What is credit recovery?
CCSF Credit Recovery is a way for high school students to get back on track for graduation by recovering missed credits/classes required for high school graduation. All classes are tuition free. *Spring schedule included in this packet.

What kind of credit will I earn?
You will earn high school credit to make up the course or credits you are deficient. 1 semester course = 5 credits. You must take your final grade to your high school counselor to have the credit added to your high school transcript. 
**ATTENDANCE is mandatory to succeed in the course and earn credit.**

Who can enroll?
High school students 16 years of age or older with completed consent forms with parent & principal approval. You can access these forms at: www.sfusd.edu/creditrecovery or www.ccsf.edu/creditrecovery *Also included in this packet.

When can I enroll?
Classes fill up on a first come - first served basis. Students can start enrolling on November 2nd. Last day to add provided there are still open seats available is February 5th. Students are expected to attend the first day of class.

What should I bring to the first day of class?
Bring COURSE INFORMATION Slip which contains information about the class you have enrolled in: campus address, room number, teacher’s name, time, and your CCSF ID # if you already have it.

How do I drop a course?
If you are taking this course for credit recovery, please carefully consider whether dropping this course would be in your best interest. If you must drop this course, it is the student's responsibility to notify the instructor if you are dropping the course. You must do so in order to remove your name from the class roster and avoid a failing grade on your record. You should also notify your high school counselor immediately if you are considering dropping a course.

Where are courses offered? (See full campus information on reverse side)

CCSF John Adams Campus
1860 Hayes Street, 94117

Mission Campus
OR 1125 Valencia Street, 94110

What courses are offered?
Math, English, Science, History, Art, Health, Electives, and ELD English
(See full course list for schedule)

Where do I get my CCSF Student ID Card?
At this time, the only campuses that you can get your ID card are the Ocean Campus, 50 Phelan Avenue, 94112- Smith Hall 118 or Downtown Center, 88 4th Street.

For questions/support, contact:
Mariana Chavez- Head Counselor, Post-Secondary Success & Dual Enrollment Chavezm1@sfusd.edu or contact the specific CCSF Campus (#’s on reverse side)

**SEE REVERSE FOR STEPS TO ENROLL**
1. **Application:**
   - Apply online for the **NON-CREDIT** program. *DO NOT apply for regular CCSF CREDIT admissions*. Print **CONFIRMATION PAGE**. To apply, go to: [https://www.ccsf.edu/Forms/cgi-bin/applicationNC-English.cgi](https://www.ccsf.edu/Forms/cgi-bin/applicationNC-English.cgi) or
   - www.ccsf.edu/trst
   - Click on NON CREDIT ADMISSIONS under QUICK LINKS
   - Click on NON CREDIT ONLINE APPLICATION on left side of page
   - Click on APPLY ONLINE

2. **Submit Forms:** Bring the following Completed Application forms to EITHER the CCSF Center you plan to attend (see locations below) or fax to SFUSD Dual Enrollment Counselor Mariana Chavez at 415-750-8687

   - Noncredit Application: (*If you have applied in the past and already have a CCSF ID number, then your information is on file with CCSF. Write your CCSF Student ID number on the Noncredit Parent/Principal Forms.*) **If you applied online, please print bring a print out of your confirmation number.**
   - High School Concurrent Enrollment Permission/Consent form included in this packet

3. **Start Class:** Classes start the week of January 19th. See schedule in this packet for the class you selected for actual day. (Please note: if you are adding late, attend the next scheduled day of class).

### Class Locations:

**JOHN ADAMS CENTER:**
1860 Hayes Street (between Masonic & Ashbury Streets)

**Office:** 143/142  
**Phone:** (415) 561-1925  
**Office Hours:** Monday through Thursday, 8:00 a.m. to 5:30 p.m.

**Nearby bus lines:** 5, 21, 24, 33, 37, 43

**MISSION CENTER:**
1125 Valencia Street (Between 22nd & 23rd Streets)

**Office:** 308  
**Phone:** (415) 920-6043  
**Office Hours:** Mondays & Wednesdays after 4:30 p.m.

**Nearby bus Lines:** 14, 49, J, Bart

**EVANS CAMPUS:**
1400 Evans Avenue (2 blocks from 3rd Street)

**Phone:** (415) 452-4709  
**Office Hours:** Monday through Thursday, 8:00 a.m. to 4:30 p.m.

**Nearby bus lines:** T Line, 44, 19, 54,
<table>
<thead>
<tr>
<th>Location</th>
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<th>Days/Time</th>
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<tr>
<td>Mission Center</td>
<td>TRST 3423 HS Geometry 1A</td>
<td>46833</td>
<td>MW 4:30 PM - 6:45 PM</td>
<td>314</td>
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<tr>
<td></td>
<td>TRST 3733 H.S. Art and Literature</td>
<td>47597</td>
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<td>TRST 3331 Academic Reading &amp; Writing 3</td>
<td>46874</td>
<td>MW 4:30 PM - 6:45 PM</td>
<td>304</td>
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<td>TRST 3537 HS US History 3</td>
<td>47592</td>
<td>MW 4:30 PM - 6:45 PM</td>
<td>314</td>
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<td></td>
<td>TRST 3334 Discovering Literature</td>
<td>47053</td>
<td>TR 4:30 PM - 6:45 PM</td>
<td>314</td>
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<td>TRST 2323 Media Literacy</td>
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<td>TRST 3644 HS Physics</td>
<td>46839</td>
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<td></td>
<td>TRST 3347 Contemporary US Writers</td>
<td>46831</td>
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<td>213</td>
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<td>TRST 3333 Introduction to Public Speaking</td>
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<td>306</td>
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# HIGH SCHOOL CONCURRENT ENROLLMENT PERMISSION/CONSENT FORM

## STUDENT

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<tr>
<th>Term Applying for:</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Year</th>
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<td>Street Address:</td>
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<td>City</td>
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<td>State/Zip Code</td>
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<tr>
<td>Telephone Number:</td>
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<tr>
<td>Name of High School/Grade Level:</td>
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<tr>
<td>Signature:</td>
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## COURSES

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<th>Subject/Course</th>
<th>Day/Time</th>
<th>Location</th>
<th>Title</th>
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<tbody>
<tr>
<td>81418</td>
<td>TRST 3346</td>
<td>Tu &amp; Th</td>
<td>John Adams 222</td>
<td>Literature and Composition</td>
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</tbody>
</table>

### Example

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/DESIGNEE

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 Noncredit 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.

Print Name/Title: ___________________________ Date: ______________

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: 3/10/15 NC A&R
• CCSF Transitional Studies Credit Recovery is a way for high school students to get back on track for graduation by credits/classes required for high school graduation. All Noncredit classes are tuition free.

• Concurrently enrolled high school and home schooled students are authorized to select a maximum of two Noncredit courses per school semester.

• High School students must be 16 years of age or older.

• 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.

• Classes fill up on a first come first served basis.

• Grades are permanent on your college record, they cannot be removed. It is the student’s responsibility to notify the instructor if he/she is dropping the course. Students must do so in order to remove his/her name from the class roster and avoid a failing grade on the student record.

• 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.

Please return this form to the Noncredit Admissions & Records Office.
When you go to the CCSF Campus to submit the forms, please inform the CCSF Counselor of the following:

- You are a high school student enrolling in Non-Credit Transitional Studies courses
- You completed your online application and have your confirmation page
- You also have your Parent & Principal Consent forms to submit today

If the course(s)/time(s) you would like to take are full, please list alternative courses/times:

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Days/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

If the a class I signed up for is not available, please sign me up for this class instead:

<table>
<thead>
<tr>
<th>Course</th>
<th>Location</th>
<th>Days/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Counselor approval to add the above course(s), if the preferred course is full/unavailable:

Signature: ___________________________ School: ______________________

Fill-out information below and take with you to your FIRST DAY of class, so that you have all of the information you need:

**STUDENT’S COPY (DO NOT SUBMIT)**