

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 release may access the student's record. This includes registration information, schedules, grades, units, etc. To complete a FERPA release, please go to: http://www.ccsf.edu/dam/ccsf/documents/admissions/forms/Ferpa_Release_Form_Version-3.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 your Web4 account under Personal Information and click on "Student CCSFmail".
- 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 Smith Hall Room 118 on Ocean Campus or any Center Location after you have successfully registered for at least one class for the current semester.