Admission & Enrollment (John Adams Center)

Students Not Attending another High School:

Step One: Intake Testing

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesdays (See Placement Test Schedule)</td>
<td>9:00 AM &amp; 3:30 PM</td>
<td>Room 100</td>
</tr>
<tr>
<td>Thursdays</td>
<td>4:30 PM</td>
<td>Room 218</td>
</tr>
<tr>
<td>By Appointment</td>
<td>Call (415) 561-1013</td>
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Testing includes: Reading (30 minutes), Math (30 minutes), and Writing Sample (20 minutes)

Step Two: Counseling Orientation & Scheduling

- After the intake test, you will receive a 30-minute orientation from the CCSF Counseling Department.
- You will also meet with a counselor to receive your initial class schedule.

Step Three: High School Transcripts

- To receive your high school diploma, please obtain your previous high school transcripts as soon as possible so you do not take unnecessary classes.
- SFUSD High School Transcripts can be obtained from SF Unified School District, Marciela Ramson at 727 Golden Gate Ave., Bungalow 1, San Francisco, CA 94102.
- Bring your transcript(s) to a counselor in Room 143 for an evaluation and an educational plan.

Step Four: Obtain a Photo ID Card

- Go to Room 143 with your current class schedule to get a CCSF photo ID.

NOTE: Students under 18 must obtain a Letter of Exemption from their school district. For more information about this process, click HERE.

Students Attending another High School:

- Pick up the Special Noncredit Concurrent Enrollment Application Packet for High School Students. (Applications are available at your high school or at CCSF Noncredit Admission and Records Office, either at Ocean Campus, 50 Phelan Ave., Smith Hall, Room 118 or at John Adams Center, 1860 Hayes St., room 143.)
- Bring your signed Principal Recommendation From and the Parent/Guardian Consent Form to the counseling office at John Adams, room 143. Without these forms, you will not be admitted to the program.