Spring 2010
At
City College of San Francisco
Continuously Enrolled Concurrent High School Students

Welcome Back!

Did you attend CCSF Fall 2009 semester, and want to enroll as a Concurrently Enrolled High School Student for Spring 2010? Only submit the following two forms:

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

Beginning Now through Friday, December 18, 2009, by 2:00 P.M.
to
Admissions and Records Office
Conlan Hall Room 107
50 Phelan Avenue
San Francisco, California 94112

Please plan thoughtfully with your high school Principal/Designee and parent(s)/guardian. When choosing your class (es), make sure to follow the current CCSF course prerequisite(s) found in the CCSF Catalog 2009-2010 or online at www.ccsf.edu/Catalog. CCSF Class Schedules are available on-line on November 6, 2009 and all campus bookstores November 20, 2009.

ADD PROCEDURE: If you are unable to meet the December 18, 2009 deadline or class of interest is at capacity, you may add your class during Add period (see Spring 2010 Class Schedule for details). All adds are at the discretion of the instructor. If approved the instructor provides you 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 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.

http://www.ccsf.edu/Services/Admissions_Records/High_School.html

QUESTIONS? Please contact
Phone (415) 239-3286 or E-mail hsenroll@ccsf.edu.

Updated: 09/28/2009
ADMISSIONS AND ENROLLMENT POLICIES FOR
SPECIAL PART-TIME STUDENTS

CONCURRENTLY ENROLLED IN HIGH SCHOOL
&

HOME SCHOOLED

A student seeking admissions to City College of San Francisco as a "Special Part Time Student" concurrently enrolled in a public or private secondary school (high school) and home schooled students must meet the following admissions requirements:

- Complete 120 high school credits with a cumulative grade point average (CGPA) of 2.0. Submit an official high school academic transcript in person to the Office of Admissions and Records (Conlan Hall, E107) with the application for admissions verifying unit completion and GPA verification.

**NOTE:** The parent/legal guardian of a home schooled student must verify in writing the academic standing of his/her daughter or son. The enclosed sample of a written verification is in the form of an academic transcript for reference.

- Complete and submit a Principal/Designee Recommendation Form. The parent/legal guardian of the home schooled student must sign as acting principal.

- Complete and submit a Parent/Guardian Consent Form.

**Limitations on Enrollment**

- Concurrently enrolled high school students and home schooled students are authorized to enroll in a maximum of three (3) semester units per school term, unless the selected course has a higher unit designation value if they have successfully completed 120 high school credits with a cumulative GPA of 2.0.

- Students may enroll in two courses or up to a maximum of six (6) semester units unless the two courses have higher unit designation value if they have successfully completed 204 high school credits with a cumulative GPA of 2.0.

- All concurrently enrolled high school students and home schooled students must complete the matriculation process prior to enrolling in class (es) regardless of course content. The matriculation process includes submission of application, high school transcripts, testing/assessment, orientation and counseling.
Registration Procedures
• Concurrently enrolled high school and home schooled students are not permitted to utilize the College’s Web registration system (WebSTARS) or in-person registration services. Matriculation staff will facilitate the enrollment of concurrently enrolled and home schooled students after the pre-registration period has ended for continuing, readmitted, and new students.

NOTE: City College of San Francisco does not guarantee enrollment. The class authorized by the student’s principal/designee and parent/guardian may be at enrollment capacity at the time you turn in your forms.

Appeals to Admissions Policies and Enrollment Policies
• Appeals to the admissions and enrollment policies must be addressed to the Dean of Admissions and Records in writing.

• All documentation supporting the reasons for the appeal must be submitted to the Dean of Admissions and Records for review.

While we welcome concurrently enrolled high school students our first priority is in serving our continuing college students, those that have attended and are seeking re-admissions, new college students who have graduated from high school and students that are eighteen years of age or older and are seeking to continue their education at City College of San Francisco. Therefore, we will be strictly enforcing the policies and procedures outlined in considering the admissions and enrollment of students who concurrently enrolled in high school or are home schooled.

Concurrently enrolled high school students or home schooled students, if accepted for admissions, will be registered into their selected class (es) at the end of the pre-registration period no matter how early their admissions documents have been submitted to the Office of Admissions and Records.

IMPORTANT: Concurrently enrolled high school students and home schooled students may only enroll in classes that are Associate Degree applicable, and they are restricted from enrolling in physical education courses.
PRINCIPAL/DESIGNEE RECOMMENDATION FORM

Pursuant to Education Code Section 76001, I, __________________________ (PRINT Principal Name), Principal at ____________________________________________ High School, which is part of the __________________________ School District, hereby recommends that __________________________________________, date of birth __________________, is a currently enrolled __________________________, date of birth __________________, is a currently enrolled (PRINT Student Name) in the ________ grade at my high school, be admitted to the Fall Spring Summer Year (Please Circle One) school term at City College of San Francisco, as a special part-time student in the following course(s):

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

- Students may select two (2) courses or up to a maximum of six (6) semester units, unless the two courses have higher unit designation value. Students must have successfully completed 204 high school credits with a cumulative GPA of 2.0.

NOTE: Any alteration of the original courses selected on this form by the utilization of “white out” or “line out” will not be accepted. New course selections must be submitted on new form.

<table>
<thead>
<tr>
<th>Example CRN</th>
<th>Subject/Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>30227</td>
<td>Music 9A</td>
<td>Beginning Piano</td>
<td>2.0</td>
</tr>
</tbody>
</table>

I certify that this student has demonstrated adequate preparation in the discipline(s) to be studied, and he/she has availed himself/herself of all opportunities to enroll in an equivalent course(s) at this high school.

I also certify that my recommendation that this student be admitted to City College of San Francisco is made pursuant to rules and regulations adopted by the Governing Board the __________________________ School District, and that I have not recommended admissions to a community college more than five percent of the total number of students who have completed the grade in which they are enrolled immediately prior to the time of this recommendation.

PrintName/Title: __________________________ Signature: __________________________

School Address __________________________

School Phone No.: ( ) ____________________ Date: __________________________

Please complete reverse side
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.

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.

Sincerely,
MaryLou Leyba
Dean, Admissions and Records

I ______________________________________, Parent/Guardian of ________________ , PRINT Parent/Guardian Name
PRINT Student Name
________________ , is a student enrolled at ____________________________ High School
PRINT Name of High School
Student’s Email Address

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I give 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___________.

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.

Parent’s/Guardian’s Signature: _____________________ Date: __________________

To Be Completed by Student (Optional)

Upon completion I give City College of San Francisco permission to send my semester grades to my school district.

Student’s Signature Date

Please complete reverse side
CCSF Continuously Enrolled Concurrent High School Student Checklist

☐ Download and print CCSF Continuously Enrolled Concurrently High School Student High Packet and Parent & Principal forms.

☐ Obtain official copy of your high school transcripts, only if you have attended two semesters at CCSF or now qualify to enroll in more than three units at City College of San Francisco.

☐ Submit CCSF official high school transcript and completed Parent Consent & Principal Recommendation forms to CCSF, Admissions & Records, Conlan Hall, and Room 107 by December 18, 2009, by 2:00 p.m.

☐ CCSF classes begin ________________________________.

☐ Verify all deadline dates by visiting the correct semester and class [http://www.ccsf.edu/Schedule/](http://www.ccsf.edu/Schedule/).

☐ **Add period** ________________________________.

☐ **Drop period** ________________________________ , no notation of course on academic record.

☐ **Withdrawal period** ________________________________ , course notated on academic record.

☐ **Class ends** ________________________________.
CONCURRENTLY ENROLLED HIGH SCHOOL STUDENT
ADD/DROP PROCEDURES
To Add Your Classes Beginning the CCSF Add Period
January 19-February 5, 2010 for Spring 2010

You missed the deadlines for Spring 2010 or the class you wanted closed, or you need a different class than the one you originally requested; there is a second chance for you to add a class at CCSF during the ADD/Drop periods at the beginning of the semester.

ADD the class during the dates listed above, if space is available and if the CCSF instructor provides you with and Add Sticker or Signature on an 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 Parent Consent, Principal Recommendation and meet CCSF prerequisite.

Request to ADD class with the CCSF instructor. All ADD Stickers or Signatures on ADD/DROP form are given at the instructor’s discretion, check principal recommendation form for identical CRN information, and replace form as needed. You are responsible for completion and submission of all adding documents.

- CCSF prohibits enrollment of Physical Education Courses.
- Submit the Add Sticker or Signature and ADD/DROP form 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

SPRING 2010 - SEE ONLINE SCHEDULE FOR ALL DEADLINES
Drop indicates no notation on permanent student record.
SPRING 2010 - SEE ONLINE SCHEDULE FOR ALL DEADLINES
Withdrawal becomes a permanent notation on your student record.

Complete an Add/Drop form and submit the form to
Office of Admissions and Records, Conlan Hall, Room 107.
Students are responsible for dropping and withdrawal of class(es).

An Important Note:
WebSTARS is not accessible to Concurrently Enrolled High School Students. Submit all documents to Admissions and Records, Conlan Hall, Room 107.