ADMISSION TO THE COLLEGE

Step 1: Go to 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 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
NOTE: If you have forgotten your PIN number or your PIN number has been disabled, please email us at 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.

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.

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, Conlan Hall, Room 107 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 Admissions Office, City College of San Francisco, 50 Phelan Avenue, Conlan Hall, Room 107, 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 to the College

Conditional Admission to the College

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. For more information, call 415 239-3895 or e-mail: international@ccsf.edu

San Francisco Consortium: Cross-Registration
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 the following institutions: Golden Gate University; San Francisco State University, and the University of San Francisco. 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.

Further information for students whom the Consortium may help is available in the Registration Center, Smith Hall 118 and the Office of Admissions and Records, Conlan Hall E107.

Matriculation Policy for Credit Classes
It is the policy of the District to ensure equal educational opportunity for all students. The Matriculation process at CCSF brings the student and the College into a partnership agreement to develop and realize the student’s educational goals.

City College of San Francisco agrees to provide the following services:

1. Basic skills assessment and career guidance
2. Orientation to College programs and services
3. Counseling and advisement
4. Opportunity to develop an educational plan
5. Continued monitoring of academic progress

The student agrees to:

1. Attend classes regularly and complete assigned course work
2. Use support services as needed
3. Consult with counselors and advisors when appropriate
4. Be willing to declare an educational goal following the completion of 15 semester units
Matriculation Exemption Policy
All new students enrolling in credit classes are required to participate in the matriculation process. However, you may be excused from participation in the assessment, orientation, or counseling components if you meet either of the criteria below:

1. You have already earned an A.A./A.S. degree or higher (U.S. accredited institutions only). Or,
2. You do not intend to ever enroll in more than 9 units of courses at CCSF. You do not intend to enroll in courses with prerequisites, enroll in any Math, English or ESL courses, AND do not intend to earn a degree or certificate from CCSF or transfer to a university.

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 application for admission via the world wide web at 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 — 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 waiver or 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.

For further information, see 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 must begin Math placement testing with either the Arithmetic or Elementary Algebra Test:
- 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 version: Seating for the computerized version is limited. Reservations are required. To make a reservation, call 239-3124.
- Paper-pencil version: Students may attend the paper-pencil version of the tests on a drop-in basis. No reservation is 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

STEP THREE — ORIENTATION. The orientation session will focus on registration activities, test score interpretation, 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.

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 or by mail.

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 score of 8 or higher - Eligibility: English 1A
4. Any of the following SAT scores:
   - 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 Combined English/Writing Test with score of 30 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 ENGL 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. Completion (with “C” or higher) of English 1A - College Level
Reading and Composition course or the equivalent - Eligibility:
English 1B and 1C and Speech 2

Mathematics
Students may be excused from taking the Math Placement Test and be
eligible for at least Math 60 (Intermediate Algebra) by attaching proof
of one of the following:
1. Any of the following SAT scores:
   SAT I Math: 600
   SAT II Math: 550
   SAT Reasoning Test, Math Section: 600
2. ACT Math score of Level I or II or 28.
3. Advanced Placement Exam in Calculus AB or BC, Computer
   Science AB or Statistics score of 3 or higher.
4. EAP (Early Assessment Program) of the California Standards
   Test with a status of “Ready for CSU college-level mathematics
   course”
5. GRE (Graduate Record Exam) Quantitative Section:
   Score of 600 - 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 40 (Elementary Algebra) or higher.

Test Retake Policy
The placement tests are used only for initial placement in English, ESL
and Mathematics. Students who have not yet enrolled in English, ESL
or Math can retake the placement test after two weeks for a maximum
of two tests per testing cycle. Student who have completed or with-
drawn from English or ESL classes may retake the tests three months
after the posting of the final grade received in the course. Students
currently enrolled in English or ESL who wish to jump classes in these
sequences must contact the English Eligibility Coordinator at 239-3574
or the ESL Eligibility Coordinator at 239-3427.

Alternative Matriculation Services
You can access alternative services for the matriculation process if you
indicate the following:
1. English is not your primary language and you do not feel pro-
   ficient enough in English to take the regular English Placement
   Test
   OR
2. You have a physical, visual, or communication limitation that
   might require accommodation in an educational setting
   OR
3. You have extreme difficulty with reading, writing, spelling,
   math, or understanding and remembering information.

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)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment fee per semester unit</td>
<td>$46.00</td>
</tr>
<tr>
<td>Non-Resident tuition per semester unit</td>
<td>$203.00 + $46.00</td>
</tr>
<tr>
<td>Health fee per semester (non-refundable)</td>
<td>$17.00</td>
</tr>
<tr>
<td>Web Registration fee per semester (non-refundable)</td>
<td>$3.00</td>
</tr>
<tr>
<td>Voluntary Student Activity Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Voluntary Student Representative Fee</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

*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: 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 appren-
ticeship training program. (Documentation required.)

Financial Assistance Program
to Waive Enrollment Fee
The Board of Governors of the California Community Colleges allo-
cates funds to help qualifying students meet enrollment fee costs. 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
Enrollment, non-resident and international tuition, and all other appli-
cable fees are due and payable in full at the time of registration. Cash,
cashier’s checks, money orders, Visa/MasterCard, ATM or first-party
checks (for the exact amount) will be accepted as payment.

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 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 pro-rated 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.

**Residency Adjustments**

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 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, 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 noncredit 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.