



SCIENCE HALL, CCSF

# ADMISSION TO THE COLLEGE



## ADMISSION TO THE COLLEGE

### Admissions Policy (Credit Classes)

City College has an Open Enrollment Policy. You are eligible to attend, if you meet the following requirements:

1. You are 18 years of age on or before the first day of instruction of the term for which you are applying.
2. You are a high school graduate.
3. You have the equivalent of a high school diploma. (i.e. you have passed the General Education Development test (GED) or a state's high school proficiency examination.)

Please note that other factors may determine eligibility. Contact the Office of Admissions and Records for more details or visit our website at <http://www.ccsf.edu>. Applications for Admission are available in the Office of Admissions and Records, MUB 188, or are available online.

### Open Enrollment Policy

It is the policy of the District that, unless specifically exempted by statute or regulation, every course—course section or class—reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the District and who meets such prerequisites and/or corequisites as may be established pursuant to regulations commensurate with Section 58100 of Title 5 of the California Code of Regulations as related to limitations on the receipt of state aid.

### Readmission to the College

Students who have previously attended City College but have not registered in classes for two semesters or more, must reapply to the college. The entire enrollment process needs to be completed or waived before the student may register for classes. Please see Steps to Become a CCSF Student in Credit Classes at [https://www.ccsf.edu/en/future-students/Future\\_credit\\_students.html](https://www.ccsf.edu/en/future-students/Future_credit_students.html).

### Admission as a Special Part Time Student (Concurrently Enrolled in High School)

The Board of Trustees of the San Francisco Community College District authorizes certain High School students under 18 years of age to enroll in one or more college courses.

The California Code of Regulations, Section 76011, requires the recommendation of the high school principal and the consent of the parent or guardian for the student to be considered eligible to attend. For more information regarding admissions deadline dates and enrollment policies, please call (415) 452-5172 or (415) 452-5101. The High School webpage is <https://www.ccsf.edu/academics/high-school-programs/concurrent-enrollment>.

### International Students

City College of San Francisco enthusiastically welcomes international students from all over the world. Currently, there are students from more than fifty countries studying at CCSF. Their presence on campus complements a broad mosaic of multiethnic students from San Francisco.

International students who wish to be admitted to the CCSF academic program must follow the instructions on [www.ccsf.edu/international](http://www.ccsf.edu/international), download all relevant forms and prepare all required documents to be considered for admission. The detailed checklist of required documentation is listed under the “[Apply Now](#)” section of the webpage.

Applications can be mailed to the Office of International Programs (OIP), Cloud Hall 212, 50 Frida Kahlo Way, San Francisco, CA 94112 or dropped off in person. For more information, please call 415-239-3895 or email: [international@ccsf.edu](mailto:international@ccsf.edu)

### Conditional Admission Through the Intensive English Program

International students who have a TOEFL score lower than the required 483 PBT, 56 IBT, or 5.5 IELTS but wish to enroll in the Academic Program may apply for Conditional Admission. Full admission to the Academic Program is contingent upon the successful completion of the Intensive English Program offered at CCSF. Students will also have to achieve a score of 483 on the Institutional TOEFL examination before transferring to the Academic Program. Application instructions are available on the website: [www.ccsf.edu/international](http://www.ccsf.edu/international). For more information, please call 415-239-3895 or email: [international@ccsf.edu](mailto:international@ccsf.edu)

### Cross-Registration

**San Francisco Consortium:** City College of San Francisco is a member of the San Francisco Consortium. Through the functions of the Consortium, a variety of educational opportunities are made available to students of the member institutions. For example, currently enrolled, full-time, matriculated students may register for credit in courses offered by San Francisco State University but pay City College fees. Cross-registration is permitted if the course is not currently offered at the home institution, if the course is lower division, if space is available in the course offered by the host institution, and if the student has satisfied course prerequisites and is enrolled in 12 units at the home institution. This cross-registration policy applies only to the regular sessions of the academic year and specifically excludes summer sessions, extension courses, and similar programs. Forms for this program are available at the Office of Admissions and Records, MUB 188.

**Mills Cross Registration Program:** City College students may take up to four courses (one per semester) at Mills College in Oakland. Students must be enrolled in or have completed English 1A and have completed 12 units of UC or CSU transferable courses with at least a 2.0 grade point average. Applications are available from the Counseling Office in MUB 39.

**UC Berkeley Cross Enrollment Program:** Students may take a course at UC Berkeley if they have completed English 1A; have completed one semester at City College as a matriculated student; have at least a 2.0 grade point average; have met any prerequisites for the course; and are enrolled in at least 6 units at City College during the semester they wish to take the UC Berkeley course. Students pay City College fees for the course. Applications are available from the Counseling Office in MUB 39.

### Student Equity and Achievement Program (SEA)

It is the policy of the college to ensure equal educational opportunity for all students. The Student Equity and Achievement (SEA) Program at CCSF assists students in developing and realizing their educational goals.

Each student completing steps to enrollment is entitled to:

- Math and English/ESL course placement assessment
- Orientation to College programs and services
- Counseling and advising
- Opportunity to develop a Student Educational Plan with the assistance of a counselor
- Challenge any prerequisite or corequisite based on established criteria

- Review the SEA regulations and exemption criteria approved by the CCSF Board of Trustees

Each student is expected to:

- Declare an educational goal following completion of 15 semester units and participate in the development of a Student Educational Plan
- Attend classes regularly and complete assigned course work

## Enrollment Steps Exemption Policy

Students may be exempted from participating in any or all of the enrollment steps (Assessment, Orientation, Counseling) if they meet the exemption criteria below:

- Student has already earned an A.A./A.S. degree or higher (at a U.S. accredited institution only), OR
- Student's educational goals do not include
  - Transfer to a college or university, or
  - Attainment of certificate, degree or basic skills (i.e., math, English, and/or ESL), or
  - Career development, OR
- Student is enrolling only in courses mandated by industry or licensure standards

*Please note: Students who are exempt from any enrollment steps will not receive course registration priority.*

You may obtain the Enrollment Steps Exemption Form at the Assessment Center in Conlan 204 or online at [www.ccsf.edu/assessment](http://www.ccsf.edu/assessment).

For further information, call (415) 239-3751.

## Steps to Become a CCSF Student in Credit Classes

Students are more likely to succeed in college when they have an accurate assessment of their skills, an idea of their educational goals, and an understanding of the course selection and registration processes. The enrollment steps are designed to inform students about how the "system" works. Therefore, unless exempted, all new students must complete the five-step enrollment process. Students should complete the process as early as possible to receive a priority registration appointment, which will increase chances of enrolling in classes of choice.

**STEP ONE — APPLICATION FOR ADMISSION.** All new students must file an online application for admission at [www.ccsf.edu](http://www.ccsf.edu) or with the Office of Admissions and Records, MUB 188.

**NOTE:** An additional application may be required for admission into specific programs. Consult the department chair of the program you are interested in.

**STEP TWO — ORIENTATION.** The online or in-person orientation session will focus on registration activities, interpretation of course placement, and information about programs and services that students need to know upon enrollment. Students may also participate in the online orientation at [www.ccsf.edu/onlineorientation](http://www.ccsf.edu/onlineorientation).

**STEP THREE — ASSESSMENT AND PLACEMENT.** All new students who plan to enroll in credit classes are required to complete assessment and placement unless they have been exempted from assessment. The newly enacted Assembly Bill (AB) 705 requires that a community college district or college maximize the probability that a student will enter and complete transfer-level coursework in English and mathematics within a one-year timeframe, and that a student enrolled in English-as-a-second-language (ESL) instruction will enter and complete degree and transfer requirements in English within a timeframe of 3 years.

**AB 705 represents a significant change in the way students are placed.** Students may be eligible to enroll in transfer-level math or English classes, or transfer-level courses with additional support. We encourage students to talk with a counselor or department advisor about English and Math course selection. 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 at CCSF.

### Multiple Measures Course Placement Process:

There are different ways to determine your English or ESL and math course placement level at City College. Factors such as relevant college and high school coursework and GPA are considered.

**STEP FOUR — MEETING WITH A COUNSELOR.** At the counseling appointment, a student will receive a program of courses and registration information.

**STEP FIVE — REGISTRATION.** Students are notified of their date and time to register for classes via their CCSF email account and their student portal. Students may register for classes on that date and time and thereafter during the registration period.

## College and/or Test Data Form

An alternate way to satisfy the assessment component and demonstrate eligibility for Math and English courses is to complete a college and/or test data form if you have already taken specific tests (e.g., SAT, ACT, AP) and/or successfully completed courses at other accredited colleges in the U.S. Submit a completed Placement Waiver Form and proof (e.g., transcripts, official test result reports) to the Assessment Center, Conlan Hall 204, 50 Frida Kahlo Way, San Francisco, CA 94112, in person, by mail, by fax at (415) 452-5127 or via email at [prereq@ccsf.edu](mailto:prereq@ccsf.edu). The form is available on the CCSF website at [www.ccsf.edu/collegedata](http://www.ccsf.edu/collegedata).

**CAUTION:** The equivalent course (or score) may meet the Math and English Requirement for graduation from City College of San Francisco, but it may not be transferable to a university. It is the student's responsibility to check the policy and requirements of the transfer college/university.

## English

Students may demonstrate their eligibility for English 1A or 1B by submitting proof (e.g., transcripts, official test result reports) of one of the following:

1. International Baccalaureate Exam scores:  
IB High Level English A1 or A2, Exam score of 4 or higher –  
**Eligibility: English 1A**
2. Any of the following SAT scores:  
**Eligibility: English 1A**  
SAT Evidence Based Reading/Writing: 550  
SAT Reasoning Test, Critical Reading Section: 500  
SAT Reasoning Test, Writing Section: 680  
SAT II Writing Subject Test: 660  
SAT Verbal (before 4/95): 510  
SAT Verbal (after 4/95): 590
3. ACT English Test with score of 22 or higher –  
**Eligibility: English 1A**
4. Advanced Placement (AP) Exams:  
AP English Language & Composition Exam:  
Score of 3, 4, 5:  
**Equivalency of completion of English 1A**  
**Eligibility for ENGL 1B, 1C, CMST 2**  
AP English Composition & Literature:  
Score of 3 or 4:  
**Equivalency of completion of English 1A**  
**Eligibility for ENGL 1B, 1C, CMST 2**

Score of 5:

**Equivalency of completion of English 1A+1B**

5. EAP (Early Assessment Program) results -  
**Eligibility: English 1A**
  - “Ready for CSU or CCC English college-level coursework” OR
  - “Conditionally ready for CSU or CCC English college-level coursework” AND grade of C or higher in two semesters of a CSU approved senior-year high school English course
6. Completion (with “C” or higher) of a college English course equivalent to CCSF English 1A – University-Parallel Reading and Composition -  
**Eligibility: English 1B and 1C and CMST 2**

## Mathematics

Students may demonstrate their eligibility for math courses by submitting proof of one of the following:

1. Any of the following SAT scores:  
**Eligibility: MATH 70, 75, 80, 90, 95**
  - SAT Reasoning Test, MATH Section: 550
  - SAT I MATH: 550
  - SAT II MATH: 550
2. ACT Math score of Level I or II or 23:  
**Eligibility: MATH 70, 75, 80, 90, 95**
3. Advanced Placement (AP) Exams:
  - Calculus AB score of 3, 4, 5, BC score of 3, 4  
**Eligibility: MATH 110B or MATH 115**
  - Calculus BC score of 5  
**Eligibility: MATH 110C**
  - Computer Science A score of 3, 4, or 5  
**Eligibility: MATH 70, 75, 80, 90, or 95**
  - Statistics score of 3, 4, 5  
**Eligibility: MATH 70, 75, 80, 90, or 95**
4. GRE (Graduate Record Exam) Quantitative Section score: 146  
**Eligibility: MATH 70, 75, 80, 90, 95**
5. EAP (Early Assessment Program) -  
**Eligibility: MATH 70, 75, 80, 90, 95**
  - “Ready for CSU or CCC mathematics college-level coursework” OR
  - “Conditionally ready for CSU or CCC college-level mathematics coursework” AND grade of C or higher in two semesters of a CSU approved senior-year high school mathematics course
6. Completion (with “C” or higher) of a college-level math course equivalent to MATH 60 (Intermediate Algebra) or higher.

## Assessment Acquirement

The CCSF assessment and placement options are designed to help you determine your Math and English skills before you enroll in Math or English courses. If you have specific questions, please see a counselor, or contact the English or Math Program Coordinator for more information.

## ESL Placement Test Retake Policy

Students may retake the credit ESL placement test after two weeks (14 calendar days); however, they may take the tests only two times per testing cycle.

The CCSF assessment and placement options are designed to help you determine your ESL skills before you enroll in ESL courses. If you have specific questions, please see a counselor, or contact the ESL Program Coordinator for more information.

## Accommodations for Assessment Process

Students with disabilities are encouraged to be seen by a DSPS counselor who will assess the student's functional limitations and determine

reasonable accommodations for the enrollment process such as assessment and orientation. To contact a DSPS counselor, please go to <https://www.ccsf.edu/en/student-services/student-counseling/dsp.html> for more information.

## Free City Program

Free tuition is available for City College students who have established California residency and live in San Francisco. Students apply for Free City by completing the one-page Free City Application, which is included as a screen within the online registration process. After registering, students are encouraged to complete either a Free Application for Federal Student Aid (FAFSA) or a California Dream Act Application. Students who apply for financial aid and are recipients of the California College Promise Grant will be eligible for an additional Free City stipend. For more information visit [www.ccsf.edu/freecity](http://www.ccsf.edu/freecity). Fees for students that do not qualify for the program are listed below.

## Enrollment Fees

### Fee Schedule for Credit Classes:

All enrollment fees and applicable nonresident tuition fees are due and payable at the time of registration.

(Fees subject to change)

Enrollment fee per semester unit	.....\$46.00
Non-Resident tuition	
per semester unit	..... \$307.00 + \$7 per unit
for capital outlay fee + \$46.00 enrollment fee	
Non-Resident tuition per semester unit	
for International students & students	
with F-1 visas	.....\$307.00 + \$7 per unit
for capital outlay fee + \$46.00 enrollment fee per unit	
The capital outlay fee is assessed for all international and nonresident students	
Health fee per semester (non-refundable)*	.....\$20.00
Web Registration fee per semester (non-refundable)	.....\$3.00
(Students may also register in person during the “Open Registration” period.)	
Voluntary Student Activity Fee	.....\$7.00
Voluntary Student Representative Fee	.....\$2.00

*\*Assembly Bill 982, eliminating the health fee waiver for all students, was signed into law by the Governor of California on September 22, 2005. On January 26, 2006, the Board of Trustees voted to fully implement AB982 at City College of San Francisco, effective summer of 2006. The health fee for summer 2009 was \$14.00 and starting spring 2009 semester was \$17.00. The California State legislature also periodically allows the districts to increase health fee in one dollar increments. This health fee is not refundable.*

Students who fail to pay a proper financial obligation are subject to Board Policy 5.12 Withholding of Student Records and Registration Privileges. Students who fail to pay all proper fees, or provide all documentation required for exemption, and waiver, shall not be permitted to register for the next semester.

Notwithstanding the above, the provisions of this policy shall not apply to students who are recipients of Chapter 31 and Chapter 33 (of Title 38 U.S.C.) Post 9/11 GI Bill\* benefits, until ninety (90) days after a Certificate of Eligibility form has been submitted to the District.

\*GI Bill\* is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about educational benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.



## Health Fee

Health fee (nonrefundable): \$20.00 for students registered in .50 semester unit or more.

NOTE: By law, students who qualify in the following categories will be exempt from the health fee payment:

1. Students who depend exclusively upon prayer for healing in accordance with the teaching of a bona fide religious sect, denomination or organization. (Documentation required.)
2. Students who are attending college under an approved apprenticeship training program. (Documentation required.)

Please refer to Student Health Services website for the "Petition for Exemption for the Student Fee" at <http://www.ccsf.edu/studenthealth>

## Reduced Fees Under AB540

AB540 is a California State Law that exempts certain students who are not residents of California from paying non-resident tuition at California Community Colleges and California State Universities.

Students who meet all of the following requirements are eligible.

1. You attended a California high school for three or more years.
2. You graduated from a California high school or attained the equivalent of a high school diploma (e.g. General Education Development, GED, or California Proficiency Exam.)
3. You registered in Spring 2002 or later.
4. You completed a California Nonresident Tuition Exemption Request form.

For more information, please contact the Office of Admissions and Records, Residency Department, MUB 188, call (415) 239-3287, FAX (415) 239-3936 or email [resident@ccsf.edu](mailto:resident@ccsf.edu).

## Payment Methods and Policies

Payment of fees is due at the time of registration. Non-Payment of fees will result in a HOLD being placed on your account. Non-payment of fees MAY result in classes being dropped during the registration period. This could also result in not receiving college services. Students are liable for all fees for classes not dropped by the refund deadline dates.

Enrollment Fees, Nonresident and International tuition, and all other applicable fees are due and payable at the time of registration. Please note: it is the STUDENT'S responsibility to drop or withdraw from class(es) by the established deadlines published in the online class schedule.

Exemptions from immediate payment of fees are available to accommodate the following groups of students: students receiving financial aid based on BOG and FAFSA eligibility, students who sign up for a tuition payment plan, and self-certified exemptions for military service, among others. Please be advised that students are responsible for self-certified exemptions. If your certified exemption is not processed, students are responsible for all fees assessed and must adhere to the drop deadline dates.

Any classes added to your schedule, after you have paid for your initial registration fees are also subject to be dropped for nonpayment of fees. If you were dropped from your classes for nonpayment and you believe there was an error, please notify the Registration Office immediately at (415) 239-3732 or email [register@ccsf.edu](mailto:register@ccsf.edu).

**Please note:** City College of San Francisco participates in the Chancellor's Office Tax Offset Program (COTOP). All past due accounts are submitted to COTOP for collection. All Admissions,

Registration and Fee correspondence will be sent to your CCSF email account.

## Enrollment Fee Refund Policy

The enrollment fee may be refundable for full-semester courses and short term courses. The refund policy also applies to Summer Sessions intervals. Please see the Calendar of Instruction and online class schedule for refund deadline dates.

## Enrollment Fee Refund Procedures

The enrollment fee refund is not automatic. To obtain a refund for courses dropped on or before the deadline, the student must submit a completed application for refund form to the Tuition and Fees Office, MUB 130A, no later than the last day of final examinations. Please refer to the Calendar of Instruction and online class schedule for deadline dates. Refund procedures also apply to summer session intervals.

## Student Activity Fee Refund and Request to Reverse Procedures

The student activity fee may be refunded if you have paid your fees by submitting a Request for Refund form through Tuition and Fees Office, MUB 130A. The student that has not paid for their fees may reverse the Student Activity Fee from their account by completing the Request to Reverse Student Activity Fee Form through the Tuition and Fees Office.

## Nonresident Tuition Fee Refund Policy

**Paid nonresident tuition** will be refunded in accordance with the following refund schedule:

**100% Nonresident Tuition Refund** for courses officially dropped during the first two calendar weeks of instruction.

**50% Nonresident Tuition Refund** for courses officially dropped during the third and fourth calendar weeks of instruction.

**0% Nonresident Tuition Refund** for courses officially dropped after the fourth calendar week of instruction.

Refer to the Calendar of Instruction and online class schedule for the specific refund deadline dates listed for each Fall and Spring semesters. Please call the Tuition and Fees Office for the nonresident tuition refund policies regarding short-term courses, courses which begin at variable times other than the beginning of the instructional calendar, summer session courses, etc.

**The ultimate responsibility for dropping classes in order to receive a nonresident tuition refund rests solely upon the student. Nonresident tuition will be refunded if the drop is student-initiated or instructor-initiated. It is the student's responsibility to: (1) check if an instructor has initiated a drop by the deadline date and (2) apply for a refund as stated in the next paragraph.**

## Nonresident Tuition Fee Refund Procedure

The nonresident tuition fee refund is not automatic. All nonresident students who have paid and are eligible to receive a nonresident tuition fee refund for courses dropped on or before the deadline must submit a completed Application for Refund form to the Tuition and Fees Office or the Registration Center **NO LATER THAN THE LAST DAY OF FINAL EXAMINATIONS**. Nonresident tuition fee refunds will be based upon the units dropped in accordance with the above prorated schedule. **Any nonresident tuition fee refund requests received AFTER this date will NOT be processed for refund.** All applications for nonresident tuition fee refund must be submitted during the cur

rent semester in which courses are dropped. No nonresident tuition fee payment credits will be carried into the next semester.

Please call the Tuition and Fees Office (415) 239-3522 or visit the office, MUB 130A, for assistance and information regarding the nonresident tuition refund policy, procedures, and schedules.

Nonresident Tuition Policies and Procedures are subject to change during the 2020-21 academic year.

Inasmuch as City College is required by statute to report the California residence classifications of all students by the fourth week of the current semester, those students who fail to establish California residency by the fourth week of the current semester will be classified as nonresident students and be required to pay the nonresident tuition fee.

### **Enrollment, Nonresident and International Student Tuition Fee Credit Balances**

City College of San Francisco allows all enrollment fees and nonresident and international student tuition balances to be credited to students' accounts, which may be utilized to pay for tuition and/or enrollment fees in subsequent school terms. The student's account will be held for a period for two years. All balances not utilized within the two-year period will be credited to the District.

### **Residency Requirements California Residence**

Under the State of California Education Code, in order to establish residency, a person must pair his or her physical presence in California with the following provisions: 1) objective evidence of physical presence (one year and one day prior to the first day of instruction for the term for which he/she has applied as indicated in the Calendar of Instruction); and 2) intent to make California the home for other than a temporary purpose. There are other factors to be considered for non-resident students holding different visa types. These students are advised to contact the Office of Admissions and Records at (415) 239-3287 for clarification. Evidence of intent could include, but is not limited to, at least two of the following: voting in California elections; paying state income tax; obtaining a California driver's license; registering a motor vehicle; and maintaining continuous residence in California. Act of intent must be accomplished for one year.

City College may determine at the time of admissions or at a later date that such students may not have met the aforementioned residence requirement set forth for all California community colleges. Such students will subsequently be assessed and billed the nonresident tuition fee per unit at the current academic year rate.

Students who have not reached the age of 18 years are regarded as minors; their residence is that of one or both parents. Therefore, a student who is a minor is regarded as a resident of California only if one or both parents couple their physical presence in California (one year and one day prior to the first day of instruction for the term for which the minor has applied as indicated in the Calendar of Instruction) with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.

It is the student's responsibility to clearly demonstrate both physical presence in California and intent to establish California residence.

Special residence regulations are in effect for married minors, for minors whose parents are deceased, for certain military members and their dependents, and for various others.

Continuing nonresident students at City College (with the exception of foreign students), who think that they meet the time and intent

requirements necessary to establish California residency must contact the Office of Admission & Records for residency verification and adjustment.

For more information regarding California residency please call (415) 239-3287 or e-mail [resident@ccsf.edu](mailto:resident@ccsf.edu).

### **Residency Adjustments**

Students are notified by email of their residency status after they apply to the college however residency adjustments are not automatic. It is the student's responsibility to initiate a residency inquiry and to provide proof of California residency. Please call the Office of Admissions & Records, (415) 239-3287, or e-mail [resident@ccsf.edu](mailto:resident@ccsf.edu) for the documents accepted as verification.

Students who do not meet the residency requirements will continue to be charged the nonresident tuition as well as the enrollment fee.

### **Residency Appeals**

Students may appeal their residency status as determined by the College through the following procedures:

1. Requests must be addressed, in writing, to the Associate Registrar, within two weeks of receipt of the notification.
2. If further review of residency status is required, a meeting with the Dean of Admissions and Records may be requested within two weeks of the review by the Associate Registrar.
3. Students are required to provide ALL documents required to verify their residency status.

### **Filing of Students' Addresses**

Every student must file his/her local and legal addresses with the Office of Admissions and Records. Students are required to notify the Office of Admissions and Records promptly concerning change of either address. Students may update their address on-line at <http://www.ccsf.edu>. Click on to Personal Information.

### **Student Classification**

**Full Time Students** – Students registered in 12 or more semester units in the fall or spring semester are full-time students for that semester. A full-time student during the summer session is registered in six or more semester units.

**Half/Part Time Students** – Students registered in a minimum of six semester units in the fall or spring semester are half/part time students for that semester.

### **Advanced Standing**

Previously completed course work from regionally accredited institutions will be considered for transfer to satisfy City College of San Francisco academic requirements for an associate degree or certificate. One month after enrolling at the College, students may request an evaluation of their Official Transcripts from other institutions to determine which of their courses are transferable. For information on how course work transfers to universities, consult with a counselor.

### **High School Honors Courses.**

City College grants advanced standing and units to students who have completed Advanced Placements Examinations with scores of 3, 4, or 5, certified by the College Entrance Examination Board. A grade of Pass will be recorded for an appropriate college course or courses when verification and petition form is provided to the Office of Admissions and Records.

### **Enrollment Limitations**

Students may enroll in a maximum of eighteen (18) semester units, including physical education courses, each fall and spring semesters.

Students may enroll in a maximum of nine (9) semester units, including physical education courses, during the summer session. Upon approval, students may add these units at any time during priority registration and through the Add period.

Students wishing to enroll in more than the maximum units allowable must receive permission from an academic counselor. Approval to take more than eighteen (18) semester units will not be given unless students need such units to be candidates for graduation, or have completed their last full semester of work at the College with a GPA of 3.00 or higher.

NOTE: Enrollment maximums are strictly enforced by our computer systems. Therefore, students who have received permission from their counselor to enroll in over the maximum units authorized by College Policy must process those units in-person at the Registration Center, MUB 130B, or at any Admissions and Enrollment Office at College Center locations.

### Time Conflict/Overlapping Courses

Students are not allowed to enroll in two courses that overlap unless all of the following requirements are met:

- The students must provide sound justification other than mere scheduling convenience.
- The instructor and the school dean must review the justification and approve the request to enroll in the overlapping class.
- The students must make up the hours of overlap under the supervision of the instructor of the course.
- The instructor and the student must maintain documentation of the made-up hours.

At the end of the term, the instructor must submit the documentation to the administration. The administration will maintain the documentation according to Board Policies regarding records retention. Time Conflict approval forms are available at the Admissions & Records office in MUB 188 or at the Admissions & Enrollment offices at the various Centers.

### Online Registration

#### Adding Classes, Changing Sections, Dropping or Withdrawing from Classes

Students must be admitted to the College and have completed the steps to become a CCSF Student prior to registering for a class. A Registration Appointment is assigned to each student. You may begin Online Registration in myRam Portal any time after the appointment date and time. To view your Registration Appointment date and time, access your account in myRam Portal, select "Student Portal," "Student Registration," and then "Prepare for Registration."

#### How to Register Online

To protect your confidentiality, it is strongly recommended that each student process their own registration.

All administrative, financial, and academic holds must be cleared before you are allowed to register for classes.

Be prepared. The class that is your first choice may not be open. Select an alternative section of the course before beginning your myRam Portal session.

The registration system does not allow time conflicts, multiple registrations in the same course; enrolling in a course without fulfilling the prerequisites; multiple unauthorized repeats; and exceeding the maximum number of units (18 semester units, Fall and Spring; 8 semester units Summer).

After the student has officially registered in classes, the student may add a course, change a section, drop, or withdraw from a course within

certain dates specified in the Calendar of Instruction. Information regarding these procedures is available in the online time schedule or from the Office of Admissions and Records.

Note: The Registration Center will charge a one-time \$3.00 fee per semester for original myRam Portal online registration. There is no additional charge during Add/Change of Section/Drop/Withdrawal period.

### Class Attendance

Students are expected to attend class regularly and punctually. At the first class meeting, the instructor provides the student with a class syllabus, defining the rules of attendance. If you are unable to attend the first class session, contact the instructor directly before the class begins.

A student who is absent from a class for any reason is responsible for the content covered during the absence and for making up any class work that was required.

Excessive tardiness may be considered equivalent to an absence.

If the instructor drops/withdraws the student from a class for excessive absence, the student may request a Drop Reinstatement from the instructor, and may return to class upon the instructor's approval.

A student who stops attending a course and does not drop/withdraw from the class may receive a failing (F) grade from the instructor.

Do not rely on the instructor to drop/withdraw you from class for non-attendance. It is the student's responsibility to drop/withdraw within the deadline dates. Please see the current semester's Calendar of Instruction.

### Auditing/Co-Enrollment

Classes may not be audited. Only students who are officially enrolled in a course may attend class.

CCSF City Extension in partnership with the CCSF Credit Department offers course availability for students not eligible for Course Repetition or for those students that do not need course credit for transfer or an associate degree.

- Registration for Co-enrollment starts on the first day of instruction.
- Co-enrollment registration will be processed after the Credit Add/Drop period is over.
- CRN numbers and Add Codes are not accepted for Co-enrollment.
- To register or find out more information about Co-Enrollment, please visit the City Extension website: <https://www.ccsf.edu/academics/contract-education-and-extension-programs/city-extension-co-enrollment>.
- To register for the Wellness Center, please visit our website: <https://www.ccsf.edu/academics/contract-education-and-extension-programs/fitness-center-and-pool-semester-memberships>

If you have any questions, please contact CCSF City Extension: 88 4th St., San Francisco, CA 94103; email: [ccsf.extension@ccsf.edu](mailto:ccsf.extension@ccsf.edu)

### Student Email

All City College credit students are issued a CCSF email address, provided by Google. All official CCSF email will be sent to the CCSF Gmail address. By using the CCSF Mail address, CCSF can ensure that students receive registration, financial aid and other important information. Students have the option to forward CCSF Gmail messages to an email account which they check regularly.

Students can find information about their CCSF Gmail address and password by:

1. Logging on to myRam
2. Selecting Student Portal.
3. Selecting "myProfile"

Additional information may be obtained by phone from Gmail Help Desk at 415-239-3987; by email at [mailhelp@mail.ccsf.edu](mailto:mailhelp@mail.ccsf.edu); or from the CCSF Mail FAQ website at <http://ccsf.edu/gmailfaq>. The FAQ website has details for logging on and forwarding email to a different address.

Students who object to using Google software should go to the Admissions and Records Office to request City College notifications via hardcopy.

### Admissions Policy (Noncredit Classes)

Anyone 18 years or older can enroll in a noncredit class.

Students may enroll in most classes by attending the first class meeting. Provided space is available, students may also enroll in most classes any time during the semester because these classes are open entry-open exit. Class and program information may be obtained from the individual locations.

Note: Students enrolling in ESL, Citizenship, or Transitional Studies classes, and many Business, Trade & Industry, Child Development & Parent Education, or DSPS classes must participate in the Steps to Become a CCSF Student outlined below.

### Student Success and Support Program (SSSP) for Students Enrolling in Noncredit Classes

The Steps to Becoming a CCSF Student is a process that enhances student access to the California Community Colleges and promotes and sustains the efforts of students to be successful in their educational endeavors. Noncredit enrollment steps, minimally, include:

- **Assessment** (of English or ESL and math skills, career interests)
- **Orientation** (to noncredit programs and procedures)
- **Counseling** (to assist students in identifying educational and career goals and developing an appropriate program of study)

Please contact the Admissions and Enrollment Office at the location that you wish to attend for more information.

### How to Enroll in Free Noncredit Courses

Students can earn special certificates and/or diplomas by enrolling in the noncredit division. Courses include Adult Basic Education (ABE), Business, Child Development and Family Studies, Citizenship, Consumer Arts and Sciences, Consumer Education, Disabled Students Programs and Services, English as a Second Language (ESL), GED, High School, Older Adults, and Trade and Industry.

**Noncredit division courses are tuition free.** However, students are expected to buy books and supplies. A few courses require the purchase of additional materials or the payment of a materials fee.

For the most accurate and up-to-date enrollment information, please contact the location offering the course you want to take. The locations and phone numbers are listed on the inside front and inside back covers of the class schedule. Counselors are available to help you select and enroll in classes.

New students are required to complete a Noncredit Application. You may complete a Noncredit Application by 1.) Going to [www.ccsf.edu](http://www.ccsf.edu) on your web browser; 2.) Clicking on the Admissions/Registration link; 3.) Clicking on noncredit admissions link; 4.) Clicking on non-credit application link. Students may also pick up an application at the location they plan to attend and submit it to the Office of Admissions & Enrollment.

Programs such as ESL, Citizenship, Adult Business Education/High School, DSPS, Child Development and Family Studies and short-term

vocational courses such as Office Technology and Trade and Industry require that students go through the Steps to Becoming a CCSF Student. Please contact the Admissions & Enrollment office at the location that you wish to attend for more information.

In many cases, you can enroll in classes by attending the first class meeting. You can also enroll after the start of the semester. Speak to a counselor or the instructor.

**IMPORTANT:** International students with a F1 visa may enroll in noncredit courses as long as they are concurrently enrolled in at least 12 units (having full-time status) at their Home School. **NONCREDIT COURSES CANNOT COUNT TOWARD FULL-TIME STATUS.** Please check with your International Student Counselor for more information. B1 or B2 Visa is NOT permissible documentation for enrollment in class.

### Eligibility for Noncredit High School Program

Students must be 18 years old or older, or if between 17 and 18 years old they must have an exemption from their home school district.