

## GENERAL INFORMATION

### General Programs Of Study

#### Career Education Programs

City College of San Francisco provides Career Education (CE) to meet the needs of students, employers, and the community. CE programs are developed in cooperation with industry, organized labor, professional organizations, subject matter experts, and outside credentialing agencies to assure they are relevant and up-to-date. CE programs consist of specialized occupational training designed to:

- qualify students for entry-level employment
- help students build or upgrade skills in fields in which they have prior experience or training
- prepare students for external certification or credentialing in certain fields

**Credit and Noncredit Programs.** Most CE programs earn college credits (or units) that may be applied toward a college degree; others consist primarily of noncredit courses. For more information about credit or noncredit classes in a specific program, please consult the “Programs and Courses” section of this catalog.

**Program Completion Awards.** CE programs consist of a series of courses designed to prepare students for entry-level employment in a specific field of study. Upon successful completion of the program, students may earn an associate degree (A.S. or A.A.), a credit certificate (Certificate of Achievement or Certificate of Accomplishment), or a noncredit certificate (Certificate of Completion or Certificate of Competency).

**Certificate programs consist primarily of CE courses, and are generally 12 to 30 units.** Associate degree programs require 60 or more units of coursework, including courses required for the major and for General Education.

**Skills Building.** Students who have prior experience or training in a field may enroll in specific CE classes within a program in order to upgrade or build their skills, improve their employability, prepare for an external credential, or advance in their current career.

**Employment.** Although the College cannot promise employment, it uses various means of helping students find positions. Instructors in career and technical fields maintain advisory committees and extensive contacts with employers, and can assist students in making valuable connections with employers. CE programs, in partnership with employers, often have recruitment programs through which students meet employers on campus. Many programs have off-campus work experience or internship opportunities. Additionally, students can access Career Services, including Career Development Counseling and online resources, at [www.ccsf.edu/CareerServices](http://www.ccsf.edu/CareerServices).

**Transfer.** A student pursuing career education and transfer to a university should refer to the college catalog to determine which courses are transfer eligible and seek advisement to ensure they have an updated student educational plan on file.

**Work Experience Education.** City College provides a variety of structured work-based and school-based learning experiences through cooperative agreements between the student, the employer, and the instructor in several academic and career and technical courses. Students who fulfill the agreement achieve several job objectives and earn transferable college units. For more detailed information about work experience and internship classes in a specific program, please consult the “Programs and Courses” section of

this catalog. Additional information can be found at [www.ccsf.edu/WorkExperience](http://www.ccsf.edu/WorkExperience).

#### Transfer Program

Credit earned in City College courses is transferable to universities and colleges, but not on a uniform basis, since the transfer policies of these institutions vary. Students who intend to transfer may satisfy lower division requirements for the professions or the liberal arts, and transfer to baccalaureate degree-granting institutions.

Articulation agreements which list detailed information concerning specific majors and which describe course transferability and applicability between City College of San Francisco and baccalaureate degree institutions are available online at [www.assist.org](http://www.assist.org) and at [www.ccsf.edu/artic](http://www.ccsf.edu/artic).

### Specific Programs Of Study

#### Programs for High School Students

We offer three types of programs for high school students. All classes are free to high school students residing in California (except for international students, including F1, B1/B2, J1 VISA holders). For more information on any of these programs, please check with your school counselor or email the High School Programs Office at [dualenrollment@ccsf.edu](mailto:dualenrollment@ccsf.edu).

**Supported Dual Enrollment.** In partnership with San Francisco Unified School District, CCSF offers cohort classes for high school students to pursue common programs of study and receive college credits.

**Concurrent Enrollment.** This program allows high school students to enroll independently in college level courses outside of their regular school program. Students must have 120 high school credits. For more information, please contact [hse enroll@ccsf.edu](mailto:hse enroll@ccsf.edu).

**High School Credit Recovery Program.** This program allows students to recover high school credits through CCSF’s Transitional Studies Program. Classes are held afterschool, on Saturdays, and in the summer at various CCSF and high school locations.

**City Summer Youth Academy** -<https://www.ccsf.edu/academics/contract-education-and-extension-programs/city-summer-youth-academy>

#### CCSF Extension

**CCSF Extension** is the extended learning program of CCSF, providing education and training for community members. CCSF Extension is fee-based and self-supporting.

For community members, CCSF Extension offers programming in culture, recreation, personal interest, and life-long education. Workshops are available in a wide variety of areas such as Art, World Languages, and Personal Finance.

During the summer, College for Teens offers a summer enrichment program for middle-school and high-school aged youth.

Through Co-Enrollment, students can repeat CCSF courses for a nominal fee.

To learn more about CCSF Extension see [www.ccsf.edu/continued](http://www.ccsf.edu/continued) or email [ccsf.extension@ccsf.edu](mailto:ccsf.extension@ccsf.edu).

#### Contract Education

Businesses, government offices, trade unions, and community agencies within San Francisco work with CCSF Extension to create employee retention, training and development programs. Programs are

held at the client's work site or at a CCSF center. For more information, see [www.ccsf.edu/academics/contract-education-and-extension-programs](http://www.ccsf.edu/academics/contract-education-and-extension-programs).

### Ethnic Studies and Social Justice

Through the Ethnic Studies and Social Justice departments in the School of Behavioral Sciences, Social Sciences, Ethnic Studies and Social Justice, the College seeks to promote greater understanding of the cultures, history, contributions, and intersecting identities of ethnic groups in the Americas and globally, the working class, the LGBT communities, and women. The departments are also designed to serve the broad educational needs and interests of the student body and to provide the curricula necessary to satisfy the degree requirements of the various departments of instruction in diversity and social justice.

**Admission.** Enrollment is open to all students. Students may choose to transfer to a four-year institution, complete a major, earn a degree or certificate or complete a particular course or group of courses. In some instances, students may be required to satisfy prerequisites before enrolling.

**Curriculum.** The courses offered by the African American Studies Department (AFAM); Asian Studies Department (ASIA); Asian American Studies Department (ASAM); Interdisciplinary Studies (IDST); Labor and Community Studies Department (LBCS); Latin American and Latina/o/e/x Studies Department (LALS); Lesbian, Gay, Bisexual and Transgender Studies Department (LGBT); Philippine Studies Department (PHST) and Women's and Gender Studies Department (WGST) are listed under the above headings/titles in the "Programs and Courses" section of this Catalog and throughout the schedule of classes.

### Family Studies - CDEV Department

Noncredit course topics include infant development, preschool years, school age child, adolescents and their families, child-parent relationship, parents in the business community, state preschool, preschool parent participation, child development centers, and foster parent training. Classes are free and offered in convenient locations in the city. For enrollment information, call (415) 239-3172 or visit the Multi-Use Bldg., MUB 249 on the Ocean Campus. For enrollment information in CCSF Child Development Centers, call (415) 561-1895. Training for foster parents and kinship care providers and those interested in their issues/concerns is available through a special grant from the California Community College State Chancellor's office. For further information call (415) 239-3172 or visit our website at: <https://www.ccsf.edu/academics/schools/business-fashion-hospitality/child-development-family-studies-department>.

### Honors Program

The Honors Program offers students an enhanced educational experience along with potential transfer and scholarship benefits.

Honors courses provide students with an enriched curriculum either in:

- specific sections of core transfer courses or
- honors contracts (Students complete an agreement with the faculty member for Honors work in addition to the regular course work.)

**Transfer Benefits of Honors Work.** In either case, the course is designated "Honors" on the student's transcript.

Many universities and colleges recognize the academic achievement represented by Honors courses with preferential transfer tracks, supplemental points in transfer evaluation, scholarships for honors students, etc. Successful completion of honors course work can be a

big asset especially in transferring to programs in heavy demand at universities.

CCSF Honors students may also look forward, after transfer, to participation in honors programs in many universities and colleges.

**Eligibility for Honors Courses.** While any CCSF student may take an honors course, to participate fully in the Honors Program and have your work recognized on a certificate, you need to meet ONE of the following criteria:

- High School or College GPA of 3.0 or higher
- SAT score of 1650 (1100 if pre-Spring 2005) or higher, ACT score of 24 or higher
- TOEFL score of 500 (PB+), 61 (IB+), or 173 (CB+)
- Score of 4 or higher on AP classes in high school

To remain in the program, you must maintain a GPA of 3.0 or better. To receive an Honors designation on a certificate, you must complete at least 15 units in Honors. By completing at least 15 units via at least five honors classes you may also be eligible for our Honors Transfer Partnerships, which will give you preferential treatment when applying for a variety of colleges and universities. Most of these partnerships require that you do no more than 9 of your 15 units of honors credits during your last semester at CCSF. Please note that while completing 15 units is an admirable goal, it is not a requirement for membership. The word "Honors" will appear on your transcripts next to all honors classes you complete, even if you do not complete all 15 units.

**UCLA Transfer Alliance Program.** If you are applying for the UCLA Transfer Alliance Program, at least 6 of the 15 required Honors Program units for certification must be completed by the end of the fall semester the academic year before the student wants to begin at UCLA. So for example if a student wants to start at UCLA in the fall of 2011, s/he must complete at least 6 honors units of the required 15 honors units by the end of fall 2010 in order to get TAP certified. The remaining 9 units can be completed in the spring. It should also be noted that in order to be eligible for TAP certification, the student's "UC GPA" must be at least a 3.0. TAP certified students are eligible for priority admissions to the UCLA College of Letters and Science and may be eligible for UCLA honors scholarships. Please visit <http://www.ugeduction.ucla.edu/tap/> for additional details on the UCLA TAP Program.

**Honors Courses Offered.** Check the Time Schedule for the list of courses in honors each semester. Look under "Honors Courses." Honors courses at City College have included the following instructional areas: anthropology, art, Asian American Studies, biology, broadcasting, business, Chinese, economics, English, French, geography, interdisciplinary studies, Japanese, mathematics, music, nutrition, political science, psychology, sociology, Russian, Spanish, speech, and Women's Studies.

The Honors Program instructors will work with all CCSF students on honors projects with some exceptions. Some instructors are so popular with honors students that they cannot work with everyone that wants to do honors projects with them. They may give students a test and work with only the top scorers. Others may have various other criteria. Some instructors will not work with students on honors projects who have not earned a CCSF GPA of 3.0 or higher (your GPA goes on the honors contract form so that is how they know about it). The best way to find out is to ask them. The CCSF website (<http://www.ccsf.edu/Info/Dir/dir.shtml>) has every instructor's e-mail address and phone number on it so students can ask them.

For questions concerning the Honors Program, please call the Honors Office Cloud Hall 214 at (415) 239-3376 or e-mail

*skudsi@ccsf.edu*. Additional information is also featured on our web page: <http://www.ccsf.edu/Departments/Honors>.

### **Intensive English Program for International Students**

City College of San Francisco offers an intensive English program for college-oriented students on F-1 (student) visas. The program is one semester (18 weeks) or nine weeks in length, 20 hours per week, and prepares the student for future academic study with a passing score of 483 on the official TOEFL ITP examination administered by the Intensive English Program Coordinator. For additional information, contact the Intensive English Program, City College of San Francisco, 50 Frida Kahlo Way, Box C-208D, San Francisco, CA 94112, USA or call (415) 239-3895 or visit the CCSF website: [www.ccsf.edu/international](http://www.ccsf.edu/international). E-mail: [international@ccsf.edu](mailto:international@ccsf.edu).

### **Interdisciplinary Studies (IDST)**

The Interdisciplinary Studies Department is committed to innovation, diversity, and collaboration. The College provides interdisciplinary instruction through courses in design, sexuality studies, diversity and social justice, middle east studies, pacific island studies, behavioral and social sciences, humanities, and ethnic studies. The courses are listed under “Interdisciplinary Studies” in the “Programs and Courses” section of this catalog.

### **Labor and Community Studies (LBCS)**

Credit and noncredit classes in employment rights, leadership development and power relations in society are offered throughout the year. Classes include organizing for economic and social justice, collective bargaining, shop steward training, working class history, health and safety, environmental justice, social action theater and music. Students can earn an Associate in Science Degree.

### **Lesbian, Gay, Bisexual, and Transgender Studies (LGBT)**

The LGBT Studies Department at CCSF was the first in the United States and the second in the world. From the 1980's onward, this has been a vibrant program that now offers students an A.A. degree in the field. The courses in LGBT Studies focus on intersecting identities and the ways that race, ethnicity, socio-economics, religion, and other social structures interact with gender identity/gender expression and sexual orientation. The LGBT Studies department has articulation agreements with Napa Valley College's certificate in LGBT Studies as well as San Diego State University's B.A. in LGBT Studies. LGBT Studies aims to promote objective understanding of the complexity of gay, lesbian, bisexual, transgender and queer experiences while serving the broad educational needs of the student body. The department hopes to increase social and cultural awareness and competency particularly to students going into healthcare and/or educational settings.

### **Noncredit Programs, Services, and Resources**

Students enrolled in noncredit courses have access to a variety of services which are designed to help each student attain educational and career objectives. There are counseling services for students seeking postsecondary and/or continuing education as well as vocational training. Counseling services reinforce the overall goals and objectives of the College. Adults seeking assistance and guidance are helped to become financially, educationally, and personally self sufficient.

City College offers the GED tests in English and Spanish. Special editions are available for the legally blind. Modifications and special accommodations for students with disabilities can be made by prior arrangement and approval of the State GED Administrator only after providing supporting documents.

HiSet testing is also available. The HiSet Test is the new alternative test to the GED. The HiSet diploma/certificate is also accepted by employers and accredited colleges in all 50 of the United States.

Students and members of the public who wish prepare for the exams should enroll in Transitional Studies GED/HiSet preparation courses offered at several CCSF locations. The City College of San Francisco GED Testing Center is located at the Mission Center, 1125 Valencia St. Rm 110 San Francisco, CA 94110, (415) 561-1824 GED Testing Computer Lab: Room 105.

**Older Adults Classes.** OLAD offers lifelong education providing opportunities for personal growth and creativity. Designed for ages 55 and over, courses are taught at different center locations in San Francisco. The free noncredit classes are available in a variety of subject areas including art, health and physical well-being, body dynamics and aging, principals of balance, and more. Students may enroll on site at class locations at any time during the semester.

**Transitional Studies.** The Transitional Studies Department offers noncredit classes that are free of charge, offered at Mission Center during the day and evenings. Online instruction is also available. Courses include a wide variety of High School subjects and Adult Basic Education in reading, writing, and mathematics. These courses are also available in Spanish. In the Transitional Studies Department, students may earn City College of San Francisco High School Diploma, transfer high school credits to other schools, and improve academic skills. Student goals may be to prepare for academic college credit courses, vocational training programs, the workplace, and life enrichment. Telephone: (415) 920-6042 website: <https://www.ccsf.edu/academics/schools/esl-international-ed-and-transitional-studies/transitional-studies-department>.

### **Philippine Studies (PHST)**

The Philippine Studies Department at CCSF is the only department of its kind in the United States. Established in 1970 in response to student and community demand, the Philippine Studies Department was one of the first two Ethnic Studies departments created at the college. Courses in Philippine Studies create opportunities for students to critically understand and analyze the political, historical, ethnic, cultural, and social complexities of the Philippines, as well as the nuanced experiences of Filipina/x/os in the diaspora, to prepare students to be responsible global citizens. Our students examine the intersections of race, ethnicity, labor, faith, politics, gender and sexual orientation, language, mental health, socioeconomic, and migration in each of the courses we offer. The department offers the only A.A. degree in Philippine Studies in the United States, as well as a Certificate of Achievement in Philippine Studies, and a Certificate of Accomplishment in Filipino (language).

### **Online Learning**

Online classes allow students to learn in an environment that is physically remote from their instructors and classmates, making it easier to balance higher education goals with other responsibilities. Some online classes require students to come to a CCSF campus for orientations, weekly or monthly mandatory meetings, and exams. Some online classes require “live” synchronous meetings at specified days and times. Online classes may require textbooks, assignments, exams, and frequent interaction between students and instructors. Many online classes meet local (CCSF) associate degree, transfer associate degree, certificate, and CSU/UC transfer requirements. Students may choose to combine online learning with in-person classes or take an entire course load online. Online classes are as demanding as in-person

classes. Students must be self-motivated, effective study skills, and be able to work independently. Some online classes require program downloads as well as minimum hardware and software requirements. CCSF uses the learning management system called Canvas (<https://ccsf.instructure.com>) for all its online classes and Zoom as its web-conferencing tool. We strongly encourage students taking online classes to have basic experience with the Internet, and we require that they have regular access to a web-enabled device. Some technology tools are only accessible with a laptop or desktop. Some courses may require students to use a webcam to meet the student learning outcomes, both during class and for required assignments. Some coursework may need to be recorded and submitted on video. Students without such devices may use computers on campus in designated CCSF labs. Registration for online classes is the same as for in-person classes. Information on course offerings is listed in the online Class Schedule. Visit <https://www.ccsf.edu/academics/online-learning> for information about what to expect in an online class and guidelines for successful online learning.

### Women's and Gender Studies

In Spring 1971, City College of San Francisco offered its first course directed specifically to women's interests and educational objectives, Interdisciplinary Studies 20, Women in the Modern World. Its success led to the institution of the Women's and Gender Studies program, one of the first in the nation. Today, more than thirty courses are taught in various disciplines, focusing on the complex roles of women in society. The department houses Project SURVIVE, a sexual health education program that works to end sexual assault, intimate partner violence, and structural violence. Women's and Gender Studies courses are open to all students. Please see "Women's and Gender Studies" in the "Announcement of Programs and Courses" section of this catalog for details.

### Other Areas Of Interest

#### Fitness Center

Fitness Center provides a full-body workout equipped with Life Fitness strength machines and cardio machines, including programmable treadmills, elliptical trainers, and bikes. The Fitness Center staff are CCSF instructors in the Physical Education and Dance Department, with a range of experience including strength, sports, dance, pilates, yoga, aerobic fitness, and rehabilitation techniques. Students must enroll in PE 200B/C in order to use the Fitness Center.

#### Intercollegiate Athletics

Intercollegiate athletics are offered for men and women. College teams compete in the Coast Conference and with teams from other California Community Colleges. Intercollegiate sports include baseball, basketball, football, soccer, swimming, tennis, badminton, volleyball and water polo.

#### Forensics Team

CCSF's Forensics Team prepares students for intercollegiate speech and debate competitions. Students strengthen their personal and political voices through creative argument development, application of critical thinking and performance skills to contemporary social issues, and then testing those skills against other students at tournament competitions. CCSF is a nationally ranked forensics team, competing in various formats of debate, oratory and interpretation events. For more information, contact Alexis Litzky or Nathan Lawless Steele by calling 415-452-7126 or emailing [forensics@ccsf.edu](mailto:forensics@ccsf.edu). Enroll in CMST 38 to prepare for competition.

### Performing Arts

Performances given by students enrolled in courses in music, dance, and theatre arts contribute much to the enrichment of campus life.

The Music Department schedules both professional and student recital series each semester. Audiences from the College as well as the community-at-large are invited to attend without charge.

Frequent campus and community programs are also offered by the College dance classes. Dancers of all degrees of ability may study and perform a variety of dance styles, including classical, modern, jazz, folk, ethnic, social, tap, and square dancing.

The Theatre Arts Department offers at least one major production each year. Participation is open to all students regardless of experience and background. In addition, smaller dramatic productions are sometimes developed that may include dinner theatre, touring productions, and club sponsored productions. Occasionally, all three performing arts areas cooperate to produce a major production.

### Student Housing

The College does not provide residences for students. Individuals may post advertisements on campus in accordance with the District Posting and Distribution Guidelines. CCSF does not assume any responsibility for the condition of the rentals listed.