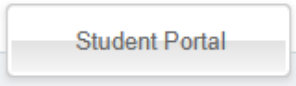# Want to Add a Class After It Has Started?

- Class Add Request submissions can begin on the first day of instruction for any class.

- Students who obtain approval will have three days or until the last day to enroll (whichever comes first) to add the class through the registration platform.

- Currently, students can submit a maximum of six class add requests at any time.

1 Log in to myCCSF Login Portal (RAM ID) and visit the Student Portal.

Student Portal

2 Select Class Add Request and review the additional information on this webpage.

3 Choose the term if necessary and enter the 5-digit CRN, which can be found in the Class Schedule. Select GO to confirm class details.

GO

4 After confirming, the request will be pending until the instructor approves or denies. Find status updates via CCSF email or on the Class Add Request dashboard.

5 If approved, students must add the class through the registration platform within 3 days or until the last day to enroll. Scan the QR code for add instructions.

* If the request is denied, please consider a different class.

* Class Add Request submissions begin on the first day of instruction through the last day to enroll.

Questions? Contact the Registration Center
MUB 130   register@ccsf.edu   415-239-3858

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