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:

- are eighteen (18) years old or before the first day of instruction.
- 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.

Enrollment in 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)

Admissions 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) 239-3751.

Residency

All new students must establish themselves as residents or non-residents of California. Residency is the physical presence in California (one year and one day prior to the first day of instruction for the term) and evidence of intent to make California your residence. 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.

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.

International Students

Both credit and noncredit students are encouraged to apply for admission. 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 TOEFL is required, and
3. submit current certification of sufficient financial resources
to cover tuition fees and living expenses while attending
CSFS.

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

International students are required to complete 12 units of
class work each semester to maintain their status. Application
forms for international students who are interested in the
credit program are available from the Foreign Student Admis-
sions Office, City College of San Francisco, 50 Phelan Avenue,
Conlan Hall 107, San Francisco, CA 94112, Phone (415)
239-3837, Fax (415) 239-3936.

Those students with a low or marginal TOEFL score may take
advantage of the intensive English program through the In-
stitute for International Students. This is a program of nine or
eighteen weeks, or a summer program of three or six weeks
that can prepare them for acceptance to American colleges.
Applications are available from the Institute for International
Students, International Education Programs. City College of
San Francisco, Box A-71, 50 Phelan Avenue, San Francisco, CA
94112, Phone (415) 239-3895, Fax (415) 239-3804.

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 Policy for Credit Classes
It is the policy of the District to ensure equal educational
opportunity for all students. The Matriculation process at
CSFS 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 com-
pletion 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 Components
Students are more likely to succeed in college when they have
an accurate assessment of their skills, an idea of their educa-
tional 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 com-
ponents:

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

NOTE: An additional application must be made to the depart-
ment chairperson for admission to the programs in Aircraft-
Maintenance Technology, Automotive Technology, EKG,
Cardiovascular Technology, Pharmacy Technician, Health Infor-
mation Technology, Medical Assisting, Dental Assisting, Dental
Laboratory Technology, E.M.T., Hotel and Restaurant Opera-
tion, Nursing, Nursing Assistant, Radiation-Oncology, Radiol-
ogic 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 deter-
mine 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 out-
lined 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 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 CSFS. 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 CSFS 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 fol-
lowing 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 (before April 1995) of 510 or higher, or a score of 660 or higher (after April 1995) on the SAT II: Writing Subject Test
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 the RN Program must take the Math and English/ESL placement tests.

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, 107 Conlan Hall.

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.

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
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.)

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 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.

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. Qualified disabilities 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.

Enrollment Fees
Fee Schedule for Credit Classes:
Enrollment fee per semester unit ......................... $12.00
Non-Resident tuition per semester unit ...... $130.00 + $13.00
Non-Resident tuition per semester unit for International students and students with temporary visas $145.00 + $13.00

Payment Methods
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.

Off-Campus Evening Enrollment/Registration Only
Off-campus students who register for courses at off-campus sites during the first two 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. The enrollment fee paid for SHORT-TERM COURSES may be refundable depending upon the total number of registered units. To be refundable, a short-term course must be officially dropped BEFORE or DURING the first-two calendar weeks of instruction from the start date of course instruction. Enrollment fee paid for a short-term course dropped AFTER the first-two calendar weeks of instruction is NOT REFUNDABLE. 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 semesters. 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. Nonresident tuition fee refunds will be based upon the units dropped in accordance with the above pro-rated schedule. 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 1999-2000 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.

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.

Residency Requirements
California Residence
Under the State of California Education Code, in order to establish residence, 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.

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.

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. Request 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.

**City College Student—Definition of**

A student of City College of San Francisco is a person who is officially registered in at least one College course.

**Student Classification**

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. Students carrying a minimum of six semester units in the fall or spring semester are half-time students for that semester.

**Program 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.** Approval to take more than 17 semester units will not be given unless students need such units to be candidates for graduation, or have completed their last full semester of work at the College with an average grade of B (3.00 grade-point average) or higher.

Students concurrently enrolled in another college or a university must not take more than 17 semester units at both schools without their counselors’ approval. Note: Students may not register for more than 17 units during the registration period. Units exceeding 17 units may be added during the schedule adjustment and add and drop period only.

**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 Provost. The student will not be allowed back into the class unless the Provost 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.

A student who has been disqualified from further attendance in all courses because of excessive absences will not be granted a leave of absence. A student who has been disqualified from further attendance in one course or from several courses because of excessive absences will be permitted to withdraw only from those courses in which (s)he is in good standing, and will be given a final grade of “F” in each course from which (s)he has been disqualified.

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 prior to the deadline, the student may submit a petition to the Dean of Students. 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. In such cases a retroactive leave of absence may be granted after all debts have been properly cleared to the satisfaction of the college.