How to Register for Noncredit Class Using MyRAM Student Portal

1. Visit CCSF.edu.
2. Go to MyCCSF.

3. Click on **myCCSF Login Portal (RAM ID).**

4. Enter your RAM ID **username** and **password**. Click **Login**.

5. Click on **myRAM Portal**.
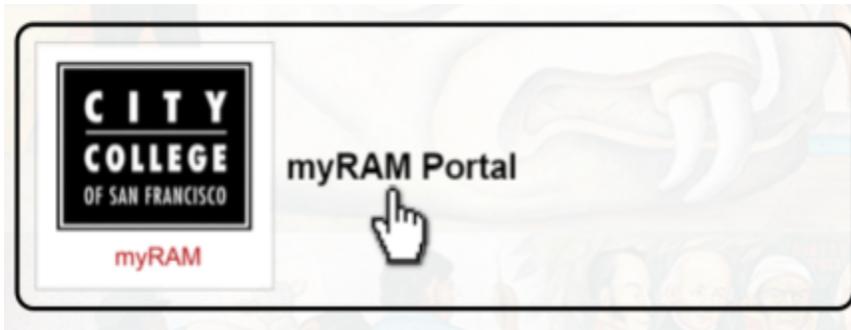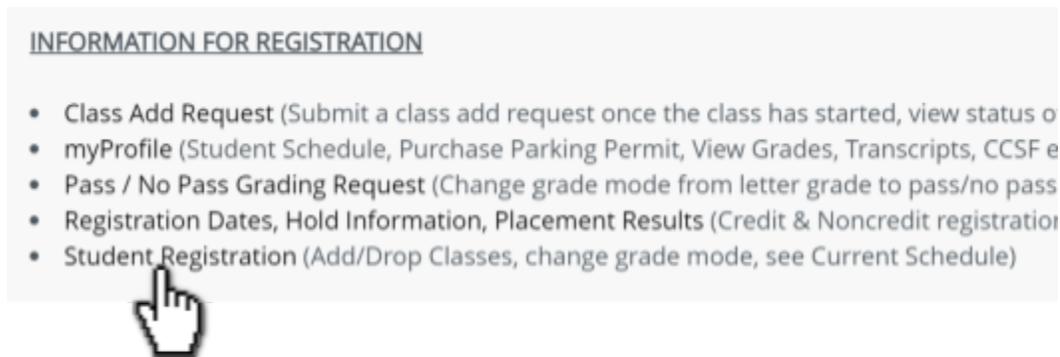

6. Click on **Student Portal** to Register for Classes
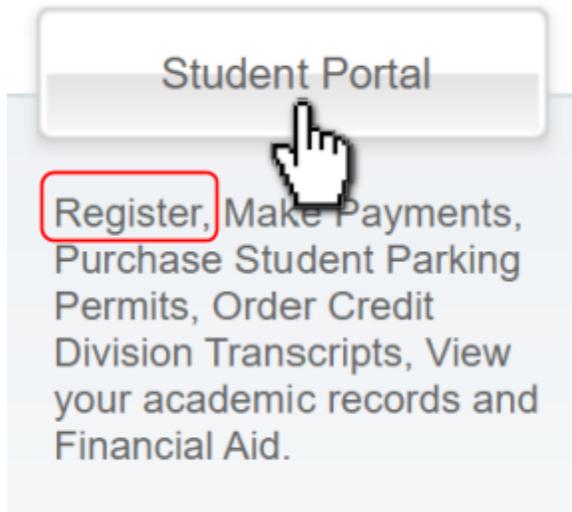
7. Click on Student Registration

INFORMATION FOR REGISTRATION

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

8. Choose the Term that you want to register for. Click **Save and Continue.**

Select Term

	Term
○	Summer 2021
○	Summer 2021 Noncredit
○	Fall 2021
●	Fall 2021 Noncredit

✔ Save and Continue

9. Choose **All Classes (Open & Fall).** Click **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

10.   Click **Add Course**

Courses   + Add Course

Add the courses you wish to take for the upcoming term.

11. The easiest way to register for classes is **Search By CRN**. You can look up the CRN numbers from the [Campus ESL Class Schedules](). Click on the **Search By CRN tab** and enter the CRN Number for the first class. Click **Add Course**. You'll see it on the right under Courses.

12. To add another class, enter the CRN Number for the second class. * The system only allows you to add one section of the same course at a time. If you want to register for more than one section of the same course, you can add them later (Step 20) after these next steps.

13.   Click **Go Back to Generate Schedules.**

Add Courses for Fall 2021 Noncredit

By Subject	Search By Program and GE Area	Search By Instructor	Search By CRN (Course Reference Number)

Courses

ℹ **ESLN 3120**
ESL Beginning Low 1-2 Multilevel   ⊗

ℹ **ESLF 3144**
Pronunciation - Beginning   ⊗

CRN #   83754

1. Search for course by CRN (Course Reference Number)
2. Click the "**+Add Course**" button
To add multiple CRNs, click "**+Add Course**" after each CRN entry
3. Click the "**Go Back to Generate Schedules**" button when all the courses you want are added and you are ready to see the possible schedules available

‹ Go Back to Generate Schedules   **+ Add Course**

14.   Click on **Generate Schedules**.

Courses   **+ Add Course**

☑ Select All   ⊗

☑ **ESLF 3144**
Pronunciation - Beginning   ⚙ Sections ℹ 🔓 ⊗

☑ **ESLN 3120**
ESL Beginning Low 1-2 Multilevel   ⚙ Sections ℹ 🔓 ⊗

Schedules

⟳ Generate Schedules

15.   Click View Possible Schedule.

Schedules

Generate Schedules   Shuffle

Generated 1 Schedule

View Possible Schedule   1   🔍   ☐   3144-ESLF-201, 3120-ESLN-202

16.   Check the classes on the schedule. Click **Send to Saved Schedule**.

Potential Schedule for Fall 2021 Noncredit

Back   Print   Email   🛒 Send to Saved Schedule

17.   Click **Register**.

Saved Schedule for Fall 2021 Noncredit   Email   Edit Cart   Print   Register

18.   Click **Continue** to Confirm.

Please Confirm

Confirm that you want to register this schedule by clicking "Continue" below.
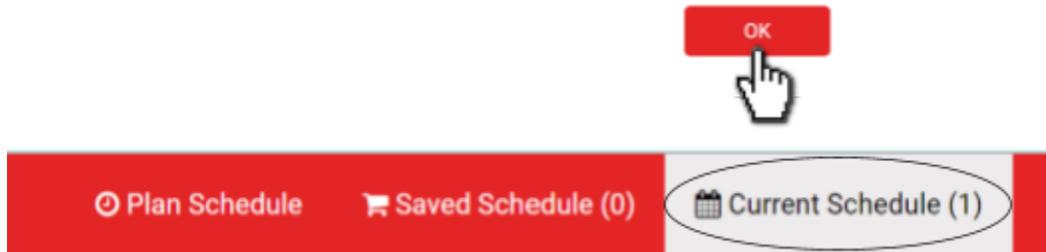
Cancel   Continue

19. You have successfully registered for classes. Click OK. You will notice that number next to the **Current Schedule** indicates the number of classes you have registered for.
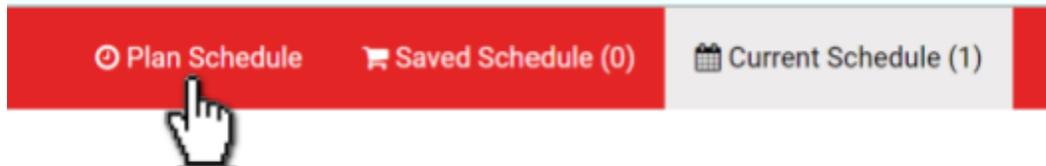
Registration Results

⊘ You have been successfully registered for the following courses.
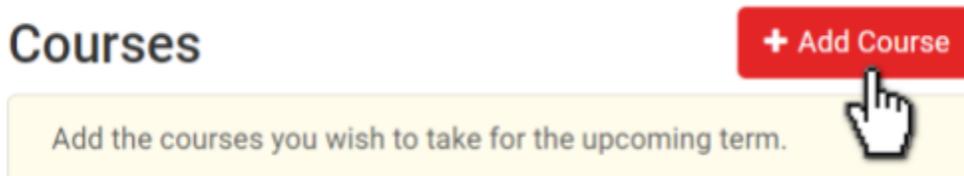
ESLN-3120, 202, Law, Fanny

OK

⊙ Plan Schedule ☒ Saved Schedule (0) 🗓 Current Schedule (1)

Registering for additional sections of the same course

20. Click on **Plan Schedule**.

⊙ Plan Schedule ☒ Saved Schedule (0) 🗓 Current Schedule (1)

21. Click **Add Course**.

Courses

+ Add Course

Add the courses you wish to take for the upcoming term.

22. **Remove** Courses from the Desired Courses tab by clicking the **X** buttons next to the courses. Click **OK** to confirm.

23. Enter the **CRN Number** of another section. Click **Add Course**.

24. Your newly added course should appear under Desired Courses tab. Click Go Back to Generate Schedules.

25. Uncheck the Current Schedule box.

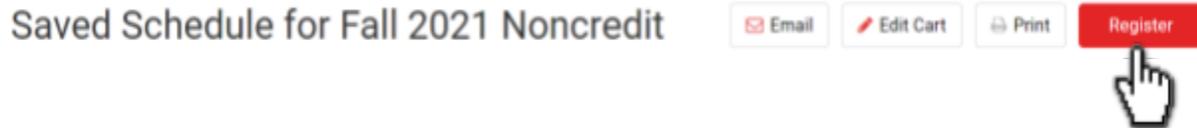26. Click on **Generate Schedules**. Then, click **View Possible Schedule**.

27. Again, check the classes on the schedule. Click **Send to Saved Schedule**.

Potential Schedule for Fall 2021 Noncredit

‹ Back   🖨 Print   ✉ Email   🛒 Send to Saved Schedule

28. Click **Register**.
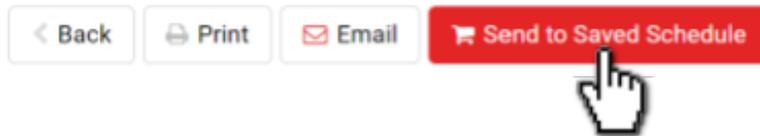
Saved Schedule for Fall 2021 Noncredit   ✉ Email   ✏ Edit Cart   🖨 Print   Register

29. Click **Continue** to Confirm.

Please Confirm

Confirm that you want to register this schedule by clicking "Continue" below.

Cancel   Continue
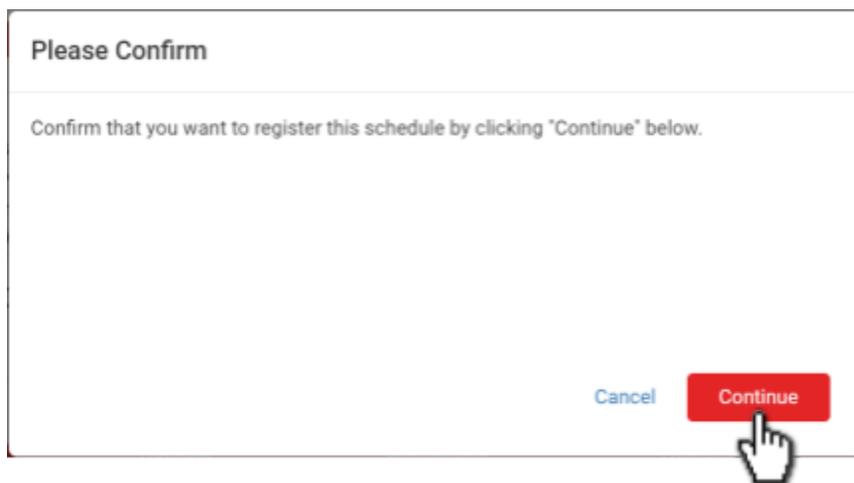
30. You have successfully registered for the additional class. Click OK. You will notice the updated number next to the **Current Schedule** indicating the number of classes you have registered for.

Registration Results

✅ You have been successfully registered for the following courses.

ESLN-3120, 201, Halford, Daniel

OK

⊘ Plan Schedule   🛒 Saved Schedule (0)   📅 Current Schedule (2)