



# OFFICE OF ADMISSIONS & RECORDS

50 PHELAN AVENUE • CONLAN HALL E107 • SAN FRANCISCO, CA 94112 • 415.239.3291 • FAX 415.239-3936

Dear Prospective Student,

I would like to take this opportunity to congratulate you on your decision to expand your academic horizons through the concurrent enrollment program at City College of San Francisco. To maximize your experience, the institution will consider you a college student. The college bestows the responsibility for every facet of the admissions and registration process on the student. You, alone will be in control of any adds, drops or withdrawals on your schedule. No one, including your parents or guardian will be able to request any services or actions on your behalf without your expressed written consent. This is done to protect your personal information.

Please follow the steps on the accompanying documents carefully to ensure a smooth and rewarding experience.

If you need any assistance, please visit us at the Ocean Campus, in the Admissions & Records Office, Conlan Hall E107 or you can email us at [hsenroll@ccsf.edu](mailto:hsenroll@ccsf.edu).

I wish you success in your academic achievements.

Sincerely,

A handwritten signature in cursive script that reads "MaryLou Leyba".

MaryLou Leyba  
Dean of Admissions & Records  
City College of San Francisco

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# ***SPRING 2009 At CCSF***

## ***Continuously Enrolled Concurrent High School Students***

# ***Welcome Back!***

Did you attend CCSF **Summer or Fall 2008 semester**, and want to enroll as a Concurrently Enrolled High School Student for Spring 2009? You only need to submit the following **two forms**:

- ***Principal/Designee Recommendation Form***; and
- ***Parent/Guardian Consent Form***

***Beginning now through  
Thursday, December 11, 2008, 5:00 P.M.***

to

Admissions and Records Office  
Conlan Hall Room 107  
50 Phelan Avenue  
San Francisco, California 94112

Please choose the class(es) carefully with your high school Principal/Designee and parent(s)/guardian. When selecting your class(es), make sure to follow the current CCSF course prerequisite(s) found in the **CCSF Catalog 2008-2009** or online at [www.ccsf.edu/Catalog](http://www.ccsf.edu/Catalog). Important: List alternative choices of courses on the form in the event your first choice is not available. The Spring 2009 Class Schedule is available on-line on November 6, 2008 at [www.ccsf.edu/schedule](http://www.ccsf.edu/schedule) or paper form November 14, 2008 at all campus bookstores.

**ADD PROCEDURE:** If you are unable to meet the **December 11, 2008 deadline** or the class of interest is full, you may add your class during **January 12 – January 30, 2009**. All adds are at the discretion of the instructor. Upon approval of the instructor, you will be provided with an **Add Sticker** (or signature) for your **Add/Drop Form**. To complete the registration process, submit the **Add/Drop Form** to CCSF Admissions & Records Office, Ocean Campus, 50 Phelan Avenue, Conlan Hall Room 107. Note: CRN on the Add/Drop form must agree with information on submitted Recommendation form. If for any reason, you are not able to add the approved course you must complete and submit a new recommendation form. We will not complete your enrollment in any class without recommendation and consent.

**QUESTIONS** Please contact [hsenroll@ccsf.edu](mailto:hsenroll@ccsf.edu) or (415) 239-3286.





**OFFICE OF ADMISSIONS & RECORDS • MATRICULATION UNIT**

50 Phelan Avenue • Room-E107 • San Francisco, CA 94112 • 415.239.3286 • FAX 415.239.3936

**PARENT/GUARDIAN CONSENT FORM**

Dear Parent/Guardian:

The Board of Trustees of the San Francisco Community College District authorizes certain High School students aged 18 years and under to enroll in courses at City College of San Francisco. Under Section 76001 of the California Code of Regulations, Parent or Guardian must provide written consent before your child may enroll.

By completing the lower portion of this form, I authorize my child’s participation in courses offered by City College of San Francisco. I understand that these courses are accelerated and more advanced than high school courses. I further understand my child is required to comply with the Rules and Regulations of City College of San Francisco and that the CCSF grade becomes part of my child’s permanent school records.

Sincerely,  
MaryLou Leyba  
Dean, Admissions and Records

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I \_\_\_\_\_, Parent/Guardian of \_\_\_\_\_,  
**PRINT Parent/Guardian Name** **PRINT Student Name**

\_\_\_\_\_, is a student enrolled at \_\_\_\_\_ High School  
**Student’s ID#** **PRINT Name of High School**

gives permission for my child to enroll in the following course(s) at City College of San Francisco during

Please Circle One **Fall** **Spring** **Summer** **Year**\_\_\_\_\_.

- Concurrently enrolled high school and home schooled students are authorized to select a maximum three (3) semester units per school term, unless the selected course has a higher unit designation value. Child must have successfully completed 120 high school credits with a cumulative GPA of 2.0.
- Students may select two courses or up to a maximum of six (6) semester units, unless the two courses have higher unit designation value. Child must have successfully completed 204 high school credits with a cumulative GPA of 2.0.

**To Be Completed by Student (Optional)**

Upon completion I give City College of San Francisco permission to send my semester grades to my high school.	
Student’s Signature	Date

Parent’s/Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete reverse side**

# CONCURRENT HIGH SCHOOL STUDENT ADD/DROP PROCEDURES

## To Add Your Classes During The CCSF Add Period

JANUARY 12-30, 2009 FOR SPRING 2009

*You missed the deadline for SPRING 2009, the class you wanted is closed, or you need a different class than the one you originally enrolled;* there is a second chance for you to add a class at CCSF during the ADD/Drop periods at the beginning of the semester. To have the best chance of getting into a course of your choice, please make certain you have listed alternative courses on your Principal Recommendation form.

ADD the class during the dates listed above, if space is available and if the CCSF instructor provides you with an Add Sticker or signature on your Special High School Add/Drop form.

- ✓ Request a Special High School ADD/DROP form at:  
Admissions and Records, Conlan Hall, Room 107.
- ✓ Go directly to the class you have on your Parent Consent, Principal Recommendation form provided you meet CCSF prerequisite for the course.
- ✓ Request to ADD class with the CCSF instructor. An ADD Sticker or signature for your Special High School Add/Drop form will be given at the instructor's discretion, check your parent & principal forms for matching CRN number and course information and replace with a new forms if the information is different. You are responsible for completion and submission of all required documents.
- ✓ Submit the ADD/DROP form with the Add Sticker or signature and new Principal Recommendation form as needed.  
City College of San Francisco, Office of Admissions and Records,  
50 Phelan Avenue, Conlan Hall, Room 107

## To Drop A Class During the Drop/Withdrawal Periods

JANUARY 12 - FEBRUARY 6, 2009 - Drop no notation on permanent student record.  
FEBRUARY 7- APRIL 16, 2009 - Withdrawal deadline notation on student record.

- ✓ Complete an Add/Drop form and submit the form to Office of Admissions and Records, Conlan Hall, Room 107. You are responsible for dropping or withdrawing from any class.

### An Important Note:

WebSTARS is not accessible for Concurrently Enrolled High School Students. All documents must be submitted to Admissions and Records, Conlan Hall, Room 107. **Concurrently Enrolled High School Students will not be allowed to add full term classes after FRIDAY, JANUARY 30, 2008. ABSOLUTELY NO EXCEPTIONS!**