Welcome to CCSF!

This booklet was produced by the Matriculation Office, with support from the Counseling Office and the Bridge to Success initiative.
1. **Apply for Admission Online**

Go to CCSF.edu

2. **Take a Placement Test**

You may retake your test after two weeks, for a total of two times per testing cycle. See website for schedule.

Conlan Hall Room 203
50 Phelan Ave
Phone: (415) 239 - 3124
Monday-Thursday 8 AM to 5 PM
Friday 8 AM to 4 PM

3. **Attend a New Student Orientation**

4. **Meet with a Counselor**

Academic Counseling - Conlan Hall and Centers
Conlan Hall Room 205
50 Phelan Avenue
(415) 239-3296

Academic Counseling-MUB
MU-39, Creative Arts Bldg Rm 201, Cloud Hall Rm 207
50 Phelan Avenue
Phone: (415) 452-5235

5. **Register for Classes**

You can register online or in person:

http://www.ccsf.edu/web4login.htm

Smith Hall, RM 118
50 Phelan Ave
(415) 239-3732

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Make sure to apply for financial aid early! See page 6 to find out how.
YOUR OPTIONS AT A GLANCE

AT CITY COLLEGE OF SAN FRANCISCO

WHICH OPTION WORKS FOR YOU?

**Career/Technical Certificate**
- 2-4 Semesters
- Gain skills and a credential for employment

**Sample Outcomes:**
- Work as a medical assistant, a daycare provider, or an automotive technician!

**Associates Degree**
- 4-6 Semesters
- Gain academic and career skills

**Sample Outcomes:**
- Work as a paralegal, an office manager, or a dental hygienist!

**Associates Degree & Transfer**
- 4-8 Semesters
- Gain academic and career skills
- Transfer to a university

**Sample Outcomes:**
- Work as a teacher, an engineer, or a software engineer!

**Earn a Bachelors Degree!**
As a CCSF student or alumni, you are entitled to all the career services provided by the Career Center. Counselors will assist you in making your career/job choices, setting your educational career goals, selecting your major, becoming job ready and seeking employment. Career services include individual career counseling, online advising, workshops, career success courses and job resource information. The schedule of classes and workshops, as well as other events can also be found on our website www.ccsf.edu/CareerCenters.

For more questions call (415) 239-3117.
### MAJORS AT CITY COLLEGE OF SAN FRANCISCO

**ASSOCIATE IN ARTS (AA), ASSOCIATE IN ARTS FOR TRANSFER (AA-T), ASSOCIATE IN SCIENCE (AS), ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T), MAJORS/CURICULA SPECIFIED IN CATALOG NAME OF MAJOR INCLUDED ON DIPLOMA**

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Things You Need to Know About Transfer from City College of San Francisco to a CSU/UC

FAST FACTS
1. Approximately 1700 City College of San Francisco students transfer to CSU/UC’s each year.*
2. The majority of students transfer to SF State, UC Davis and UC Berkeley.
3. City College offers over 1800 CSU transferable courses and over 1400 UC transferable courses.*
4. TAG - Transfer Admission Guarantee to one of six participating UC campuses.
5. ADT - Associate Degree for Transfer offers guaranteed admissions to a CSU.

TRANSFER BENEFITS & HIGHLIGHTS
• Many CSUs prioritize admission to eligible junior level students from the CA Community Colleges
• UC’s give CCC transfer students the highest priority for admission as a junior level student
• Transfer Admission Guarantee to 6 UC Campuses

HOW TO TRANSFER:
Meet with a counselor to map out a transfer plan to include:
1. Requirements for transfer admission;
2. Preparation courses for the major;
3. Appropriate General Education requirements using:
   a. CSU General Education requirements OR
   b. IGETC (Intersegmental General Education Transfer Curriculum) OR
   c. Major preparation

TRANSFER RESOURCES
Information about general education for transfer, major preparation agreements and other transfer information can be found at:
ASSIST www.assist.org
California’s guide to how courses transfer from the CA Community Colleges to CSU & UC.
CCSF ONLINE CATALOG www.ccsf.edu/catalog
Select Transfer Information under “Sections of the printed catalog in PDF format”.

TRANSFER COUNSELING
Transfer counseling is available at all CCSF Academic Counseling offices.
Transfer Center:
CCSF Ocean Campus
Science Hall 132
www.ccsf.edu/transfer

*Data gathered from the UC Counselor Conference 2015 and the City College Transfer Center
Apply for Financial Aid at City College of San Francisco

1. Complete the FSA ID application
   https://fsaid.ed.gov/npas/index.htm
   - Sign electronically
   - If you are a dependent, your parent needs their own FSA ID

2. Complete the FAFSA application
   www.fafsa.ed.gov
   - Enter CCSF school code: 012874
   - Select “IRS Data Match” to speed up processing your file
   - Priority Deadline for California is March 2nd.

3. View your Student Aid Report
   - Emailed to your CCSF account
   - Some students will be “selected for verification”. If you are selected, you can log onto your CCSF “Web4” account to see what documentation is needed.
   - Processing of financial aid may take 5-6 weeks to complete once all verification is submitted. See the CCSF Financial Aid office if you have questions.

4. View your Award Letter
   - Emailed to your CCSF account.
   - Tells you how much financial aid you receive each semester.

5. View your Disbursement (Pay) Date
   - Emailed to your account & available on CCSF’s fin. aid website
   - Tells you when you will receive your financial aid.

*The Financial Aid Office will communicate via email with all students through CCSF email account

Don’t forget to apply for the BOG Waiver

Apply for the BOG Waiver!
(Board of Governor’s Waiver)
For eligible CA residents, permits enrollment fees to be waived.
home.cccapply.org/money

for Undocumented Students to Apply for Financial Aid at City College of San Francisco

Undocumented students who qualify under AB 540 criteria can now apply for certain types of financial aid by submitting the California Dream Act Application. To be considered for need-based scholarships, Board of Governors Fee Waiver (BOGW), and state Cal Grants, undocumented AB 540 eligible students must complete the following steps:

1. Apply for the Dream Act
   dream.csac.ca.gov (Due by March 2nd Each Year)

2. Apply for a Cal Grant
   csac.ca.gov (Due by March 2nd Each Year)
   - Click on “Cal-Grant application process.”

3. View your California Aid Report
   - Emailed to your CCSF account
   - Some students will be “selected for verification”. If you are selected, you can log onto your CCSF “Web4” account to see what documentation is needed.
   - Processing of financial aid may take 5-6 weeks to complete once all verification is submitted. See the CCSF Financial Aid office if you have questions.

4. View your Award Letter
   - Emailed to your CCSF account.
   - Tells you how much financial aid you receive each semester.

5. View your Disbursement (Pay) Date
   - Emailed to your account & available on CCSF’s fin. aid website
   - Tells you how much financial aid you receive each semester.
Reading and Composition Course Placement Levels

- **English L**
  - Foundation for College Reading and Studying
  - 3 units/3 lec hrs

- **English 86**
  - Introduction to College Reading and Writing
  - 6 units/6 lec hrs

- **English 88**
  - College Reading and Writing
  - (Combines ENGL 88A and 88B)

- **English 88A**
  - College Reading and Writing
  - 3 units/3 lec hrs

- **English 88B**
  - College Reading and Writing
  - 3 units/3 lec hrs

- **English 1A**
  - University-Parallel Reading and Composition
  - 4 units/4 lec hrs

ESL Credit Program - Reading/Writing Sequence of Courses

- **ESL 110**
  - Introduction to Academic ESL
  - 6 units

- **ESL 120**
  - Low-Intermediate Academic ESL
  - 6 units

- **ESL 130**
  - Intermediate Academic ESL
  - 6 units

- **ESL 140**
  - High-Intermediate Academic ESL
  - 6 units

- **ESL 150**
  - Advanced Academic ESL
  - 5 units

- **ESL 160**
  - High-Advanced Academic ESL
  - 4 units

- **ESL 186**
  - ESL Introduction to College Reading and Writing
  - 6 units

- **ESL 188**
  - ESL College Reading and Writing
  - 6 units

- **ESL 112**
  - Introduction to Listening/Speaking
  - 3 units

- **ESL 122**
  - Low-Intermediate Listening/Speaking
  - 3 units

- **ESL 132**
  - Intermediate Listening/Speaking
  - 3 units

- **ESL 142**
  - High-Intermediate Listening/Speaking
  - 3 units

Math Sequence for Transfer in Majors Not Requiring Calculus

- **MATH 30 (5)**
  - Pre-Algebra w/Basic Math

- **MATH 40**
  - Elementary Algebra
  - 5 units

- **MATH 45**
  - Preparation for Statistics
  - 5 units

- **MATH 43**
  - Preparation for Liberal Arts Mathematics
  - 8 units

- **MATH 60**
  - Intermediate Algebra
  - 5 units

- **MATH 70**
  - Math for Liberal Arts (3)

- **MATH 75**
  - Math Analysis for Business (3)

- **MATH 80**
  - Probability and Statistics (4)

- **MATH 90**
  - Precalculus Algebra (5)

- **MATH 95**
  - Calculus I (5)

- **MATH 100A (3)**
  - Short Calculus

- **MATH 100B (3)**
  - Calculus II

Math Sequence for Transfer Students Requiring Calculus

- **MATH 30 (5)**
  - Pre-Algebra w/Basic Math

- **MATH 40**
  - Elementary Algebra
  - 5 units

- **MATH 46**
  - Elementary and Intermediate Algebra
  - (This course is a combination of MATH 40 and MATH 45)

- **MATH 60**
  - Intermediate Algebra
  - 5 units

- **MATH 90**
  - Precalculus Algebra (5)

- **MATH 100A (3)**
  - Calculus I

- **MATH 100B (3)**
  - Calculus II

Notes:
- MATH 55 is strongly advised for students taking MATH 90, 92, and 95.
- MATH 92 is equivalent to MATH 60 and MATH 90 combined and can be substituted for MATH 90.

If you have any questions about your placement, please contact the English Eligibility Coordinator at (415) 239-3574 or a counselor for further information.
“There are so many things that I like about CCSF! They provide a lot of resources such as different labs like the Math and English labs.

Also, there are different programs to join like Metro Academies and EOPS which both provide tutoring and a lot of counseling support. They help me with my Education Plan to see what classes I have to take here at CCSF to be able to transfer to SF State.”

“One of many reasons why I love CCSF is because they offer many classes and a lot of support for students.”
DREAMers Welcome!

If you...

Graduated from a California High School, got a GED, or passed the CHSPE + If you have attended a California High School for at least 3 years + Are registered or enrolled at a California Community College

You are eligible to apply to get $$ for college!

The California DREAM Act
Thanks to AB 540, undocumented and underdocumented (you have a work Visa, etc) students are eligible to apply for some scholarships, BOG waiver (to help with $$ for books and in-state tuition), assistance from EOPS, CARE or CalWORKs, AND State Financial Aid like Cal Grants and Chafee Grants!

GET STARTED NOW

APPLY!
You may be required to complete an affidavit saying you have filed (or will file when you are eligible) for legal immigration status.

CONNECT! with the CCSF EOPS/CARE office ASAP @ 415.239.3562 or drop in during these times:
Monday, Tuesday, and Thursday: 8:00 AM - 4:30 PM Wednesday: 8:00 AM - 6:00 PM, or Friday: 8:00 AM - 1:30 PM

www.ccsf.edu
A state-funded program that provides services to eligible students who are in good standing with the program.

**What is EOPS?**

- EOPS counseling
- Priority registration
- Orientation to college
- Financial aid advising & book services
- Transfer workshops, and CSU and UC transfer application fee waivers
- Additional resources through CARE if eligible

**Services Include:**

- A California resident/AB540 eligible?
- Enrolled full time, 12 units or more/semester
- Educationally disadvantaged
- Qualify for BOGW

**You are eligible for EOPS!**

*Defined by High School GPA or CCSF Placement Level
*BOGW = Board of Governors Fee Waiver

**How to Apply for EOPS?**

EOPS application period generally begins from mid-April to mid-May and from mid-October to mid-November for spring and fall semesters respectively.

To apply for EOPS, follow these five simple steps:

1. Apply for CCSF Admission, Conlan Hall, E107, 239-3285
2. Take a Placement Test, Conlan Hall, E203, 239-3124
3. Register for Classes, Smith Hall, Room 118
4. File a Board of Governors Fee Waiver (BOGW) with CCSF Financial Aid Office, Cloud Hall, C324, 239-3575, or Free Application for Federal Student Aid (FAFSA).
5. File an EOPS Application, EOPS Building, 239-3562.

*After submitting application, applicant will be notified by email to attend a mandatory new EOPS student orientation.

**EOPS Office:**

City College of San Francisco
50 Phelan Avenue
San Francisco, CA 94112
Phone: 415-239-3562
Fax: 415-239-3514
Are you a current or former Foster Youth interested in Community College but need $$$ for tuition and books??

Here’s How!

**BOGW**
Board of Governors waiver for enrollment fees & books!!

**CHAFEE Grant**
Money for current or former California foster youth to help pay for college or career and technical training. Chafee Grants don’t have to be paid back. You may also use your grant to pay for child care, rent and transportation while you’re in school.

**Find your community:**
get connected @ the Guardian Scholars Program at CCSF--a program JUST for former and current foster youth!!

Speak with your High School Counselor!

**Guardian Scholars Program at CCSF**
Elaine Bautista
415-239-3982; MUB 298:

**CCSF Financial Aid Office:**
CCSF Ocean Campus
Cloud Hall 324
415-239-3577
Academic Counseling Services: Work with counselors to discuss Certificate, Associate Degree or Transfer goals. Develop an education plan for your course of study, major or career goal. New, continuing and re-entry students are welcome to visit Conlan Hall 205 (415) 239-3296, MUB 39, Creative Arts 201, Cloud Hall 207, or Wellness 139 (415) 452-5235.

Admissions and Records (Credit): Are you returning to the College or in need of an official College transcript? Head for Conlan Hall 107, or call (415) 239-3285.

Admissions and Records (Non-Credit): Are you interested in tuition free classes or vocational training classes? Go to Smith Hall 118B or call (415) 452-7400.

African American Scholastic Programs (AASP): Looking for a comprehensive program that provides bilingual academic counseling, a computer lab and a supportive environment? Go to Rosenberg Library 209, (415) 452-5315. All students are welcome!

Asian Pacific American Student Success Program (APASS): Looking for a comprehensive program that provides bilingual/bicultural academic counseling, a computer lab/study area, and a supportive environment? Go to Batmale Hall 208, (415) 452-5620. All students are welcome!

Career Center/Academic Counseling: Are you undecided about your major, educational or career interests and goals or need job referrals? Come to MUB 101 for assistance, or call (415) 239-3117.

Disabled Students Programs and Services (DSPS): Do you need an accommodation for a physical or psychological disability? Do you have or think you have a learning disability? Come to Rosenberg Library 323, or call (415) 452-5481. To view a map of the accessible pathways and disabled parking, go to ccsf.edu/map. For the ADA Campus Access Guide, go to ccsf.edu/info/Map/Access_Guide.

Extended Opportunity Programs and Services (EOPS), CARE/Second Chance: Are you low-income AND educationally disadvantaged (tested into ESL, basic math or English; the first in your family to attend college; member of an underrepresented ethnic group)? Come by EOPS or call (415) 239-3562 to qualify for EOPS services, which include academic and transfer counseling, book service, and other services.

International Student Counseling Program (ISCP): Have you been admitted to CCSF as an international student on
All students are welcome! Kayo sa Cloud Hall 363, (415) 452-5335. All students are welcome!

**Latino Services Network (LSN):** Looking for a comprehensive program that provides bilingual/bicultural academic counseling, a computer lab/study area, and a supportive environment? Venga a Cloud Hall 364, (415) 452-5335. All students are welcome!

**Learning Assistance Center (LAC):** Would you like a tutor to help you with your studies, or do you need to use a computer? Rosenberg Library R207, (415) 452-5502.

**Matriculation Office:** Do you have a question about your English, Math, ESL placement, waiving the placement tests, or course prerequisites? Go to Conlan Hall 204, or call (415) 239-3751.

**Puente:** The Puente program invites all students who seek to complete English 88 and English 1A at CCSF to apply for our yearlong instruction and practice in expository writing focusing around the Latino experience. Enrollment is open to all eligible students. For Engl 88 call Mission Center (415) 920-6065, for Engl 1A call Ocean Campus, Conlan Hall 205 (415) 239-3593.

**Student Health Center:** Feeling down, sick, stressed? Need TB screening, an immunization, an STI check or birth control? Have a question or concern about your health? Come visit or call our clinic to speak with a nurse practitioner or mental health provider. We are here to help! Ocean HC100, (415) 239-3110.

**Transfer Center/Academic Counseling:** Are you seeking help with transfer to earn your bachelor’s degree? You will find assistance, information, and college representatives in Science Hall 132, or by calling (415) 239-3748.

**Tulay/Filipino American Student Success Program:** Looking for a comprehensive program that provides bilingual/bicultural academic counseling, a computer lab/study area, and a supportive environment? Pumunta kayo sa Cloud Hall 363, (415) 452-5922. All students are welcome!

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**CCSF OFFERS MORE SUPPORT FROM THESE DEPARTMENTS**

**AB540 Counseling:** AB540 is a state law that exempts certain students who are not residents of California from paying nonresident tuition at California Community Colleges and California State Universities. Meet our counselors for more information at Student Union 104A!

**CalWORKs:** Are you a parent receiving/thinking of applying for welfare benefits? We offer counseling, work study, book vouchers, and job search assistance. See us in Cloud Hall 232 or call (415) 452-5700.

**Family Resource Center (FRC):** The Dr. Betty Shabazz FRC provides student parents space to do homework, a child-friendly computer lab with a supervised child activity room for drop-in, support through resource referral, and the Parent Exchange Program (PEP). For more information and to network with other parents, see us at Student Union 201 or call (415) 239-3109.

**Financial Aid and Special Program:** Federal and State programs are available to help pay for the cost of your education (college fees, books and supplies). Complete the FAFSA or Dream Act application online. Visit us in Cloud Hall 324, or call (415) 239-3577.

**Homeless At-Risk Transitional Students (HARTS) Program:** Are you homeless, formerly homeless, or at risk in need of resources and support? Do you have questions about transportation, meal, or agency support? Please come to Student Union MLK Center or call (415) 452-5355 for information about the HARTS Program.

**Guardian Scholars Program:** Offers current or former foster youth college bound students’ services such as Academic Counseling, book vouchers, scholarships, transportation passes and referrals to community-based resources to assist with college costs. Visit Multi-Use Building (MUB) 298 or call (415) 239-3279.

**Lesbian, Gay, Bisexual, and Transgender Student Counseling (LGBT):** Academic counseling services and information about instructional programs for gay, lesbian, bisexual, and transgender students are available in Cloud Hall 207, call (415) 452-5235 or 452-5249.

**Outreach and Recruitment Services:** Are you interested in a campus tour? Do you have general questions about CCSF? The Office of Outreach and Recruitment Services provides comprehensive college readiness services to new and prospective students. Visit us in MUB 130A, call (415) 239-3557 or email us at outreach@ccsf.edu.

**Queer Resource Center (QRC):** The QRC seeks to empower the lives of lesbian, gay, bisexual, transgender, queer, questioning, intersex (LGBTQQI) students at CCSF by providing access to a support system of peers and allies. Bungalow 201, (415) 452-5723.

**Registration Center:** Do you have questions regarding your registration or tuition fees? Would you like to pay your bill in person? Contact us in Smith Hall 118, or call (415) 239-3732.

**Scholarship Office:** Assists students in applying for scholarships. See us in Cloud Hall 324 or call (415) 239-3339.

**Student Activities Office (SAO):** Interested in meeting new people and developing your leadership skills? Join a student club, attend a campus-wide event, or participate in student government! Get involved at City College! Come by the Student Union 205 or call (415) 239-3212 for more information.

**Student Affairs and Wellness:** Do you have questions about the code of student conduct or your rights and responsibilities? Interested in leadership opportunities? Questions about commencement? Come visit Conlan Hall 106 or call (415) 239-3211.

**Testing Office:** Do you want to pick up a copy of your English, Math, or ESL placement results or find out more information about taking a placement test? Go to the Testing Office located in Conlan Hall 203, (415) 239-3124.

**Veterans Educational Transition Services (VETS):** Are you a Veteran student, in need of educational guidance, community support; perhaps you have questions about the educational, health, social or VA benefits that are available to you? The VETS office provides academic counseling, certifying official and support services in Cloud Hall 333 or call (415) 239-3486.

**Veterans Resource Center (VRC):** The VCR provides a supportive community space for student veterans. The VRC connects veterans with peers, information and resources available to veterans. Visit Cloud Hall 332, call (415) 452-5251.

**Voices of Immigrants Demonstrating Achievement (VIDA):** VIDA focuses on creating a safe environment by providing peer mentoring, academic workshops, counseling, access to computers, and scholarship information. See us in Student Union 104A, (415) 452-5919.

**Women’s Resource Center (WRC):** The WRC provides resource information to women, houses a lending library, sponsors campus-wide events and hosts various support groups. Smith Hall 103-104, (415) 239-3112.
CCSF at a Glance ...
Cost of Tuition = $46 per unit

Additional Fees
• Student Health Fee: $17.00 (all students)
• Web4 User Fee: One-time: $3.00 fee (per semester)
• Student Activities Fee: $5.00 (optional)
• Student Representative Fee: $1.00 (optional)

Sample Cost for full-time 12 unit course load per semester: Tuition= $552 ($46x12)
Health fee= $17
Reg fee= $3
Total= $572 (Textbooks not included)

*Remember to apply for FAFSA & BOGW
See inside for more information

How many units should you take?
First, what is a unit?
Lecture classes = 1 unit, typically 1 hour per week in class.
Lab/studio classes = 1 unit, typically 3-4 hours per week in class. Most classes are 3 units.

Classes can meet:
One day/evening per week
M-W-F
T-R (R = Thursday)
MTWRF

*For every hour per week in class, plan on 2 hours of homework a week

Need to: Register for classes, check your schedule, look up final grades or transcripts, pay tuition, see placement test results, or any other student record?

How to Register:
Log on to your CCSF Student Portal WEB4!

STEP 1: Go to www.ccsf.edu on your web browser
& Click on Register for Classes (Web4) OR Visit:
http://ccsf.edu/web4login.htm

STEP 2: Enter your 9-digit User ID: (your CCSF Student ID)
& your 6-digit PIN:(******) (Initially your date of birth:
MMDDY Y).

STEP 3: Click on “Student Services & Financial Aid &
EOPS” to begin your search needs OR Click on “Personal
Information” to update your account profile- address,
phone#, etc. OR Click on “CCSFmail” to access your
free CCSF Gmail account.

If you work...
40+ hrs/week= 6 units
30 hrs/week= 9 units
20 or less = 12 units

Apply for free City College tuition when
you register for classes. Qualify for financial aid
and receive a
Free City stipend.
ccsf/freecity.edu