

IGNACIO PÉREZ SOLANO, EL REY, SAN LORENZO #1, 2004
PHOTOGRAPH BY KATIE LOUX

ADMISSION TO THE COLLEGE

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Admissions Policy (Credit Classes)

City College has an open admissions policy for students who live in California and international students. Eligibility to attend is satisfied if you meet **at least one** of the following requirements:

- You are eighteen (18) years old on or before the first day of instruction for the term which you are applying.
- You are a high school graduate.
- You are the equivalent of a high school graduate, i.e. you have passed GED or a state's high school proficiency examination.
- You completed a minimum of 120 high school credits and have submitted a permission/consent form. Please visit the High School Programs page for more information.

Please note that the above requirements are general; other factors may determine eligibility.

If the College has reason to question the validity of a student's high school diploma, the student will be notified they can continue enrollment but will not qualify for financial aid/Title IV funds.

For more details, contact the Office of Admissions and Records at admit@ccsf.edu or visit the Admissions Virtual Help Counter to speak with an Admissions staff member.

Open Enrollment Policy

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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:

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.

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.

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

Admission to the College

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

Nonresident Tuition Policies and Procedures are subject to change during the 2023-24 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 non-resident 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.

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 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>. Go to myRAM portal and 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

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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; 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 (SSP) 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)

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