ADMISSION TO THE COLLEGE

Admissions Policy (Credit Classes)

City College has an open admissions policy. Eligibility to attend is satisfied if you have met at least one of the following requirements:

- You are eighteen (18) years old on or before the first day of instruction.
- You are a high school graduate.
- You are the equivalent of a high school graduate, i.e., you have passed the GED or a state’s high school proficiency examination.

Please note that the above requirements are general; other factors may determine eligibility.

Prospective students should apply for admission as soon as possible to complete the matriculation process and maintain the best chance of enrolling into preferred classes.

Admission Policy (Noncredit Classes)

Anyone 18 years or older can enroll in a noncredit class.

Students may enroll in most classes by attending the first class meeting. Provided space is available, students may also enroll in most classes any time during the semester because these classes are open entry-open exit. Class and program information may be obtained from the individual campuses.

Note: Students enrolling in ESL, Citizenship, or Transitional Studies classes, and many Business, Trade & Industry, Child Development & Parent Education, or DSPS classes must participate in the Matriculation Services outlined below.

Matriculation Services for Students Enrolling in Noncredit Classes

Matriculation is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of students to be successful in their educational endeavors. Noncredit matriculation services, minimally, include:

- Assessment (of English and math skills, career interests)
- Orientation (to noncredit programs and procedures)
- Counseling (to assist students in identifying educational and career goals and developing an appropriate program of study)

Admission as a Special Part Time Student (Concurrently Enrolled in High School)

The Board of Trustees of the San Francisco Community College District authorizes certain High School students under the age of 18 years of age to enroll in one or more courses of instruction offered at City College of San Francisco.

To be admitted as a Concurrently Enrolled High School Student, Section 76011 of the California Code of Regulations requires the recommendation of the high school principal as well as the consent of the parent or guardian before students are eligible to enroll.

The high school principal recommends for admissions to City College of San Francisco a student under 18 years of age who demonstrates adequate preparation in the discipline to be studied and who have enrolled in equivalent courses at their high school. Other regulations may apply, depending on the program the student wishes to pursue, and/or the course(s) the student wishes to enroll.

Concurrent enrollment is also offered by the following departments: Aircraft Maintenance Technology, Automotive Technology, and Transitional Studies. Articulation agreements exist between City College and specific high schools for certain courses. Interested students must initiate the process at their respective schools.

For more information regarding admissions as a Special Part Time Student, please call (415) 239-3286.

Advanced Standing

Students who have previously completed course work at other schools of collegiate rank may transfer to City College of San Francisco. One month after enrolling at the College, they may request an evaluation from the Office of Admissions and Records to determine which of their courses are transferable. Only courses from regionally accredited institutions will be considered for transfer.

High School Honors Courses. City College grants advanced standing and units to students who have completed high-school honors courses and present scores of 5, 4 or 3 certified by the College Entrance Examination Board. A grade of Credit will be entered for an appropriate college course or courses when suitable verification is provided to the Office of Admissions and Records.

Readmission to City College

Students who have completed a semester, but have interrupted their attendance by an absence of one semester or more, may not register until they have been readmitted to the College. Such students must be readmitted before the beginning of the semester for which they plan to re-enroll.

If the entire enrollment process (See “Procedures for Enrollment in Credit Classes”) outlined in steps two, three, and four have never been completed, they will need to be completed before registering for classes, unless an exemption has been granted. Please see Matriculation Section for exemptions.

Applications for readmission are available in the Office of Admissions and Records.

Foreign Students

City College of San Francisco enthusiastically welcomes foreign students from throughout the world. Currently there are students from more than fifty countries studying at CCSF. Their presence on campus complements a broad mosaic of multi-ethnic students from San Francisco.

Credit students who wish to be admitted to CCSF’s credit program must:
1. Submit evidence of a degree of academic achievement the equivalent of an American high school education. The student must submit an official transcript of his/her school record accompanied by a certified translation in English.

2. Demonstrate sufficient command of English to profit from instruction at the college. A minimum score of 475 on the written TOEFL Exam or a minimum score of 153 on the computer based Exam.

3. Submit current certification of sufficient financial resources to cover tuition fees and living expenses while attending CCSF.

The documents listed above must be fully completed and submitted to the Foreign Student Office, Conlan Hall, Room 107 by November 2nd for the Spring Semester, and by May 15th for the Fall Semester.

Foreign students are required to complete 12 units of class work each semester to maintain their status. Application forms for foreign students who are interested in the credit program are available from the Foreign Student Admissions Office, City College of San Francisco, 50 Phelan Avenue, Conlan Hall, Room 107, San Francisco, CA 94112. Phone (415) 239-3837, Fax (415) 239-3936. You may request in writing for one to be mailed to you. Please include your return address.

Institute for International Students

Students with a low or marginal TOEFL score may take advantage of the intensive English program through the Institute for International Students. A semester program of nine or eighteen weeks or a summer program of four or eight weeks can prepare them for acceptance to American colleges. Applications are available from the Institute for International Students, City College of San Francisco, 50 Phelan Avenue, Box A-71, San Francisco, CA 94112, USA; Phone (415) 239-3895, Fax (415) 239-3804. E-mail: institute@ccsf.org

San Francisco Consortium: Cross-Registration

City College of San Francisco is a member of the San Francisco Consortium. Through the functions of the Consortium, a variety of educational opportunities are made available to students of the member institutions. For example, currently enrolled, full-time, matriculated students may register for credit in courses offered by the following institutions: California College of Podiatric Medicine; Golden Gate University; San Francisco State University; and the University of San Francisco.

Further information for students whom the Consortium may help is available in the Registration Center, Smith Hall 118.

Matriculation Components

Students are more likely to succeed in college when they have an accurate assessment of their skills, an idea of their educational goals, and an understanding of the course selection and registration processes. Matriculation services are designed to inform students about how the "system" works. Therefore, all new students must complete the following matriculation components:

Admissions: Each student must file an application with the Admissions Office. The Admissions Office reviews the information provided by each applicant and identifies students needing special services.

NOTE: An additional application must be made to the department chairperson for admission to the programs in Aircraft-Maintenance Technology, Automotive Technology, EKG, Cardiovascular Technology, Pharmacy Technician, Health Information Technology, Medical Assisting, Dental Assisting, Dental Laboratory Technology, E.M.T., Hotel and Restaurant Operation, Nursing, Nursing Assistant, Radiation-Oncology, Radiologic Technology, Respiratory Therapy, and Vocational Nursing.

Assessment: Placement tests measure a student's skill levels in English or ESL, reading, and mathematics. The assessment process helps the student, counselor and faculty advisor determine appropriate course placement and also refers the student to specialized support services.

Orientation: This one-hour workshop familiarizes the student with College facilities, academic and vocational programs, student services and College procedures, students' rights and responsibilities. Registration procedures are outlined and test scores are explained.

Counseling: After an orientation session, the counselor and student work together to identify the student's educational goals and select courses to meet those stated goals.

Follow-Up Services

This process monitors student academic progress and provides additional assistance to students on probation or who are facing academic difficulties.

Matriculation Policy for Credit Classes

It is the policy of the District to ensure equal educational opportunity for all students. The Matriculation process at CCSF brings the student and the College into a partnership agreement to develop and realize the student's educational goals.

City College of San Francisco agrees to provide the following services:

1. Career and basic skills assessment
2. Orientation to College programs and services
3. Counseling and advisement
4. Opportunity to develop an educational plan
5. Continued monitoring of academic success

The student agrees to:

1. Be willing to declare an educational goal following the completion of 15 semester units
2. Attend classes regularly and complete assigned coursework
3. Use support services as needed
4. Consult with counselors and advisors when appropriate

Matriculation Exemption Policy

All new and readmit students enrolling in credit classes are required to participate in the matriculation process. You may be excused from participation if you meet either of the criteria below:

1. You have already earned an A.A./A.S. degree or higher (U.S. accredited institutions only).
2. You do not intend to ever enroll in more than 9 units of courses at CCSF.
3. You do not intend to enroll in courses with prerequisites, enroll in any Math, English or ESL courses, AND do not intend to earn a degree or certificate from CCSF or transfer to a university.

Placement Testing Waiver
You may be waived from participating in placement testing if you have already taken specific tests and/or courses. You must bring proof (test scores or transcripts) of one of the following to Conlan Hall, Room 107.

ENGLISH
1. Completion of Subject A Course or passing the Subject A Exam at the University of California
2. SAT verbal score of 510 or higher (before April 1995) OR 590 or higher (after April 1995) OR SAT II Writing Subject Test score of 660 or higher
3. Advanced Placement Test Score of 3 or higher
4. College credit in English 1A (college-level composition) or the equivalent at another college

MATHEMATICS
1. SAT I Math score of 600 or higher.
2. SAT II Math score of 550 or higher.
3. ACT Math score of Level I or II or 28.
4. Advanced Placement Exam in Calculus AB or BC score of 3 or higher.
5. Advanced Placement Exam in Computer Science AB score of 3 or higher.
6. General Certificate 'A' Level Math Exam score of A, B, or C.
7. Credit at another college (with a grade 'C' or better) in any college-level math class that uses intermediate algebra or higher as a prerequisite.

NOTE: Students who plan to take a CCSF Math course should take the CCSF Algebra Skills Placement Exam. Students who wish to apply to certificate programs should check with the program for special placement testing requirements.

Test Retake Policy
The placement tests are used for initial placement only in English, ESL and mathematics. Students who have not yet enrolled in English, ESL or math can retake the placement test after three months. Students who have completed or withdrawn from English or ESL classes may retake the tests six months after their last attendance in an English or ESL course. Students currently enrolled in English or ESL who wish to jump classes in these sequences must contact the English coordinator at 239-3574 or the ESL coordinator at 239-3427.

Alternative Matriculation Services
You may be referred to alternative services for the matriculation process if you indicate the following:
1. English is not your primary language and you do not feel proficient enough in English to take the regular English Placement Test OR
2. You have a physical, visual, or communication limitation that might require accommodation in an educational setting OR

3. You have extreme difficulty with reading, writing, spelling, math, or understanding and remembering information.

Students' Rights
Any student who feels he/she has experienced discrimination regarding the matriculation process has the right to file a grievance. Information regarding filing a grievance may be obtained at the Matriculation Office. Any student also has the right to file an appeal regarding participation in the matriculation process. An appeal may be filed at the Matriculation Office.

Procedures for Enrollment in Credit Classes
Complete the five-step enrollment process below as soon as possible to receive a priority registration appointment. Early priority will increase chances of enrolling in classes.

STEP ONE — APPLICATION FOR ADMISSION. All new students must file an application for admission with the Office of Admissions and Records. Conlan Hall, Room E107.

STEP TWO — PLACEMENT TESTING. City College of San Francisco placement tests are administered to all new students who plan to enroll in credit classes. These tests are one way of measuring students' skills in English or ESL, reading and mathematics. Counselors will use these results along with other information to help students decide on a program of courses that best suits the students' educational needs and interests. The test results are used for placement purposes only; they cannot be used to prevent any student from studying at CCSF.

CCSF placement test results achieved before March 1993 are no longer valid and cannot be used to meet course or program prerequisites. If your placement test results were achieved before March 1993, you must retake the tests if you wish to use the results to meet prerequisites.

Students must bring a picture identification to the test (e.g., driver's license, passport, or California I.D.). No appointment is necessary. Students should arrive at least ten minutes before the scheduled time in order to be seated. Once the test has started, no student will be admitted. For further information, call the Testing Office at 239-3128.

Tests:
1. Mathematics (Arithmetic Skills-20 minutes) — All students must take this test.
2. Algebra (45 minutes) — We recommend that students take this test if they have ever studied any algebra or if they plan to enroll in any technical, science, or transfer programs.

All students must take one of the following English tests:
1. English (1-hour). For native English speakers or those whose primary language is English, or
2. ESL (English as a Second Language — 1 1/2 hours). For those whose primary language is not English.

Exemption from Assessment
Students may be excused from the placement tests if they have already earned an A.A./A.S. degree or higher (U.S. accredited college/university only) OR do not intend to ever enroll in more than 9 units of courses at CCSF, do not intend to enroll in courses without prerequisites, enroll in any Math, English or ESL courses, AND do not intend to earn a degree or certificate.
from CCSF or transfer to a university. The Matriculation Exemption Window is located in Conlan Hall, Room 107. For further information, call 239-3286.

**Waiving Placement Tests**
Students may waive the English and/or Mathematics Placement Test (and still be considered a matriculated student) if they have already taken specific tests and/or courses. (See “Placement Testing Waiver” above.)

**STEP THREE — ORIENTATION.** The orientation session will focus on registration activities, test score interpretation, and information about programs and services that students need to know upon enrollment.

**STEP FOUR — MEET WITH COUNSELOR.** At the counseling appointment, a student will receive a program of courses and registration information. A student who plans to enroll in five or fewer units will not receive extensive counseling. However, a brief time will be reserved for the student to indicate a choice of courses and to obtain the necessary form for admission to registration.

All students are responsible for full compliance with Catalog requirements whether or not they meet with a counselor.

**STEP FIVE — REGISTRATION.** Registration by telephone or in person is by appointment, the time and date of which appear on the registration ticket that each student receives. If a registration ticket indicates there are holds, **they must be cleared before registering.** (New students will receive registration appointments upon completion of the matriculation process or upon approval of their matriculation exemption forms. Continuing students will have registration appointments mailed to them.)

**Eligibility for Noncredit High School Program**
Students must be 18 years old or older, or if between 17 and 18 years old they must have an exemption from their home school district.

**Eligibility for Differential Standards High School Program**
This program is part of the Disabled Students Programs and Services (DSP&S). Differential standards are adjustments made for qualified disabled individuals in earning credits for a high school diploma and in taking both proficiency and GED tests. These adjustments are made so that students are not penalized solely because of their disability. Disabilities eligible for differential standards include learning disabled, acquired brain injury, visually impaired, orthopedic impairment, hearing impaired, speech and language limitations, and other health impairments such as seizure disorders and chronic respiratory illness. This program is located at the John Adams Campus. For further information call 561-1001.

**Enrollment Fees**

- Fee Schedule for Credit Classes:
  - Enrollment fee per semester unit .................. $11.00
  - Non-Resident tuition per semester unit ...... $130.00 + $11.00

Non-Resident tuition per semester unit for International students and students with F-1 visas .......... $136.00 + $11.00

**Financial Assistance Program To Offset Enrollment Fee**
The Board of Governors of the California Community Colleges has allocated funds to help students meet the cost of the enrollment fee. The purpose of the financial assistance programs is to ensure that no student who is eligible and desires to attend a community college be denied the opportunity because of the assessment of an enrollment fee. For more information about these programs, please turn to the Financial Aid heading under the General Information section of this catalog. The Financial Aid Office is located adjacent to the Lower Level of the Student Union or call (415) 239-3575.

**Payment Methods and Policies**
Enrollment, non-resident tuition and all other applicable fees are due and payable in full at the time of registration. Cash, cashier’s check, money order, credit card, or first-party checks (for the exact amount) will be accepted as payment.

**IMPORTANT:** If the student fails to DROP on or before the last day to officially withdraw, drop or reduce course work units in order to obtain an enrollment fee refund, he/she will be liable for all applicable fees. If fees are not paid in full, a HOLD will be placed on the student’s academic record.

**NOTE:** Students must pay all applicable fees by the end of the midterm period. If fees are not paid in full on or before the end of the midterm period, the student may be withdrawn from all his/her classes. This withdrawal will result in a ‘W’ symbol on the student’s permanent record, and the student will be held liable for payment of all fees. It is the student’s responsibility to drop or withdraw from class(es) by the established deadlines published in this catalog.

**Non-resident and Foreign Student Tuition Installment Fee Payment Plan**
City College of San Francisco allows nonresident and foreign students to arrange for payment of enrollment, nonresident and foreign student tuition fees on an installment basis.

The installment plan requires three equal payments. The first payment to be paid at the time of registration, the second at the end of the midterm period, and the third at the seventy-five percent point of the school term.

For more information regarding the nonresident and foreign student installment fee payment plan, please contact the Office of Tuition and Fees at (415) 239-3521, Smith Hall, Room 118.

**Off-Campus Evening Enrollment/Registration Only**
Off-campus students who register for courses at off-campus sites during the first three weeks of instruction (change of program period) must pay the applicable fees by cashier’s check, money order or first-party personal checks. NO CASH WILL BE ACCEPTED AT OFF-CAMPUS SITES.

**STUDENTS SHOULD KEEP ALL FEE RECEIPTS ISSUED BY CITY COLLEGE OF SAN FRANCISCO AS DOCUMENTATION OF PAYMENT.**
Enrollment Fee Refund Policy
The enrollment fee may be refundable for full-semester courses and short term courses. The refund policy also applies to Summer Sessions intervals. Please see calendar of instruction for refund deadline dates. Note: Students will be charged a $10 refund-processing fee per school term.

Enrollment Fee Refund Procedures
The enrollment fee refund is not automatic. To obtain a refund for courses dropped on or before the deadline, the student must submit a completed application for refund form to the Tuition and Fees Office, Smith Hall, Room 118, no later than the last day of final examinations. Please refer to the Calendar of Instruction for deadline dates. Refund procedures also apply to summer session intervals.

Nonresident Tuition Fee Refund Policy
Paid nonresident tuition will be refunded in accordance with the following refund schedule:
100% NONRESIDENT TUITION REFUND for courses officially dropped during the first two calendar weeks of instruction.
50% NONRESIDENT TUITION REFUND for courses officially dropped during the third and fourth calendar weeks of instruction.
0% NONRESIDENT TUITION REFUND for courses officially dropped after the fourth calendar week of instruction.

Refer to the Calendar of Instruction for the specific refund deadline dates listed for each Fall and Spring semester. Please call the Tuition and Fees Office for the nonresident tuition refund policies regarding short-term courses, courses which begin at variable times other than the beginning of the instructional calendar, summer session courses, etc.

The ultimate responsibility for dropping classes in order to receive a nonresident tuition refund rests solely upon the student. Nonresident tuition will be refunded if the drop is student-initiated or instructor-initiated. It is the student's responsibility to: (1) check if an instructor has initiated a drop by the deadline date and (2) apply for a refund as stated in the next paragraph.

Nonresident Tuition Fee Refund Procedure
The nonresident tuition fee refund is not automatic. All nonresident students who have paid and are eligible to receive a nonresident tuition fee refund for courses dropped on or before the deadline must submit a completed Application for Refund form to the Tuition and Fees Office or the Registration Center NO LATER THAN THE LAST DAY OF FINAL EXAMINATIONS. Nonresident tuition fee refunds will be based upon the units dropped in accordance with the above pro-rated schedule. Any nonresident tuition fee refund requests received AFTER this date will NOT be processed for refund. All applications for nonresident tuition fee refund must be submitted during the current semester in which courses are dropped. No nonresident tuition fee payment credits will be carried into the next semester.

Please call the Tuition and Fees Office (415) 239-3521 for assistance and information regarding the nonresident tuition refund policy, procedures, and schedules.

Nonresident Tuition Policies and Procedures are subject to change during the 2000-2001 academic year.

Inasmuch as City College is required by statute to report the California residence classifications of all students by the fourth week of the current semester, those students who fail to establish California residency by the fourth week of the current semester will be classified as nonresident students and be required to pay the nonresident tuition fee.

Enrollment, Nonresident and Foreign Student Tuition Fee Credit Balances
City College of San Francisco allows all enrollment fees, nonresident and foreign student tuition balances to be credited to the students' accounts, which may be utilized to pay for tuition and/or enrollment fees in subsequent school terms. The students' account will be held for a period for two years. All balances not utilized within the two-year period will be credited to the District.

Residency Requirements
California Residence
Under the state of California Education Code, in order to establish residency, a person must pair his or her physical presence in California with the following provisions: 1) objective evidence of physical presence (one year and one day prior to the first day of instruction for the term for which he/she has applied as indicated in the Calendar of Instruction) and 2) intent to make California the home for other than a temporary purpose. There are other factors to be considered for nonresident students holding different visa types. These students are advised to contact the Office of Admissions and Records at (415) 239-3287 for clarification. Evidence of intent could include but is not limited to at least two of the following: voting in California elections, paying state income tax, obtaining a California driver's license, registering a motor vehicle, maintaining continuous residence in California. Act of intent must be accomplished for one year.

City College may determine at the time of admissions or at a later date that such students may not have met the aforementioned residence requirement set forth for all California community colleges. Such students will subsequently be assessed and billed the nonresident tuition fee per unit at the current academic year rate.

Students who have not reached the age of 18 years are regarded as minors; their residence is that of one or both parents. Therefore, a student who is a minor is regarded as a resident of California only if one or both parents couple their physical presence in California (one year and one day prior to the first day of instruction for the term for which the minor has applied as indicated in the Calendar of Instruction) with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.

It is the student's responsibility to clearly demonstrate both physical presence in California and intent to establish California residence.

Special residence regulations are in effect for married minors, for minors whose parents are deceased, for certain military members and their dependents, and for various others.
Continuing nonresident students at City College (with the exception of foreign students), who think that they meet the time and intent requirements necessary to establish California residency must contact the Office of Admission & Records for residency verification and adjustment.

For more information regarding California residency please call (415) 239-3287.

**Residency Adjustments**

Residency adjustments are not automatic. It is the student's responsibility to initiate a residency inquiry and to provide proof of California residency. Please call the Office of Admissions & Records (239-3287) for the documents accepted as verification. Students who do not meet the residency requirements will continue to be charged the nonresident tuition as well as the enrollment fee.

**Residency Appeals**

Students may appeal their residency status as determined by the College through the following procedures:

1. Requests must be addressed, in writing, to the Associate Registrar, within two weeks of receipt of the notification.

2. If further review of residency status is required, a meeting with the Dean of Admissions and Records may be requested within two weeks of the review by the Associate Registrar.

3. Students are required to provide ALL documents required to verify their residency status.

**Filing of Students' Addresses**

Every student must file his/her local and legal addresses with the Office of Admissions and Records. Students are required to notify the Office of Admissions and Records promptly concerning change of either address.

**Student Classification**

**Full Time Students** – Students carrying 12 or more semester units in the fall or spring semester are full-time students for that semester. A full-time student during the summer session must enroll for six or more semester units in that session.

**Half/Part Time Students** – Students carrying a minimum of six semester units in the fall or spring semester are half-time students for that semester.

**Unit Limitations**

Students enrolled in day courses may usually register for courses totaling not more than 17 semester units, including coursework in physical education. **Students desiring to carry more than 17 semester units, including coursework in physical education, must have their counselors' approval.**

**Adding Classes, Changing Sections, Dropping or Withdrawing from Classes**

After a student has officially registered in classes, the student may add a course, change a section, drop or withdraw from a course within certain dates specified in the Calendar of Instruction. Information regarding these procedures is available from the Office of Admissions and Records.

A student who stops attending a course and does not file an official drop form with the Office of Admissions and Records may be marked as having failed the course by his/her instructor.

**Class Attendance**

Students are expected to attend class regularly and punctually. At the first class meeting, the instructor will give students a written statement of how many times a student can miss class. Excessive tardiness may be considered equivalent to absence. If a student exceeds this number, the instructor may remove the student from the class roll within certain dates as specified in the Calendar of Instruction (see the section under Credits and Grades entitled “W” Withdrawal). If a student disagrees with having been removed from the class roll, the student can appeal to the Vice-Chancellor of Academic Affairs. The student will not be allowed back into the class unless the Vice-Chancellor of Academic Affairs and the instructor agree.

A student who is absent from a class for any reason is responsible for the content covered during the absence and for making up any course work that was required.

**Auditing**

In both the credit and noncredit programs, only students who are officially enrolled in a course may attend class. Classes may not be audited. However, some credit classes are offered through a concurrent enrollment option for students who are interested in enrolling in a class but not interested in receiving credit. For a list of credit courses offered through this concurrent enrollment option, students should contact the Continuing Education Office.

**Leave of Absence**

A student who wishes to drop/withdraw from all courses at the College should file a Leave of Absence (see Calendar of Instruction for last day to file). Students may contact the Office of Admissions & Records for information regarding this procedure.

If the deadline for a leave of absence has passed and a student wishes to request a leave of absence due to an extenuating circumstance having occurred, the student may submit a petition to the Dean of Student Advocacy, Rights and Responsibilities. The student will be expected to provide verifiable documentation to support the extenuating circumstances.

A student who applies for a leave of absence, but who has outstanding debts owed to the College will be denied a leave of absence until all debts are cleared.