Welcome to City College of San Francisco!
Now that you have submitted your application, you are ready for the next few steps: complete assessment, orientation and counseling before registering for your classes.

WHAT IS THE PURPOSE OF ASSESSMENT?
The purpose of assessment is to determine the appropriate course level for you. Multiple measures will be used to determine your placement.

*We no longer offer the English and Math placement tests per Assembly Bill (AB) 705. For more information, please visit www.ccsf.edu/AB705.

WHAT ARE THE MULTIPLE MEASURES USED FOR PLACEMENT?
To complete the English and Math assessment, students have the following options:

- Use high school performance measures such as GPA and grades
- Complete the English & Math Prerequisite Clearance Form
- Complete the Prerequisite Challenge process

Students who feel they need additional language acquisition support may want to take the Credit ESL Placement Test, or talk to a counselor about the ESL sequence.

Counselors will use multiple measures and consider additional information to help students select appropriate courses and may refer students to faculty advisors as needed.

MAY I BE EXCUSED FROM ASSESSMENT?
You may be excused from the assessment process if:
You are exempting from the assessment component on the basis of having an AA degree or higher, or enrolling in no more than 9 units of courses with no prerequisites. Complete the Matriculation Exemption Form. Forms are available online or at the Office of Matriculation in Conlan Hall, Room 203. For more information, please call (415) 239-3751.

WHAT IS THE ENGLISH AS A SECOND LANGUAGE (ESL) PLACEMENT TEST?
For students who wish to take the ESL test:

- ESL, English as a Second Language (1 ½ hours) for those whose primary language is not English

Should I take the ESL (English as a Second Language) test?
1. Is English the first language you learned as a child? Yes No
2. Did you complete most of your education in the English language? Yes No
3. Do you usually speak English with your friends and/or co-workers? Yes No

If you answered NO to more than one of these questions, you should consider taking CCSF ESL Test. Even if you have been in this country for several years, you will benefit from CCSF ESL courses, which are offered at many levels.

No reservation is required for the paper-pencil ESL test. Consult the CCSF Testing Schedule for dates and times.

HOW MANY TIMES MAY I TAKE THE ESL TEST?

ENGLISH AS A SECOND LANGUAGE:
Students may retake the ESL Placement Test after two weeks (14 calendar days); two times per semester.
WHAT IF I HAVE QUESTIONS ABOUT MY COURSE PLACEMENT?
If you have questions about your placement, you can go to the following places for help:
  • Return to the Testing Office, Conlan Hall, Room 204, with questions about the raw or scaled scores on your tests.
  • Meet with an academic counselor who can assist you in understanding the ESL or Math course sequence needed for graduation or transfer. Counseling is available at Conlan Hall, Room 205.
  • Meet with an ESL Eligibility Coordinator, Marianne Etlinger, (415) 239-3405, Batmale, Room 366, metlinger@ccsf.edu or
  • English Eligibility Coordinator, Karen Cox, (415) 239-3574, Batmale, Room 514, kcox@ccsf.edu and/or
  • Math Eligibility Coordinator, Lily Lum, (415) 239-3503, Batmale, Room 758, llum@ccsf.edu

FUTURE NON-CREDIT STUDENTS
City College of San Francisco offers an extensive schedule of day, evening and weekend noncredit classes. You may complete a noncredit admissions application in-person at one of our Admission and Records locations. Placement assessment, orientation and counseling are required for many noncredit courses. These free services are offered at various CCSF campus locations. Please check with the campus that offers the class if you have questions.

DO I NEED TO TAKE A PLACEMENT TEST TO TAKE A CHEMISTRY CLASS?
Students who wish to enroll in CHEM 101A or 103A may take the Chemistry placement test. See the CCSF Catalog for a description of CHEM course prerequisites. The Chemistry Placement test schedule is available at the Testing Office, Conlan Hall, Room 204.

DO I NEED TO BRING ANYTHING TO THE TEST?
Yes, you must bring your photo ID (e.g. driver’s license, passport, etc.) and CCSF student number. All testing materials will be provided.

ARE THERE SPECIAL ACCOMMODATIONS FOR DISABLED STUDENTS?
Special testing and orientation for students with disabilities are available. To make arrangements and for further information, contact Disabled Student Programs and Services, Rosenberg Library, Room 323 or call (415) 452-5481 (Voice/TDD).

HOW CAN I GET A COPY OF MY TEST RESULTS?
Test results will be via-email to student’s CCSF email address or pick up in Conlan Hall, Room 204 FIVE business days after the test.

WHAT IS ORIENTATION?
Both online and in-person orientations are offered. Orientation, online or in person, will provide students with information about the registration process, academic and vocational programs, student services, and college procedures, as well as academic expectations and opportunities. For more information please go to www.ccsf.edu/orientation.

WHAT WILL I DISCUSS WITH A COUNSELOR?
After orientation, you and a counselor will discuss your educational and career goals. The counselor will help you develop an educational plan of courses for you at City College. After you have completed assessment, orientation, and counseling, submit proof of completion to the Office of Matriculation, Conlan Hall, Room 203, to receive a priority registration appointment. For additional questions, please call the Office of Matriculation and Assessment at (415) 239-3751.

9/18/19- Testing Office