GENERAL INFORMATION

History of City College
City College of San Francisco, a public two-year college, was established in 1935 as an integral part of the San Francisco Unified School District. The College was founded to meet a sustained demand by the people of San Francisco for establishment of a public institution on both the university and semi-professional levels. Instruction began in August, 1935, in temporary facilities at the University of California Extension Division Building and Galileo High School. Approximately 1,500 students were in attendance during the first semester. Rapidly increasing enrollment led to the use of additional temporary facilities, and by 1939 classes were meeting in 22 locations, many widely separated. To overcome the difficulties prevailing under these conditions, the San Francisco Board of Education approved a building program planned to meet the needs of the College.

Acquisition of a 56-acre campus in Balboa Park marked the completion of the first step in this program. The first permanent buildings (Science Hall, the North Gymnasium, and the South Gymnasium) were occupied in 1940. Science Hall, a major center of instruction, includes biological- and physical-science laboratories; engineering laboratories and shops; classrooms; the Career Development Center; and faculty and administrative offices.

These buildings had been planned for an enrollment of 2,500, but by 1940 approximately 3,200 students were in attendance. The national-defense program and the subsequent entry of the United States into World War II led to a decline in enrollment, but by 1947 the influx of high school graduates and returning veterans was so great that the student body exceeded 5,500.

To provide classroom space, the College scheduled evening classes, used the Excelsior School as an annex, and acquired occupancy of the United States Navy WAVES Separation Center, which adjoined the campus from 1946 to 1956.

Provision of funds by the San Francisco Unified School District, principally through school-bond elections and state and federal grants, enabled the College to continue its building program in order to accommodate enrollment, which, in the spring of 1980, totaled approximately 15,000 students in the Day Division and approximately 9,000 students in the Evening Division.

In 1971, to meet community needs, the College instituted a neighborhood education program consisting primarily of noncredit courses. Later forming two divisions, one for credit courses and one for noncredit courses under the umbrella of the San Francisco Community College, courses for credit and for noncredit were offered throughout San Francisco.

By the beginning of the 1990s the two-division structure was replaced by a single City College offering both credit and noncredit courses at nine campuses and several other sites. The newly merged divisions are now City College of San Francisco offering mainly credit courses at the Phelan Avenue “City College” Campus and mainly noncredit courses at eight other campuses around San Francisco. The eight campuses are: Alemany (750 Eddy Street), Castro/Valencia (450 Church Street), Chinatown/North Beach (940 Filbert Street), Downtown (800 Mission Street at Fourth Street), John Adams (1860 Hayes Street), John O’Connell (31 Gough Street), Mission (106 Bartlett Street at 22nd Street), and Southeast (1800 Oakdale Avenue at Phelps Street).

Now around 75,000 full-time and part-time, day and evening, and Saturday students take advantage of City College courses at the campuses and at additional outreach locations throughout the neighborhoods.

Educational Philosophy
City College of San Francisco is dedicated to the belief that education is a primary way to improve and enrich one’s life. Education helps students from all backgrounds to attain the satisfaction of living and learning to full capacity as individuals and as members of a broader community. The principal purpose of City College is to offer students the highest quality education that the College can provide within a curriculum diverse and sensitive to the educational needs of those whom the College serves. By offering comprehensive credit and noncredit curricula, the College provides an environment for educational explorations and, within its resources, makes available whatever educational training people seek and need.

Goals of City College
Within its resources, City College of San Francisco, through its college-credit program, seeks to provide opportunities for its students and members of the community to acquire and develop intellectual, ethical, social, and physical competencies so that they may live rich and useful lives. In offering these opportunities, City College intends:

- to provide educational and cultural opportunities appropriate to the interests and needs of a diverse and changing community and to make the community aware of the educational opportunities provided by City College
- to create an environment of mutual respect wherein excellence is encouraged and ideas are freely exchanged
- to provide an opportunity to earn an Associate in Arts or an Associate in Science degree or a Certificate of Completion
- to offer the first two years of instruction leading to the Bachelor’s degree
- to provide courses and programs for those who wish to acquire or update occupational skills
- to provide remedial courses where necessary for students to have the opportunity to fulfill their educational aspirations
- to develop in students an understanding and ability to use language and numbers so that they may more effectively participate in the world around them
- to develop students’ ability to think critically so that they may better understand and improve their world
- to involve students in a wide range of those subjects and disciplines that have occupied people’s minds so that students acquire an interest in analyzing, inquiring, reading, writing, discussing, and learning that will continue and expand throughout their lives
- to develop in students an active interest in and knowledge of the world cultures, past and present, so that they may recognize the value of diversity
to maintain a library of books, documents, tapes, film, music, computer programs, and other relevant materials, to enhance the educational experience of our students

• to provide students with sufficient awareness and understanding of American political principles for them to be responsible and active citizens

• to help students enhance their self-confidence, self-esteem, and sense of achievement

• to assist students in physical development through the improvement of physical skills and in increased health knowledge so that they may enjoy the benefits of physical well-being

• to provide counseling and other supportive services so that students may gain the most from their college experience and so that they become aware of and select appropriate goals

• to reassess regularly the goals of the College to ensure responsiveness to perceived needs

Degrees
The College confers the degrees of Associate in Arts and Associate in Science on students who satisfy the requirements for graduation.

Accreditation
City College of San Francisco is accredited by the Accreditation Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC), 3402 Mendenlow Avenue, Santa Rosa, CA 95403 (707)569-9177, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education. Accreditation is a voluntary process designed to encourage the continual improvement of educational institutions and agencies throughout the United States. The Western Association of Schools and Colleges (WASC) is one of six regional accrediting associations. Accreditation indicates a judgment by the commission that an institution satisfactorily offers its students the educational opportunities stated in its objectives. City College of San Francisco has been visited, evaluated, and recommended for accreditation by WASC's accreditation team. Students who satisfy transfer requirements may thus continue their studies at universities and colleges throughout the United States.

In addition, occupational curricula are accredited, approved, or recognized by specialized agencies as follows:

Curriculum in Aircraft-Maintenance Technology (Options in Airframe-Maintenance Technology and in Aircraft Power-Plant Maintenance Technology): Approved by the Federal Aviation Administration. Option in Avionics-Maintenance Technology: Recognized by the Federal Aviation Administration

Certificate Curricula in Airframe-Maintenance Technology and in Aircraft Power-Plant Maintenance Technology: Approved by the Federal Aviation Administration

Curriculum in Administration of Justice: Certified by the Commission on Peace Officer Standards and Training of the Department of Justice, State of California

Curriculum in Dental Assisting: Accredited by the Commission on Dental Accreditation, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. Approved by the Board of Dental Examiners, Department of Consumer Affairs, State of California

Curriculum in Dental-Laboratory Technology: Approved by the California State Dental Association

Curriculum in Health Information Technology: Accredited by the Commission on Accreditation of Allied Health Education Programs (CAHEP) in cooperation with the Council on Accreditation (COA) of the American Health Information Management Association (AHIMA)

Curriculum in Hotel and Restaurant Operation: Accredited by the Accrediting Commission of the American Culinary Federation

Curriculum in Medical Assisting: The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education

Curriculum in Nursing: Accredited by the California Board of Registered Nursing

Curriculum in Radiologic Technology: Accredited by the Joint Review Committee on Education in Radiologic Technology at 20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901, Tel.: (312) 704-5300.

Program of Instruction
Because City College of San Francisco offers preparation for the professions, business, and industry, students have a wide choice of majors. These are designed so that students may prepare for transfer to a university or a college, or may choose a course of study that they may complete at City College in two years or a shorter period.

The instruction offered by the College comprises various programs, curricula, and courses designed to meet a wide variety of particular community and student needs, and is arranged as follows:

Degree and Certificate Curricula
Degree curricula, because they are offered for a two-year period, with specialized occupational training in theory, related practice, and general education, offer students broad opportunity for employment. These curricula are therefore recommended for those desiring preparation for employment in any of a wide variety of capacities on the occupational level.

Certificate curricula generally require completion of fewer (generally 12 to 30) than 60 semester units, normally in a period shorter than two years, in conformance with the requirements of a particular department of instruction. Students who satisfy these requirements receive the Certificate of Completion. The College offers 30 certificate curricula on the occupational level. The College offers certificate curricula for two groups of students:

1. those who, for various reasons, desire to prepare for entry-level employment in a period shorter than two years and hence in more limited fields than those normally open to graduates of occupational degree (two-year) curricula; and
2. those who have had previous training or experience, or both, and desire to add to their occupational competence.

Collectively, the degree and certificate curricula offered by the College comprise the Occupational Program. These curricula are specifically designed to meet employers' and community needs and, in many instances, were developed in cooperation with advisory committees representing business, industry, organized labor, civil service, and the professions. Members of the College administrative and instructional staffs meet with representatives of these groups, as the need arises, in order to revise and to develop curricula and to facilitate the employment of graduates and others.

Program in General Education

The objectives of the College commit it firmly to the principles of general education: to familiarize its students with their cultural and scientific heritage, to help them understand the political and economic systems under which they live, to help them appreciate the responsibilities as well as the privileges of citizenship, to sharpen their ability to think clearly, and to help them develop personal and social maturity. The College thus offers an extensive selection of courses in the humanities, the natural and social sciences, and other fields. From these, students may elect various courses, and those who desire to be graduated take certain courses in accordance with the requirements described in the Graduation Requirements section of this catalog. Additional courses, which vary with students' majors, are required in the Occupational Program. Transfer students also take considerable additional work in general education in order to satisfy the requirements of the universities and colleges at which they plan to complete their studies.

Transfer Program

Credit earned in City College courses is transferable to universities and colleges, but not on a uniform basis, since the transfer policies of these institutions vary. Students who intend to transfer may satisfy lower division requirements for the professions or the liberal arts, and transfer to baccalaureate degree-granting institutions as juniors.

Articulation agreements which list detailed information concerning specific majors and which describe course transferability and applicability between City College of San Francisco and baccalaureate degree institutions are available at the counselors' offices, the Transfer Center (Room 132, Science Hall), the College Library, and WebAssist, wwwassist.org.

Occupational Program

An important function of City College of San Francisco is to provide occupational education--two years or a shorter period of specialized college-level training designed to qualify students for entry employment or for upgrading in fields in which they have had experience or previous training. The College provides this preparation in both degree and certificate curricula.

Specialized Occupational Courses. A part of the Occupational Program are classes designed for each occupation. Students are trained in skills that are necessary for them to obtain a job upon completion of their selected program. These specialized courses are up-dated to meet changing occupational demands.

Work-Experience Education Recognizing that school-based learning can be enhanced with work-based learning, the College develops and monitors employment and internships for career exploration in the following departments: Administration of Justice; Aircraft-Maintenance Technology; Architectural Technology; Automotive Technology; Broadcast Electronic Media Arts; Business including specialty programs in Fashion Merchandising and Image Consulting, International Business, Paralegal/Legal Studies, Real Estate, and Travel and Tourism; Computer and Information Science; Dental-Laboratory Technology; Engineering Technology; Graphic Communications; Health Care Technology including specialty programs in Community Health, Health Information Technology; and Medical Office Assisting programs; Hotel and Restaurant Operation; Library Information Technology; Environmental Horticulture and Retail Floristry; and Photography.

General Education. In addition to offering specialized occupational training for employment, the College, in keeping with its objectives, undertakes to broaden students' educational background. The degree curricula in the Occupational Program therefore devote a considerable part of their content to general education. A number of certificate curricula also include courses in general education. Because of the considerable variation in the general education program in the many occupational curricula, it is not feasible to include in this section a statement regarding the required and elective courses in general education in each curriculum. For information concerning these requirements see the "Graduation Requirements" section of this catalog.

Graduation and Award of Achievement Degree curricula in the Occupational Program are designed so that students may satisfy the requirements both for graduation from the College and for the Award of Achievement, which is given to students who have completed a curriculum in accordance with the requirements of a particular department of instruction. The requirements for the Award are as follows: satisfaction of the College graduation requirements or an Associate or higher degree from an accredited college or university in North America; achievement, in many curricula, of a specified grade average (a minimum of C in most instances) in the student's major field; and completion of all courses required in a particular curriculum. (Provided that a student's attendance in regular session is unbroken and that he/she continues in the same curriculum, he/she may elect to meet the requirements in effect in the catalog either at the time of his entrance into City College or at the time of a change in requirements. However, he/she may be required to make substitutions for discontinued courses.) Because of the varied nature of the many degree curricula offered in the Occupational Program, it is not feasible to present a statement of the requirements for the Award of Achievement for each curriculum in this section. However, this information is given in the section of this catalog entitled "Announcement of Programs and Courses" where they are listed by department. Please note: Degrees are accepted from foreign universities provided that they are accredited and equivalent to a United States degree; students must meet the College's English requirement.

Certificate of Completion Students who satisfy the requirements for a particular certificate curriculum receive the Certificate of Completion. The requirements for this award in the various certificate curricula are stated in the section of this catalog entitled "Announcement of Programs and Courses."
Employment. The College attempts to find employment for students who have had training in the Occupational Program, both for those who have completed their training and those who, for various reasons, have been unable to do so. Placement, of course, depends upon economic conditions; upon students' abilities, aptitudes, and proficiency; and upon students' records at the College.

Although the College cannot promise employment, it uses various means of helping students find positions: the extensive contacts which instructors in occupational fields maintain with employers, advisory committees for various occupational curricula, recruitment programs through which students meet employers on campus, off-campus work-experience programs, and the comprehensive program of the Career Development Center.

The College recommends for employment and makes a special effort to find positions for all students who receive the Award of Achievement, with the exception of those trained for positions for which a Federal or State license or other certification is required. The College extends its full services, of course, to these students after they have obtained licenses or certification.

Graduates of degree and certificate curricula are employed extensively in business, in industry, in civil service, and in occupational capacities in the professions. Many have earned promotion to supervisory and executive positions, and a number successfully manage their own business.

Course sequence in degree and certificate curricula in the Occupational Program is such that students develop occupational skills early in their training. The College is thus often able to help students find employment, even though they have been unable to complete their studies, entirely on the basis of their preparation in the program.

Transfer. Although the College does not offer occupational training primarily for transfer students, various universities and colleges accept as credit toward completion of a major or as elective credit the units that students have earned in certain courses in occupational curricula.

Articulation agreements which list detailed information concerning specific majors and which describe course transferability and applicability between City College of San Francisco and four-year universities are available at the counselors' offices, the Transfer Center (Room 132, Science Hall), and in the College Library.

Ethnic Studies Program

Through the Program in Ethnic Studies, the College seeks to promote greater understanding of the culture, history, language, and contributions of African Americans, Asian Americans, Latin Americans, and Filipino Americans. The Program is also designed to serve the broad educational needs and interests of the student body; to provide the courses needed for a general major in ethnic studies; and to provide the curricula necessary to satisfy the degree requirements of the various departments of instruction in ethnic studies.

Admission to the Program. Although the Program in Ethnic Studies is of particular interest to students of African American, Asian American, Latin American, or Filipino descent, it is also of general interest to other members of the College community. Enrollment in the Program is therefore recommended by the College and is open to all students, regardless of their ethnic origin, whether they desire to complete a major or to take a particular course or group of courses. In some instances, however, primarily in certain courses such as English, foreign languages, and social studies, students are required to satisfy prerequisites before enrolling.

Curriculum. The courses offered by the African American Studies Department, the Asian American Studies Department, the Latin American Studies Department, and the Philippine Studies Department are listed under the above titles in the "Announcement of Programs and Courses" section of this catalog.

Women's Studies Program

In the spring of 1971, the College offered a course directed specifically to women's interests and educational objectives-Interdisciplinary Studies 20, The Female Experience. The unusual success of this course in meeting its goal of promoting understanding of the complex and demanding role of contemporary women has led to the offering of additional courses designed to meet women's needs and to increase the social awareness of all students. The Program in Women's Studies is of general interest to all members of the College community, both women and men. The Program is open to all students whether they desire to complete a major or take a particular course or groups of courses. In some instances, however, primarily in certain courses such as English, psychology, and sociology, students are required to satisfy prerequisites before enrolling. The courses offered by the Women's Studies Department are listed under "Women's Studies" in the "Announcement of Programs and Courses" section of this catalog.

Gay, Lesbian and Bisexual Studies

In the fall of 1972, an English Department instructor launched one of the first Gay Literature courses in the country, a course that has been offered every semester since that time. The durability and popularity of Gay Literature resulted over time in the development of gay and lesbian identified courses in other departments of the College and, in the spring of 1989, to the establishment of the first Gay and Lesbian Studies Department in the United States. In Spring of 1996, the name of the department was changed to Gay, Lesbian And Bisexual Studies to be made more inclusive. The courses offered in this department explore the social and cultural dimensions of the phenomenon of homosexuality and include bisexuality. They aim to promote objective understanding of the complexity of the gay, lesbian, and bisexual experiences while serving the broad educational needs of the student body. The department hopes to increase social awareness with regard to the gay, lesbian, and bisexual subcultures while recognizing the contributions of their members to society at large.

Interdisciplinary Studies

The College provides interdisciplinary instruction through courses in various aspects of the biological, physical, social, and behavioral sciences; humanities and ethnic studies. The courses are listed under "Interdepartmental Studies" in the "Announcement of Programs and Courses" section of this catalog.
Accelerated High School Program

High school counselors identify and recommend those eleventh- and twelfth-grade students who, in the counselors’ judgments, would succeed academically in university-level courses. Students so recommended may then enroll at City College if they meet the course prerequisites and if space is available in the class at the time of registration. Units earned in this manner are offered towards graduation from high school and for college credit. All such courses carry college credit which may be applied toward City College graduation for an Associate degree or transferred to another college. All credit for such courses is accepted by the California State University system. Certain courses may be acceptable for transfer to the University of California.

See the Student Services Section of this Catalog for descriptions of the programs.

Contacts for the programs

- African American Retention Program ……………… 239-3702
- AVID ………………………………………… 239-3211
- Latino Scholars Program …………………………… 239-3631
- XL (Excel) Program ……………………………… 561-1875

Study Abroad Program

The Study Abroad Program provides students with the opportunity to study and live in another country while receiving CCSF credit and continuing to work towards their academic goals. International study provides unique insights into culture, language, history and oneself. Participants will gain fresh perspectives on international, political, and economic issues; interpersonal relationships; and career choices. They will earn college transferable credits while studying in semester length or short term summer programs. Students are encouraged to explore the use of financial aid and scholarships in order to help finance a study abroad experience. For more information contact the Study Abroad Coordinator or leave a voice-mail message on 239-3778, or come by Cloud Hall, Room 233.

Telecourses

By enrolling in Telecourses, students can complete a majority of the graduation area requirements needed for a general AA degree. In addition, students can complete a majority of the total number of units needed for a degree.

Telecourses are college level courses which are offered via television. City College Telecourses are broadcast on the San Francisco educational access cable Channel 52. Students take Telecourses primarily by watching their video lessons at home on Channel 52. In addition, students must attend three required meetings on the City College Phelan Campus - an orientation, a midterm and a final. Optional meetings may be offered for different classes. The instructor of each Telecourse is available via telephone during scheduled office hours every week in order to answer questions about the course. Each video lesson is available in the Media Center in the Rosenberg Library on the Phelan Campus. Some Telecourses are broadcast on local public television stations, and most courses are available for rent from private firms. Support material and newsletters for each class are sent directly to students’ homes by the instructor of the class. Fees for Telecourses are the same as the fees for other credit courses at City College. Registration for Telecourses may be done in the normal manner. Textbooks are available in the College bookstore. Specific information on course offerings each semester is listed in the Time Schedule.

Honors Courses

The Honors Program offers students an enhanced educational experience along with potential transfer and scholarship benefits.

Honors courses provide students with an enriched curriculum either in:

- sections of core transfer courses or
- honors contracts (Students complete an agreement with the faculty member for Honors work in addition to the regular coursework.)

Transfer Benefits of Honors Work. In either case, the course is designated “Honors” on the student’s transcript.

Many universities and colleges recognize the academic achievement represented by Honors courses with preferential transfer tracks, supplemental points in transfer evaluation, scholarships for honors students, etc. Successful completion of honors coursework can be a big asset in transferring to programs in heavy demand at universities.

CCSF Honors students may also look forward, after transfer, to participation in honors programs in many universities and colleges.

Eligibility for Honors Courses. While any CCSF student may take an honors course, to participate fully in the Honors Program and have your work recognized on your diploma, you need to meet ONE of the following criteria:

- GPA of 3.0 or higher
- SAT score of 1100 or higher, ACT score of 24 or higher
- TOEFL score of 650 or higher
- Score of 4 or higher on AP classes in high school

To remain in the program, you must maintain a GPA of 3.0 or better. To receive an Honors designation on your diploma, you must complete at least 15 units in Honors.

Honors Courses Offered. Check the Time Schedule for the list of courses in honors each semester. Look under “Honors Courses.”

For questions concerning the Honors Program, please call the Honors Office at (415) 239-3542.

Foundational Courses

The College offers graded foundational courses in business, English, guidance, and mathematics. These courses, which are generally remedial or preparatory in nature, are named with only one letter—for example, English K. Credit earned in these courses is generally not transferable to a university or a four-year college. Such credit is also not accepted for graduation from City College.

College Success Classes

The College offers college success classes for new students, re-entry students, probationary students, and all students who want to raise their GPAs and succeed in college. Taught under LERN 50 and IDST 50, topics include textbook studying, test taking, notetaking, time management, learning styles, problem solving, memory enhancement, library awareness, motivation, concentration, health and wellness.
Evening and Saturday Classes
The College provides evening and Saturday courses, on- and off-campus, as part of its regular program of instruction. The evening curriculum consists of university courses as well as occupational courses. Students may thus earn the degree of Associate in Arts or Associate in Science and also prepare for transfer to universities and colleges. Copies of the Time Schedule are available at the Bookstore.

Short-Term Courses
The College provides short-term courses that are less than a full semester as part of its regular program. It is recommended that students enroll in these classes at the beginning of the school term.

Contract Education
It is the policy of the San Francisco Community College District to build partnerships with business, industry, government, trade unions, and community agencies. In support of this policy, a unified, District-wide effort has been established to develop and implement not-for-credit and credit contract educational programs.

Contract education consists of those educational services which the District provides for employees and other individuals sponsored by public, private, or community organizations, and for which the District charges a fee to the sponsoring organization. Contract education is an alternative vehicle through which the District can serve all educational needs. Contract education expands access to higher education and, at the same time, affords the faculty an avenue to expand their professional horizons (267-6545).

Continuing Education
Continuing Education (CE) is the extended learning program of CCSF. It is a not-for-credit, fee based, self-supporting program offering short term classes and workshops in a wide variety of areas. Class meetings are generally held on evenings and Saturdays. Workshops vary from two to thirty-two hours in length. CE receives no state funding; student fees cover the cost of instruction and all related expenses. Classes and workshops are held in the following subject areas: art, business and finance, communication, computer software applications, food and wine, foreign language, health and fitness, music, ornithology, personal development, photography, professional re-licensing, test preparation, and writing.

Pre-registration is encouraged for these classes; however, some space may be available at the first class meeting. Registration information and a class schedule may be obtained from CCSF Continuing Education Office, Fort Mason Center, Laguna St. and Marina Blvd., Building B, SF, 94123. Telephone: 415-561-1860. Fax: 415-561-1849.

Intensive English Study
The Institute for International Students offers an intensive English program for the college-oriented student on F-1 (student) visas. The program is one semester or nine weeks in length, 20 hours per week, and prepares the student for further academic study and to achieve a higher score on the TOEFL. The cost for the program is $1795 per semester or $950 for 9 weeks. 1-20’s are issued to qualified applicants. A 4 or 8 week summer program is also available. For additional information, contact the Institute for International Students, City College of San Francisco, Box A-71; or call (415) 239-3895 or visit the CCSF website at http://www.ccsf.cc.ca.us.

Summer Session
The College may hold a summer session with both day and evening courses in order to meet some of the needs of its students, San Francisco high school graduates, and others. Courses are taught by members of the regular faculty. Copies of the Time Schedule for the summer session are available at the Bookstore.

Noncredit Programs, Services, and Resources
Students enrolled in noncredit courses have access to a variety of services which are designed to help each student attain educational and career objectives. There are counseling services for students seeking postsecondary and/or continuing education as well as vocational training. Counseling services reinforce the overall goals and objectives of the College. Adults seeking assistance and guidance are helped to become financially, educationally, and personally self-sufficient.

Transitional Studies
The Transitional Studies Program offers free individualized, small group and large group instruction, computer assisted instruction, and tutoring in pre-collegiate basic skills at various campuses throughout San Francisco. Day and evening instruction in study skills, communication, reading, writing, and mathematics prepares students for academic college credit courses, vocational training programs, and the workplace. Courses can also lead to certificates in Adult Basic Education, GED in either English or Spanish, or to the Adult High School diploma. Students may enroll at any time during the semester. Telephone: 561-1015.

GED Testing Center
The center offers both a practice GED test and the regular GED test at specific hours during the week. The test is available in English and Spanish. Special editions are available for the legally blind. Modifications and special accommodations for learning or physically disabled students can be made by prior arrangement and approval of the chief examiner. The test is used as a basis for awarding high school equivalency certificates. By California law, the equivalency certificate is considered equal to a high school diploma for purposes of employment in all state and local public agencies. The certificate is also accepted nationally by most employers, colleges, and universities. To determine the test schedule convenient for you or for further information, call the center at 561-1824.
General Information

Gender Equity Program
This program offers counseling and workshops to promote equal access to vocational training programs. It is designed to assist women and men to enter and complete training programs that are nontraditional for their gender; such as women being trained to work as mechanics or engineers; or men being trained to work as nurses. Single parents and homemakers are especially encouraged to use these services. The Gender Equity Program is located at 1400 Evans Street. For more information call 550-4440.

Labor Studies Program
Noncredit and credit classes in labor relations are offered throughout the year. Classes include labor law, collective bargaining, economics, health and safety, and grievance handling. Both certificates and associate degrees in labor relations are available (267-6550).

Older Adults Classes
Taught at 40 different locations throughout the City, no-fee classes are available in a variety of subject areas including art, music, literature, sewing, health, writing, crafts, discussions, theater, computers and more. A brochure with the schedule of classes and locations is printed each semester and is available by calling 550-4415. The Older Adults Department office is located at the Mission Campus, 106 Bartlett Street.

Parent Education Program
Programs and courses include infant development, preschool years, school age child, adolescents and their families, child-parent relationship, state preschool, preschool parent participation, the child development center, and foster parent training, and complete class listings. Classes are free and offered in convenient locations in the city. For enrollment information call 561-1921. Pre-registration is advised. Training for foster parents and those interested in their issues/concerns is available through a special grant from the California Community College State Chancellor’s office. For further information call 561-1920.

Work Experience Education
A variety of structured work-based and school-based learning experiences is provided through a cooperative agreement between the student, the employer, and the instructor in several academic and occupational courses. Students who fulfill the agreement achieve several job objectives and earn transferable college units.

The Business Department offers general work experience courses (300 series and 800 series) designed to help students acquire necessary and desirable workplace habits, attitudes, and skills. The Business Department also offers specialty work experience courses for students enrolled in the following Business Department programs: Fashion Merchandising and Image Consulting, International Business, Paralegal/Legal Studies, Real Estate, and Travel and Tourism.

Other College departments providing occupational work experience courses involving field work experiences are Automotive Technology; Administration of Justice; Aircraft-Maintenance Technology; Architectural Technology; Computer and Information Science; Broadcast Electronic Media Arts; Computer and Information Science; Dental-Laboratory Technology; Engineer-

Phelan Campus Boundaries
The City College of San Francisco Phelan Campus is bounded on the north by Judson Avenue and Havelock Street; on the east by U.S. Interstate 280; on the south by Ocean Avenue; and on the west by Phelan Avenue.

Public Transportation
The City College Phelan Campus is two blocks from BART's Balboa Park Station and the end of the J-Church line. It is also served by the following MUNI lines direct to the campus: K-Ingleside, 15-Third, 43-Masonic, 49-Van Ness. The following buses stop within walking distance of the campus: 23-Monterey, 26-Valencia, 29-Sunset, 36 Teresita, and 54-Felton. For additional route information contact BART and MUNI directly.

Lost and Found Articles
Persons who find articles on campus are requested to give them to the Campus Police Department, Room 119, Cloud Hall.