CONCURRENTLY ENROLLED HIGH SCHOOL STUDENT

Did you miss the summer 2015 Deadline! No Problem!

ADD/DROP PROCEDURES during CCSF Add period June 15th*

If you miss the deadline for Summer 2015 or the class you want is at capacity and closed, or you need a different class than the one you originally requested on your High School Concurrent Enrollment Permission/Consent Form; there is still time for you to add a class at CCSF during the ADD/Drop Period at the beginning of the semester.

ADD the class by following the steps below:

1. Go directly to the class listed on your High School Concurrent Enrollment Permission/Consent Form (fill out and turn in a new Consent Form for new course(s)).

2. Request to ADD the class with the CCSF instructor. All add’s are at the discretion of the instructor. Make sure the class you are trying to add is listed on your High School Concurrent Enrollment Permission/Consent Form. If not, fill out and a new Consent Form and submit it to Admissions and Records Conlan Hall 107.

3. After you submit required Consent form and you obtain add code from instructor. Log in to your Web4 using your CCSF student ID and Pin#.

4. Follow the Online Add/Drop Procedures for step by step instructions.

To Drop a Class during the Drop/Withdrawal Period

*Summer Session has many classes with different start and end dated, Please see online schedule for add, drop and other important deadline. Please visit the class schedule at www.ccsf.edu/Schedule to find out exact dates. Log in to your Web4 and follow Online Add/Drop Procedures.

YOU ARE RESPONSIBLE FOR DROPPING OR WITHDRAWING FROM YOUR COURSE(S)!

Note:
Web4 is NOW accessible to Concurrently Enrolled High School Students,
CCSF/ Student communication via https://mail.google.com/a/mail.ccsf.edu

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