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. Please be advised as a college student, you alone will be in control of any adds, drops or 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.

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 107 or you can email us at hsenroll@ccsf.edu.

I wish you success in your academic achievements.

Sincerely,

[Signature]

MaryLou Leyba
Dean of Admissions & Records
City College of San Francisco

Enclosures
Enrollment Process for Concurrently Enrolled High School Students for Summer 2015

Make sure you meet the following requirements:
- Have **120** high school credits
- Have a minimum **2.0** GPA

COMPLETE ALL REQUIRED STEPS BY Friday, May 22nd, 2015 to obtain registration date of June 1st, 2015. (Documents submitted after the deadline will be accepted and processed one week after submission).

**Steps:**

1. **CCSF ONLINE APPLICATION (REQUIRED)**
   - Submit your CCSF Concurrent High School on-line application for admission.
   - Obtain an official High School Transcript.

2. **MEET WITH YOUR HIGH SCHOOL COUNSELOR (REQUIRED)**
   - Obtain High School Concurrent Enrollment Permission/Consent Form (online or in person).
   Your high school counselor will advise/recommend which college course(s) to enroll in. Please have principle/designee sign the High School Concurrent Enrollment Permission/Consent Form.

3. **ORIENTATION, PLACEMENT TESTING and CCSF COUNSELING SERVICES**
   A. High School Students are strongly encouraged to complete online orientation. The orientation introduces you to some of the essential programs, services and procedures at the College.
   B. The CCSF assessment process is required if you are intending to enroll in any math or English course(s) or any course that has math or English as a requirement. To view testing schedule click here
   C. If you would like to take advantage of our CCSF counseling services please call (415) 239-3296 or (415) 452-5235 for office hours and locations, counselors meet with students on a drop-in basis. Please bring the following:
   - Concurrently Enrolled High School Student Matriculation “orange” card (obtain from Admissions and Records Conlan Hall 107).

4. **SUBMIT DOCUMENTS (REQUIRED)**
   Please submit documents to the Office of Admissions and Records, 50 Phelan Avenue, Conlan Hall, Room 107:
   - Completed and signed High School Concurrent Enrollment Permission/Consent Form.
   - Official High School Transcript.
   - High School Matriculation “orange” card and Counseling Initial Interview form (if you met with CCSF counselor).

5. **ENROLL IN COURSE(S) VIA STUDENT ONLINE WEB4 (REQUIRED)**
   Once you submit all required and completed documentation from step 4, your registration date will be activated. On or after that date, log in to Web4 with your CCSF student ID# and pin number and follow the Add/Drop Process.

High school students who have previously participated in CCSF High School Concurrent Enrollment Program within the past year only need to complete enrollment steps 2, 4, 5.

Questions regarding concurrent enrollment please email; hsenroll@ccsf.edu or call (415) 452-5172
# HIGH SCHOOL CONCURRENT ENROLLMENT PERMISSION/CONSENT FORM

## STUDENT

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<thead>
<tr>
<th>Term Applying for:</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Year</th>
<th>CCSF ID#</th>
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<tbody>
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## COURSES

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<tbody>
<tr>
<td>Example</td>
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1st choice

2nd choice

Alternate Course(s) (If above courses are closed)

3rd choice

4th choice

By completing this form, I authorize my child’s participation in course(s) offered by City College of San Francisco (CCSF). I understand that these course(s) are accelerated and more advanced than high school courses. I further understand that my child is required to comply with the Rules and Regulation of CCSF and that the CCSF grade becomes part of my child’s permanent school record*.

Parent’s/Guardian name: ___________________________ Date: __________________

Parent’s/Guardian Signature: ___________________________ Phone #: __________________

## PARENT

The above named student is authorized and recommended to enroll in the above college-level course(s) as part of the City College of San Francisco High School Concurrent Enrollment Program for the semester noted above. By signing this you are indicating that you have assessed the student’s preparedness to undertake college-level studies and recommending the student for attendance in this program*.

I also certify 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.

Principal/Designee Signature: ___________________________ Phone #: __________________

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*Student, Parent and Principal: Please make sure to read City College of San Francisco rules and guidelines, located on back of sheet.

Updated: 03/01/15 AR
• Concurrently enrolled high school and home schooled students are authorized to select a maximum of three (3) semester units per school semester, unless the selected course has a higher unit designation value. Student must have successfully completed 120 high school credits with a GPA of 2.0 or higher.

• Students may select two (2) courses or up to a maximum of six 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 or higher.

• Official High School transcript required

• High School students are not allowed to enroll in Physical Education courses.

• High school students must satisfy course prerequisites and eligibility requirements for some courses (placement testing may be required).

• CCSF cannot guarantee enrollment, therefore, please indicate a first, second, third or fourth choice for course selection on the High School Concurrent Enrollment Permission/Consent Form.

• Grades are permanent on your college record, they cannot be removed and will be used to calculate cumulative CCSF GPA (College classes are more advanced and accelerated than high school classes).

• Students are responsible to drop classes on time; please refer to the online time schedule at www.ccsf.edu/Schedule, under important dates for drop deadlines.

• Students are responsible to activate and check their CCSF email. All important CCSF information will be sent there. Activate it by logging-in to your Web4 account under Personal Information and click on “Student CCSFmail”.

• Students are required to act as responsible and ethical members of the campus community, please refer to Student Code of Conduct to find out important information.

• Participation in Orientation and Counseling is strongly encouraged.