

# 5 STEPS TO REGISTRATION

## 1 APPLY FOR ADMISSION

### Who May Attend?

Admission to the San Diego Community College District is open to anyone meeting one of the following criteria:

- Persons who possess a high school diploma or California high school proficiency exam certification or a high school equivalency certificate.
- Persons 18 years of age or older, or emancipated minors who do not possess a high school diploma or equivalent, may be admitted by the college under provisional admissions status.
- High school students requesting concurrent enrollment may be admitted as “special part-time” students subject to special criteria. See details on Student Web Services at <http://studentweb.sdccd.edu>. Click on the Key Resources link and select *Student Guide to College*.

### Who Should Apply?

- New students who have never attended one of the San Diego Community Colleges MUST file an application for admission online at <https://applyonline.communitycollege.net/> or in person in the college Admissions Office.
- Returning students who have missed at least two consecutive semesters (excluding summer) must file a new application for admission.

## 2 ATTEND ORIENTATION, ASSESSMENT AND COUNSELING SESSION FOR ASSISTANCE WITH EDUCATIONAL PLANNING

- Students admitted to the college are expected to attend an orientation session before registering for classes. The orientation program includes assessment and provides information about the programs and services available at the college.
- Reading, writing, ESOL, and mathematics assessment tests help students enroll in the right courses and meet prerequisites. It is recommended that students planning to enroll in English, math or ESOL courses, or classes with English or math prerequisites, take the assessment test to ensure proper placement.

**Note:** Placement test results are available on Student Web Services at <http://studentweb.sdccd.edu>. Click on the Registration link and select *View Your Placement Level*.

- Students should meet with a counselor to complete an Education Plan.

## 3 REQUEST TRANSCRIPTS FROM PREVIOUS INSTITUTIONS

- All transcripts from previous institutions must be on file to have your records evaluated or to have an Education Plan developed.
- Students who believe they have met a prerequisite at another institution are strongly advised to have all official transcripts of prior college work and other documentation on file well in advance of registration. ‘In-Progress’ class work not at City, Mesa, or Miramar Colleges will NOT be used to meet prerequisite or corequisite requirements unless a final grade has been issued.
- Students may FAX copies of **unofficial** transcripts or grade reports from prior institutions **strictly for the purpose of clearing prerequisites prior to registration** to the San Diego Community College District, Student Services Office at 619-388-6946.

For more details about prerequisites, see the *Student Guide to College*, which can be found on the Student Web Services website at <http://studentweb.sdccd.edu>, under Key Resources.

### Transfer of Credits

Credits from other regionally accredited institutions, and credits for nontraditional education may be accepted for transfer credit after evaluation by the District evaluators. The District will not accept transfer credits from another institution that do not meet the equivalent standards and student learning outcomes of an equivalent course taken at City, Mesa or Miramar colleges. For more information refer to the policies and procedures in the catalog or online at: <http://www.sdccd.edu/public/district/policies/>

## 4 REGISTER FOR CLASSES

- **New and Returning students** will receive an appointment to register via email or U.S. mail if an application is submitted by July 6.
- **Continuing students** will automatically receive a priority appointment to register once appointments have been generated.
- The **Registration Worksheet** is a useful tool that can help you organize your schedule of classes prior to registering. Go to the online schedule of classes at: <http://schedule.sdccd.edu> and click on the “Manage Worksheet” button.
- The maximum study load for Fall 2017 is 20 academic units, including Exercise Science activity units.
- **All students must register online using Reg-e at** <https://studentweb.sdccd.edu/reg-e/>
- For the most current listing of classes, access the online schedule of classes at <http://schedule.sdccd.edu>

## 5 PAY YOUR FEES

- All mandatory fees must be paid by the deadline as stated in Reg-e or students will be dropped for non-payment. The current enrollment fee is \$46.00 per unit. Students who are determined non-residents of California for tuition purposes must also pay the non-resident tuition of \$221.00 per unit.
- **All students must pay a mandatory \$19.00 Student Health Services fee, whether or not they choose to use the health services or have their own private insurance.**
- Financial Aid is available for students who qualify. Students are encouraged to contact the Financial Aid Office on campus. A Free Application for Federal Student Aid is available online at <http://www.fafsa.ed.gov>. The California Dream Act application is available at: <https://dream.csac.ca.gov>
  - Financial Aid and BOGW recipients must pay their health services fee by the stated deadline.
- Upper Division courses for the Bachelor’s Degree in Health Information Management at Mesa College will be charged an \$84.00 per unit Baccalaureate Degree Program fee.

### Registration (Reg-e) Hours:

Monday-Friday: 7:00 am – 12:00 Midnight  
Saturday: 8:00 am – 1:30 pm

**NOTE:** Students must login prior to 11:45 pm Monday to Friday and 1:15 pm on Saturday. Students should plan carefully when conducting business after this time, as the system will shut down promptly at midnight on weekdays and 1:30 pm on Saturdays.