City College of San Francisco

Enrollment Process for Credit Dual/Concurrent High School Students for Fall 2020

Make sure you meet the following requirements:
- Have **120** high school credits

**COMPLETE ALL REQUIRED STEPS** to obtain registration date of May 26th, 2020.

Deadline to submit documentation **Wednesday August 12th, 2020.**

**Steps:**

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

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.
   - **Obtain and submit a High School Transcript.**

3. **ORIENTATION, ASSESSMENT and CCSF COUNSELING SERVICES**
   - **A.** High school students are strongly encouraged to complete online orientation.
   - **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.** You can visit the Matriculation Dept. to see about waiving testing.
   - **C.** For college counseling services please call (415) 239-3296 or (415) 452-5235 for office hours and locations. 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 Frida Kahlo Way, Multi Use Building, Room 188:
     - Completed and signed High School Concurrent Enrollment Permission/Consent Form.
     - High School Transcript.

5. **ENROLL IN COURSE(S) VIA WEB4 (REQUIRED)**
   - **Once** you submit all the required and completed documentation from(s) from step 4, and your documents are approved; your registration date will be activated. **On or after that date,** log into MyRAM with your CCSF student ID# and pin number and follow the Add/Drop Process.

If you are NOT enrolling in math or English course(s) or a course with a math or English prerequisite please skip step 3.

Questions regarding concurrent enrollment please email; hsenroll@ccsf.edu or call (415) 239-3847 or (415) 239-3288

Updated: 10/25/18
In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), City College of San Francisco is prohibited from providing certain information from your student academic, disciplinary and/or complaint records to a third party. This restriction applies, but is not limited to your parents, your spouse or a sponsor.

As a matter of policy, CCSF reserves the right not to release certain aspects of student records (e.g., disciplinary information, registration, grades, grade point average) over the telephone or via electronic mail.

You may, at your discretion, grant CCSF permission to release information about your student education records to a third party by submitting a completed Authorization to Release Confidential Information form. You must complete a separate form for each third party to whom you wish to grant access to information in your student academic, disciplinary and/or complaint records. The specified information will be made available only if requested by the student or authorized third party.

**INSTRUCTIONS AND INFORMATION:** In order to facilitate the release of your education records to listed third parties, please complete this form and deliver it to the CCSF Office of Admissions & Records (MUB, Room 188) with a photo identification. **Important Note:** The authorized party must identify himself or herself to the Office of Admissions & Records at each attempt of contact and inform the staff that the authoring paperwork is on file.

### SECTION A: Student Information

<table>
<thead>
<tr>
<th>Student Name (Last, First, Middle Initial)</th>
<th>Student ID Number</th>
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### SECTION B: Release of Information

I. Please check one or more of the boxes below to grant authorization to different areas/types of student record information:

- [ ] My Academic Records (including but not limited to Grades/G.P.A. Demographic Information, Registration, Student ID Number, Enrollment Verification, Common or Transfer Applications)
- [ ] My Disciplinary Record (including not limited to Alleged Violations of the Code of Student Conduct, Disciplinary Sanctions, Student Misconduct, Criminal Reports or Title IX/Sexual Assault or Harassment Complaints)
- [ ] Student Accounts/Tuition & Fees (Billing Statements, Charges, Credits, Payment, Past Due Amounts)
- [ ] OTHER (IF CHECKED, PLEASE SPECIFY): ____________________________

II. Purpose of Release: ____________________________________________

### SECTION C: Third Party Designee

<table>
<thead>
<tr>
<th>Name (Last, First, Middle Initial or Agency/Organization Name)</th>
<th>Contact Number</th>
<th>Relationship to Student</th>
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</thead>
<tbody>
<tr>
<td>Current Mailing Address (Street or PO Box #, Apartment #, City, State, and Zip Code)</td>
<td>Authorization Date: From__________________________ To__________________________</td>
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### SECTION D: Student Certification

I, the student, understand that by signing this form, I grant CCSF permission to discuss and/or release information in my academic, disciplinary and/or complaint records to the person listed above. I further understand that this form will be kept on permanent file and that I may revoke it at any time by submitting a written request. This authorization does not permit the listed party to make any changes to my academic, disciplinary and/or complaint records.

Student’s Signature: ____________________________ Date: ____________________________

**FERPA – OFFICE USE ONLY**

Received on (Date): ____________________________ Received by (Person): ____________________________
# HIGH SCHOOL DUAL/CONCURRENT ENROLLMENT PERMISSION/CONSENT FORM

<table>
<thead>
<tr>
<th>STUDENT</th>
<th>CCSF ID#</th>
<th>Term Applying for:</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Year: _______</th>
<th>Student Name:</th>
<th>Last</th>
<th>First</th>
<th>MI</th>
<th>Date of Birth:</th>
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<td>Street Address:</td>
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<td>Telephone Number:</td>
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<td>Name of High School:</td>
<td>Grade Level:</td>
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<thead>
<tr>
<th>COURSES</th>
<th>CRN</th>
<th>Subject/Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>30227</td>
<td>Music 9A</td>
<td>Beginning Piano</td>
<td>2.0</td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; choice</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; choice</td>
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</tbody>
</table>

| Alternate Course(s): (If above courses are closed) | | | | |
| 3<sup>rd</sup> choice | | | | |
| 4<sup>th</sup> choice | | | | |

By completing this form, I authorize my child’s participation in the 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/college record*.

Student Signature: (required)

Parent/Guardian Name: (Please print) Telephone No.:

Parent/Guardian Signature: Date:

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 form 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 (applies to Summer semester only).

Name/Title: (Please print) Telephone No.:

Principal/Designee Signature: Date:

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In accordance with Federal and State Law, Disabled Students Programs and Services (DSPS) provides counseling, academic accommodations, support services, and classes for students with various physical, mental health, communication, and learning disabilities. Students wishing to receive services through DSPS should schedule an appointment to meet with a counselor. Services are confidential. Please call (415-452-5481) for more information.
Important Information for Dual/Concurrent Enrollment

1. ADMISSIONS REGULATIONS

   • High school students who have taken courses within the last two semesters (Spring and Fall) do not need to reapply to the college and only need to submit a Permission/Consent Form for the current semester.
   • High school and home-schooled students are authorized to register for up to 11.5 units for Fall and Spring semesters and up to 8 units for the Summer term.
   • High school students are exempt from paying the California Community College Enrollment Fee of $46 per unit. High school students are also exempt from paying the student health fee, student activities fee and student representation fee.
   • A student must have completed 120 high school credits to be admitted to the Dual/Concurrent Enrollment Program at CCSF.
   • Official High School transcript is required to be submitted along with the Permission/Consent form.
   • Once the Permission/Consent Form is received and approved the student can then register via myRAM for up to two (2) of the courses listed on the Permission/Consent Form.
   • High School students are not allowed to enroll in Physical Education/Dance courses.
   • Participation in Orientation and Counseling is strongly encouraged.
   • High School students are required to meet all prerequisites for a course before registration.
   • Beginning Spring 2019, placement exams for Math and English are no longer the only way to secure placement in transfer-level courses. This is due to the passage of law AB 705, which provides several new options to students if their exam results do not provide them with access to transfer-level courses. Students may use their U.S. high school data to be placed into English and Math courses without taking the English and Math placement tests.
   • CCSF cannot guarantee enrollment, therefore, please indicate a first, second, third or fourth choice for course selection on the High School Dual/Concurrent Enrollment Permission/Consent Form.

2. STUDENT RECORDS

   • Grades earned become permanent on college records and are reflected on the college transcript. They cannot be removed and will be used to calculate cumulative CCSF Grade Point Average (GPA).
   • Parents and guardians should not contact the instructors for information on a student’s progress.
   • The college record for any student falls under the Federal Education Rights and Privacy Act (FERPA), even when that student is under the age of 18 and attending college through a high school program. Only the student or a person with a written and signed student released may access the student’s record. This includes registration information, schedules, grades, units, etc. To complete a FERPA release, please go to: https://www.ccsf.edu/dam/ccsf/documents/admissions/forms/FERPA%20Release%20AR%202020.pdf

3. STUDENT RESPONSIBILITIES

   • Students are responsible for being aware of add and drop deadlines, and are responsible for dropping classes on time; please refer to the online schedule at www.ccsf.edu/Schedule, under Important Dates for drop deadlines.
   • Students are responsible for activating and checking their CCSF email. All CCSF correspondence will be sent to this email. Activate your CCSF email by logging-in to myRAM, go to Student Portal, My Profile, CCSF email/password reset. Here you can perform various email functions.
   • The community college is an adult learning environment and reflects a diverse community of learners. Discussion topics and course materials are designed for adult students and may not be appropriate for younger students. Course content will not be changed to accommodate minors. Students are required to act as responsible and ethical members of the campus community; please refer to Student Code of Conduct to find out relevant information.
   • Students are responsible for books and materials. Students are expected to be aware of assignment deadlines, course materials and other information provided by the instructor.
   • Parking on all campuses requires a parking permit (daily/semester). Street parking may be available. Several Muni/BART lines are open to all the campuses as well.
   • CCSF Student ID cards can be obtained at MUB 130 and MUB 150 on Ocean Campus or any Center Location after you have successfully registered for at least one class for the current semester.