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 and 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.

I wish you success in your academic achievements.

Sincerely,

MaryLou Leyba
Dean of Admissions and Records
City College of San Francisco
Concurrently Enrolled High School Student’s Path to City College of San Francisco Enrollment Process
For SPRING 2010
The Path is 5 Easy Steps

Make sure you meet the following requirements:

- Have **120** high school credits
- Have a minimum **2.0** GPA
- Completion of CCSF Matriculation Process

**LAST DAY TO COMPLETE ALL STEPS – December 10, 2009 by 6:00 p.m.**

**Steps:**

   **Please note:** On-line application is only accessible, if you are 16 years or older at the time of completion.
   [www.ccsf.edu/Services/Admissions_Records/High_School_New.html](http://www.ccsf.edu/Services/Admissions_Records/High_School_New.html)
   Request two official high school transcripts (See Steps 2. and 4. for details)

2. Submit a copy of the e-mailed response declaring your CCSF Student ID number, an official high school transcript, Parent/Guardian Consent and Principal Recommendation forms.
   To: **CCSF, Office of Admissions and Records, Ocean Campus, 50 Phelan Avenue, Conlan Hall, Room 107.**
   You will receive a Matriculation Component card, English and Math Placement Testing Schedule and High School Orientation Handbook.
   - ✔ We will not accept incomplete application packets.
   - ✔ CCSF prohibits enrollment of Physical Education Courses.
   - ✔ Grades are permanent on your college record.
   (College classes are more advanced and accelerated than high school classes.)

   **You are responsible for making and keeping a copy of the Principal recommendation & transcript.**

3. Participate in both the English/ESL and Math Placement tests.
   English and Math Placement Testing Schedule are available:
   [http://www.ccsf.edu/Services/Matriculation_Office/test.htm](http://www.ccsf.edu/Services/Matriculation_Office/test.htm)
   Paper schedules are available at 50 Phelan Avenue, Conlan Hall, Rooms 107, and 203.
   Contact the Testing Office at (415) 239-3124 to schedule an appointment for computerized English (Native Speaking) Placement Tests only; all other tests seated on a first come first serve basis.
   **Remember** an identification card with picture is required in all placement tests; high school ID card is accepted.

   **ENGLISH and MATH PLACEMENT TESTING WAIVER:**
   English and Math Placement Testing Waiver are available in the Office of Matriculation, 50 Phelan Avenue, Conlan Hall, Room 204 or download and printable version.
   [http://www.ccsf.edu/Services/Matriculation_Office/twaiver.pdf](http://www.ccsf.edu/Services/Matriculation_Office/twaiver.pdf)

4. Meet with a City College of San Francisco Counselor.
   The New Student Counseling Department is located in Conlan Hall, Room 205. Concurrently Enrolled Students are seen on a drop-in basis. Please call, (415) 239-3296 for office hours. In order to meet with a counselor, the student must bring the following:
   - Orange Matriculation Component Card with CCSF Student ID Number
   - Copy of signed Parent Consent form
   - Copy of signed Principal Recommendation form
   - Second copy of Official High School Transcript
   - CCSF English and Math Placement Test Results or Placement Testing Waivers

5. **SUBMIT IN PERSON to:** Admissions and Records Office, 50 Phelan Avenue, Conlan Hall, Room E-107.
   A. CCSF New Student Counseling Dept. Initial Education Plan Form
   B. Orange matriculation component card
   Admissions and Records will use the information on the submitted Principal/Designee Recommendation form to enroll you into CCSF classes. However, if we are not able to do so, follow the directions on Concurrent High School Students Add/Drop Procedures within your Orientation Handbook, adjust your course schedule during the ADD/DROP period. **Please note:** All adds are at the discretion of the instructor, if approved you will be provided with an Add Sticker OR his/her signature on your Add/Drop Form.
   Any questions regarding concurrent enrollment. [hsenroll@ccsf.edu](mailto:hsenroll@ccsf.edu) (415) 239-3286
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.
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

Student’s Email Address

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__________

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.

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Please complete reverse side
PRINCIPAL/DESIGNEE RECOMMENDATION FORM

Pursuant to Education Code Section 76001, I, ______________________________________, Principal (PRINT Principal Name) at _______________________________________________________ High School, which is part of the (PRINT High School Name) School District, hereby recommends that ______________________________________________________, 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>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>

1st Choice
2nd Choice
3rd Choice
4th Choice

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
CCSF Concurrently Enrolled High School On-line Applicant’s Checklist

☐ Complete & submit online CCSF Application. Please note: On-line application is only accessible, if you are 16 years or older at the time of completion.

☐ Application Helpline: 1-800-468-6927

☐ Notification of receipt of application from CCSF to your e-mail address.

☐ Receive response from City College of San Francisco, which states your name, semester you have applied for and declares your CCSF Student ID number, which is needed for English/ESL, Math and Algebra Placement Testing, English and Math Placement Testing Waiver, Parent/Guardian Consent and Principal/Designee Recommendation forms.

☐ Submit a copy of CCSF Student ID response letter, official high school transcript, and Parent/Guardian Consent & Principal/Designee Recommendation forms to CCSF, Office of Admissions and Record, Conlan Hall, Room 107.

☐ Complete English/ESL and Math placement tests or obtain English/Math placement waivers from the Office of Matriculation, Conlan Hall and Room 204.

☐ Meet with CCSF Counselor, bring second transcript, copy of Parent & Principal form, Placement Testing Results or Placement Testing Waivers and High School Orientation Handbook Quiz.

☐ Submit Matriculation Component Card, New Student Counseling Department Initial Education Plan (pink copy) and show test/waiver results to Admissions and Records, Conlan Hall, Room 107, see Concurrently Enrolled High School Students Path to CCSF The Path is 5 Easy Steps.

▶ See each semester’s on-line Class Schedule for deadlines.

➤ CCSF classes begin: ____________________________________________.

➤ Add period: ____________________________________________________.

➤ Drop period: ____________________________________________________, no notation on academic record.

➤ Withdrawal period: ____________________________________________, course notated on academic record.

➤ CCSF classes end: ____________________________________________.
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.