



**ADMISSION TO THE COLLEGE**



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- Step 1:** Go to [www.ccsf.edu](http://www.ccsf.edu) on your web browser.
- Step 2:** Click on the MyCCSF button.
- Step 3:** Click on Web4 under “For Students” column.
- Step 4:** Under Student login, enter your 9-digit User ID: [\*\*\*\*\*] Student I.D. Number. Enter your PIN: [\*\*\*\*\*] normally your Birth Date (example April 1, 1975 is 040175). NOTE: To ensure maximum security it is advised that you change your PIN.
- Step 5:** Re-enter PIN: [\*\*\*\*\*] on the Login Verification page.
- Step 6:** On the Main Menu page click on Student Services & Financial Aid.
- Step 7:** On the Student & Financial Aid page click on Registration.
- Step 8:** Follow the instructions on the Registration page.
- Step 9:** You can buy a Parking Permit on the web. Click on Purchase Parking Sticker and follow the instructions.
- Important:** Remember to exit your browser when you are finished.

**NOTE:** WebSTARS will charge a one-time \$3.00 fee per semester. This fee will cover WebSTARS registration. There is no charge during Add/Drop.

### Helpful Hints for Online Registration

- Students must be admitted to the College and have met the matriculation requirements prior to registration. A registration appointment is required to use WebSTARS. To view a registration appointment, log on to [www.ccsf.edu](http://www.ccsf.edu) and go to the Registration page and click on “Check Your Registration Status”, or call (415) 239-3732.
- To protect confidentiality, it is strongly recommended that each student process his/her own registration.
- **Be prepared** for registration. Your first choice may not be available. Therefore, select two or more sections of the same course before attempting to register.
- All administrative and/or academic **holds** that prevent enrollment must be cleared prior to registration.
- The registration system does not allow time conflicts, multiple registrations in the same course, enrolling in a course without fulfilling the prerequisite, multiple unauthorized repeats, exceeding the maximum number of units (17 semester units).
- After a student’s registration has passed, courses may be **added** or **dropped** as often as necessary while the registration system is available.

#### I have questions. Who can help?

Answers for online registration questions are available Monday through Thursday, 8 A.M. to 5 P.M. and on Friday 8 A.M. to 2 P.M. by calling (415) 239-3732.

In addition you may email your question to [register@ccsf.edu](mailto:register@ccsf.edu)

NOTE: If you have forgotten your PIN number or your PIN number has been disabled, please email us at [corrects@ccsf.edu](mailto:corrects@ccsf.edu)

### 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 for the term which you are applying
- 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.

Contact the Office of Admissions and Records for more details or visit our website at <http://www.ccsf.edu>.

### 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 at City College of San Francisco.

To be considered for admissions as a Concurrently Enrolled High School Student, Section 76011 of the California Code of Regulations requires the recommendation of the high school principal and the consent of the parent or guardian.

For more information regarding admissions deadline dates and enrollment policies, please call (415) 239-3286 or visit [www.ccsf.edu/NEW/en/educational-programs/k-12-programs/concurrent.html](http://www.ccsf.edu/NEW/en/educational-programs/k-12-programs/concurrent.html).

### 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 for a City College degree or certificate. Only courses from regionally accredited institutions will be considered for transfer to City College. For information on how coursework transfers to universities, consult with a counselor.

**High School Honors Courses.** City College grants advanced standing and units to students who have completed high-school advanced placement 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 two semesters 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 on-line at <http://www.ccsf.edu> or in the Office of Admissions and Records.

### Reduced Fees Under AB540

Nonresident students may be eligible to pay the \$46 per unit fees just like California residents.

**What is AB540?** AB540 is a state law that exempts certain students who are not residents of California from paying non-resident tuition at California Community Colleges and California State Universities.

**Who is eligible?** Students who meet all of the following requirements:

- a. You attended a California high school for three or more years.

- b. You graduated from a California high school or attained the equivalent of a high school diploma from California (e.g., GED or California Proficiency Exam).
- c. You registered in Spring 2002 or later.
- d. You completed a California Nonresident Tuition Exemption Request form.

**What steps do I take to determine whether I qualify?** Complete a California Nonresident Tuition Exemption Request form. City College will determine your eligibility.

**If I qualify for nonresident tuition under AB540, how much do I have to pay to attend CCSF?** \$46 per unit.

**When can I apply?** You can apply at any time. Complete the California Nonresident Tuition Exemption Request form and submit it to City College of San Francisco, Admissions and Records Credit Division, Conlan Hall 107, 50 Phelan Ave., San Francisco, CA 94112.

**Where can I go for more information and a California Nonresident Tuition Exemption Request form?** Contact: Admissions and Records-Credit (Conlan Hall 107); Admissions and Records-Noncredit (31 Gough St.); Admissions and Enrollment (all locations); Counseling (all locations); Chinatown/North Beach (940 Filbert); African American Scholastic Programs (Bungalow 500); and Latino Services Network (Cloud 364).

**If I am a U.S. citizen, does this apply to me?** Yes. AB540 applies to you if you attended a California high school for three or more years AND you graduated from a California high school or attained the equivalent of a high school diploma from California (e.g., GED or California Proficiency Exam).

**What if I have more questions?** Contact the Residency Department, Office of Admissions and Records, City College of San Francisco, Conlan Hall 107, 50 Phelan Ave., San Francisco, CA 94112, (415) 239-3287, fax (415) 239-3936 or email [resident@ccsf.edu](mailto:resident@ccsf.edu).

## International Students

City College of San Francisco enthusiastically welcomes international 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. Be eighteen (18) years old or 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. Accepted test scores are minimum score of 473 on the written TOEFL Exam or 52 iBT or 4.5 IELTS.
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 International Students Office, Cloud Hall, Room 212, by November 2nd for the Spring Semester, and by June 1st 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 International Students Office, City College of San Francisco, 50 Phelan Avenue, Cloud Hall, Room 212, 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.

Conditional Admission is offered to international students whose TOEFL score is below the required score of 473. For more information, please contact (415) 239-3895 or read below.

## Conditional Admission Through the Intensive English Program

International students who have a TOEFL score lower than the required 473 PBT (152 Computer-based) or iBT 52. or IELTS 4.5 for CCSF but wish to enroll in the Academic Program, may be *conditionally admitted* to the Academic Program. Full admission to the Academic Program is contingent upon the successful completion of the Intensive English Program offered at CCSF. Students must also achieve a score of 473 on the Institutional TOEFL Examination or place in ESL 150. **Students interested in Conditional Admission to CCSF should complete the application form from the Academic Program and check off Conditional Admission on the form.** Applications are available on the website: [www.ccsf.edu/international](http://www.ccsf.edu/international). For more information, call 415 239-3895i or e-mail: [international@ccsf.edu](mailto:international@ccsf.edu)

## Cross-Registration

**San Francisco Consortium:** 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 San Francisco State University, but pay City College fees. Cross-registration is permitted if the course is not currently offered at the home institution, if the course is lower division, if space is available in the course offered by the host institution, and if the student has satisfied course prerequisites and is enrolled in 12 units at the home institution. This cross-registration policy applies only to the regular sessions of the academic year and specifically excludes summer sessions, extension courses, and similar programs. Forms for this program are available at the Office of Admissions and Records, Conlan Hall E107.

**Mills Cross Registration Program:** City College students may take up to four courses (one per semester) at Mills College in Oakland. Students must be enrolled in or have completed English 1A and have completed 12 units of UC or CSU transferable courses with at least a 2.0 grade point average. Applications are available from the Counseling Office in MUB 39.

**UC Berkeley Cross Enrollment Program:** Students may take a course at UC Berkeley if they have completed English 1A, have completed one semester at City College as a matriculated student, have at least a 2.0 grade point average, have met any prerequisites for the course, and are enrolled in 6 units at City College during the semester they wish to take the UC Berkeley course. Students pay City College fees for the course. Applications are available from the Counseling Office in MUB 39.

## Student Success and Support Program (SSSP)

It is the policy of the college to ensure equal educational opportunity for all students. Student Success and Support Services (previously known as Matriculation services) at CCSF assist students in developing and realizing their educational goals.

Each matriculating student is entitled to:

- Math and English/ESL course placement assessment
- Orientation to College programs and services
- Counseling and advisement
- Opportunity to develop a Student Educational Plan with the assistance of a counselor
- Challenge any prerequisite or corequisite based on established criteria

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- Review the SSSP regulations and exemption criteria approved by the CCSF Board of Trustees

Each matriculating student is expected to:

- Declare an educational goal following completion of 15 semester units and participate in the development of a Student Educational Plan
- Attend classes regularly and complete assigned course work

### SSSP Services Exemption Policy

Students may be excused from participating in any or all of the SSSP services if they meet the exemption criteria below:

- Student has already earned an A.A./A.S. degree or higher (at a U.S. accredited institution only), OR
- Student's educational goals do not include
  - Transfer to a college or university, or
  - Attainment of certificate, degree or basic skills (i.e., math, English, and /or ESL), or
  - Career development, OR
- Student is enrolling only in courses mandated by industry or licensure standards

*Please note: Students who exempt from any SSSP service will not receive course registration priority.*

You may obtain the Matriculation (SSSP) Exemption Form at the Admissions and Records Office and the Matriculation Office in Conlan Hall; or online at <http://www.ccsf.edu/dam/ccsf/documents/matric/ExemptionForm.pdf>

For further information, call (415) 239-3751.

### Matriculation Steps for Enrollment in Credit Classes

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, unless exempted, all new students must complete the five-step matriculation enrollment process. Students should complete the process as early as possible to receive a priority registration appointment, which will increase chances of enrolling in classes of choice.

**STEP ONE — APPLICATION FOR ADMISSION.** All new students must file an online application for admission via the world wide web at [www.ccsf.edu](http://www.ccsf.edu). or with the Office of Admissions and Records, Conlan Hall, Room E107.

**NOTE:** An additional application may be required for admission into specific programs. Consult the department chairperson of the program you are interested in.

**STEP TWO — ORIENTATION.** The online or in-person orientation session will focus on registration activities, interpretation of placement test results, and information about programs and services that students need to know upon enrollment. Students may also participate in the online orientation at [www.ccsf.edu/New\\_Students](http://www.ccsf.edu/New_Students).

**STEP THREE — PLACEMENT ASSESSMENT.** City College of San Francisco placement tests are administered to all new students who plan to enroll in credit classes unless they meet the Placement Testing Waiver or SSSP Exemption criteria. 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. (See "Placement Testing Waiver" for alternate way to meet the assessment component.)

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.

#### Multiple Measures Course Placement Process:

Placement testing is only one factor that determines your Math and English or ESL course placement level at CCSF. Other factors (such as relevant high school and college courses you've taken and your GPA) are considered together with your placement test results. A counselor, whom you will see as part of the SSSP process, will evaluate any additional background information you may provide to further determine appropriate course placement.

For further information, see [www.ccsf.edu/New\\_Students/test.htm](http://www.ccsf.edu/New_Students/test.htm).

#### All students must take either the English or ESL placement test:

- English - For native English speakers or those whose primary language is English,
- OR
- ESL (English as a Second Language) - For those whose primary language is **not** English.

#### All students may begin Math placement testing with any of the following tests::

- Arithmetic - For students who need to strengthen their basic arithmetic skills or who may be ready to study Elementary Algebra.
- Elementary Algebra - For students who have studied beginning algebra and may be ready to study Intermediate or Advanced Algebra.
- College Level Math - For students who wish to enroll in Trigonometry, Calculus, or higher. (Students must take Elementary Algebra Test first.)

#### Placement tests may be taken in a computerized or paper-pencil format.

- Computerized tests: Seating is limited, and first-come, first-served. Reservations are not required.
- Paper-pencil tests: Seating is not limited. Reservations are not required.

For dates and times of both computerized and paper-pencil testing, consult the CCSF Placement Testing Schedule available in the Admissions Office, Testing Office, or online at [www.ccsf.edu/New\\_Students/test.htm](http://www.ccsf.edu/New_Students/test.htm)

**STEP FOUR — MEET WITH COUNSELOR.** At the counseling appointment, a student will receive a program of courses and registration information.

**STEP FIVE — REGISTRATION.** Registration is by appointment, the time and date of which appear on the registration ticket that each student receives.

### Placement Testing Waiver

An alternate way of satisfying the assessment component is to waive placement testing if you have already taken specific tests and/or courses. Submit proof of any of the following criteria and a completed Placement Testing Waiver Form to the Office of Matriculation and Assessment, Conlan Hall 204, 50 Phelan Ave., San Francisco, CA 94112, , in person, by mail, via email at [prereq@ccsf.edu](mailto:prereq@ccsf.edu), or by fax at (415) 452-5127.

#### English

Students may be excused from taking the English Placement Test and may demonstrate their eligibility for English 1A or 1B by attaching



proof (e.g., transcripts, official test result reports) of one of the following:

1. University of California Analytical Writing Placement Exam score of 8 or higher - **Eligibility: English 1A**
2. Completion of a U.C. course satisfying the U.C. Entry Level Writing Requirement - **Eligibility: English 1A**
3. International Baccalaureate Exam scores:  
IB High Level English A1 or A2, Exam score of 4 or higher – **Eligibility: English 1A**
4. Any of the following SAT scores:  
  
SAT Reasoning Test, Critical Reading Section: 500 – **Eligibility: English 1A**  
SAT Reasoning Test, Writing Section: 680 - **Eligibility: English 1A**  
SAT Verbal (before 4/95): 510 - **Eligibility: English 1A**  
SAT Verbal (after 4/95): 590 - **Eligibility: English 1A**  
SAT II Writing Subject Test: 660 - **Eligibility: English 1A**  
SAT Reasoning Test, Writing Section: 680 - **Eligibility: English 1A**
5. ACT English Test with score of 22 or higher -**Eligibility: English 1A**
6. Advanced Placement (AP) Exams:  
ENGLISH LITERATURE AND COMPOSITION:  
Score of 3 or 4 - Equivalency of completion of ENGL 1A; **Eligibility for English 1B and 1C and Speech 2**  
Score of 5 - Equivalency of completion of ENGL 1A+1B  
ENGLISH LANGUAGE AND COMPOSITION:  
Score of 3, 4, 5 - Equivalency of completion of ENGL 1A; **Eligibility for ENGL 1B and 1C and Speech 2**
7. EAP (Early Assessment Program) results:
  - “Ready for English college-level coursework,” or
  - “Conditionally ready for English college-level coursework” AND a grade of C or higher in two semesters of a CSU-approved senior-year high school mathematics course
8. Completion (with “C” or higher) of a college English course equivalent to CCSF English 1A – University-Parallel Reading and Composition - **Eligibility: English 1B and 1C and Speech 2**

**Mathematics**

Students may be excused from taking the Math Placement Test by attaching proof of one of the following:

1. Any of the following SAT scores:  
SAT Reasoning Test, Math Section: 550  
SAT I Math: 550  
SAT II Math: 550
2. ACT Math score of Level I or II or 23.
3. Advanced Placement Exam in Calculus AB or BC, Computer Science AB or Statistics score of 3 or higher.
4. EAP (Early Assessment Program) results:
  - “Ready for mathematics college-level coursework,” or
  - “Conditionally ready for mathematics college-level coursework” AND a grade of C or higher in two semesters of a CSU - approved senior-year high school mathematics course
5. GRE (Graduate Record Exam) Quantitative Section:  
Score of 550 - Eligibility for MATH 70, 75, 80, 90 and 95
6. Completion (with a “C” or higher) of a college-level math course equivalent to MATH 30 (Prealgebra with Basic Math) or higher.

**Placement Test Retake Policy**

Students may retake the Math and English or ESL placement tests after two weeks, for a maximum of two times per testing cycle (Pre-Fall cycle: March through Aug; Pre-Spring cycle: Oct through Jan). ESL students who have already enrolled in core ESL courses (ESL 110-160) must wait until after the last day of the semester to retake the ESL Placement Test. An ESL advisor is available during the final two weeks before the beginning of fall semester for continuing ESL students who wish to have their skills reassessed.

CCSF placement tests are designed to help determine your Math and English or ESL course placement levels before you enroll in Math, English or ESL courses. If you wish to skip to a higher level after you have enrolled, contact the Math Department Chair, English Eligibility Coordinator, or Credit ESL Coordinator for an individual assessment.

**Alternative Matriculation Services**

You can access or request alternative services for the matriculation process if you indicate the following:

**Placement Testing:**

1. English is not your primary language and you prefer to take the regular English as a Second Language Placement Test;
2. You have a physical, visual, or communication limitation which might require an accommodation;
3. You have extreme difficulty with reading, writing, spelling, math, or understanding and remembering information, which might require an accommodation.

**Orientation and Counseling:**

1. English is not your primary language and you prefer to take a translated Orientation (if available);
2. You have a physical, visual, or communication limitation which might require an accommodation.
3. You have extreme difficulty with reading, writing, spelling, math, or understanding and remembering information, which might require an accommodation

**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.

**Enrollment Fees**

**Fee Schedule for Credit Classes:**

All enrollment fees and applicable nonresident tuition fees are due and payable at the time of registration.

(Fees subject to change)

Enrollment fee per semester unit . . . . .	\$46.00
Non-Resident tuition	
per semester unit . . . . .	\$211.00 + \$7 per unit
for capital outlay fee + \$46.00 enrollment fee	
Non-Resident tuition per semester unit	
for International students & students	
with F-1 visas . . . . .	\$211.00 + \$7 per unit
for capital outlay fee + \$46.00 enrollment fee per unit	
The capital outlay fee is assessed for all international and non resident students	
Health fee per semester (non-refundable)* . . . . .	\$17.00
Web Registration fee per semester (non-refundable). \$3.00	
(Students may also register in person during the “Open Registration” period.)	

Voluntary Student Activity Fee . . . . . \$5.00

Voluntary Student Representative Fee . . . . . \$1.00

\*Assembly Bill 982, eliminating health fee waiver for all students, was signed into law by the Governor of California on September 22, 2005. On January 26, 2006, Board of Trustees voted to implement fully AB982 at City College of San Francisco starting summer of 2006. The health fee for summer 2009 will be \$14.00 and starting spring 2009 semester will be \$17.00. The California State legislature also periodically allows the districts to increase health fee by one dollar increments. This health fee is not refundable.

## Health Fee

Health fee (non-refundable): \$17.00 for students registered in .50 semester unit or more.

NOTE: By law, students who qualify in the following categories will be exempted from payment of the health fee.

1. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. (Documentation required.)
2. Students who are attending college under an approved apprenticeship training program. (Documentation required.)

Please refer to Student Health Services website for the "Petition for Exemption of the Student Fee" at [www.ccsf.edu/studenthealth](http://www.ccsf.edu/studenthealth)

## Financial Aid Program: Board of Governors Fee Waiver (BOGW)

The Board of Governors Fee Waiver is a program that provides a waiver to the community college enrollment fee. To be eligible, you must be a California resident and meet certain eligibility conditions. For more information about these programs, turn to the Financial Aid heading under the General Information section of this catalog, visit the Financial Aid Office in Cloud Hall, Room 324, or call (415) 239-3575.

## Payment Methods and Policies

Payment of fees is due at the time of registration. Non-Payment of fees will result in a HOLD being placed on your account. Non-payment of fees MAY result in classes being dropped during the registration period. This could also result in not receiving college services. Students are liable for all fees for classes not dropped by the refund deadline dates.

Enrollment Fees, Nonresident and International tuition, and all other applicable fees are due and payable at the time of registration. Please note: it is the STUDENT'S responsibility to drop or withdraw from class(es) by the established deadlines published in the online class schedule.

Exemptions from immediate payment of fees are available to accommodate the following groups of students: students receiving financial aid based on BOG and FAFSA eligibility, students who sign up for a tuition payment plan, and self-certified exemptions for military service, among others. Please be advised that students are responsible for self-certified exemptions. If your certified exemption is not processed, students are responsible for all fees assessed and must adhere to the drop deadline dates.

Any classes added to your schedule, after you have paid for your initial registration fees are also subject to be dropped for nonpayment of fees. If your classes were dropped for nonpayment and you believe there was an error, please notify the Registration Office immediately at (415) 239-3732 or email [register@ccsf.edu](mailto:register@ccsf.edu).

**Please note:** City College of San Francisco participates in the Chancellor's Office Tax Offset Program (COTOP). All past due accounts are submitted to COTOP for collection. All Admissions,

Registration and Fee correspondence will be sent to your CCSF email account.

## 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 and online class schedule for refund deadline dates.

## 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 and online class schedule for deadline dates. Refund procedures also apply to summer session intervals.

## Student Activity Fee Refund and Request to Reverse Procedures

The student activity fee may be refunded if you have paid your fees by submitting a Request for Refund form through Tuition and Fees Office, Smith Hall, Room 118. The student that has not paid for their fees may reverse the Student Activity Fee from their account by completing the Request to Reverse Student Activity Fee Form through the Tuition and Fees Office, Smith Hall, Room 118.

## 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 and online class schedule 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 prorated 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 2013–2014 academic year.*

In as much 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 International Student Tuition Fee Credit Balances

City College of San Francisco allows all enrollment fees, nonresident and international 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 non-resident 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 or e-mail [resident@ccsf.edu](mailto:resident@ccsf.edu).

## Residency Adjustments

Students are notified by email of their residency status after they apply to the college however 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) or e-mail [resident@ccsf.edu](mailto:resident@ccsf.edu) 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. Students may update their address on-line at <http://www.ccsf.edu>. Click on to Personal Information.

## 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.

## Enrollment Limitations

Students may enroll in a maximum of seventeen (17) semester units, including physical education courses each Fall and Spring school terms. Students may enroll in a maximum of seven (7) semester units, including physical education courses during the Summer Session. Students wishing to enroll in more than the maximum units allowable must receive permission from his/her academic counselor. Approval to take more than 17 semesters unit 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.

NOTE: Enrollment maximums are strictly enforced by our computer systems. Therefore, students who have received permission from their counselor to enroll in over the maximum units authorized by College policy must process those units in-person at the Registration Center, Smith Hall, Room 118.

## 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 in the online time schedule or 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

Attendance at the first class session is very important. Your instructor MAY drop you if you do not attend. If you must be absent during the first few days of class, contact the instructor directly.

Do not rely on the instructor to drop or withdraw you from class for non-attendance. If you have registered for a class, but no longer attend it, or have never attended it, you must drop or withdraw from the class. 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.

### Student Email

All City College credit students are issued a CCSF Mail address, provided by Google. All official CCSF email will be sent to the CCSF Gmail address. By using the CCSF Mail address, CCSF can ensure that students receive registration, financial aid and other important information. Students have the option to forward CCSF GMAIL messages to an email account which they check regularly.

Students can find information about their CCSF Gmail address and password by:

1. Logging on to Web-4
2. Clicking on the Personal Information tab.
3. Scrolling down

Additional information may be obtained by phone from Gmail Help Desk at 415-239-3987, by email at [mailhelp@mail.ccsf.edu](mailto:mailhelp@mail.ccsf.edu), or from the CCSF Mail FAQ website at <http://ccsf.edu/gmailfaq>. The FAQ website has details for logging on and forwarding email to a different address.

Students who object to using Google software should go to the Admissions and Records Office to request City College notifications via hardcopy.

### Admissions 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 locations.

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 or ESL 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)

Please contact the Admissions and Enrollment Office at the location that you wish to attend for more information.

### How to Enroll in Free Noncredit Courses

Students can earn special certificates and/or diplomas by enrolling in the noncredit division. Courses include Adult Basic Education (ABE), Business, Child Development and Family Studies, Citizenship, Consumer Arts and Sciences, Consumer Education, Disabled Students Programs and Services, English as a Second Language (ESL), GED, High School, Older Adults, and Trade and Industry.

**Noncredit division courses are tuition free.** However, students are expected to buy books and supplies. A few courses require the purchase of additional materials or the payment of a materials fee.

For the most accurate and up-to-date enrollment information, please contact the location offering the course you want to take. The locations and phone numbers are listed on the inside front and inside back covers of the class schedule. Counselors are available to help you select and enroll in classes.

New students are required to complete a Noncredit Application. You may complete a Noncredit Application by 1.) Going to [www.ccsf.edu](http://www.ccsf.edu) on your web browser; 2.) Clicking on the Admissions/Registration link; 3.) Clicking on noncredit admissions link; 4.) Clicking on non-credit application link. Students may also pick up an application at the location they plan to attend and submit it to the Office of Admissions & Enrollment.

Programs such as ESL, Citizenship, Adult Business Education/High School, DSPS, Child Development and Family Studies and short-term vocational courses such as Office Technology and Trade and Industry require that students go through the matriculation process. Please contact the Admissions & Enrollment office at the location that you wish to attend for more information.

In many cases, you can enroll in classes by attending the first class meeting. You can also enroll after the start of the semester. Speak to a counselor or the instructor.

**IMPORTANT:** Students holding F1/F2 and B1/B2 Visas are prohibited from enrolling in noncredit courses.

### 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.