



# LEARNING RESOURCES AND STUDENT SERVICES

CONSTELLATION (GLASS SPHERES), CREATED BY ANN CARTER,  
ROSENBERG LIBRARY, CCSF (PHOTOGRAPH BY EILEEN ADAMIAN)

## LEARNING RESOURCES AND STUDENT SERVICES

### Learning Resources

City College Learning Resources provide equitable access and instructional support to facilitate academic achievement and personal growth. The faculty and staff are available to answer all inquiries into resources, and to provide assistance and instruction in their use.

#### The College Library

CCSF provides library services at Ocean Campus and all centers throughout the District. Library collections are closely tied to the curriculum at each location. Librarians provide in-person and online assistance in support of student needs. Libraries provide study spaces, group study rooms, student computers, printers, and other technology. The library also maintains extensive online content in the form of database journal articles, eBooks, films, magazines, and newspapers, all of which may be accessed on-campus or off-campus.

The Media Center/Collaboratory at Ocean Campus supports the instructional media needs across the District. Its collection includes physical and online media. The Collaboratory is a makerspace where students can work together on interdisciplinary projects. It hosts events, clubs, and activities throughout the year.

Library hours are aligned with the needs of the location. The library instructional program is provided at the reference desk, in instructional classrooms, by online workshops, and through a credit class. The library provides online reference service 24-7. The library website ([library.ccsf.edu](http://library.ccsf.edu)) contains current information about library services, collections, instruction, exhibits, and programs.

#### Library Locations:

**The library in the Claude and Louise Rosenberg Library & Learning Resource Center** is the largest library at CCSF. It is located on the Ocean Campus and houses the Diego Rivera Collection and College Archives. The Collaboratory/Media Center is located at Rosenberg 403. It is a makerspace and provides students access to a wide range of computers and technology. It supports faculty with instructional media needs. The **Alice Statler Library**, on the lower level of the Statler Wing of Smith Hall, provides resources for instructional programs in Culinary Arts and Hospitality Studies.

Library Services supports the development of program pathways for certificate and degree earners at locations throughout the City. **The Chinatown-North Beach Center library** is located on the 2nd and 3rd floors at 808 Kearny Street. The library houses a significant collection of Chinese Language materials for English language learners. **The Downtown Center Library**, located on the 2nd floor at Fourth and Mission Streets, houses collections supporting English language learners, fashion, and World Languages. **The Evans Center Library** is located at 1400 Evans Avenue, 2nd Floor Room 223. The collection supports programs in automotive, construction, and custodial. **The John Adams Library** is located at 1860 Hayes Street, Room 204. The collection has a strong emphasis on Allied Health fields. **The Mission**

**Center Library** is located on the fourth floor of 1125 Valencia Street. The collection supports programs including English as a Second Language, Transitional Studies, Child Development, Latin American/Latino Studies, Spanish, Visual Media Design, and Broadcasting. It houses books and audio-visual materials in its Media Center.

#### Student Tutoring and Resource Center (STAR CENTER), [ccsf.edu/STAR](http://ccsf.edu/STAR)

The Student Tutoring and Resource (STAR) Center provides a welcoming environment where every individual is seen and valued. We connect the dots between education and resources helping students unlock their potential and achieve their dreams. CCSF students receive free academic tutoring in over 25 courses with Peer and Professional Tutors.

We also have College Success classes and College Success Mentoring (find College Success classes under LERN in the schedule). STAR Center facilities are FREE, offering in-person and online tutoring, small group study rooms to be booked in advance, wifi, laptop stations, printing, and a computer lab with 40 computer stations. All services are FREE.

The Mission STAR is located inside the Library in Room 401. The Center offers drop-in academic support in English, ESL, Spanish, GED subjects, computer, typing and math courses. The Center supports both credit and noncredit students.

The TRIO Writing Success Project is a support program for students who are the first in their family to come to college, who are low income, and/or who have disabilities. The program links with English classes to provide weekly study group sessions. The program also offers scholarship help, career and major exploration, financial literacy workshops, and support for the transfer process. More information is available at [ccsf.edu/wsp](http://ccsf.edu/wsp).

The STAR Center Computer Lab (R207) offers Internet access for 40 computers, includes word processing and printing for City College students. It also offers software programs for students taking identified academic classes. Laboratory assistants help students in selecting and using the laboratory's hardware and software.

## Tutorial and Academic Support Programs

City College offers a variety of tutorial and academic support programs at the STAR Centers and beyond: <https://www.ccsf.edu/student-services/tutoring>.

Subject	Description	Program	Room
ESL	Tutoring, workshops and conversation groups for both multi-lingual credit and noncredit students to build confidence and skills in speaking, reading, writing and listening in English.	ESL CLAD	Harry Britt Building 149
English	Computer programs and websites to strengthen writing, reading, and researching skills.	English Reading and Writing Center	R205
ESL and English	Tutoring, small groups, and workshops for ESL and English students	Writing Success Project LAC @ Mission Center	R231 Mission Center 401
ESL and English	Computer tutorials for English	English Reading & Writing Center Learning Assistance Center LAC @ Mission Center	R205 Mission Center 401
Math	Tutoring, computers, small group workshops and study rooms for all algebra, calculus and statistics courses	Math Area: Student Tutoring and Resource (STAR) Center LAC @ Mission Center	R207 Mission Center 401
Math	Tutoring and computers for all math courses up to calculus 1, including statistics, liberal arts math, and data science.	Math Tutoring Lab LAC @ Mission Center	JDVL 808 Mission Center 401
World Languages	Tutoring for each language	Student Tutoring and Resource (STAR) Center	R207
World Languages	Audio, video and computers for world languages	Collaboratory	R403
Sciences	Tutoring for anatomy, biology, chemistry, physics, and physiology	Student Tutoring and Resource (STAR) Center	R207
Biology	Materials and tutoring for biology students	Student Tutoring and Resource (STAR) Center	R207
Nursing	Materials and tutoring for nursing students	Nursing Skills Lab and Media Center	C343 R403
Business	Tutoring for economics, accounting, and statistics	Student Tutoring and Resource (STAR) Center	R207
Communication Studies	Assistance for students in development and delivery of speeches	Communication Lab	C208B
Misc. Subjects	Audio and visual materials	Media Center	R403
College Success	1–3 Unit “College Success Courses” and workshops	Learning Assistance Department	R207

**College Success Classes** are offered through the Learning Assistance Department (LERN 50, LERN 51 & LERN 55). College Success classes guide students in strategies for success in college and beyond.

The courses meet the needs of all CCSF students, and are especially valuable for returning students, first-year students, or anyone who feels lost or alone in college. Students learn how to navigate college, succeed in online learning; manage time; access resources, identify and achieve goals; manage finances; improve memory and concentration; communicate effectively with Instructors, take effective notes, take test well, use the library and more. Classes meet graduation and transfer requirements.

**The Student Tutoring and Resource Center's Computer Lab** is located in Rosenberg Library, R207 STAR Center facilities are FREE, offering wifi, laptop stations, printing and a computer lab with 40 computer stations. All services are FREE.

**The ESL Department's CLAD** (Center for Language and Academic Development) supports multi-lingual credit and noncredit students to build academic skills for completing classroom assignments using the English language. Our ESL instructors and professional tutors are here to coach multi-lingual students to succeed in ESL courses and beyond to achieve personal and academic goals. Located in-person in Harry Britt Bldg., Room 149 and online at [www.ccsf.edu/esl](http://www.ccsf.edu/esl) (click "ESL Lab").

**The Communication Lab** in Cloud 208B is operated by the Communication Studies Department and provides one-on-one tutoring in the construction, development and rehearsal of speeches. The lab supports all CCSF students working on speeches, debates or performances. Staffed by student tutors and supervised by Communication Studies faculty, the Lab offers help in all stages of the speechmaking process as well as assistance in understanding intercultural, interpersonal, and group dynamics. In particular, the Lab provides support in anxiety reduction, topic selection, thesis development, outline construction, speech delivery and use of presentation aids. Computers are available for research, outline writing, and presentation aid construction. Stop by Cloud 208B.

**The Reading and Writing Center** is located on the second floor of Rosenberg Library in room 205. The RWC offers drop-in tutoring, small-group workshops, and computer access for students taking courses involving reading and writing. Students can work with tutors in person or online to build their skills when reading materials from their various classes, thinking critically when reading and writing arguments, developing their research skills, and all aspects of developing and honing an essay. In addition, students may use the Online RWC's Canvas "course" to access Guided Learning Activities and other web-based materials to enhance their reading and writing skills.

**The Math Lab** located in JDVL 808 offers drop-in tutoring, WiFi, and computer access for all students taking Liberal Arts Math, Statistics, Precalculus, and Data Science classes. The lab serves students enrolled in all math courses from MATH 70 to MATH 110A and STAT C1000. Additionally, students can enroll in the Online Math Lab Canvas shell by navigating to <https://ccsf.instructure.com/enroll/BMP7TW>. The Online Math Lab offers one-on-one online tutoring appointments and Guided Learning Activities designed to help students review and study certain areas of Prealgebra, Algebra, and Statistics.

**The Nursing Skills Laboratory**, located in Cloud 343, is a supervised open laboratory where Registered Nursing Students may complete

and/or reinforce their course work. The Laboratory provides a collection of Audio-Visual References. A registered nurse serves as a resource person for nursing students to answer questions, direct independent studies, and give workshops on skill procedures.

## Student Counseling Services

### Counseling Services and Programs

CCSF's Counseling Services and Programs addresses the career and academic counseling needs of students at City College of San Francisco. We strive to assist students in developing skills to succeed in college, graduate, earn certificates, transfer, and to create and maintain meaningful careers. Students can work with counselors to discuss their academic goals, develop or revise educational plans, course/major selection and career/vocational guidance. They can also discuss the requirements needed for a certificate, a degree, or transfer to a 4-year institution.

Counselors make referrals to helpful support services on and off campus and provide specialized workshops including notice, transfer planning, and Internet resources. Counseling Services and Programs offers both drop-in counseling for short questions, and counseling by appointment for educational plans and more complicated academic planning issues. Students may call (415) 239-3302 or visit [esars.ccsf.edu](http://esars.ccsf.edu) to make a counseling appointment. Counselors are available Monday-Thursday on the Ocean Campus in Student Success Center, Room 1065.

Students are expected to go through the enrollment process as mandated by Title 5 of California Ed Code or waive their participation when they begin their studies here at CCSF. This process is comprised of the following steps.

1. Applying to the college
2. Applying for Financial Aid
3. Getting an English/ESL and Math Course Placement
4. Completing the New Student Orientation
5. Seeing a counselor to assist with course selection
6. Registering for classes

City College of San Francisco offers counseling services at the following locations: Ocean Campus, Chinatown Center, Downtown Center, Evans Center, John Adams Center, and Mission Center.

Counseling services are available Monday - Friday.

Please visit [www.ccsf.edu/counseling](http://www.ccsf.edu/counseling) for more information such as hours, campus maps, and counseling office locations.

### Multicultural Retention Services

The **Multicultural Retention Services** Programs were established in January 2010 and consists of five (5) academic retention programs: UMOJA/African American Scholastic Programs (AASP), Asian Pacific American Student Success (APASS), Latino Services Network (LSN), TULAY/Filipino American Student Success and VASA/Oceania Student Success. These multicultural retention programs provide comprehensive support services and other program-specific activities primarily to underprepared, underrepresented students in each of the 5 Centers/Programs. Our comprehensive services (essentially a "One Stop" model) make them unique among other counseling units. The services provided promote individual growth and academic success through a culturally sensitive and bilingual environment that meet the

needs of many students. Our case-load model helps develop that critical student/counselor relationship which is important to retention and student success. Although our Retention Centers have targeted groups, we provide services to all students. For more information, please visit the Counseling website [www.ccsf.edu/counseling](http://www.ccsf.edu/counseling).

### UMOJA/African American Scholastic Programs

The UMOJA/AASP was the first retention program established at CCSF, which laid the foundation for the creation of the Multicultural Retention Services. The UMOJA/AASP provides culturally-based support services to assist, primarily African American students and students of African descent, successfully achieve their goals while at CCSF. The counseling services component is an integral part of the program, helping students acquire personal development skills and achieve their academic and career-related goals. Intensive individual counseling sessions provide students with educational, career/vocational and resources to help students make appropriate choices in meeting their respective goals.

#### Counseling Services:

- Academic, career/vocational, and personal counseling
- Student educational plans
- Graduation, certificate, and transfer information
- Assistance with financial aid and SAP appeals
- Referrals to campus and community-based support services

#### UMOJA/AASP offers:

- Support services to students who are on academic or progress notice
- Computer lab, study area and tutoring
- College Support Scholarships
- Book Voucher
- Historically Black College/Universities (HBCU) Transfer Information
- HBCU's College Tours (pending funding, out-of-state restrictions and/or CCSF Board Approval)

**The Historically Black College/Universities (HBCU) Transfer Program** is designed to provide CCSF students the opportunity to attend and transfer as a junior to a HBCU.

**The Peer Mentoring Program** provides peer mentoring to CCSF students enrolled in the UMOJA /African American Scholastic Programs. Students enrolled in the program are mentored by faculty, CCSF Alumni and community members. The Peer Mentoring Program provides CCSF students the opportunity to interact and develop positive relationships with an assigned Mentor in their field of study or interest.

The UMOJA/AASP Program is located in Rosenberg Library, Room 209. For more information, call (415) 452-5315; visit our website at [www.ccsf.edu/umoja](http://www.ccsf.edu/umoja).

### APASS: Asian Pacific American Student Success Program

APASS offers services to Asian and Pacific Islander (A/PI) and all students in pursuit of academic success through early intervention and effective support services.

#### Our counseling services include:

- Academic, career, and personal counseling

- Bilingual/bicultural counselors (Cantonese, Tagalog, Vietnamese)
- Student educational plans
- Graduation, certificate, and transfer information
- Assistance with financial aid appeals
- Early alert referrals by instructors
- Referrals to campus and community services

#### APASS Center offers:

- Support services to students who are on academic or progress notice
- Computer lab, study groups and tutoring
- APASS and College Support Scholarships
- Book loan program
- Bilingual/bicultural staff and student workers
- Outreach to SFUSD high schools

The APASS Center is located in Batmale Hall, Room 208. For more information, call (415) 452-5620 or visit our website at [www.ccsf.edu/apass](http://www.ccsf.edu/apass).

### Latino Services Network (LSN)

**The Latino Services Network (LSN)** is dedicated to the development and implementation of effective support services and programs to meet the academic, vocational, and career needs of the Latino student community.

Our services include:

#### Bilingual (Spanish and English) Counseling

- Academic, personal, and career
- Goal setting, educational plan development
- Graduation, certificate, and transfer information
- Bilingual (Spanish and English) college orientations
- AB 540 Counseling Services
- Workshops
- Outreach to SFUSD High Schools

#### The LSN Learning Center

- Computer laboratory use for homework and research
- A friendly place to meet other students and study
- Educational and cultural events and workshops
- Assistance with financial aid
- Advocacy and referrals to campus and community services
- College Scholarships
- Tutoring

For more information, please call us at (415) 452-5335, email us at [latino@ccsf.edu](mailto:latino@ccsf.edu), visit our website at [www.ccsf.edu/lsn](http://www.ccsf.edu/lsn), or come visit us in Cloud Hall, Room 364.

### TULAY – Filipinx/American Student Success Program

The mission of Tulay is to provide culturally relevant, student-centered services, and experience to support success. Our services and partner

ships with various campus resources seek to empower students by promoting healthy identity formation and a strong sense of student community. Our students become advocates for themselves, their community, and their education.

### Tulay services

- Academic and personal counseling
- Bilingual services [Tagalog]
- Student Leadership development [Student Ambassadorship]
- Pinoyz II Men: Monthly men's support group
- Embedded Tutoring for English and Math
- Book voucher Program
- College Support Scholarship
- Semester-to-semester based grants: Safeway Food Cards | Full-Time Incentive Grant
- Referrals to other student services

### Tulay service center

- Computer lab
- General Study tables
- Private study/meeting room
- Printing service
- Microwave use

### Tulay and Philippine Studies Course support

In solidarity with the Philippine Studies department, our student ambassadors and counselors are present in the following courses for program announcements, discussion support, quick advising inquiries, and to schedule advising appointments.

- IDST 50 (College Success) | UC/CSU credit
- PHST 20 (The Filipino Family) | UC/CSU credit
- HIST 37 (Philippine History) | UC/CSU credit
- ASAM 8 (Filipino American Community) | UC/CSU credit

For additional information on Philippine Studies and courses, please refer to their link tree: <https://linktr.ee/PHSTccsf>

- The Tulay Program is located in Ocean Campus, Cloud Hall, Room 363.
- For additional information on Tulay, please refer to their link tree: <https://linktr.ee/TulayCCSF> or email: [tulay@ccsf.edu](mailto:tulay@ccsf.edu)
- Tulay Social Media outlets: Facebook: [tulay363.ccsf](https://www.facebook.com/tulay363.ccsf) | Instagram: [tulay\\_ccsf](https://www.instagram.com/tulay_ccsf)
- To schedule an appointment with a Tulay counselor: eSARS: <https://esars.ccsf.edu/> or call 415.452.5922

### VASA/Oceania Student Success Program

VASA/Oceania Student Success Program provides support to Pacific Island and all CCSF students in pursuit of academic success through comprehensive, culturally specific, multilingual education programs and services that promote successful learning and student achievement in a multicultural environment. VASA collaborate with other academic departments and community-based organizations to offer other services consistent with its primary mission.

### Our Counseling Services Include:

- Academic, personal, and career
- Bilingual/bicultural (Tongan & English)
- Student educational plans
- Graduation, certificate, and transfer information
- Support services to students who are either on academic and/or progress notice
- Assistance with financial aid & SAP appeals
- Advocacy and referrals to campus & community services

### VASA Center offers:

- Tutoring
- Study group & Study area
- Workshops
- College Support Scholarships
- Book Voucher/Food Card
- Outreach to SFUSD High Schools & PI communities
- Link courses to Critical Pacific Island & Oceania Studies and College Success
- Collaboration between students, counselors, and instructors

The VASA/Oceania Student Success Program is located in Cloud 363, Ocean Campus. For more information, call (415) 452-5922 or visit our website at [www.ccsf.edu/vasa](http://www.ccsf.edu/vasa).

### City Dream Success Program, (Ocean Campus)

City Dream Success Program supports all undocumented students, have access to the AB 540 Task Force exists with volunteer support. The AB 540 Task Force began conducting professional development workshops for faculty and staff at CCSF to increase the knowledge, skills, and resources available to better support all undocumented students.

### Office of International Programs partnership with Counseling

OIP collaborates with Counseling Services and Programs to provide wrap around services for F-1 students. Counselors will assist students with their academic, career, personal issues, and assist with understanding F-1 regulations which govern them.

### Office of International Programs supports F-1 students with:

- Admission
- Letters (Verification of Enrollment, Employment)
- Travel Signatures
- Transfer of SEVIS/I-20 record (e.g. transfer to SFSU)
- Leave of Absence
- Reduced Course Load (RCL)
- Program Extension (I-20 Extension)
- Optional Practical Training (OPT)
- Curricular Practice Training (CPT)
- Any other F-1 status concerns

The Office of International Programs is located in Cloud 212. For more information call (415) 239-3895.



## Student Services

### Counseling Services

See the surrounding text for more detailed information on Counseling Services or contact the individual department for information on workshops available to help you succeed.

Program and Location	Phone	Notes
<b>Counseling Services and Programs</b> Student Success Center 1065, Mezzanine	(415) 239-3302	<i>Do you need an Educational Plan, degree or transfer information?</i>
<b>Extended Opportunity Programs and Services (EOPS)</b> Rosenberg 306	(415) 239-3562	<i>Are you educationally disadvantaged, low income, eligible for BOG fee waiver and taking 12 units?</i>
<b>Office of International Programs</b> Cloud 212	(415) 239-3895	<i>Are you a new or continuing International student here on an F-1 Visa? Do you need specialized assistance and orientation?</i>
<b>Latino Services Network (LSN)</b> Cloud 364	(415) 452-5335	<i>Are you interested in bilingual and bicultural (Spanish-English) programs and support services?</i>
<b>UMOJA/African American Scholastic Programs (AASP)</b> Rosenberg Library 209	(415) 452-5315	<i>Are you interested in programs for African Americans and the Diaspora, Black College tours and transfer assistance?</i>
<b>Asian Pacific American Students Success Program (APASS)</b> Batmale 208	(415) 452-5620	<i>Are you interested in bilingual and bicultural counseling (Cantonese, Tagalog, and Vietnamese), programs, and support services?</i>
<b>Tulay/Filipino American Student Success Program</b> Cloud 363	(415) 452-5922	<i>Are you interested in bilingual and bicultural (Tagalog-English) programs and support services?</i>
<b>VASA/Oceania Student Success Program</b> Cloud 363	(415) 452-5762	<i>Are you interested in bilingual and bicultural counseling (Tongan-English) programs and support services?</i>
<b>Career Center/Counseling</b> Student Success Center 1079	(415) 239-3117	<i>Are you undecided about your educational or career interests and goals or looking for job and internship information?</i>
<b>Transfer Center/Counseling</b> Student Success Center 1079	(415) 239-3748	<i>Are you interested in programs to help students transfer including transfer admission guarantees? Need information to transfer or apply to a university?</i>
<b>Student Health Services/Mental Health Services</b> Health Center HC 100	(415) 239-3110	<i>Have you been feeling stressed or anxious lately? Having medical or mental health concerns of a personal nature? Stop by Student Health Services for assistance</i>
<b>Veteran's Educational Transition Services (VETS)</b> Cloud 333	(415) 239-3486	<i>Do you qualify for Veteran's benefits? Do you need an Educational Plan, degree or transfer information? Come to the Veteran's Office for assistance</i>
<b>New Directions Program</b> Science 120	(415) 239-3296	<i>Have you been justice impacted or formerly incarcerated? Do you need academic, career, or personal counseling?</i>
<b>City Dream</b> Cloud Hall 206	(415) 452-5919	<i>Do you need a safe space on campus, regardless of immigration status? Do you need academic, career, or personal counseling?</i>
<b>Disability Services and Programs for Students (DSPS)</b> Rosenberg 323	(415) 452-5481	<i>Do you need an accommodation due to a medical, physical, or psychological condition or learning disability?</i>

## 42 Learning Resources and Student Services

Program and Location	Phone	Notes
<b>Lesbian/Gay/Bisexual/Transgender Counseling (LGBT)</b> Student Success Center 1065	(415) 452-5249	<i>Want information about student activities, scholarships, support services, counseling, courses and programs for LGBT students?</i>
<b>Athletic Counseling Services</b> Wellness 120	(415) 452-5659	<i>Are you a member of a City College intercollegiate athletic team? Do you need academic, career, or personal counseling?</i>
<b>Homeless At-Risk Transitional Students (HARTS)</b> Student Union Room B	(415) 452-5355	<i>Are you enrolled at CCSF and experiencing housing insecurity and in need of support services such as transportation, food and community referrals?</i>
<b>Chinatown/North Beach Counseling</b> 808 Kearny Street, Room 119	(415) 395-8611	<i>Are you interested in Asian American Studies, Child Development, Sign Language, or ESL?</i>
<b>Guardian Scholars</b> Student Union, Room G	(415) 239-3279	<i>Are you a current or former foster youth and would like support services such as transportation and textbook assistance?</i>
<b>Downtown Center Counseling</b> 88 4th Street, 1st Floor	(415) 267-6503	<i>Are you interested in Computer Studies, ESL, Food Technology, Business, or Working Adults Degree Program? Are you an entrepreneur seeking the support of our Small Business Development Center?</i>
<b>Evans Center Counseling</b> 1400 Evans Avenue, Room 104	(415) 550-4409 or (415) 550-4506	<i>Looking for assistance in entering vocational programs? Interested in apprenticeship programs and cooperative work experience?</i>
<b>John Adams Counseling</b> 1860 Hayes Street, Room 142	(415) 561-1925	<i>Are you interested in the Health professions, being a firefighter, or needing a general education class?</i>
<b>Mission Center Counseling</b> 1125 Valencia Street, First Floor	(415) 920-6056	<i>Are you interested in Digital Printing, Office Technology, GED/HiSet Prep in English and/or Spanish, High School Diploma Program, ESL, Working Adults Degree Program?</i>



### Additional Counseling Services

**Athletic Counseling Services** (415) 452-5659) in Wellness 120 provides academic, career, educational planning, and personal counseling to students who are members of City College's intercollegiate athletic teams.

### Counseling for Gay, Lesbian, Bisexual and Transgender Students

Academic, career, and personal counseling is available with gay and lesbian identified counselors in Counseling Services and Programs (Student Success Center, Room 1065), as well as in Disability Services and Programs for Students (DSPS) and the Career Center. For more information, please visit [www.ccsf.edu/counseling](http://www.ccsf.edu/counseling) or the Queer Resource Center, Student Success Center, Room 2116, at (415) 452-5723.

### Career Counseling Services

The Career Center (part of the Counseling Services and Programs) provides career planning and job information services to students and alumni who want to best utilize their college/educational experience and prepare for their future careers/jobs. For a full description of the Career Center and its services online, visit the website: [www.ccsf.edu/CareerCenter](http://www.ccsf.edu/CareerCenter). Student Success Center, Room 1079, (415) 239-3117

**Help for Undecided Majors or Career Changers:** Students who have not yet chosen careers or majors, or who wish to change their careers or majors may obtain guidance with these decisions from the career counselors. Through individual or group counseling, career assessment and exploration, labor market information, career workshops and career success courses, CRER 60, Creating Career Options; 61, Orientation to Career Success; 62, Successful Job Search Techniques; students will develop personal awareness and information essential in making sound decisions and choices about their major course of studies and careers.

### Disability Services and Programs for Students (DSPS)

Sections 504 & 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) 1990 and the ADA Amendments Act (2008) prohibit discrimination on the basis of disability of otherwise qualified persons in programs and/or activities at this institution. City College of San Francisco is committed to making programs, services and activities accessible for students with disabilities. DSPS provides reasonable accommodations and support services which assist the student with a disability to fully participate in academic and vocational programs for which they are otherwise qualified. Services may include, but are not limited to; counseling, advocacy, priority registration, testing accommodations, classroom relocation, learning disability assessments, hearing screenings, sign language interpreters, real-time captioning, assistive listening devices, note takers, alternate formats (Braille, electronic text, audio books) for instructional material, lockers, scooters, adaptive technology, adaptive furniture and special classes.

Students wishing to receive services through DSPS should schedule an appointment to meet with a counselor. Services are confidential. Students with disabilities who have a disability related need to bring an animal on campus, other than a service animal as defined by law, such as a guide dog, must request an assist animal tag from the DSPS office. For further information, call Disability Services and Programs for Students (DSPS) at (415)452-5481.

**The DSPS Accessible Computer Labs** are open to all CCSF students. Registration in the non-credit ACL course is requested. DSPS Accessible Computer Labs (ACLs) offer free instruction in adaptive computer software and/or hardware and tutorial software for the development of academic, vocational, and daily living skills. The ACLs offer PCs and Macs, large screens, comfortable furniture, subdued lighting, a quiet environment, no time limit on computer usage, color and black and white printing are available. CCSF has two DSPS Accessible

Computer Lab locations: Ocean Campus in Batmale Hall, Room 231, and John Adams Center, Room 104.

**The DSPS Strategy Lab** is open to all CCSF students. The lab is located at Ocean Campus in Batmale Hall, Room 231. DSPS M and DSPS O are credit classes with small group instruction on learning strategies. The instructor and trained instructional aides assist students in applying learning strategies as they work on homework assignments.

DSPS has offices at the Ocean Campus, John Adams, Mission and Chinatown Northbeach Centers. DSPS services are also available at other centers by appointment. Office hours are posted at the DSPS offices, as well as on the CCSF website for DSPS. To request an appointment, call or visit a DSPS Office. Location and contact information for DSPS is as follows:

- Ocean Campus DSPS  
Student Success Center, 1st floor, (415) 452-5481
- John Adams Center DSPS  
Room 106, (415) 561-1001
- Mission Center DSPS  
Room 161, (415) 920-6038
- Chinatown Northbeach Center DSPS  
Room 104, call (415) 395-8617

A public Video Phone is available for students who are Deaf and use American Sign Language. It is located inside the Rosenberg Library on the 3rd Floor near the restrooms.

To view the Campus Access Guide and updated accessibility information, the DSPS Student Handbook, Faculty Handbook, policies and procedures, and office hours, please visit the DSPS website at [www.ccsf.edu/dsp](http://www.ccsf.edu/dsp). Questions or concerns about accessibility needs for students, please contact DSPS at (415) 452-5481.

### Student Health Services

The Student Health Services Program supports students in achieving their educational goals by providing comprehensive medical, mental health, and wellness education services that promote overall well-being. We empower students to make informed health choices and become proactive in managing their healthcare.

#### Eligibility & Access

All currently enrolled credit students are eligible for clinical services, available in person and through telemedicine. Appointments are recommended, but drop-in visits are accommodated based on urgency and appointment availability.

Students can also access health information and community resources through the Student Health Services website, [ccsf.edu/studenthealth](http://ccsf.edu/studenthealth).

#### Medical Services

Our licensed and board-certified nurse practitioners provide:

- Assessment and treatment of common acute illnesses and infections
- Comprehensive sexual and reproductive health care
- Referrals to specialists as needed
- First aid, TB testing, and blood pressure screening
- Selected immunizations (MMR, Tdap, Hepatitis B, seasonal flu)
- Smoking cessation support
- Nutrition education and counseling

#### Cost & Family Planning Services

Most services are free, though some, such as lab tests, have discounted fees. Family planning and STI screening services (including PAP tests, breast exams, birth control counseling, and dispensing) are available at no cost to eligible individuals through the state Family PACT Program.

## Mental Health Services

Our licensed mental health counselors provide:

- Short-term individual and couples' psychotherapy
- Crisis intervention, assessment, and referrals
- Support groups on topics such as anxiety management, stress reduction, procrastination, and meditation

## Consultation and Referral Services

Nurse practitioners and mental health professionals offer consultations for faculty, staff, and administrators regarding student health concerns. If additional care is needed, students are referred to their primary care provider or a community health/mental health agency. Off-campus healthcare costs are the student's responsibility.

To make an appointment and/or to ask questions call 415.239.3110.

For more information visit [ccsf.edu/studenthealth](https://www.ccsf.edu/studenthealth).

## Teacher Prep Center

The Teacher Prep Center at City College of San Francisco is located in the Harry Britt Bldg. on Frida Kahlo Way Room 249 on the Ocean Campus.

The Child Development and Family Studies Department provides resources, workshops, advising, career planning and job information, coursework, and support to future teachers. Information on the certificates, permits and credentials required in the field assists ECE students and staff in San Francisco. CDEV provides assistance to students and community members interested in entering the field of ECE, TK, elementary, secondary, and community college or CTE teaching. Call (415) 452-5605, PDP or (415) 239-3890 for additional information or visit the web at: <https://www.ccsf.edu/academics/schools/business-fashion-hospitality/child-development-family-studies-department/teacher-prep-center>.

## Transfer Center

Transfer Center is located in Student Success Center, Room 1079.

Telephone: 415-239-3748. Website: [www.ccsf.edu/transfer](http://www.ccsf.edu/transfer).

The Transfer Center is the core of the most current information to assist students to transfer to a baccalaureate institution. We work closely with CCSF's Articulation Officer to ensure transfer information is accurate and up-to-date. The Transfer Center provides students with transfer options and strategies. We endeavor to impart on students a distinction between meeting minimum transfer requirements vs. being a competitive transfer applicant. Special programs the Transfer Center oversees include the UC Transfer Admission Guarantee Program (TAG), UCLA's Transfer Alliance Program (TAP), and the "Degree with a Guarantee" – Associate Degree for Transfer (ADT) to CSU's. Check our website for a robust calendar of special events and visits from university representatives who come to meet directly with students for pre-admissions advising. Come to the annual Transfer Day/College Fair in the Fall semester on the Ocean Campus. Representatives from over 45 colleges and universities attend to meet CCSF students and discuss transfer opportunities and requirements. In addition, the Transfer Center offers an array of workshops for students on specialized transfer topics, for example, TAG, ADT, UC Personal Insight Questions, and College Admission Applications.

## Additional Student Programs And Services

### African American Resource Center (AARC)

#### Mission

The African American Resource Center's (AARC) mission is to provide various academic support services, self-care items, and a welcoming space for Black students to gather in community to study, relax, learn, celebrate Black culture and Black history, and share Black college life experiences. AARC's faculty advisor and student staff welcome students to a safe space that is comfortable and inclusive for meditation and prayer (prayer rugs

are available). The AARC fosters the Afrocentric principle of Unity to strengthen the bonds among Black students that will lead to greater student support, retention, and academic success. The AARC aims to create opportunities where Black students, Black student organizations ~ Black Student Union, Black faculty and Black staff can network and make partnership connections. Black scholars will have access to books from the book loan program, tutoring space, research help, computers, and printing. They will learn about campus-wide events, AFAM Studies' course offerings, and scholarships. The center is also a repository of information promoting community organizations and events, educational and employment opportunities and internships, and Black entrepreneurship.

**Black Lives Matter ~ Black Minds Matter!** Our Student Ambassadors are here to help Black & African American students find the academic resources and training they need to successfully graduate from City College of San Francisco.

## Services & Resources Provided

### African American Studies Book Loan Program/Research Library.

Books for ALL African American Studies courses will be available for student use. A limited number of books will be available for semester loan; the remainder will be available for in-house use, 2-hour campus use, and 24-hour overnight use. A reference library for research purposes will also be available for students.

**Food/Snacks/Water Pantry.** Light healthy snacks, food, and water will always be available to students on a first-come first-served basis.

**Tutoring Services & Space.** Student tutors in English, Math, History and other subjects will be available first-come first-served via drop-in and by appointment.

**Self-Healing/ Self Care.** Prayer rugs for meditation. Personal self-care such as condoms, pads/tampons available. Personal reflection space, studying and recreational center. Black safe haven. Where you can be yourself, no double consciousness required.

**Printing & Computers.** Computers will be available for student's use as well as a free printing for course work. (Coming soon...) Printing will be limited to 10 pages per student.

## Child Care Services

*The Child Development & Family Studies Department administers child development centers at CCSF at the Mission Center and at the Ocean Campus for children of CCSF students and other low income families. These centers function as lab-schools for child development students.*

*The centers feature subsidized child care and development services and are full time at two locations. Children between the ages of 3-5 years are eligible for services and are admitted on a low income priority basis. Care for toddlers is only available at the Ocean Campus. Parents can learn about how to enroll their children by emailing [childcare@ccsf.edu](mailto:childcare@ccsf.edu) or dropping by the childcare centers. The Department also features Parent/Child Observation courses at 4 CCSF sites: Ocean, Mission, John Adams and Chinatown for parents who wish to participate in adult education opportunities. <https://www.ccsf.edu/academics/schools/business-fashion-hospitality/child-development-family-studies-department/child-development-family-studies-department-offerings>.*

For further information on specific classes operated by the Department, please call the main office at Ocean Campus, Harry Britt Bldg., Room 249 (415) 239-3172 or visit our website at: [www.ccsf.edu/Departments/Child\\_Development](http://www.ccsf.edu/Departments/Child_Development).

## Completion Center

Established in Fall 2019, the Completion Center develops innovative strategies and coordinates activities to foster student success. Whether a

student's goal is to transition to a career, obtain a certificate or degree, or transfer to pursue a higher degree, student completion at City College is a crucial step in the journey. Completion Center offers many resources and tools to support students in completing their educational goals, including but not limited to degree, certificate and/or successfully transfer to a four-year university. For more information, please visit [www.ccsf.edu/completion](http://www.ccsf.edu/completion).

### Dr. Betty Shabazz Family Resource Center (FRC)

The Family Resource Center (FRC) at CCSF Ocean Campus Student Success Center, Room 2012 is a multicultural center with members from all backgrounds, ethnicities, sexual orientations and cultures. Although all students are welcome, the mission is to provide a safe and supportive place for parenting students to receive the support and resources they need to reach their educational goals. The center provides information about on and off-campus resources, a child-friendly computer lab, a supervised child activity room for drop-in care and the Parent Exchange Program (PEP). The PEP program provides students with children up to 12 hours per week of free childcare while they attend classes.

We support families with admission and enrollment, as well as:

- Connecting student-parents to academic supports
- Workshops created especially for student-parents
- Events aimed at building community
- Case Management to ensure family needs are met
- Parenting information and support
- Trained Peer Mentors
- An annual toy drive for the holidays
- Free printing for up to 20 pages
- Connecting student-parents to both on-campus and community resources.
- A child-friendly computer lab
- A supervised child activity room for drop-in and the Parent Exchange Program (PEP) gives student-parents limited free childcare while they attend classes, do homework, or need a break.
- Free diapers, baby wipes, and snacks
- Free feminine products and condoms
- Clothing Exchange
- And much more!

Email us at [frc@mail.ccsf.edu](mailto:frc@mail.ccsf.edu) or call us at 415-239-3109 for more information.

For further information visit <https://www.ccsf.edu/student-services/resource-centers/family-resource-center>, or email [frc@mail.ccsf.edu](mailto:frc@mail.ccsf.edu).

### Lactation Center

The Child Development & Family Studies Dept. operates a lactation room at the Orfalea Family Center/Ocean Child Development Lab School offices in BNGL 213 on the Ocean Campus. The room provides access to new parents who need to use a private lactation area. Baby changing facilities, a refrigerator and privacy are available during the day. The area is open on a first-come, first serve basis during the school year and is generally open between 8-4 daily. Funded by the Orfalea Foundation, the lactation center provides support to new parents who are working or attending school. Employees and students are invited to use the facility. CCSF also offers additional lactation rooms at the Ocean Campus and at each of the educational centers. For more information visit <https://www.ccsf.edu/about/our-locations/map/lactation-centers-and-rooms>, call 415-239-3465 or 415-561-1895, or email: [childcare@ccsf.edu](mailto:childcare@ccsf.edu).

### Metro Transfer Program

The Metro Transfer Program (Metro) prepares students for transfer, community engagement and meaningful careers. Metro scholars receive personalized support for college success and take general education

courses together, build close relationships with classmates and faculty, and get additional support in preparation for transfer. The Metro program includes academic support, academic counseling, tutoring, a student resource room, peer mentors, connections to scholarships, support with the transfer process and an emphasis on social justice and developing strong academic skills. Metro's outreach is geared towards high schools, community-based organizations, and classes that serve students who are first-generation, low income and/or historically underserved. Metro also partners with the Foundation Promise Scholarship program to provide \$10,000 merit-based scholarships every fall to first semester CCSF students straight out of high school.

Metro is located on the Ocean Campus or online at [www.ccsf.edu/metro](http://www.ccsf.edu/metro).

### Orientation Classes

To help students receive a more comprehensive understanding of the College, counselors offer Orientation Classes which thoroughly acquaint students to the demands of academic programs, the College's various services, including the development of personal, career, educational goals including a transfer plan, and obtaining job-seeking skills. Orientation classes are also offered through the Counseling Services and Programs Department.

### Project SURVIVE

Project SURVIVE is a peer education program dedicated to promoting healthy relationships and ending sexual violence, especially rape and/or abuse in intimate relationships. Housed in the Women's and Gender Studies Department, the program trains students to make classroom presentations throughout the college. Peer educators of all genders offer students strategies for identifying, avoiding and leaving abusive relationships. For more information call (415) 239-3899. Located in Cloud Hall, Room 402.

### Puente Program

The Puente Project is an academic and community leadership program designed to increase the number of community college students transferring to four-year colleges and universities. Puente meets this goal through a writing, counseling, and mentoring program taught and conducted by specially trained English instructors and counselors. The program is open to all interested students. For more information, please visit [www.ccsf.edu/counseling](http://www.ccsf.edu/counseling).

### Queer Resource Center

The Queer Resource Center seeks to empower and unite LGBTQI+ (Lesbian, Gay, Bisexual, Transgender, Queer, Intersex,+) students at City College of San Francisco by providing specialized resources that meet the needs of our diverse queer community, and by fostering a safe space on campus for LGBTQI+ students and allies to work on their personal and educational goals. In addition, the QRC is a center for queer excellence and education, featuring the voices of community leaders, artists, and activists, and providing opportunities for student leadership and growth. For further information, visit: <https://www.ccsf.edu/student-services/resource-centers/queer-resource-center>. Located in Student Success Center, Room 2116.

### SparkPoint CCSF Basic Needs Center

SparkPoint CCSF Basic Needs Center is centrally located on Ocean Campus in Student Success Center, Room 2106 to support our needs-based, equity populations, credit and non-credit students experiencing food and housing insecurities. SparkPoint CCSF bridges the gaps students experience in connecting with the numerous campus resources and services. We provide students with guidance and navigation support to access snack and hygiene shelves, CalFresh and county benefits, one on one financial coaching, internal student support programs and external community partnerships to help address basic needs, employment and education, and financial services.

Learn more by visiting [www.ccsf.edu/basicneeds](http://www.ccsf.edu/basicneeds) or connecting by email at [sparkpoint@ccsf.edu](mailto:sparkpoint@ccsf.edu) or by phone at 415-239-3776

### Students Supporting Students (S Cube or S<sup>3</sup>)

Students Supporting Students is the only student-initiated peer mentoring program on the Ocean Campus. S<sup>3</sup> Peer mentors help students navigate their way through CCSF by providing vital information on topics such as financial aid, academic support, campus clubs/organizations, and other campus resources through a variety of ways including workshops and campus-wide events. The program's unique student perspective provides a welcoming environment for students who may feel uncomfortable going to other resources on campus. S<sup>3</sup> was established through the advocacy and organizing of students affiliated with underrepresented communities at CCSF. Students Supporting Students' goal is to increase the transfer rates of these communities to 4-year universities and empower them during their time at CCSF. For further information visit <https://www.ccsf.edu/student-services/resource-centers/students-supporting-students> or email [scube@mail.ccsf.edu](mailto:scube@mail.ccsf.edu). Located in Student Success Center, Room 2114.

### The Link Center

The Link Center, a laboratory for linking learning and action in community health, is on CCSF's Ocean Campus, overlooking Unity Plaza. Open to all CCSF students, the Community and Public Health Department's resource center is home to the Addiction and Recovery Counseling, Community Health Worker, Community Mental Health, Healthcare Interpreting, Peer Health Educator, and Peer Support Specialist certificate programs and Public Health associate degrees. The Link Center offers workspaces for computer use, individual and group study, club meetings, and also provides masks, menstrual products, safer sex supplies, and resources for food, jobs and health promotion, including HIV/STI prevention. The Link Center is open Monday through Thursday, 10:10 AM-5 PM, during spring and fall semesters, including virtual hours via Zoom by appointment. Visit [www.ccsf.edu/link](http://www.ccsf.edu/link) for current hours.

### Veterans Services

The Veterans Resource Center & Services is in Student Success Center, Room 2003/2003B. Please visit the college website at [www.ccsf.edu/veterans](http://www.ccsf.edu/veterans) for more information about the VRC.

Veterans, veterans' dependents, and eligible persons may apply online for their VA benefits by visiting the VA's website at [www.gibill.va.gov](http://www.gibill.va.gov) or call the GI Bill\* directly at 1-888-442-4551 for assistance. For Veterans Readiness and Employment (VR&E) visit, <https://www.va.gov/careers-employment/vocational-rehabilitation/>.

To have VA benefits certified at CCSF, students must:

- Step #1** Apply for their VA Benefit first.
- Step #2** Apply to CCSF: save student ID (WA/@) set up myRam portal account, and student email (Gmail) account.
- Step #3** Complete New Student Veteran Orientation (Online).
- Step #4** Complete the Online Assessment Form to get your Math and English Placement. This is not an actual test but a self-report assessment form.
- Step #5** Fill out the Student Veteran Intake. This only needs to be completed once.
- Step #6** Upload Required Documents: DD-214 (Member 4 Copy), Certificate of Eligibility (COE) if using Post 9/11, If using VR&E there is no COE, your Rehabilitation Counselor will send your authorization (VA Form 22-1905) to our School Certifying Officials and the Bookstore, and other documents, to include Marriage Certificate or Birth Certificate if using Ch.35 DEA.

- (Students MUST submit their Official Transcripts before the end of their first (1st) semester, Official transcript must be submitted by end of first semester. Failure to do so will impact your opportunity to meet with a Veterans Academic Counselor. If you have attended or are currently attending college(s) other than CCSF, and earned/will earn credit, complete the online domestic transcript evaluation request form to have transcript evaluated and receive credit. Not Submitting your Official Transcripts may cause certification delays.
- Note: this is only if you have college level units counting towards your degree of study at City College)

**Step #7** Declare their major at CCSF. Do this step in your myRam Portal before seeing a counselor.

**Step #8** Develop an Education Plan with a Veterans Academic Counselor. If you schedule yourself before completing steps 1-7 you will be required to finish the steps and reschedule once complete.

**Step #9** Register for Classes. If your registration does not match your education plan, your certification will be returned to you via your CCSF student email, then complete the action(s) stated by the School Certifying Officials and resubmit the same Certification Request Form via the link in the email to be certified.

**Step #10** Submit Certification Request Form (EVERY Semester).

If a student adds or drops any units after being certified for the semester the VA requires that the student notify our SCOs by completing the Change of Enrolment Form found on our website.

\*Please send official transcript to Admission and Record Transcript Department and request Domestic Transcript Evaluation

\*\*Post-9/11 GI Bill\* students attending IHL facilities who receive Monthly Housing Allowance (MHA) and/or kicker payments are required to verify enrollment at the end of each month to the VA.

\*\*Not using VA education benefit but would like to get Priority Registration date, please complete steps 2,3,5,8 and provide DD214.

For assistance with completing the admissions process, contact the Office of Admissions and Records, Student Success Center, Room 1124 or via email at [admit@ccsf.edu](mailto:admit@ccsf.edu) or the Veterans Services at [veterans@ccsf.edu](mailto:veterans@ccsf.edu).

#### Certifiable Benefits:

1. Montgomery GI Bill \*\* Active Duty (MGIB-AD) (Chapter 30)
2. Veteran Readiness and Employment (VR&E) (Chapter 31)
3. Post 9/11 GI Bill \*\*, (Chapter 33) Detailed chapter 33 information is online at [www.gibill.va.gov](http://www.gibill.va.gov). Students who believe they may be eligible for chapter 33 should review chapter 33 online and call the Education Call Center (1-888-442-4551) with any questions.
4. DEA: Dependents Educational Assistance Program (Chapter 35) - Survivors and Dependents of Veterans' (who are either 100% disabled P&T or died due to service-related conditions) Student who are using chapter 35 DO NOT receive Priority Registration as a veteran. That does not mean they cannot receive priority group 1 registration in other ways. (EOPS, DSPS, CalWORKs)
5. Selected Reserve Educational Assistance Program (Chapter 1606)

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

For further details regarding benefits, please visit the VA Web site ([www.gibill.va.gov](http://www.gibill.va.gov)) or the Veterans Services. Eligible disabled veterans may qualify for Chapter 31 Vocational Rehabilitation Benefits. Disabled veterans are encouraged to contact the main DVA Regional Office for more information at 1 800 827 1000.

**Credit for Military Service/Training.**

City College of San Francisco is committed to granting appropriate college credit to our Veteran Students through Credit for Prior Learning.

Please visit <https://www.ccsf.edu/credit-prior-learning-cpl> for complete information about Credit for Prior Learning.

CCSF's policy on Credit for Military Service and Training can be found in Academic Policies and Procedures section of this Catalog.

Students who have at least six months of continuous active military service and who have a DD214 or military transcript on file and met the requirements of CSU Area E Lifelong Learning are eligible for a waiver of local U.S. History and Government & Health and Wellness graduation requirements (see the Degree and Certificate section of this Catalog). **Transcripts and VA Education Benefits Certification.**

Pursuant to Section 55050 of Title 5 and Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and 21.4254(c)(4) Veterans who have previously attended college must file official copies of all college transcripts from outside City College. If a student wants to be evaluated for military education, they MUST request their Official Joint Service Transcript (JST) to be downloaded by City College. Official Transcripts MUST be submitted within their first semester of attendance. If a veteran does neglects to submit their Official Transcripts by the end of their first semester, they will not be able to see a counselor the following semester. Veterans utilizing VA Educational Benefits must submit a request for transcript evaluation if their prior transcripts are going to be used to obtain a degree at CCSF. Submitting a Transcript Evaluation of your prior college courses will help avoid overpayment or penalties from the VA.

Veterans MUST also upload their military discharge documents (DD-214, member 4 copy) to the Veterans Resource Center. This can be done via the "Required Documents & Transcripts" navigation tab on our [ccsf.edu/veterans](https://www.ccsf.edu/veterans) website. <https://www.ccsf.edu/student-services/support-programs/veterans-resource-center-services/required-documents-transcripts>.

**OFFICIAL TRANSCRIPTS:**

All official transcripts must be submitted before any prior units can be evaluated. *Educational entitlements will not be processed until all official transcripts have been submitted.*

**EDUCATIONAL PLAN:**

All veteran students must have on file a CCSF Educational Plan completed with a CCSF Veterans Academic Counselor. Courses students register for will be certified only if they appear on the approved education plan.

**PREREQUISITES:**

All prerequisite requirements must be met. Prerequisite challenge process can be found at [www.ccsf.edu/assessment](http://www.ccsf.edu/assessment).

**ELECTIVES:**

Elective units in the major are not authorized for payment if you have completed 60 or more units. However, they are authorized for payment if they are required to complete a total of sixty (60) units to graduate with an AA/AS degree or seventy (70) transferable units to a four (4) year Institution. NOTE: Most program requirements do not leave room for elective units.

**CHANGES IN ENROLLMENT:**

All enrollment changes such as ADDS/DROPS, Withdrawals or Switching of Courses MUST be reported "IN WRITING" by completing the Change of Enrollment Form to the School Certifying IMMEDIATELY following any changings after certification. Failure to do so may result in overpayment that YOU are responsible for paying back fees to the federal VA.

**SHORTER CLASSES:**

These shorter classes have the potential to reduce the amount of benefits you receive. If one or more of your classes meets less than the full length of the term, the VA requires that the actual beginning and ending dates of the class be reported when your benefits are certified each term.

**CHANGE OF MAJOR:**

To change your major (goal) you must meet with the CCSF Veterans Counselor to develop a new Educational Plan before certification can be processed for the new major. The VA will make the final approval on all educational goal changes. (Some programs at City College are not approved for VA payment of educational benefits.)

**COMPLIANCE:**

In the event that a final grade of "F" is issued for any class during a semester, If you received an "F" Grade the VA requires that student veterans inform their School Certifying Officials (SCO). Please submit the: Verification for Students Who Received F Grade "Attendance Verification for Class(es) with F Grade Form". CCSF Policy: Can retake class up to 2 times. It is mandatory that a response to the email notice be sent to your CCSF email within two weeks from the date on the notice. Any failure to respond will result in a reduction of units that must be reported to the VA. Once a reduction of benefits is processed and reported to the VA, all students who have concerns of the status of the report need to directly contact the VA Processing Center in Muskogee, Oklahoma at (1-800-698- 2411)

**Veterans Student Satisfactory Academic Progress (SAP) Standards:** If the student has been on either academic notice or on progress probation or on both for more than two consecutive semesters, they will have their veteran's education benefits terminated. Appeals to the termination of veteran's educational benefits must be submitted and addressed to the Veteran Resource Center Appeal Committee. All appeals will be reviewed on a case-by-case basis. To be reinstated, a student veteran not meeting Satisfactory Academic Progress (SAP) standards must raise their GPA to a 2.0 or higher and complete the following semester by passing 67% or more of the attempted units for the term.

**Military Withdrawal (MW):**

Military withdrawal shall be assigned to students who are members of a reserve or active military unit and received orders to report to active duty, requiring a withdrawal from all courses. (This does not apply to Basic Training assignments.) The student must bring a copy of their orders to the Office of Admissions and Records located in Student Success Center, Room 1124, prior to departure, if possible, to have their military withdrawal processed. All courses will be withdrawn without fee assessment. Military Withdrawal does not count against a student for the purposes of progress notice and academic dismissal calculations.

**In-Person/Online/Hybrid:**

In person classes means that there is a physical presence requirement to show up at the building location on the days and times listed in the schedule. To receive monthly housing allowance, you must be registered in no less than 1 In-Person class. For hybrid classes, students must attend all in person classes required by the instructor and attend all in-person midterms and finals as instructed by the instructor.

**Parent School Policy:**

Veteran students are required to complete much of their coursework at City College of San Francisco (CCSF) for the institution to approve certification as a Parent School. Each term, a minimum of 75% of the semester units must be taken at CCSF. Appeals must be submitted and addressed to the Department Chair/Dean overseeing the Veterans Resource Center & Services. All appeals will be reviewed on a case-by-case basis.

**Out of State Fees:**

If you enroll at CCSF effective July 1, 2017, the VACA ACT and California Education Code (68075.7) grant full exemption from the nonresident fee for all students verified to be “covered individuals” that qualify to use post-9/11 GI Bill\*, Montgomery GI Bill\*, DEA, VR&E, TOE and Reservist (Chapters 33,30,35,31,1606) while living in California. For any further questions regarding the out-of-state fee waiver, please contact Veterans Services at 415-239-3486 or in person on the Ocean Campus in Student Success Center, Room 333.

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

**Out-of-State Students:**

SARA – the State Authorization Reciprocity Agreement – is an agreement between member states, territories, and districts of the United States of America. As of July 2019, 49 states (all but California), the District of Columbia, Puerto Rico and the U.S. Virgin Islands have joined SARA. Because California is not participating in SARA, students who do not physically live in California are not permitted to take distance education classes (fully online or online courses with required on-site meetings) at City College of San Francisco. Federal regulations require institutions offering distance education to acquire authorization from any U.S. state in which it “operates.” City College does not have the required permission for students from other states to take courses at City College. This permission is required to maintain eligibility for students of that state to receive federal financial aid. Currently, City College is not filing for authorization to operate in other states. We recommend that out of state students seeking community college courses look for classes offered by an institution in their state of residence.

**Residency:**

Veterans who are coming to California to go to City College of San Francisco must establish California Residency within the first semester of attendance at CCSF. The California Residency Requirement Criteria can be found at: <https://www.ccsf.edu/admissions-records-registration/residency-tuition-purposes>. Under Physical Presence you will find the documents that may be used to clearly demonstrate physical presence in California. A Reclassification Request Form may be submitted to the Residency Office. For more questions, please contact the Residency Office at [resident@ccsf.edu](mailto:resident@ccsf.edu), they are located at Student Success Center, Room 1124.

**Priority Registration for Veterans:**

Veterans will receive Priority Registration once they have submitted the following: copy of DD-214 (Member 4), online assessment placement, online orientation, and meet with a Veterans Academic Counselor to develop student education plan. For more information contact Veterans Services at (415) 239-3712 or in person Student Success Center, Room 2003.

**The SF VA Student Veteran Health Program at CCSF helps CCSF veterans with the following:**

A collaboration between the San Francisco VA Health Care System (SFVAHCS) and City College of San Francisco (CCSF), the Student Veteran Health Program (SVHP) began in August 2010 and has led the nation in providing an array of comprehensive services to student veterans on campus and virtually. The SVHP is one of ~26 funded VA programs under the Veterans Integrative to Academic Leadership (VITAL) initiative, part of the VA's national effort to outreach and provide services to support student veterans as well as faculty and staff ([www.mentalhealth.va.gov/student-veteran/index.asp](http://www.mentalhealth.va.gov/student-veteran/index.asp)).

Our SFVA VITAL's Student Veteran Health Program Team consists of SFVA Licensed Clinical Social Workers whose goal is to ease the experience of asking for and receiving help from the VA and support student veterans' well-being while transitioning from the military to an academic environment. We collaborate with the CCSF Veterans Resource Center to coordinate events and provide a series of lectures on relevant topics for student veterans. We also provide individual consultations to CCSF faculty & staff\* as well as training to support faculty & staff professional development & cultural humility related to student veteran issues.

**The SF VA Student Veteran Health Program helps CCSF veterans:**

- Enroll in VA health care (in the San Francisco VA and other VA Health Care Systems as indicated)
- Schedule VA medical, mental health and/or other specialty appointments
- Obtain VA ID cards.
- Navigate and connect to VA, Community, and/or Campus Resources (including referrals to file for service-connected disabilities)
- Discuss readjustment issues or concerns related to transitioning from the military to student veteran life.
- Receive supportive counseling and time-limited brief therapy to address a multitude of bio-psycho-social stressors including sleep, depression, post-traumatic stress, anxiety, grief, attention/concentration, time-management, alcohol/substance use and/or other adjustment related issues.

\*Please note that a release of information by veteran students is required to release any specific veteran information; however, many consultations involve discussions of general VA and community systems processes, which would not require a release of information

**For additional information or questions, please feel free to contact us (M-F, 9-4pm):**

- Bridget Leach, LCSW: [Bridget.Leach@va.gov](mailto:Bridget.Leach@va.gov) or (415) 200-6933
- Dennis Moore, LCSW: [Dennis.Moore5@va.gov](mailto:Dennis.Moore5@va.gov) or (415) 845-0996
- SFVA's CCSF SVHP Office: 50 Frida Kahlo Way, Cloud 333
- For urgent issues 24/7: Veterans Crisis Line: 988, Press “1” or text 838255

**Department of Veterans Affairs Student Work-Study Allowance Program**

CCSF is a proud participant of the VA Work-Study Allowance Program. VA Work-Study Allowance Program, in addition of providing an option for extra financial resource for Veterans, allows a student Veteran who is receiving VA education Benefits as a ¾ time student or more to gain insight into the CCSF enrollment process and policies through extensive training and hands on experience. Learning about VBA and the VA Education Benefits, giving them the opportunity

to pass on accurate knowledge to fellow student Veterans and their families. For any further questions regarding VA Work-Study, please contact Veterans Services at 415-239-3486 or in person Student Success Center, Room 2003.

**Women's Resource Center**

The Women's Resource Center is a welcoming safe space for women, nonbinary people, and all students, providing information about resources available to them both on- and off-campus. The Center houses a lending library of nearly 1,000 books by and about women and addressing issues related to women and gender. It sponsors campus-wide events and hosts various workshops and programs. The Center is run by students who work closely with a faculty advisor from the Women's and Gender Studies department. For more information, call (415) 239-3112 or email [sfwrc94@gmail.com](mailto:sfwrc94@gmail.com). Located in Student Success Center, Room 2112.