



# City College of San Francisco

## OFFICE OF ADMISSIONS & RECORDS - Credit

50 Phelan Avenue • Conlan Hall, E-107 • San Francisco, CA 94112 • 415.239.3847/415.239.3288 • FAX: 415.239.3936 • Email: hsenroll@ccsf.edu

### HIGH SCHOOL DUAL/CONCURRENT ENROLLMENT PERMISSION/CONSENT FORM

STUDENT	Term Applying for: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer    Year: _____    CCSF ID#:				
	Student Name: Last		First	MI	Date of Birth:
	Street Address:				
	City:		State:	Zip Code:	
	Telephone Number:		E-mail Address:		
	Name of High School:		Grade Level:		
	<b>Student Signature: (Required)</b>		<b>Date:</b>		
COURSES		CRN	Subject/Course	Title	Units
	Example	30227	Music 9A	Beginning Piano	2.0
	1 <sup>st</sup> choice				
	2 <sup>nd</sup> choice				
	Alternate Course/s: (If above courses are closed)				
	3 <sup>rd</sup> choice				
4 <sup>th</sup> choice					
PARENT	<p><i>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*.</i></p>				
	Parent/Guardian Name: (Please print)			Telephone No.:	
	Parent/Guardian Signature:			Date:	
PRINCIPAL/DESIGNEE	<p><i>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></p> <p><i>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).</i></p>				
	Name/Title: (Please print)			Telephone No.:	
	Principal/Designee Signature:			Date:	

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



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### Important Information for Dual/Concurrent Enrollment

#### 1. ADMISSIONS REGULATIONS

- High school and home-schooled students are authorized to select a **maximum of two (2) classes** for Fall and Spring semesters. Summer semester is a short session, and high school students are limited to no more than a **two (2) classes total**.
- 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 Web4 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.
- Placement testing may be required for most courses before registering for the class. Placement testing schedule can be found at [http://www.ccsf.edu/en/future-students/Future\\_credit\\_students/take\\_a\\_placementtest.html#schedule](http://www.ccsf.edu/en/future-students/Future_credit_students/take_a_placementtest.html#schedule).
- 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 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](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](http://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.