

ADD POLICY AND PROCEDURES

for FULL courses with wait lists

for Professor Katryn Wiese, City College of San Francisco

If the class you are interested in is full, please use the waitlist feature. If someone drops and space becomes available, the system will email you and offer you the opportunity to add the class during the pre-registration period. If the wait list is full, you can monitor it prior to the start of the semester and wait for spots to open up. Or you can simply wait until the first day of class.

I will add additional students to my classes, even full classes, but only on the first day of class (see list below for those dates). I cannot accept adds any earlier because the CCSF registration process doesn't allow it. After the first day of class, I accept no more adds, and I turn everyone away, even if seats become available later. [See end of this document for an explanation of why.](#)

SPRING 2024 CLASSES:

16-week classes start Monday, January 29th

- GEOL 111 – Hybrid – CRN: 35451

To add a class that's full, you have to request the add through MyRAM on the above start day

Accompanying lab classes can be added only after you've successfully added the lecture (they are not required, though, so enroll in these only if you want a lab class as well). Like the lecture, you can add these classes only on the day they start. They have a required lab manual available in the bookstore you will need to purchase right away.

INSTRUCTIONS for how to request an add:

A **Class Add Request** can be submitted only on or after the first day the course has started. *An error message will appear if you attempt to submit a request before the course has started.*

****Note: reminder -- though you can submit after the first day, I accept only those submitted on day 1. Unfortunately there's no way to start earlier. So put it on your calendar!**

Even if you make it on the wait list, if you don't make it into the class before class starts you will have to complete an add request on the first day of class, just like everyone else.

1. Login to your myRAM portal and select 'Student Portal'
2. Select 'Class Add Request'
3. Enter the CRN of the course you are requesting to add and press the Go button
4. You will be prompted with a confirmation screen. Review the information and press Confirm to submit the request
5. You will receive confirmation that your request has been submitted.
6. Press Main Menu to return and you will see your request listed.
7. After You Submit a Class Add Request, you will receive a confirmation to your CCSF email.

****CONTACT ME THROUGH EMAIL (kwiese@ccsf.edu) TO INDICATE YOU'VE COMPLETED THE ADD REQUEST, so I can approve it as soon as possible****

8. You will also receive an email to your CCSF email once you have been approved.
9. After you have been approved, you must add the class through your myRAM portal.
- 10. You must complete all of the above steps on the first day of class to get into the class.**
 - a. If you do not fully complete the process on the first day of classes, then you will lose your place and need to wait another semester. Read the instructions carefully.**
 - b. If you try to add after the first day, your add request will be denied.**

CANVAS access:

Only after you've been officially added – completing the above process – will you gain access to the CANVAS shell and be able to complete the first week assignments. CANVAS is updated 4 times daily with new adds, but especially at the start of the semester, it can take up to 24 hours. To maximize your access to the class materials and stay on track with deadlines and assignments, you must complete the above steps all on the first day of class.

If you're not registered yet for CCSF, you have to register first! [CCSF Registration Instructions here](#). Be sure to start that process early, so you don't miss the deadline for requesting an add.

More questions? Review [CCSF Add/Drop policies](#) or seek help from [Virtual Help Counter](#).

Troubleshooting

If you run into difficulty adding the course once approved, try this:

1. Remove your course from “courses” and “current schedule” and start over.
2. Log out and then in again to myRAM and choose the current semester.
3. Choose **ALL classes (open & full)**
4. Click **Add course**
5. Enter course info to find the course -- CRN or Subject/number
6. Click on sections button to choose sections
7. Click on **Back to Generate schedules**
8. Click **Generate schedules**
9. Click **View possible schedule**
10. Click **Send to saved schedule**
11. Click **Register**

****NOTE:** *If you are trying to register for the lab, be sure you've first successfully registered for the lecture, because that enrollment IS the prerequisite required for the lab.*

Last resort: reach out to me: kwiese@ccsf.edu.

Why I don't accept adds after the first day

These are the primary reasons that I don't accept adds for full classes after the first day of class even if the numbers drop below cap:

- I want to be fair to all the students I turned away the first week because the class was full;
- My caps are set higher than they should be to accommodate the drop rate that occurs during the first few weeks. In other words, the caps are NOT the expected or ideal number of students. They are much higher.

- I want each student to get a fair share of the time and attention I have available in a week. If there are too many students in my classes, I don't have enough time to fully support everyone.
- Adding late means you have to catch up on things that you missed. It means you have less time than other students do to complete assignments. Catching up is difficult. After the first week of content, most students I add late end up frustrated, stressed, and unhappy and then eventually drop the class. I'd like to avoid that for you!

***If you want to add one of these classes, and it's past the first day of class,
you will need to enroll in a future semester.***