact Noncredit Admissions to update your major.

Expected hours of Employment: 1-9

Education Goal: Bachelor after Associate Degr

Student Email Account
City College is excited to provide college email accounts to all students! This account is where the college will contact you with important information about your classes, registration, fees and things happening around campus.

College Email:

Tuition Payment Plan
• If you have outstanding balance, you can setup payment plan using the following link.

To set payment plan up click here

Residency Adjustment Pending - Submit required docs to A & R, Conlan 107

SB150 - High School Student

SEIU - CCSF Classified Employees - Submit required docs to HR, 33 Gough

Saudi Arabia Cultural Mission Scholarship

TechSF Grant

United Healthcare Workers West/SEIU - Submit required docs to Bursar's Office, Conlan 104

Veterans Benefits (All Chapters) - Submit required docs to Veterans Office, Cloud Hall 333

Veterans Retraining Assistance Program (VRAP) - Submit required docs to Veterans Office, Cloud 333

Vocational Rehabilitation-Submit Required authorization letter to Bursar's Office, Conlan Hall 104

CCSF needs your help in gathering information to support vital funding!

Without your participation in completing this survey the College stands to lose dollars critical for your education. This survey is voluntary and responses are treated with confidentiality.

1. Are you currently receiving any of the following benefits:
TAMU-CARW/044?
Supplemental Security Income (SSI)?
General Assistance (GA)?
Extended Opportunity Programs and Services (EOPS)?
Financial Aid (Pell Grant, BOGG or other)?
Section 8 Housing Assistance?
Food Stamp programs, such as:
Supplemental Nutrition Assistance Program (SNAPP)
Women, Infants, and Children (WIC)
or other Electronic Benefit Transfer (EBT) programs?
Any other economic public assistance?

2. Are you a single parent with custody of one or more minor children?

3. Have you previously cared for your home and family without pay and are now supporting yourself?

Yes No

Yes No

Yes No

According to your family size, is your annual income less than the amount stated in the chart below:

Family Size, Including Yourself	Annual Income is Less Than:
1	\$22,600
2	\$26,800
3	\$29,050
4	\$32,250
5	\$34,850
6	\$37,450
7	\$40,000
8	\$42,600
Each Additional Family Member	Add \$2,600

Registration



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)	<input type="button" value="Change"/>	Parts of Term	All Parts of Term Selected	<input type="button" value="Change"/>
Campuses	All Campuses Selected	<input type="button" value="Change"/>	Credit Types	All Credit Types Selected	<input type="button" value="Change"/>
Term	Fall 2021	<input type="button" value="Change"/>	Schedule Methods	All Schedule Methods Selected	<input type="button" value="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 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

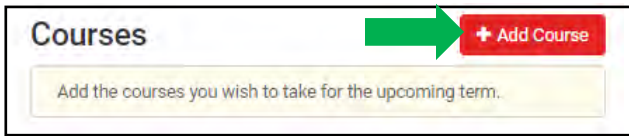
End Time: 11:00 am pm

Days: Select Weekdays

MON TUE WED THU FRI SAT SUN

myRAM Scheduler | Adding Courses (Cont.)

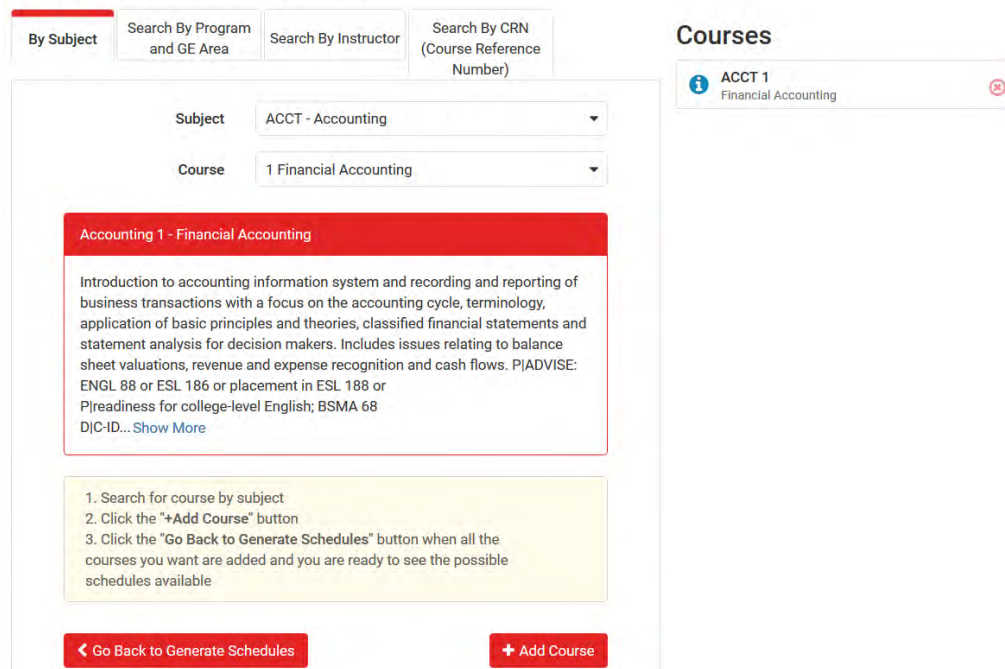
Step 4: Select **Add Course**.



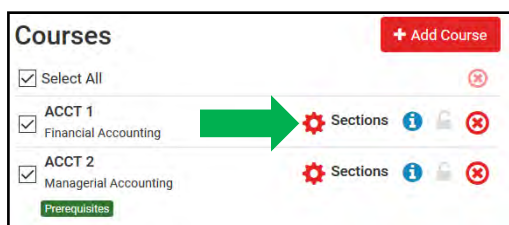
Step 5:

- Search for your course by **Subject, Section Attribute, Instructor, or CRN**.
- After locating your desired subject and course, select **Add Course**.
- The added courses will appear on the **Courses** menu to the right. You can select multiple courses to add.
- After you choose all desired courses, select **Go Back To Generate Schedules**.


Add Courses for Fall 2021

A screenshot of the 'Add Courses for Fall 2021' interface. At the top, there are four search filters: 'By Subject', 'Search By Program and GE Area', 'Search By Instructor', and 'Search By CRN (Course Reference Number)'. Below these are two dropdown menus: 'Subject' set to 'ACCT - Accounting' and 'Course' set to '1 Financial Accounting'. A red box highlights the course details for 'Accounting 1 - Financial Accounting', including a description and a 'Show More' link. Below the description is a yellow box with a three-step instruction list. At the bottom, there are two red buttons: 'Go Back to Generate Schedules' and '+ Add Course'. On the right side, there is a 'Courses' menu with one item: 'ACCT 1 Financial Accounting' with an information icon and a close icon.

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.

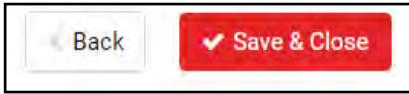
Included (1 of 7)											Advanced Filters
<input type="checkbox"/>	CRN #	Section	Schedule Type	Seats Open	Waitlist	Waitlist Seats Available	Instructor	Day(s) & Location(s)	Dates	Campus	Units
<input checked="" type="checkbox"/>	 70243	001	Lecture	1	0	10	Yrun, Mario	MTWThF 10:10am - 11:00am	08/16/2021 - 12/17/2021	Remote	5
<input type="checkbox"/>	 70244	002	Lecture	0	0	0	Yrun, Mario	MTWThF 11:10am - 12:00pm	08/16/2021 - 12/17/2021	Remote	5
<input type="checkbox"/>	 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.

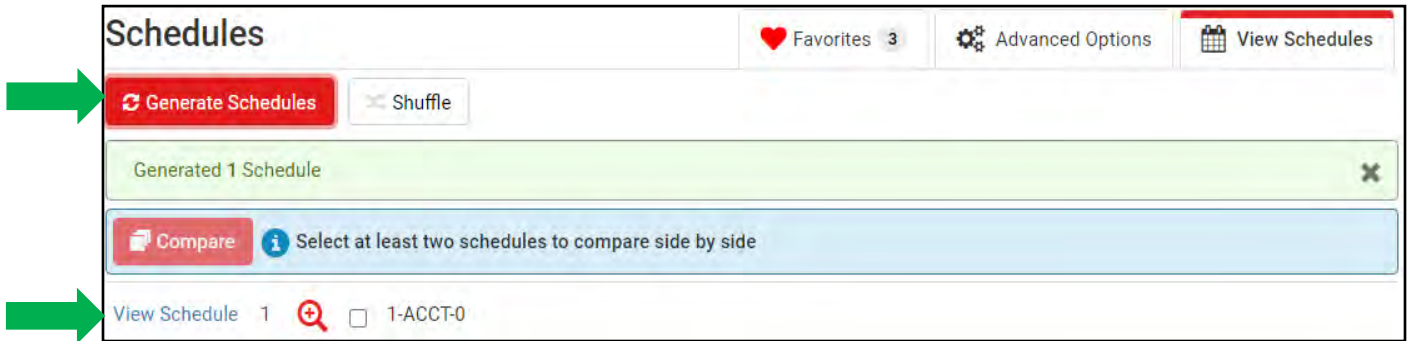


myRAM Scheduler | Adding Courses (Cont.)

Step 8: Select **Save and Close** once you have selected your desired sections

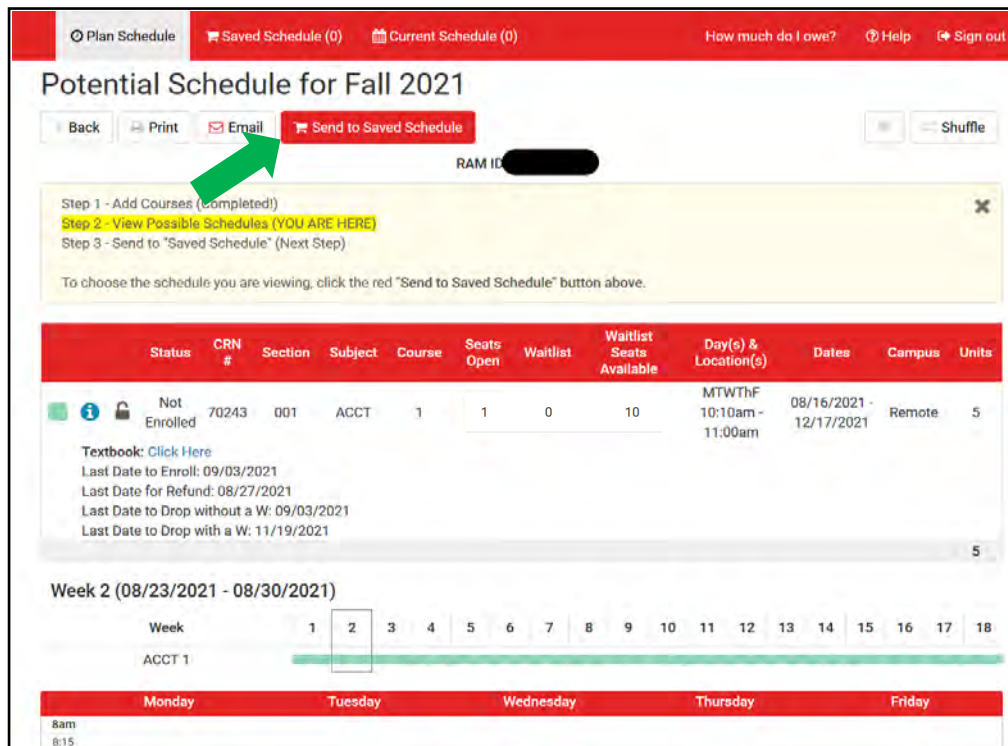


Step 9: Select the **Generate Schedules** button. A list of schedules will be generated below. Select **View Schedule** to view your desired schedule.



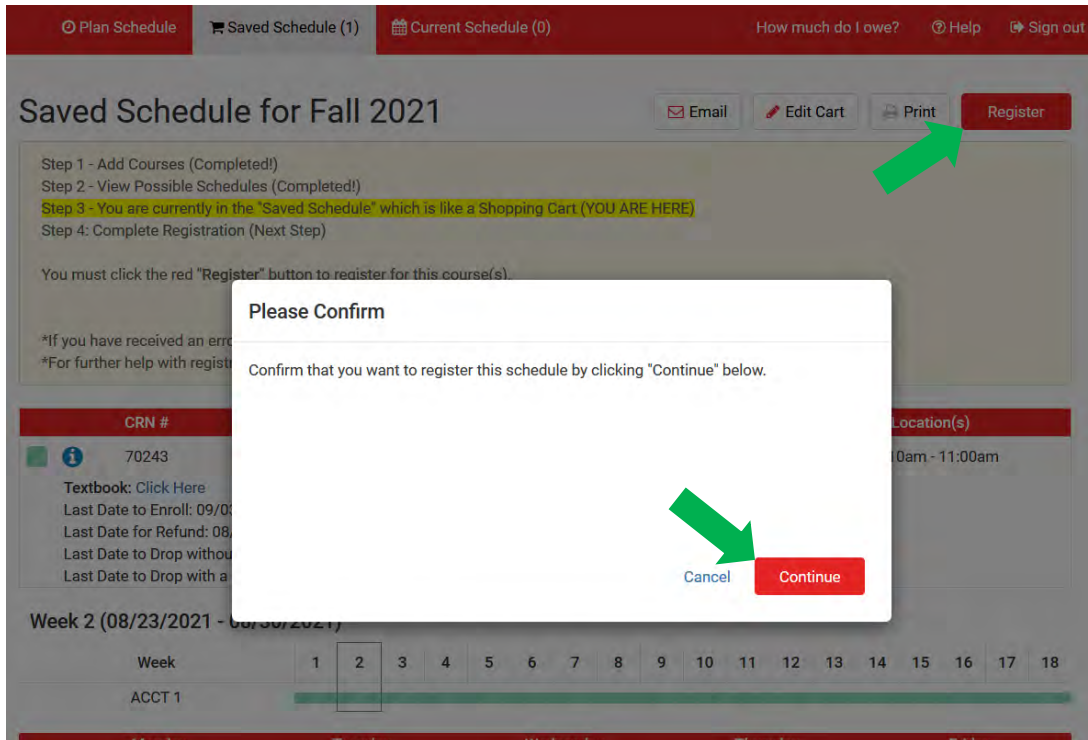
Step 10: At this point, you can review your generated schedule. After confirming your schedule, you can **Send to Saved Schedule**.

You can also save your schedule for to your **Favorites** by selecting the heart icon.

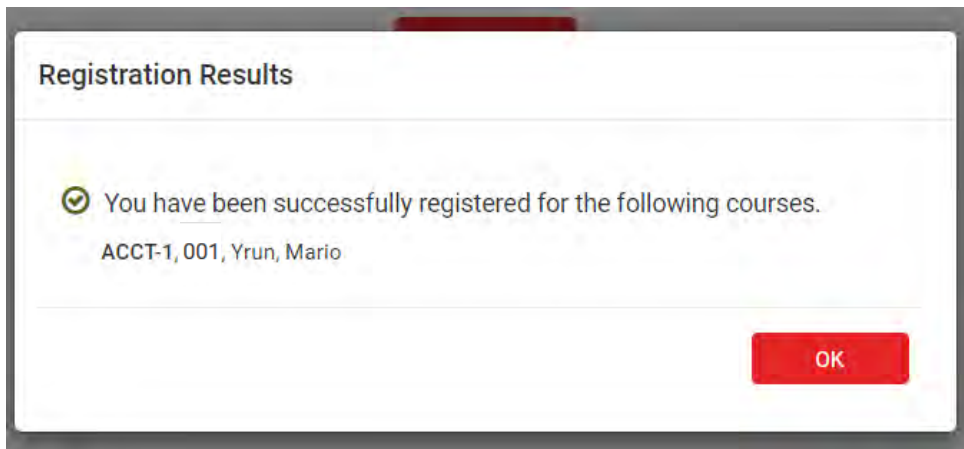


myRAM Scheduler | Adding Courses (Cont.)

Step 11: Press the Register button and confirm your submission by pressing Continue.



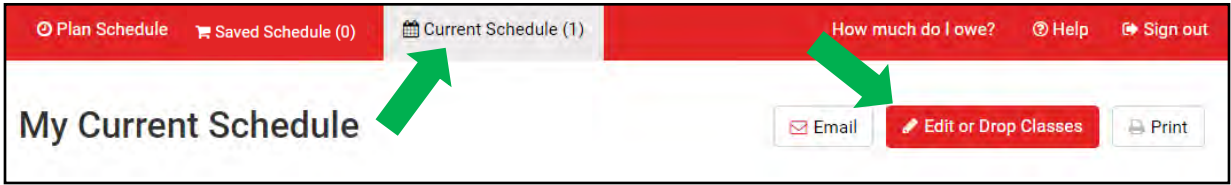
You will receive a confirmation of your successful registration.



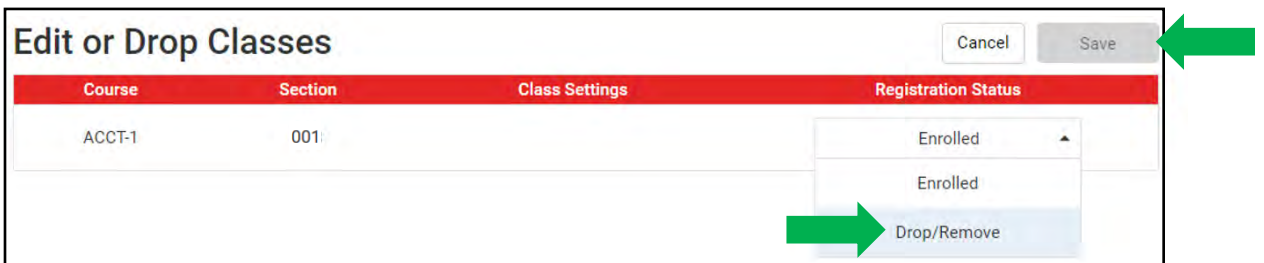
myRAM Scheduler | Dropping Courses


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.

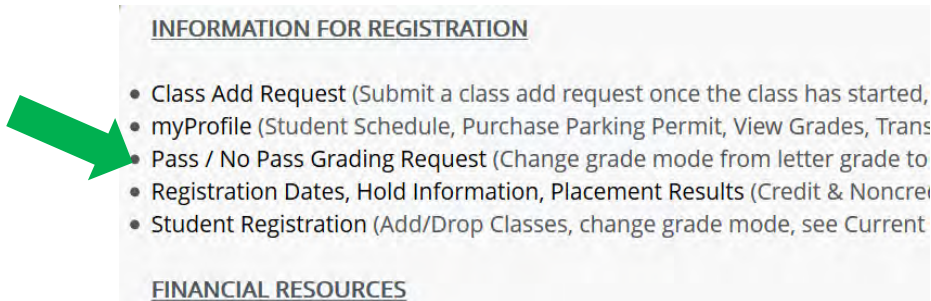


myRAM Scheduler | Pass/No Pass

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**.



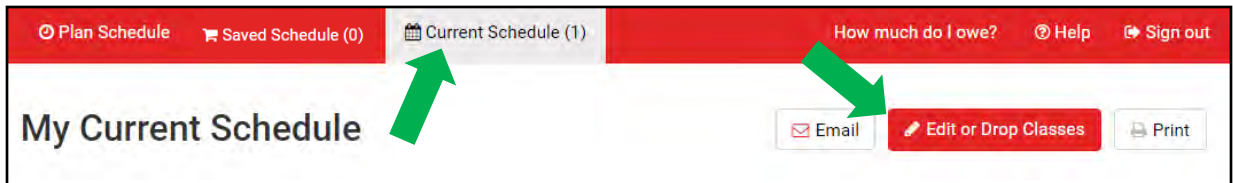
Step 3: Select the courses you wish to choose for Pass/No Pass.

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

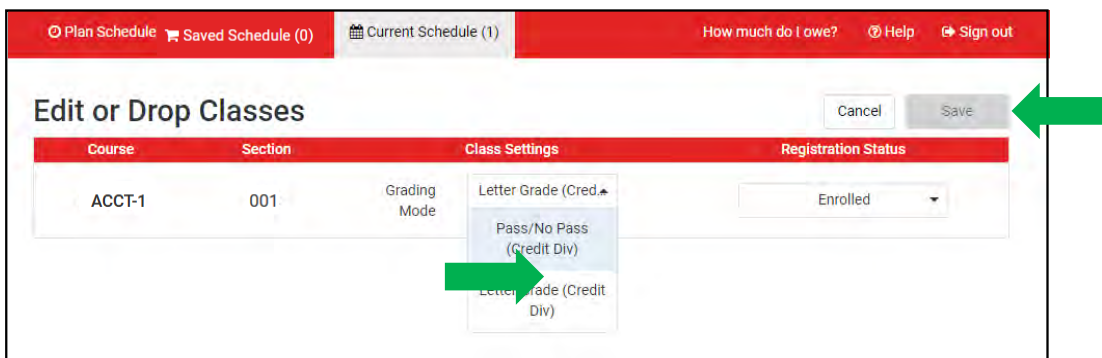
OR

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

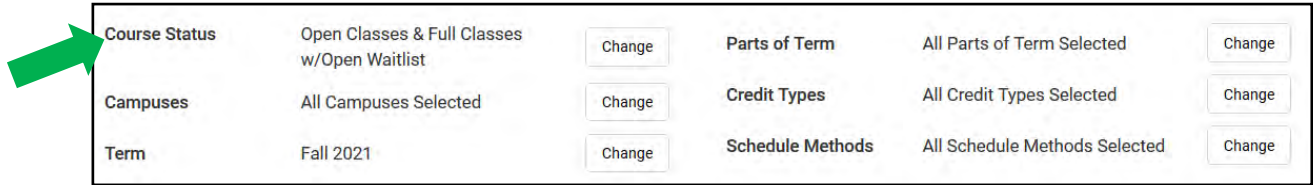
- A waitlist system is available to assist you in registering for your classes. If you are trying to register for a class and the class is closed and there is an open waitlist, you may place yourself on it.
- If a student in the class drops and a seat becomes available, the first student on the waitlist 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

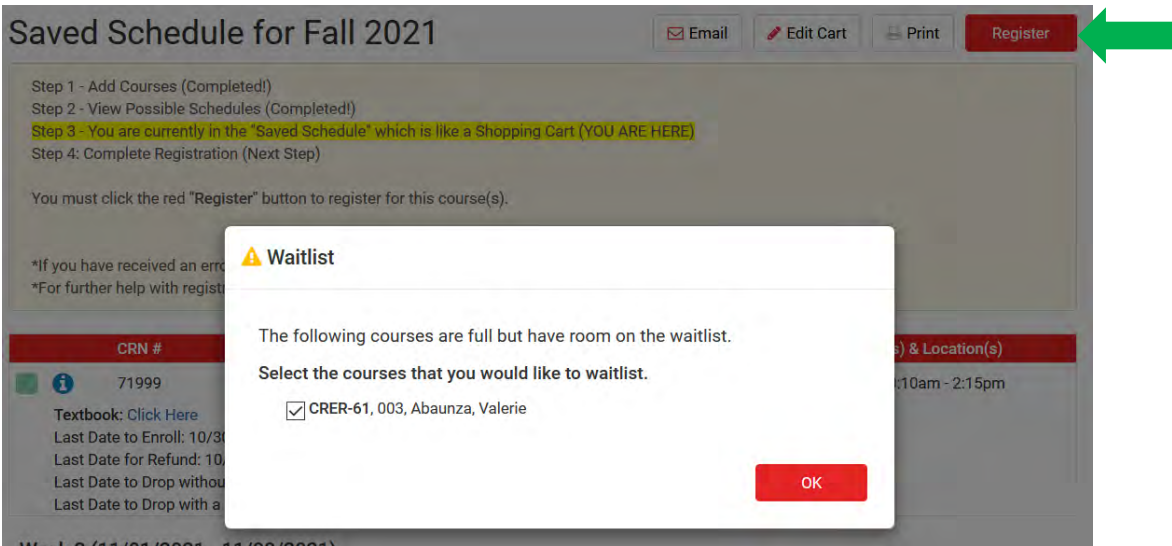
Step 1: Ensure that you changed the **Courses Status** to show **Open Classes and Full Classes w/ Open Waitlist**.



Course Status	Open Classes & Full Classes w/Open Waitlist	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

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**.



Saved Schedule for Fall 2021

Step 1 - Add Courses (Completed!)
Step 2 - View Possible Schedules (Completed!)
Step 3 - You are currently in the "Saved Schedule" which is like a Shopping Cart (YOU ARE HERE)
Step 4: Complete Registration (Next Step)

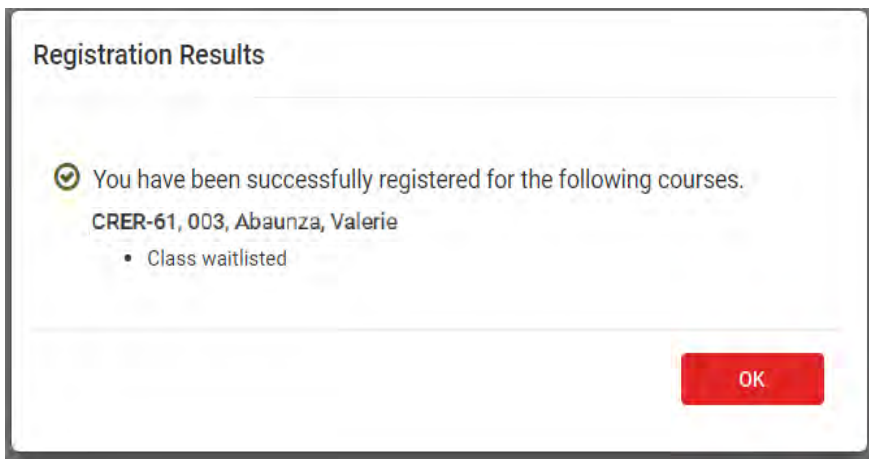
You must click the red "Register" button to register for this course(s).

Waitlist

The following courses are full but have room on the waitlist.
Select the courses that you would like to waitlist.

CRER-61, 003, Abaunza, Valerie

OK




Registration Results

✔ You have been successfully registered for the following courses.

CRER-61, 003, Abaunza, Valerie

- Class waitlisted

OK



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

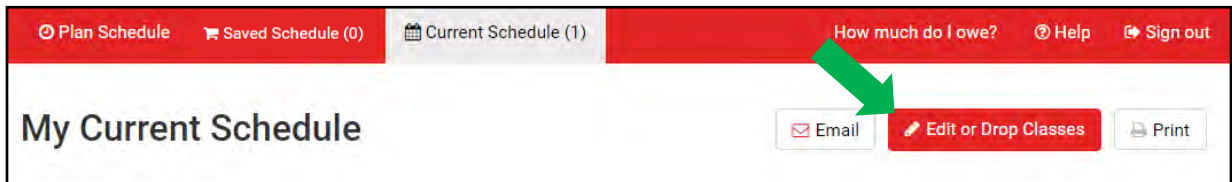


Rocky: After you have been selected from the waitlist you will receive an email via [CCSF student email account](#). You will not be automatically added to the course. You have **24 hours** to self-register on myRAM Scheduler.

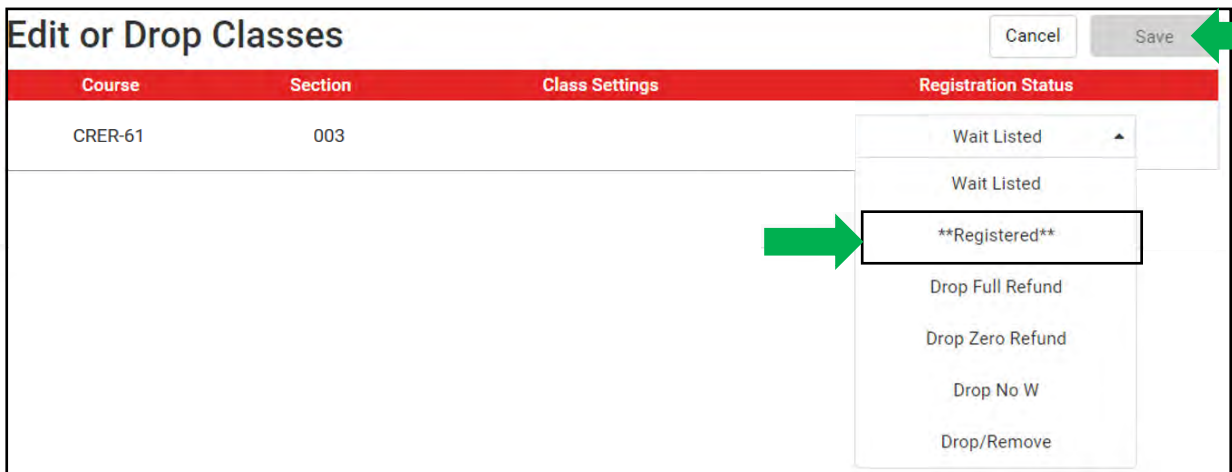


Step 1: Go to the **myRAM Scheduler** by following the steps in [Accessing Scheduler](#).

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 receive confirmation through your 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.



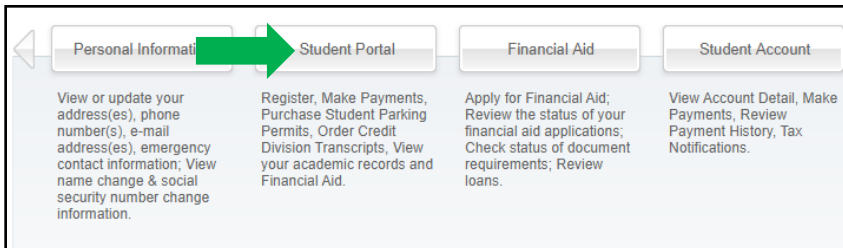
Class Add Request | Submit Request

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.

"Please use the following links to access:

INFORMATION FOR REGISTRATION

- Class Add Request (Submit a class add request once the class has started, view status of submitted requests)
- myProfile (Student Schedule, Purchase Parking Permit, View Grades, Transcripts, CCSF email/password reset)
- Pass / No Pass Grading Request (Change grade mode from letter grade to pass/no pass)
- Registration Dates, Hold Information, Placement Results (Credit & Noncredit registration dates, hold information)
- Student Registration (Add/Drop Classes, change grade mode, see Current Schedule)

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


TERM	CRN	Previous Course(s) Applied	Status	Primary Instructor
<p>You are limited to a maximum of six Class Add Requests. Select the term and enter the 5-digit Course Request Number(CRN) for the closed class that you would like your name added to the instructor's authorization request list. Requests appear on the instructor's authorization list in the order of a student's original registration appointment for the term.</p> <p>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 clicking on the blue i for information within the Student Portal for the specific CRN. If you wish to challenge the course prerequisite, please contact prereq@ccsf.edu for further support.</p>				
Select Term:	Fall 2021			
Enter CRN:	<input type="text"/>			
<input type="button" value="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:



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.

SITE MAP




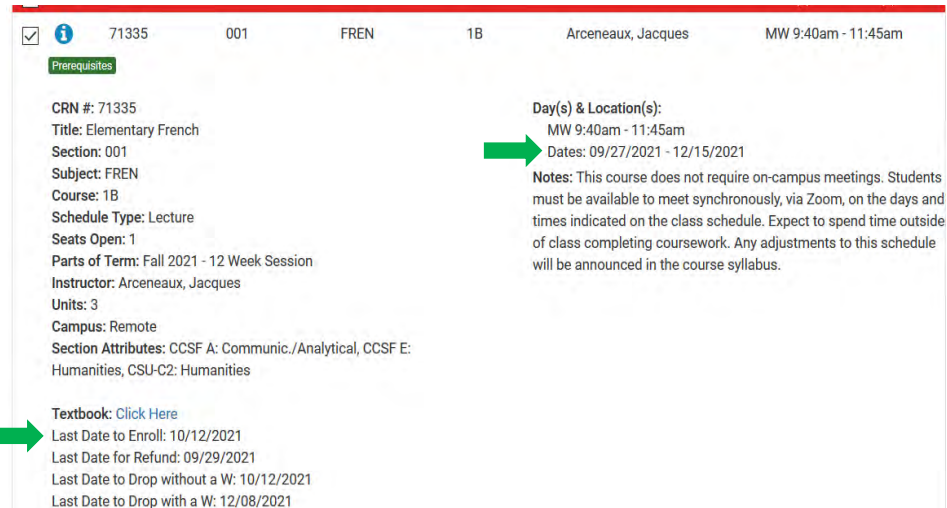

Rocky: You will receive a confirmation to your [CCSF student email account](#) once you successfully submit a Class Add Request. You will also receive an email to your CCSF student email account once the instructor has approved your request. **If approved, you must add the class through myRAM Scheduler.** 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.



71335 001 FREN 1B Arceneaux, Jacques MW 9:40am - 11:45am

Prerequisites

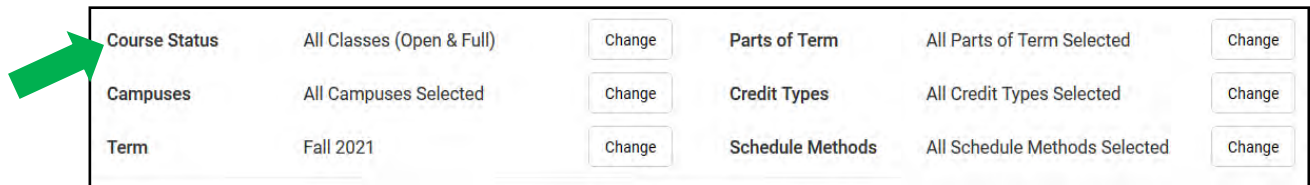
CRN #: 71335
Title: Elementary French
Section: 001
Subject: FREN
Course: 1B
Schedule Type: Lecture
Seats Open: 1
Parts of Term: Fall 2021 - 12 Week Session
Instructor: Arceneaux, Jacques
Units: 3
Campus: Remote
Section Attributes: CCSF A: Communic./Analytical, CCSF E: Humanities, CSU-C2: Humanities

Day(s) & Location(s):
MW 9:40am - 11:45am
Dates: 09/27/2021 - 12/15/2021
Notes: This course does not require on-campus meetings. Students must be available to meet synchronously, via Zoom, on the days and times indicated on the class schedule. Expect to spend time outside of class completing coursework. Any adjustments to this schedule will be announced in the course syllabus.

Textbook: [Click Here](#)
Last Date to Enroll: 10/12/2021
Last Date for Refund: 09/29/2021
Last Date to Drop without a W: 10/12/2021
Last Date to Drop with a W: 12/08/2021


Step 1: Follow the steps in [Accessing Scheduler](#).


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



Course Status	All Classes (Open & Full)	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

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](#).

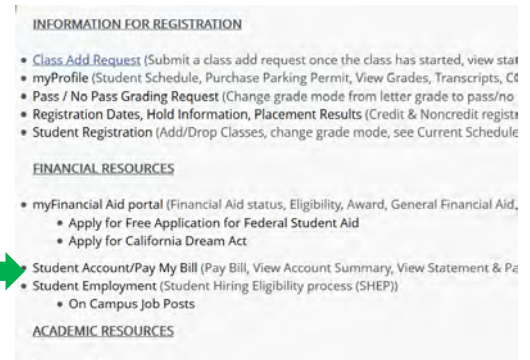
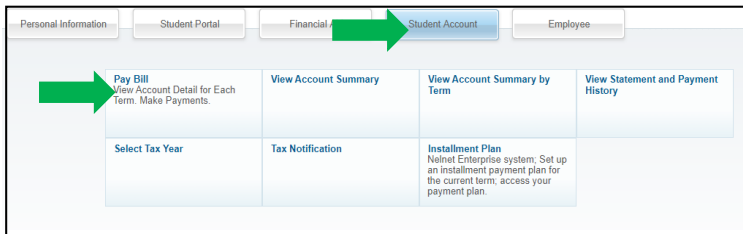


Tuition and Fees | Pay Your Fees

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**.

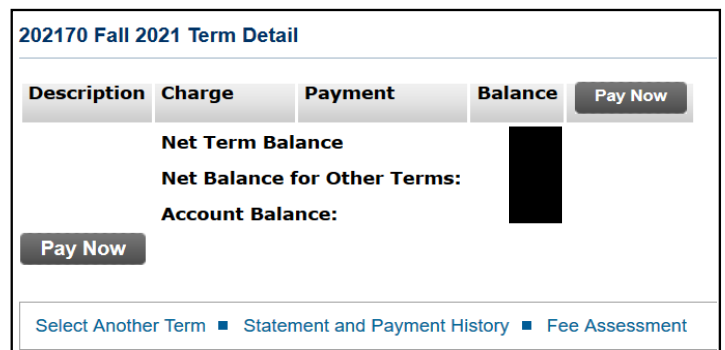


Rocky: Please make sure to make your payments in the correct term. Payments made in the incorrect term can cause accounting inaccuracies.



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**.

