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

Make sure you meet the following requirements:

- Have **120** high school credits

**COMPLETE ALL REQUIRED STEPS** to obtain registration date of December 10, 2019.

Deadline to submit documentation **Thursday January 9th, 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.**

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

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 Web4 with your CCSF student ID# and pin number and follow the Add/Drop Process.

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

Updated: 10/25/18
## HIGH SCHOOL DUAL/CONCURRENT ENROLLMENT PERMISSION/CONSENT FORM

<table>
<thead>
<tr>
<th>STUDENT</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Applying for:</td>
<td>☐ Fall</td>
<td>☐ Spring</td>
<td>☐ Summer</td>
<td>Year: _______</td>
<td>CCSF ID#:</td>
</tr>
<tr>
<td>Student Name:</td>
<td>Last</td>
<td>First</td>
<td>MI</td>
<td>Date of Birth:</td>
<td></td>
</tr>
<tr>
<td>Street Address:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td>State:</td>
<td></td>
<td>Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Telephone Number:</td>
<td></td>
<td>E-mail Address:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of High School:</td>
<td></td>
<td>Grade Level:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSES</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>CRN</td>
<td>Subject/Course</td>
<td>Title</td>
<td>Units</td>
<td></td>
</tr>
<tr>
<td>30227</td>
<td>Music 9A</td>
<td>Beginning Piano</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate Course(s):</td>
<td>(If above courses are closed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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*. 

**PARENT**

Student Signature: *(required)*

Parent/Guardian Name: *(Please print)*

Parent/Guardian Signature:

Date:

**PRINCIPAL/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 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)*

Principal/Designee Signature:

Date:

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 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.
   - 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 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 Web4, 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.
AUTHORIZATION TO RELEASE INFORMATION

The purpose of The Family Educational Rights and Privacy Act of 1974 (FERPA) is to protect the privacy of information concerning individual students by placing certain restrictions on the disclosure of information contained in a student’s academic records. I understand that in order for City College of San Francisco to honor a verbal or written request or request by proxy for information by anyone other than the individual student, a signed authorization must be on file.

I, the undersigned, __________________________, CCSF ID# ____________________ hereby authorize the Custodian of Records or designee of City College of San Francisco to release any information pertaining to my academic records including, but not limited to grades, class schedule, units completed, transcripts, fees paid, fees due and attendance records to the designated representative or agency, named below. All of my aforementioned information will be released with my FULL CONSENT. It is understood that this authorization remains in effect until I provide, in person, a letter requesting that the authorization be canceled or by the expiration date listed below.

The undersigned hereby releases City College of San Francisco, as custodian of such records, from any and all liability for damages of whatever kind which may result because of compliance with this authorization and request for information or any other attempt to comply with it.

____________________________________________________________________________
Name of Representative or Agency

_____________________________________________________________________________________
Mailing Address (if applicable) State Zip Code

Print Name of Student (Last Name, First Name) Birth Date

Signature of Student Today’s Date

Student Identification Number Expiration Date of Consent

For Office Use Only

Received by: ___________ Date: ___________ Type of Identifying Document: ____________________
Processed by: ___________ Date: ___________

A&R Form – 03/2011

Copies: White: Admissions & Records Office / Yellow: Student
# CCSF High School Concurrent Enrollment Program
## Course Add/Drop Registration Steps

<table>
<thead>
<tr>
<th><strong>If you would like to REGISTER in a class</strong></th>
<th><strong>If you would like to DROP a class</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Go to <a href="http://www.ccsf.edu">www.ccsf.edu</a></td>
<td>1. Follow steps 1-8 from the left column</td>
</tr>
<tr>
<td>2. Click on MyCCSF</td>
<td>2. Under Current Schedule you will find the &quot;Action to be performed&quot; drop down menu next to each one of your classes</td>
</tr>
<tr>
<td>3. Click on Log in to SSB (Web4)</td>
<td>3. Select Remove from the drop down menu next to the class you are wishing to drop</td>
</tr>
<tr>
<td>4. Login to the RAM ID login portal. New students need to set up an account first. Please click on the Instructions link for new users at the bottom of the page.</td>
<td>4. Click submit changes to complete drop</td>
</tr>
<tr>
<td>5. On the main menu, click “Student Portal”</td>
<td>5. On the next screen the course you were enrolled in should no longer appear</td>
</tr>
<tr>
<td>6. Click Student Registration (choose the semester) and submit</td>
<td><em>To avoid an 'F' or 'W' on your transcript, please be sure to drop a course that you no longer wish to take by the deadline listed on the online schedule.</em></td>
</tr>
<tr>
<td>7. A questionnaire may come up asking you about your college interests and needs (this is an optional questionnaire) please choose Registration when done</td>
<td></td>
</tr>
<tr>
<td>8. Click Register for Classes (choose semester)</td>
<td></td>
</tr>
<tr>
<td>9. To choose classes to register for either enter the CRN number for the class or do a class search and choose ADD To Summary. If you have successfully added the class, you will see Registered next to the class you have added on the bottom right side</td>
<td></td>
</tr>
</tbody>
</table>

Setting up RAM ID Instruction Link: [https://www.ccsf.edu/en/employee-services/technology-services2/ram-id.html](https://www.ccsf.edu/en/employee-services/technology-services2/ram-id.html)

<table>
<thead>
<tr>
<th><strong>If you would like to REGISTER in a class using ADD CODE</strong></th>
<th><strong>Miscellaneous Important Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Follow steps 1-8 from the left column</td>
<td>Locked out of your Web4 account?</td>
</tr>
<tr>
<td>2. After entering the CRN number you will see authorization code entry and then hit save</td>
<td>If you have been locked out of your web4 account, please try to reset your pin through your Web4/RAM ID portal or call 415-239-3711 to reach the help desk.</td>
</tr>
<tr>
<td>3. Confirm that the words “Registered” appear next to the course you wish to enroll in</td>
<td>Parents/Guardian of High school student:</td>
</tr>
<tr>
<td>4. You’re done!</td>
<td>If you are inquiring about your students’ record or would like to act on their behalf, please have student complete FERPA (Authorization to Release Information).</td>
</tr>
</tbody>
</table>

*To avoid an 'F' or 'W' on your transcript, please be sure to drop a course that you no longer wish to take by the deadline listed on the online schedule.*