



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION



Student Guide to College



SAN DIEGO
CITY COLLEGE



SAN DIEGO
MESA COLLEGE



SAN DIEGO
MIRAMAR
COLLEGE



STUDENT GUIDE TO COLLEGE

Spring/Intersession 2020

This guide is a quick reference for the key information students need while attending college. The information is in alphabetical order as listed in the Index. For more detailed information or assistance, contact the specific departments on campus.

Each student is responsible for knowing the information provided in the college catalog and schedule of classes pertaining to student rights and responsibilities, instructional programs, enrollment, transfer and degree requirements, and the policies and procedures of the San Diego Community College District.

Note that San Diego City, Mesa & Miramar Colleges use e-mail as the primary means to communicate important notices and information to students. All students should make sure the college has your current e-mail address. To update your email address, log into mySDCCD at <http://my.sdccd.edu> and click on the college student dashboard> my personal information> personal information> email addresses.

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ADDING CLASSES (CRASHING)

Students may add classes online until the add deadline date published in the schedule of classes. Students will not be allowed to add classes beyond the published deadline.

To add a class once the semester has begun, students must obtain a permission number (add code) from the instructor, then must process and pay for the added class online or on campus at the Accounting Office.

Students are not officially enrolled until the permission number has been processed, the 3 step enrollment process in mySDCCD is completed, and the fees are paid in full. Permission number (add code) for Special-Admit part-time High School and Joint Diploma students must be processed in person in the college Admissions Office prior to the add deadline.

If an instructor finds that a student has given his, her, or their permission number to another student, the instructor should administratively drop the student who was not issued the permission number.

ADMINISTRATIVE DROP

Registration may be administratively cancelled for the following reasons:

1. Failure to pay all mandatory fees in accordance with the fee payment schedule;
2. Using an add code issued to another student;
3. Failure to meet the terms and conditions of a fee deferment;
4. Failure to meet academic or progress standards;
5. Denial of a "Petition to Challenge a Prerequisite"
6. Failure to meet a prerequisite or co-requisite requirement;
7. Enrolling in an online course while residing in a state not approved by the Department of Education.

ADMISSIONS REQUIREMENTS

Admission is open to anyone who meets one of the following criteria:

- 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 admission status.
- High school students requesting concurrent enrollment may be admitted as "special part-time" students subject to the following criteria:
 - a. Students must have completed the 10th grade.
 - b. Students may enroll in fewer than 12 units and have their enrollment fees waived.
 - c. Students will be assessed ALL enrollment fees if enrolled in **more than 12 or more units** for classes taught on college campus.
 - d. All holds must be cleared prior to registration.

- e. High school students must satisfy course prerequisites and eligibility requirements.
 - f. Enrollment in Physical Education classes will not be permitted.
 - g. The course is advanced scholastic or technical (college degree applicable).
 - h. The course is not available at the school of attendance.
 - i. Students will be given college credit for all courses. Grades will be part of the student's permanent college record.
 - j. Students must maintain a 2.0 grade point average each semester in all college work.
 - k. If the number of units of W, I and NP exceed 40%, in any semester or session, the student will be academically disqualified. Students whose grade point average falls below a 2.0, or who do not complete 60% of all units attempted, will not be permitted to re-enroll without approval from a college counselor.
- Persons who are under 18 years of age who do not have a high school diploma and are not enrolled in a high school may be admitted as a special full-time student pursuant to Education Code §48800.5 subject to approval of the high school governing board and the college president where the student is planning to attend. Special full-time students will be admitted under provisional admission status.
 - Persons who do not meet one of the admission criteria stated above will not be admitted under any circumstances.
 - In accordance with §76038 of the California Education Code, students seeking admission who have been previously expelled from a California community college within the past five years, or who are currently in the process of a formal expulsion hearing for any offense listed in *AP 3000.2, Student Admission Status*, 2.a.1-7, are required to inform the District. Admission eligibility shall be determined in accordance with *AP 3000.2, Student Admission Status*. <http://www.sdccd.edu/public/district/policies/>
 - All new students must file an application for admission. Students who have previously attended, but have not been in continuous attendance for one year must file a new application for admission.

Refer to the Academic Calendar of the upcoming term for the Admission Application deadline. The Academic Calendar is available under at <https://www.sdccd.edu/students/dates-and-deadlines/index>

Students who file an application after the deadline will have open registration and will not receive priority for access to services.

ANIMALS ON CAMPUS

Animals are not permitted on campus with the exception of service animals for persons with disabilities. Refer to Administrative Procedure (AP 3105.2) Service Animals.

<http://www.sdccd.edu/public/district/policies/>

ASSESSMENT

Assessment is a process that is designed to assist students in determining which English, math or English Language Acquisition (ELAC) courses they should start with, specifically identifying milestones (formerly known as skill levels) in these areas. Assessment also helps students in meeting course prerequisites. Students may also meet course prerequisites based on other factors such as English and Mathematics course completion or other standardized tests.

Assessment via College Application (CCCApply)

Students who have graduated from a U.S. high school within the last 10 years will receive placement levels in English and mathematics based upon high school performance information that is provided on the application for admission. Students will report cumulative, unweighted high school GPA, courses completed, and grades received in English and math courses.

Assessment via Placement Assistant

Students who have graduated from a U.S. high school more than 10 years ago, completed the GED, or HiSet exam are eligible for this assessment. The Placement Assistant will identify courses that students can enroll in using prior academic history. Students will report cumulative, unweighted high school GPA, courses completed, and grades received in English and math courses. Based on the information reported, students will receive an English and mathematics placement milestone.

Continuing Students who do not have placement levels should take the self-assessment in the placement assessments.

Students who graduated from a foreign high school should contact the Assessment Center for guidance.

English Language Acquisition (ELAC) (Formally ESOL)

The ELAC exam is designed for students primarily educated outside of the U.S. in a language other than English. This timed exam is designed to help non-native English speaking students select appropriate

English classes. Students are encouraged to review sample test questions prior to taking this assessment.

Assessment results are available through mySDCCD at <http://my.sdccd.edu>. Once logged in, click on the College Student Dashboard tile. Then on the left side of the screen select My Academics>View Milestone/Skill Level.

ASSOCIATED STUDENTS (A.S.) MEMBERSHIP

Membership in the Associated Students organization entitles students to many services, benefits, and discounts. An AS College membership may be purchased for \$8.00 per academic year for Fall and Spring. A.S. memberships are not available in the Summer. Information about A.S. services is available at the Student Affairs Office on campus.

- Students may pick-up A.S. membership stickers in the A.S. Office on campus.

AUDITING CLASSES

Auditing of classes is not permitted. Students must be officially registered in all classes.

BOOKS AND SUPPLIES

Students are responsible for the purchase of books and supplies as well as tools and materials for all classes. Financial assistance is available for students who qualify. Contact the Financial Aid Office for eligibility criteria. For textbook information and approximate costs, please visit <https://www.sdccd.edu/about/departments-and-offices/business-technology-services-division/business-support-services/bookstore-services>.

BUS & TROLLEY PASS

Students who are enrolled in a minimum of 7 college units may purchase discounted monthly or semester bus and trolley passes for the Spring 2020 semester. Students attending Intersession may purchase a discounted monthly bus and trolley pass if they are enrolled in a minimum of 3 college units (Intersession units). Note: Intersession units do not count toward the 7 college unit requirement for the Spring 2020 term.

The **monthly** bus and trolley passes are available for purchase at the San Diego City, Mesa and Miramar Accounting offices for a limited time, while supplies last. Limit one monthly pass purchase per student, per month. The current monthly pass price is at a discounted rate of \$57.60.

The **semester** bus and trolley passes are available for purchase at the San Diego City, Mesa and Miramar Accounting Offices and the ECC Cashier's office for a limited time, while supplies last. Limit one semester

pass purchase per student, per semester. Refer to the Academic Calendar for exact purchase dates. The current semester pass is at a discounted rate of \$181.00.

Semester passes are valid for unlimited use on either the bus or trolley for routes up to \$2.50 throughout the semester (includes weekends and most holidays; certain restrictions may apply). Financial Aid students should contact the Financial Aid Office on campus for detailed information. Note: The price of the semester pass is based on a \$1.51 per day assessment according to the number of days in the semester and is therefore subject to change from semester to semester.

IMPORTANT: Students must be enrolled in a minimum of 7 college units to be eligible to purchase a discounted bus and trolley pass.

- Students MUST bring their college student ID card to the above offices when purchasing bus and trolley passes. Bus pass sticker will be adhered to the student's college ID card by the Accounting staff upon purchase.
- For bus schedule information, call the Regional Transit Information Office at: (619) 233-3004.

Note: Published prices are subject to change by SANDAG (San Diego Association of Governments). SDCCD/MTS are not responsible for lost, stolen, faded or shredded stickers or passes. All monthly and semester bus and trolley sticker/pass sales are final. **No refunds or replacements.**

Due to SANDAG process changes, the disabled/senior, youth and adult bus passes are no longer available for purchase at the colleges. Disabled/senior bus passes can be purchased at reduced fares through MTS. Go to the MTS website page www.sdmts.com/fares_discounted.asp for more information on the application process or contact the Transit Store at 619-234-1060.

CAMPUS EMERGENCY MESSAGES

In case of a campus emergency or college closure, students should check the district web site for up-to-date information at: www.sdccd.edu

- The district will ONLY communicate college emergency information through emergency cell phone numbers.
- To add an emergency cell 'Phone Type', log into mySDCCD at <http://my.sdccd.edu>, click the college student dashboard> my personal information> personal information> phone numbers.

CAMPUS SAFETY REPORT AND CLERY ACT

The San Diego Community College District Police Department publishes an annual safety report titled "Safe and Sound" located at:

<https://www.sdccd.edu/about/departments-and-offices/police-department/clery-act>. This report also includes institutional policies concerning campus safety, campus safety statistics and student right to know information.

CHILD DEVELOPMENT CENTER

The Child Development Center offers educational programs for children two to five years old. Enrollment is limited to children of parents currently attending classes. Parents must participate at the center and enroll in required classes. For more information, contact the Child Development Center on campus.

City	619-388-3205
Mesa	619-388-2812
Miramar	619-388-7851
	858-536-7851

CLASS CANCELLATION/CHANGE POLICY

The San Diego Community College District reserves the right to change or cancel any course listed in the schedule in which enrollment is below the minimum. In the event of cancellation, the college will make every effort to move students to another section of the course.

CLASSES BY ARRANGEMENT

Students enrolling in classes scheduled "To Be Arranged" (TBA) should contact the instructor for meeting dates and times.

COLLEGE POLICE

The College Police Office is responsible for rendering first aid and assistance to all persons, along with enforcing laws on or about the campus. It is also responsible for administering the campus parking program, lost and found, crime and loss reports, and other related services. The campus is patrolled 24 hours a day and the Police Office is open as follows:

City College (V-100)	
Mesa College (Q-100)	
M – Th	7:00 a.m.-10:00 p.m.
F	7:00 a.m.-5:00 p.m.
Miramar College (T-100)	
M – Th	8:00 a.m.-7:30 p.m.
F	8:00 a.m.-5:00 p.m.

Enforcement Hours – Parking permits are required to park in the City, Mesa, Miramar, and ECC parking lots at all times. **This includes noon to 6 p.m., Monday – Friday.** Cars parked on campus between the hours of 11 p.m. and 6 a.m. require an overnight permit issued by campus police.

- Staff Permits, meters and most other violations are enforced 7:00 a.m. to 10:00 p.m. Disabled parking, fire lanes, hazardous parking, etc. are enforced seven days a week, 24 hours a day.

Police Escort and Related Services

College Police are available to provide escort, dead battery and vehicle lockout service during regular hours of operation as published above. Students should go to the College Police Office for assistance at the following locations:

City: V-100 Mesa: Q-100 Miramar: T-100

Escorts and police services at other locations are available anytime by calling College Police Dispatch at (619) 230-2808 or (619) 388-6405.

COMPLAINTS/PROBLEMS

The college is committed to creating an environment that is sensitive to and supportive of student needs. Students who have a problem, complaint, or a situation that needs to be addressed should contact the Vice President, Student Services Office on campus.

CONTINUING EDUCATION FOR NURSES

Continuing education for nurses is offered at City and Mesa Colleges. Classes are approved by the California Board of Registered Nursing (BRN). For additional information, contact the Nursing Education Office on campus.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

The San Diego Community College District's Colleges comply with U.S. Copyright Law and follow the SDCCD Copyright Guidelines as procedures for implementing this copyright policy. Visit <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/copyright> for information regarding penalties for unauthorized distribution of copyrighted material, unauthorized peer-to-peer sharing and what constitutes unauthorized activity, and read [SDCCD Guidelines for Use of Copyrighted Material](#).

COUNSELING

Professional counselors are available on campus both day and evening to assist students with their educational and career planning needs. For additional information, contact the Counseling Center on campus.

City 619-388-3540
Mesa 619-388-2672
Miramar 619-388-7840
858-536-7840

COURSE DESCRIPTIONS

The college catalog contains information regarding curriculum, course descriptions and prerequisites, as well as important college policies and regulations. Catalogs may be purchased for \$3.00 in the college Bookstore or downloaded from website at

<https://www.sdccd.edu/students/college-catalogs/index.aspx>.

DIRECT DEPOSIT

Direct deposit should be available Spring 2020. **Make sure your address is up to date in mySDCCD as your financial aid check will be sent to your mailing address on file.** If you wish to pick-up your financial aid check on campus, you must go to the Financial Aid office to have this delivery option set up.

DISABILITY SUPPORT PROGRAMS & SERVICES (DSPS)

DSPS assists students with disabilities by offering support programs and services. To apply for services or obtain further information, students should contact the DSPS Office on campus.

City 619-388-3513
TTY – 619-388-3313
Mesa 619-388-2780
TTY – 619-388-2409
Miramar 619-388-7312
TTY – 619-388-7301
858-536-7212
TTY – 858-536-4301

DROPPING OR CANCELLING REGISTRATION

Students do not need the instructor's permission to drop a class. It is the student's responsibility to drop by the published deadline.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

San Diego City, Mesa and Miramar Colleges and Continuing Education are committed to providing a drug-free workplace and campus environment to its students and employees. The district has a comprehensive drug and alcohol prevention program that includes information and available services on campus and in the community. The DAAPP page (<http://www.sdccd.edu/daapp>) contains information related to the unlawful use, possession, or distribution of illicit drugs, the health risks related to the abuse of alcohol or drugs and the counseling and treatment programs available to students.

EDUCATIONAL PLANNING WITH A COUNSELOR

An education plan is an important tool to assist students in successfully attaining their goals without wasted time and effort. Counseling and career planning services are available to help students make informed choices concerning the programs and courses available.

The education plan is an agreement which contains the official requirements for graduation and/or transfer. **All official transcripts of prior college work must be on file and evaluated before an**

official education plan can be prepared. Transcripts from foreign institutions are not required. See the **Graduation** section of the catalog for graduation filing requirements.

Education plans outline a suggested pathway for a student to take based on their major, transfer plans or other pertinent objectives. These plans allow students to determine how long it will take to complete a program of study and to be sure that all program requirements can be met within a particular period of time. The student should review their education plan periodically with a counselor as goals or objectives change.

Career, interest, and aptitudes assessments are available for students who wish to explore other options or who are undecided on their educational goal.

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)

EOPS assists disadvantaged and under-represented students to become aware of academic and personal needs, and to achieve academic success. EOPS book grants, student success workshops and counseling are available to eligible students. For more information, contact the EOPS Office on campus.

City	619-388-3209
Mesa	619-388-2706
Miramar	619-388-7869
	858-536-7869

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

FERPA specifies that students' educational records cannot be released without written consent of the student or a court order. In addition, it defines the term "educational records" and specifies who can access such records. View the PDF for complete details on FERPA:

https://www.sdccd.edu/docs/StudentServices/FERPA_AD_SWS.pdf

To grant access to your records, download the <https://www.sdccd.edu/about/departments-and-offices/student-services-department/forms-brochures-newsletter/student-forms> and return the signed form to the San Diego Community College District, Student Services office, at 3375 Camino del Rio South, Suite 100, San Diego, CA 92108-3883.

FEES AND TUITION INFORMATION

- All fees must be paid in full by the date indicated on mySDCCD or students will be dropped for nonpayment. Fees may be paid by check, money order, cashier's check, or Visa/Master Card.
- A cancelled check or Visa/Master Card statement will serve as receipt.

- If paying by check, or credit card, students may be administratively dropped if payment is not cleared by the bank; however, this will not relieve the student's financial liability to the college.
- If fees are being paid by a third party, (i.e., tuition assistance, State Department of Rehabilitation, employer sponsorship programs, scholarships, etc.), the student must contact the college Accounting Office to process paperwork and complete registration prior to the due date provided at the time of registration.
- A \$25 fee will be assessed for any returned check(s).
- The college reserves the right to revoke check writing privileges.

IMPORTANT: Students must enroll in class and pay all incurred registration fees by the add deadline to be considered officially enrolled in class. Refer to the Academic Calendar and Important Deadlines at <https://www.sdccd.edu/students/dates-and-deadlines/index.aspx>.

Mandatory Fees

- Enrollment Fee is \$46.00 per unit. Exemptions from the enrollment fee are available to students who qualify for the California College Promise Grant CCPG.
 - To apply for the CCPG, students may complete the Free Application for Federal Student Aid (FAFSA) or a California Dream Act application. For questions relating to the CCPG, please contact the college Financial Aid Office.
 - Indentured apprentices are exempt from enrollment fees for Apprenticeship Program classes only.
- Health Fee
 - ALL students, including CCPG recipients, are assessed a mandatory fee for health services and accident insurance, whether or not they choose to use the health services or have their own private insurance.
 - The student health services fee is currently \$20.00 per semester for Fall and Spring semesters, and \$17.00 for the Summer Session. The student health services fee is not applicable to Intersession.
 - Note: All students, including CCPG recipients who do NOT pay the mandatory Student Health Services fee may be dropped for non-payment.

- The following students are exempt from the Health fee:

- Students who meet the income requirements for the California College Promise Grant (CCPG-A only). Contact the Financial Aid Office for eligibility determination.
- Students attending under an approved apprenticeship program.

- Students who depend on prayer for healing, in accordance with the teachings of a bona fide religious sect, denomination or organization may petition to have the fees waived. To apply for an exemption contact the Admissions Office.

- Non-Resident Tuition

- In addition to the enrollment and health fees, \$264.00 per unit tuition is currently charged to students who are not residents of California for tuition purposes.

- Baccalaureate Degree Program Fee:

A baccalaureate degree program fee shall be charged for all upper division coursework of \$84.00 per unit. This charge shall be assessed in addition to the current enrollment fee of \$46.00 per unit, and the nonresident tuition of \$264.00 per unit.

- Student Representation Fee

- All students are assessed a mandatory \$1.00 student representation fee per semester. This fee is expended by the college solely for the purpose of student advocacy efforts to Federal, State and Local governments. Students have the right to refuse to pay the fee for religious, moral, political, or financial reasons. This fee may be cancelled through mySDCCD. For additional information regarding this fee, students should contact their Student Affairs Office on campus.

City 619-388-3498
 Mesa 619-388-2699
 Miramar 619-388-7313
 858-536-4313

Optional Fees

- Current Optional Fees

- Automobile permits: \$40.00 (hanger included)
- Carpool permits: \$30.00
 - See College Police for information.
- Motorcycle permits: \$17.50
 - Students receiving public assistance, or who are determined eligible for financial aid based on income standards may purchase an automobile parking permit for \$25.00. (Contact the Financial Aid

Office on campus for eligibility determination).

- A.S. Membership: \$8.00 per academic year. (Not available in the summer)

FINANCIAL AID

On a yearly basis, all financial aid applicants must complete the Free Application for Federal Student Aid (FAFSA), or a California Dream Act application for all financial aid, including the California College Promise Grant (CCPG). To complete your FAFSA, go to <https://fafsa.ed.gov>. To complete a California Dream Act application, use <https://dream.csac.ca.gov> FAFSA Application materials are available on October 1st for the following academic year.

Deadline to apply: The Central Processing System (CPS) must receive your application by your last day of classes for the term or June 30th whichever date comes first.

A current Admission's Application to the College must be on file before we can process your FAFSA application. Complete the application using your personal information as it appears on your Social Security card or our office will not be able to process your financial aid.

For Financial Aid Purposes, the following is used to calculate your financial aid eligibility:

Status	Number of Units
Full-time	12 or more units
¾-time	9 to 11.5 units
½-time	6 to 8.5 units
Less than ½-time	Less than 6 units

- Many types of financial aid are available to students who qualify. Students needing financial assistance must apply to receive consideration for federal grants and the work-study program. Federal Work Study is offered on a first-come, first-served basis since college funds are limited. For more information, students should contact the Financial Aid Office on campus.
 - Students with extenuating circumstances, who cannot complete a FAFSA, should visit their campus Financial Aid Office.
- The outline of fees paid by financial aid is available for students online in the mySDCCD student portal at <http://my.sdccd.edu>. Additional fees are the responsibility of the student.

- Students can view their financial aid award on mySDCCD at: <http://my.sdccd.edu> in the “My Financial Aid” section.
 - Students should apply for their financial aid in the Portal by clicking “Update Charges” or “Make a Payment” under “My Finances” after they have registered in classes.
 - Additionally, students must pay their health fees or they may be dropped from their classes.
 - Students awarded financial aid after paying their fees should contact the Accounting Office regarding any potential refund.
 - Financial Aid is disbursed to Student Accounting on Fridays; Subsequently Student Accounting processes Financial Aid refunds to students.
 - Refunds will be issued in the form of a check; Direct Deposit may be available beginning September 2019 for students.
 - For questions about financial aid, contact the college Financial Aid Office immediately.

Enrollment Fee Assistance: California College Promise Grant (CCPG):

State law requires that students attending the college pay an enrollment fee. Students enrolled in credit classes are currently required to pay \$46.00 per unit. The college offers the California College Promise Grant (CCPG), a state-funded program which will waive the enrollment fee for all eligible applicants.

Students who are eligible for a California College Promise Grant (CCPG) will be required to pay the health fee. The health fee will no longer be waived for students who are eligible for a CCPG other than students who are eligible for a CCPGA (TANF/ CalWORKs, SSI/SSP, or General Assistance).

Students may apply for the CCPG one of two ways:

- Submit a FAFSA (<https://fafsa.ed.gov>) or a California Dream Act Application (<https://dream.csac.ca.gov>), or
- Apply for the CCPG on the online registration system during the application window. (Application window is three weeks prior to the start of the semester up to census, please visit <http://www.sdccd.edu/students/financial-aid/scholarship> for more information.)

If you are a California resident or have been designated an AB-540 student, you may qualify for a CCPG if any ONE of the following statements applies to your current status:

- You have already qualified for financial aid, such as a Federal Pell Grant or a Cal Grant, which demonstrates that you have need as determined by Federal Methodology or California DREAM Act application. You must have at least \$1,104 on “unmet” need to qualify.

- You, or your parents in the case of a dependent student, are receiving TANF (Temporary Aid for Needy Families, SSI (Supplemental Security Income), or General Assistance/General Relief as main source of income at the time of enrollment.
- You have a letter from the Department of Veterans Affairs certifying that you meet the eligibility requirements of “certain disabled veterans, dependents of certain deceased or disabled veterans.”
- You are a dependent of a deceased or disabled veteran of the California National Guard. You must submit a letter of certification from the California National Guard Adjutant General’s Office.
- You meet the following income standards:

Number in Household (Including yourself)	Total Family Income for 2017 (Adjusted gross income and/or untaxed income)
1	\$18,210 or less
2	\$24,690 or less
3	\$31,170 or less
4	\$37,650 or less
5	\$44,130 or less
6	\$50,610 or less
7	\$57,090 or less
8	\$63,570 or less

Add \$6,480 for each additional family member.

To determine your eligibility for the California College Promise Grant (CCPG) based on the above income standards, you will be considered independent if:

- You do not live with your parents or your parent’s registered domestic partner.
- AND
- You were not claimed as an exemption on any federal income tax filed by your parents or your parent’s registered domestic partner in 2017.

OR you answer yes to any of the following:

- Were born before January 1, 1996
- As of the day you complete the application you are married or in a Registered Domestic Partnership
- You are a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training
- You have children who will receive more than half of their support from you between July 1, 2019- June 30, 2020 or other dependents who live with you (other than your children or spouse/RDP) who receive more than half of their support from you now through June 30, 2020
- At any time after you turned age 13, both your parents are deceased, you were in foster care, or you were a dependent or ward of the court

- You are or were an emancipated minor as determined by a court in your state of legal residence
- You are or were in a legal guardianship as determined by a court in your state of legal residence
- Your high school or school district homeless liaison determined that you were an unaccompanied youth who was homeless at any time on or after July 1, 2018
- A director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determined that you were an unaccompanied youth who was homeless at any time on or after July 1, 2018
- A director of a runaway or homeless youth basic center or transitional living program determined that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless at any time on or after July 1, 2018

New State regulations have changed eligibility requirements for the CCPG. Starting Fall 2016, in addition to income and residency requirements, students must maintain academic and progress standards to maintain California College Promise Grant (CCPG) eligibility.

FREE SPEECH

Free speech areas have been recommended on the college campuses to maximize the opportunity for free discussion and expression, while minimizing the potential for disruption of classroom and college activities. Information concerning free speech areas is available in the Dean of Student Affairs Office on campus.

GRADES

- Grades are available on mySDCCD: <http://my.sdccd.edu>
- Grades are available approximately 2 weeks after the end of classes.

GRADUATION

- Petitions for an evaluation for graduation, general education certification, modification of major and academic renewal are available in the college Evaluations Office.
 - City 619-388-3210/3466
 - Mesa 619-388-2680
 - Miramar 619-388-7371
858-536-7371
- See the college catalog for additional information regarding graduation requirements or visit

<https://www.sdccd.edu/students/evaluations/transcript-evaluations>

HOLDS (Service Indicators)

Students with a hold on their record will not be permitted to register until the hold has been cleared. **No EXCEPTIONS!**

HONORS PROGRAM

For students who want more from their college education, are highly motivated, and seek exceptional learning experiences, the Honors Program is for you. For information, contact the Honors Coordinator on campus, or visit

<https://www.sdccd.edu/students/honors>.

NOTE: Students enrolled in an Honors section (including an honors contract), may not transfer to the regular section after the deadline to make a schedule adjustment for the class. Petitions for Honors credit after the course has been completed will not be permitted.

IMPORTANT DEADLINE DATES

Deadline dates are available in the Admissions Office or online at <http://classschedule.sdccd.edu/> in “My Classes” under the calendar icon. The important deadlines include:

- Receiving and processing add codes
- Dropping classes with no “W” recorded
- Refund of enrollment fees or non-resident tuition
- Petitions for Pass/No Pass grading option
- Last day to withdraw

Undergraduate		Regular Academic Session	
MATH	15B	Section	2001 Elem Algebra/Geom Refresher
Class Start Date	01/28/2019	End Date	05/25/2019
Important Deadlines			
Add Deadline	02-11-2019	Deadline to add class with Permission Number and pay Enrollment Fee and/or Non-Resident Tuition.	
Drop Deadline	02-11-2019	Deadline to drop class with no “W” recorded.	
Refund Deadline	02-08-2019	Deadline to drop class and be eligible for refund of Enrollment Fee and/or Non-Resident Tuition.	
Pass/No Pass Deadline	03-04-2019	Deadline to select Pass/No Pass option for classes with “Student Option” grading basis. (Click on the Class Number to find the grading basis for each class.)	
Withdrawal Deadline	04-12-2019	Deadline to drop and receive a “W”. After this date a student will receive a grade for the class.	

A summary of **IMPORTANT DEADLINES** is also available at <https://www.sdccd.edu/students/dates-and-deadlines/index.aspx>.

INDEPENDENT LEARNING CENTER

The Independent Learning Center provides individualized learning experiences for students wanting to improve academic skills or augment in-class activities. For more information, contact the ILC on campus. Note: The use of district computer equipment is limited to district staff and students.

City 619-388-3535
Mesa 619-388-2769
Miramar 619-388-7365
858-536-7365

INDEPENDENT STUDY

Students may enroll in Independent Study 290 courses during the first week of classes. An "add code" will be issued by the appropriate department for processing on mySDCCD.

INTERNATIONAL STUDENTS APPLICATION FEE

There is a \$100 non-refundable application fee for international students, which will be credited towards tuition if the applicant enrolls and attends.

INTERSEGMENTAL GENERAL EDUCATION

TRANSFER CURRICULUM (IGETC) IGETC is a general education pattern that will fulfill all California State University (CSU) campuses and most University of California (UC) campuses/majors. It is also accepted by some private/independent or out-of-state universities. IGETC is usually recommended for students who intend to transfer to a UC campus, or who are not yet sure of where they plan to transfer. Go to <https://www.sdccd.edu/docs/IGETC.pdf> for more detailed information.

Interested in transferring your college credits?

www.assist.org is an online California student-transfer information system that shows how course credits earned at one public California community college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California.

MESSAGES FOR STUDENTS

The college will not interrupt classroom instruction to deliver messages except in an extreme emergency.

MILITARY BASE CLASSES

Due to heightened security on military installations, a listing of all students attending classes on a military base must be provided to base officials for students to obtain entry onto the base. The list will be provided by the district and will include all students and their student ID numbers enrolled in classes on the base, regardless of their affiliation or non-affiliation with the military. For classes that meet at the San Diego Naval Base or Marine Corps Air Station Miramar or MCRD, non-affiliated civilian students are required to submit a Confidential Consent for Background Check form in order to clear access to the base. Interested students should go to <https://www.sdccd.edu/students/veterans-active-duty/index.aspx#adcert>. Note that classes offered on

military bases may be relocated at any time during the semester.

MY PLANNER

Students now have access to My Planner, a tool to help you select classes from your education plan (academic requirements to graduate) and assign them to a specific semester(s). Log into mySDCCD, under My Classes, click on the My Planner link to get started. <http://my.sdccd.edu>

NO COST DIGITAL MATERIALS



Courses that exclusively use digital materials are free of charge to students and therefore are not required to be purchased. Note that there may be a low-cost option for print versions of digital materials. Digital materials include, but are not limited to: course materials, modules, textbooks, streaming videos, tests, software and any other tools, materials, or techniques used to support access to knowledge.

NONATTENDANCE/FIRST CLASS

Students who do not attend the first class meeting may be dropped by the instructor. Students, who cannot attend because of illness, religious observation, or a serious problem, should notify the instructor. Students who miss the first class meeting and do not plan to attend must log-on to mySDCCD to drop the class to avoid receiving an "F" grade.

IT IS THE STUDENT'S RESPONSIBILITY TO DROP BY THE PUBLISHED DEADLINES.

OFF-CAMPUS CLASSES

City, Mesa and Miramar Colleges offer classes at off-campus sites throughout the community using facilities such as public schools, churches, hospitals, and offices. Classes are held primarily in the evening to afford students the best access in terms of time and location. Classes carry full college credit.

ONLINE COURSES

Students planning to transfer should ensure that courses completed online are accepted by the transfer institution.

ONLINE CLASS RESTRICTIONS

In accordance with federal regulations, City, Mesa and Miramar colleges may not permit students residing outside of California to enroll in online classes without approval of the state where the student resides. Students residing in a non-approved state/territory are **not permitted** to enroll in online classes and will be dropped. Go to <https://www.sdccd.edu/docs/StudentServices/OnlineStatesNotPermitted.pdf> for an up to date list of restricted states and territories.

OPEN ENTRY/OPEN EXIT CLASSES

Classes listed as Open Entry/Open Exit may be added throughout the semester. Students should contact the Admissions Office for specific add/drop deadlines.

ORIENTATION

Orientation provides important information to students about the programs and services available at the college as well as strategies for student success. Orientation includes assessment and program planning. Non-Exempt students who have been admitted to the college are expected to attend an assessment/orientation session before registering for classes. Additional information is available in the Testing Office on campus.

City	619-388-3540
Mesa	619-388-2718
Miramar	619-388-7379 858-536-7379

PARKING PERMITS

Parking permits are available for purchase during registration at the college Accounting Office or on mySDCCD at <http://my.sdccd.edu>.

- Parking permits are required to park at City, Mesa, Miramar College, and ECC Continuing Education Center lots at all times. Cars parked on campus between the hours of 11 pm and 6 am require an overnight permit issued by campus police.
- Students may NOT park in faculty/staff lots at any time, with or without a permit.
- Day permits are available in most student lots. Click on the College Police Parking web page for details: <https://www.sdccd.edu/about/departments-and-offices/police-department/parking/index>
- Students who own a valid, state issued disabled placard are NOT required to purchase a student parking permit.
- Only one parking permit is needed to park in the City, Mesa, Miramar, and ECC College lots.
- Permits are only valid for the current semester.
 - Semester permits are valid beginning the first day of the semester through the last day of the semester.
 - Automobiles without a permit will be cited!
- Permits purchased on mySDCCD one week prior to the beginning of any semester MUST be picked up in the College Police Office.

NOTE: Your Student ID card is required to pick up your parking permits.

A PERMIT DOES NOT GUARANTEE A PARKING SPACE! STUDENTS MUST PARK IN STUDENT LOTS ONLY. NO PARKING IN FACULTY/STAFF LOTS.

- **Bicycles** must be parked only in designated bicycle racks. Students are not allowed to ride bicycles or motorized bikes on campus. Violators are subject to disciplinary action.
- **Motorcycles** must display a motorcycle permit and be parked in designated motorcycle parking.
- **Vehicle Immobilization/Booting/Towing/Hold** Vehicles that accumulate five (5) or more unpaid parking citations are subject to immobilization (booting) of their vehicle and/or impound (towing) at owners expense. In addition, a hold may be placed on the vehicle registration. If a vehicle accumulates \$100 or more in outstanding fines, a hold may be placed on student records/grades.

PASS/NO PASS GRADING OPTIONS

There are courses in which Pass/No Pass grades are used exclusively; these are designated in the catalog course description by the statement "Pass/No Pass Only." In addition, there are courses which cannot be taken on a Pass/No Pass basis; these are designated in the course description by the statement "Letter Grade Only." Some courses may be taken for either "Pass/No Pass" or "Letter Grade."

Consistent with District policy, a student in good standing may elect to be graded on a Pass/No Pass basis in courses where there is an option. A grade of "Pass" (P) shall be awarded only for work which otherwise would have received a grade of "C" or better. Work that would have received a "D" or "F" will be graded "No Pass" (NP). The units earned will be counted in satisfaction of program requirements, but will be disregarded in determining a student's grade point average. No more than 12 units of a student's coursework completed in the San Diego Community College District graded on a Pass/No Pass basis will be used to meet Associate Degree requirements. Students who plan to transfer to a four-year institution should review the Pass/No Pass acceptance policy of the transfer institution prior to requesting this grade option.

Conditions:

1. Students may change from a 'Letter Grade' option to a 'Pass/No Pass' option during registration, or up until the published deadline to select a Pass/No Pass option for the course, go to the 'EDIT Class Enrollment Options' page on the mySDCCD portal. The deadline is listed in the class search details page when you click the calendar icon ('Important Deadlines'). After the Pass/No Pass Deadline, the 'Letter Grade' or 'Pass/No Pass' option may not be changed for that class.

2. **No exceptions to this condition will be made. Petitions will not be accepted for exception to policy.**

PASSWORD SELF-SERVICE

After your application to City, Mesa and Miramar College has been processed through CCCApply, you will receive a welcome email with instructions on where to go (<https://sdpss.sdccd.edu/enroll/>) and how to set-up your **mySDCCD** account.

On this page, you will be prompted to enter your ID number, date of birth, and email address.

- **User ID:** This is your 10-digit User ID that was printed on your invitation email.
- **Date of Birth:** This is the date of birth we have on file. Please type this in the MM/DD/YYYY format. (e.g. June 01, 2000 would be 06/01/2000).
- **Email Address:** This is the same email address we sent the invite email to.

Your password must include a combination of **three of the four** character types:

- One uppercase letter (A - Z)
- One lowercase letter (a - z)
- One number (0 - 9)
- One special character (! \$ @ # * %)

Next you will be asked to select **three security questions** from the drop down menus and enter the answer into the fields below.

- Answers must be at least 4 characters in length.
- The answers to the three security questions cannot be the same.

Note: These answers cannot be the same, and you should keep these answers somewhere safe in case you need to reset your password.

PREREQUISITES, COREQUISITES AND OTHER LIMITATIONS ON REGISTRATION

All prerequisites, corequisites, and limitations on enrollment as stated in the course descriptions of the college catalog will be strictly enforced at the time of registration. Students who do not meet the requisite requirements according to the college's records will not be permitted to register for the course.

The Prerequisite List is available at: <https://www.sdccd.edu/students/forms-and-documents>.

To avoid registration delays, students who believe they have met the 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.

- 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. On the fax cover sheet students must be sure to include the course they are trying to clear the prerequisite for, their name, ID, date of birth and a daytime phone number on the cover page.

• **Assessment**

Students may clear English and math prerequisites by taking the assessments and placing at the required skill level.

• **Prerequisite Challenge Procedure**

Students who believe they have met a prerequisite through means other than course completion, such as private instruction or on the job training, may challenge a prerequisite, corequisite, or limitation on enrollment. Contact the Admissions or Counseling Office to obtain a Petition to Challenge and a copy of procedure 5500.2. The completed petition must be filed **AT LEAST 10** working days prior to the start of the primary term/semester.

• **Definitions**

- **Prerequisites** are courses that must be completed with a grade of 'C' or better prior to registration in a specific course.
- **Corequisites** are courses that must be taken the same semester as another course.
- **Limitations on enrollment** are other restrictions that are stated in the catalog course description such as "not open to students with credit in . . ."
- **Advisories** are departmental recommendations to be completed prior to enrolling in the course. Advisories do not prevent a student from enrolling, but are strongly encouraged by the department for a student's academic success.

RECORDS OFFICE

The college Records Office maintains student academic records including educational plans, transcripts, and other pertinent academic documents.

REFUNDS AND FEE TRANSFERS

- To be eligible for a refund of fees such as enrollment, parking permit and/or tuition, students must use mySDCCD to either drop all classes or reduce their unit load by the **refund deadline**.
 - Primary session for Spring (16-week) classes, the refund deadline is Tuesday February 18th, 2020. See the Academic Semester Calendar for all Primary session deadline dates <https://www.sdccd.edu/students/dates-and-deadlines/index.aspx> .

- Refund deadlines for Summer classes and all classes in non-primary sessions in Fall and Spring are located in the class search under the calendar icon ('Important Deadlines').
- Refund deadlines are also located for a specific term at <https://www.sdccd.edu/students/dates-and-deadlines> under "Important Dates and deadlines"
- No refund is given for classes dropped *after* the published deadline.

Certain restrictions apply to students who have their fees paid by third party agencies.

- Fee transfers may be granted after the refund deadline if switching a class within the same subject area. Contact the Admissions Office for further information.
- Refunds will be processed after the add/drop deadline.
- Refunds will be mailed to the address of record or credited to the credit card used.
- Add codes processed after the refund deadline will not be eligible for a refund regardless of when a student begins attending.
- No refund is given for classes dropped after deadline.
- Students with a valid address and do not have an obligation to the district will receive their refunds as follows:
 - **Cash Refunds:** Cash refunds will be processed only for cash payments. There is a maximum amount for a cash refund. Any balance remaining after the maximum has been processed will be refunded by a check mailed to the address of record. Students must present a picture ID for a cash refund.
 - **Check Refunds:** Payments made by check will be refunded by check mailed to the address of record. There is a five-week waiting period from the date the check was processed.
 - **Credit Card Refunds:** All payments made by credit card are refunded in the form of credits returned to the credit card used.
- **NOTE: THERE ARE NO CASH OR CHECK REFUNDS FOR CREDIT CARD PAYMENTS.**
- **Parking**
 - Parking permits for the 16 week primary session may be returned to either the Accounting or college Police Office by the **Friday of the second week** of the session to be eligible for a refund.
 - Students with classes other than primary session that are 16 weeks or longer must return their permits directly to the college

Police Office by the **Monday of the third week** of the session.

- Students with classes less than 16-weeks must return their permits directly to the college Police Office by the **Monday of the second week** of the session.
- Students with classes one week or shorter in duration should **see the college Accounting Office for permit refund deadlines.**
- For questions or further information, contact the college Police Office on campus.

REGISTRATION

Registration for all students (excluding current High School students) occurs online using **mySDCCD** at: <http://my.sdccd.edu>. Computers are available for use at the Admissions Office and other campus locations for your convenience. Students with a current application on file as of the **admission application deadline** will be given a registration date and time which can be viewed in the "My Classes" section in **mySDCCD**. Students applying after the deadline will register during open registration. Students can register on or after their scheduled registration date and time.

Special-Admit High School students do not register online with mySDCCD.

- **High School students attending college classes taught on their high school campus:** A college representative will register students in the classroom. Students should turn-in their signed Supplemental Application to the high school program coordinator on their high school campus.
- **High School Students attending college classes taught on the college campus:** High School student have a registration hold preventing them from enrolling in classes online at mySDCCD, they may register in person at the College Admissions Office on or after their registration date and time after submitting their signed Supplemental Application form, with approved course(s), to the Admissions Office.

The class schedule is available on campus and online (without having to login to **mySDCCD**) at <http://classschedule.sdccd.edu/>.

Students can enroll in any available course offered at City, Mesa, or Miramar College. Pay close attention to the "Off Campus" location designation in the class schedule search results.

mySDCCD offers many services including:

- Class schedule search
- Class deadlines (Add, Refund, Drop, P/NP, Withdraw)

- **MyPlanner** (a useful tool to help organize and load courses from your degree requirements into your shopping cart).
- Registration – enroll, drop & withdraw from classes
- Purchase a parking permit
- Pay fees and view payment records
- Purchase an Associated Students Membership
- Waitlist activities– adding, dropping and waitlist status
- Pass/No Pass grading options
- View Financial Aid status
- View attendance hours for tracking classes
- View placement levels (ENGL & MATH Milestones)
- Academic deadlines and calendar
- Grade information
- Academic history
- Petitions to graduate
- Ordering transcripts
- View 1098-T tax information
- View their registration date and time.

Students with a disability and require assistance with registration, should contact the Disability Support Programs and Services (DSPS) Office on campus:

City: (619) 388-3513

Mesa: (619) 388-2780 or (858) 627-2780

Miramar: (619) 388-7312 or (858) 536-7212

Priority Registration

Consistent with state law and the goal of providing a fair and equitable registration system for all students, the San Diego Community College District has established the following priority system for assigning registration appointments.

DSPS, EOPS, CalWORKs, Homeless and Foster Youth, Active Duty Military and Veterans discharged within the last 15 years, and Intercollegiate Athletes may be eligible for priority registration. To receive a priority appointment, all paperwork must be submitted and processed before the 'Application and Priority Registration Deadline' located under Academic Calendars: <https://www.sdccd.edu/students/forms-and-documents.aspx>

For information contact the college Admissions Office.

Priority Groups

Group 1

- Active Military & Veterans who meet the eligibility criteria*, Foster Youth**, Homeless**, CalWORKs, EOPS and DSPS students, Intercollegiate Athletes***. Non-matriculated students are placed at the end of this group.

Group 2

- Continuing Students who have completed orientation, assessment, and have an education plan (Abbreviated education plans only grant a student priority for 2 semesters.)
- Continuing CE Advantage Students

Group 3

- New & Returning Students who have completed orientation, assessment, and have an education plan (Abbreviated education plans only grant a student priority for 2 semesters.)

Group 4

- Continuing, New & Returning Students who have **not** completed all three services: orientation, assessment, and have an education plan.

Group 5

- Students with 100+ Units (Does NOT include Basic Skills units.) (Active Military & Veterans, Foster Youth, Homeless Youth, Intercollegiate Athletes, CalWORKs, DSPS & EOPS students will receive first priority within this group.)

Group 6

- Students with a Baccalaureate Degree (Active Military & Veterans, Foster Youth, Homeless Youth, Intercollegiate Athletes, CalWORKs, DSPS & EOPS students will receive first priority within this group.)

Group 7

- Students who are academically disqualified or disqualified for lack of progress or who have not yet returned to good academic standing. (Active Military & Veterans, Foster Youth, Homeless Youth, Intercollegiate Athletes, CalWORKs, DSPS & EOPS students will receive first priority within this group.)

Group 8

- Students concurrently enrolled in High School

Within each priority group above, students are prioritized according to cumulative units, including transfer units.

Range

- 50.0 – 72.0
- 30.0 – 49.9
- 15.0 – 29.9
- 00.0 – 14.9
- 72.1 – 89.9
- 90.0 +

* Students who are Active Duty Military or Veterans, discharged within the past fifteen (15) years, may be eligible for up to 4 years of priority registration.

Students should contact the Admissions or Veterans Office for additional information. A military ID card or DD214 will be required for verification.

** Foster Youth or Homeless under 25 years of age may be eligible for priority registration. For information, contact the College Financial Aid or Admissions Office.

*** Intercollegiate Athletes participating and registered on a team roster may be eligible for priority registration. For information, contact the College Athletic Department.

Registration Limitations

- When scheduling classes, there must be a ten-minute passing period between classes.
- Students may not register for classes with times that overlap.
- The maximum study load for:
 - Fall and Spring* - 20 academic units including exercise science activity units.
*25 units for Spring and Intersession combined.
 - Summer - 12 academic units including physical activity units.
- Students who do not meet the prerequisite(s) will not be allowed to register for the course.
- For questions regarding prerequisites, contact the Counseling Office on campus. Students who are processing Permission numbers (add codes) are encouraged to process all add codes on the same day.
- All classes entered the same day must be paid in full before mySDCCD will allow the student to add additional classes or process Permission numbers (add codes) the following day.
- City College Work Experience courses must be added using an add code. Contact the City College Work Experience Office for additional information at (619) 388-3495.
- To register for Apprenticeship courses, contact the City College Admissions Office at (619) 388-3475.
- Restricted classes must be added using an add code. For more information, contact the College Admissions Office.
- After the session begins, students must obtain and process an Add Code, issued by the instructor, PRIOR to the add deadline.
- Students may not have more than 30 units of credit for basic skills coursework. Registration will be blocked when this unit is met. Students with a verified learning disability are exempt from this

limitation (contact the DSPS Office for more information).

- Registration will be blocked in any course where three withdrawals have been received. Counselor approval will be required for additional enrollment.

RESIDENCY

California state law requires that each student enrolled in or applying for admission to a California community college provide information and evidence to determine his/her residence classification for tuition purposes. The statutes regarding residence determination are found in Section 68000 of the CA Education Code and Title 5, Sections 54000-54072 of the California Administrative Code. These regulations are available in the Admissions Office and are subject to interpretation by the college.

• Exceptions to Residency Requirements

- Several exceptions to the residency rules apply. They include, but are not limited, to the following:
- Active duty military personnel and their dependents stationed in California
 - Active military and dependents previously stationed in California, who are currently enrolled, and subsequently receive orders to change their duty station to out-of-state
 - Certain minors who remained in California when their parents moved
 - Self-supporting minors
 - Full-time employees of the college or a state agency, or a child or spouse of the full-time employee.

SEXUAL HARASSMENT & ASSAULT PREVENTION (TITLE IX AND CAMPUS SAVE ACT)

San Diego City, Mesa and Miramar College are committed to support all regulations under Title IX. San Diego City, Mesa and Miramar Colleges do not discriminate on the basis of sex, gender, or sexual orientation in their education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender, gender identity, or sexual orientation in employment, as well as all education programs and activities, including prohibitions of sexual harassment and sexual violence. Further information and procedures for filing a complaint of discrimination on the basis of sex or gender are found online at <http://www.sdccd.edu/titleix>

You may also file a complaint directly with the District's Title IX Office:

619-388-6660
Email: TitleIX@sdccd.edu

STUDENT CONSUMER INFORMATION

The Higher Education Opportunity Act requires all colleges and universities to provide their students access to certain information to which they are entitled to as consumers. Under these regulations, San Diego City, Mesa, and Miramar College and Continuing Education annually distribute to all students a notice of the availability of consumer information. Please visit:

<http://www.sdccd.edu/consumer/> for general college information, financial assistance information, health and safety notices, student right to know statistics, and gainful employment.

STUDENT IDENTIFICATION NUMBER

- To protect the privacy of student records, all students are assigned a 10 digit Student Identification number. This number will be required to access student records, all web services that currently require a student ID, AND to conduct other college business on campus.
- CAUTION: If you are uncertain that you already have a student ID number, DO NOT create a new application. Duplicate records will cause significant delays in financial aid, transcripts, and other important business processes.
- Returning students who have missed more than one consecutive semester (excluding summer session), or first-time students applying to San Diego City, Mesa or Miramar Colleges, will receive their Student ID number once their application to the college has been accepted.
- Picture Student ID cards will be issued to new and returning students who have not received a Student ID card (at no charge) in the college Admissions Office upon verification of enrollment and payment of fees. Continuing students who have not previously had their picture taken must do so in the college Admissions Office to receive a picture Student ID card.

STUDENT SUCCESS AND SUPPORT PROGRAM

The goals of the Student Success and Support Program (SSSP) are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through admissions, orientation, assessment, educational planning with a counselor, and student follow-up.

Steps to Student Success

- Step 1 – Admission Application
- Step 2 – Apply for Financial Aid
- Step 3 – Orientation
- Step 4 – Self-Guided Assessment
- Step 5 – Educational Plan
- Step 6 – Register and Pay
- Step 7 – Follow up with a counselor

These services have been designed especially for students who intend to earn a certificate or degree or to transfer to a four-year college or university. However, the services are available to all students admitted to the college, and all students are encouraged to participate in the various services of the program.

STUDY LOAD

• Spring & Fall Semester

12 units = full-time; 9 units = $\frac{3}{4}$ time; 6 units = $\frac{1}{2}$ time

• Summer Semester

6 units = full-time; 4 units = $\frac{3}{4}$ time; 3 units = $\frac{1}{2}$ time

- **Study load requirements may vary at each college for financial aid purposes. Inquire at your college Financial Aid Office for detailed information.**

TIME SCHEDULE CONFLICTS

Students may not register for classes with times that overlap (includes 10-minute passing period).

- Students may not enroll in two classes of the same subject and course number if the start and/or end date of one class overlaps with another class.

TRANSCRIPTS OF RECORD

- All coursework completed at San Diego City, Mesa or Miramar College is included on one transcript. The first two transcripts issued are free of charge. Thereafter, transcripts cost \$5.00 each.
- A student may order an official transcript of record online or in person.
- **Online:**
 - **Current students** can order transcripts through mySDCCD at: <http://my.sdccd.edu>
 - **Former students** of San Diego City, Mesa or Miramar Colleges, or those who do not have an mySDCCD account, may order directly through Credentials at: <https://www.credentials-inc.com/CGI-BIN/dvcgitp.pgm?ALUMTRO008895>
 - Transcripts ordered online will be mailed in 1-2 business days.
 - If the receiving institution accepts electronic transcripts, the transcript will be sent electronically the same day.
- **In Person:**
 - If you need to pay with cash or check, you may complete a request at the College Accounting Office or District Office.

- Hand delivered transcripts must be ordered at the at the District Office at 3375 Camino del Rio South, Suite 100, San Diego, CA 92108-3883.
- Hand delivered transcript requests are considered “RUSH” orders. An additional \$10.00 “RUSH” fee will be applied due to the special handling required.
- **Third Party Authorization:** If another person is ordering and/or picking up your transcript, you need to provide a written letter or complete the transcript request form, include your personal information as well as the person’s name who is requesting the transcript on your behalf. A photo ID will be required.
- Requests will not be processed if students have outstanding holds preventing the release of the official transcript.
- All official copies of the student's permanent record are in the Office of the Registrar. The Office of the Registrar will certify only to the accuracy of the records prepared by and issued directly from that office to another institution.
- **Transcripts sent from our college to another institution are considered to be official. Transcripts presented by a student are considered to be unofficial unless sealed and noted to be official on the outside of the envelope.**

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/>

VETERANS BENEFITS

Veterans’ benefits are available to all students who qualify. All veteran students will be required to pay their tuition and fees at the time of enrollment. For information, contact the Veteran Affairs Office on campus.

WAIT LIST INFORMATION

Students who attempt to register in a class that is closed may select the option to have his/her name placed on a Wait List.

Criteria:

- Students may place their name on **only one Waitlist** for a specific subject and course number.
- Students must meet course prerequisites to be placed on the Waitlist.
- Students who are on a Waitlist and later choose to enroll in another class section of the same subject and course number will be required to remove themselves from the Waitlisted class **before they can ADD** the similar class section.
- Students can check their position number on the wait list on [mySDCCD](#).
- Students have the option to remove themselves from the Waitlist at any time.
- There is a limit to the number of students allowed on each Waitlist.
- **NEW with mySDCCD, when a space becomes available in the waitlisted class:**
 - Waitlisted students will auto-enrolled into the class if a space becomes available **and they are eligible to enroll**. An email will be sent to students after they have been added to the class. It is the student’s responsibility to monitor the payment schedule.
- **Important:** The auto-enrollment process will skip students who are **not** eligible to enroll due to any of these conflicts:
 - HOLDS / Service Indicator (Students with a hold on their record preventing enrollment).
 - Time conflict with another Class on their schedule.
 - Failed to meet a requisite to enroll
 - Exceeding the unit enrollment limit (20 units Fall, 25 Spring/Intersession, and 12 Summer).

Students will retain their position on the waitlist, but the open seat will go to the next student on the waitlist who is eligible to enroll.

- If you are adding a waitlisted class with a permission number (add code), you must drop yourself from the waitlist first. *Be sure to keep your permission number in a safe place.*
- It is the student’s responsibility to check their e-mail or [mySDCCD](#) for the status of their Waitlisted class(es) in order to pay fees in a timely manner. (Fees will need to be paid immediately, prior to the class start date and before the drop for non-payment date.
- Students remaining on the Waitlist after classes begin **MUST** attend the first class meeting (and be on time) to have their Waitlist priority considered by the instructor.

Students enrolled in SDCCD Online courses must contact the instructor on the first day of class via email if they wish to have their Wait List priority considered.

WORK EXPERIENCE

Students may enroll in a maximum of 16 units of work experience in a lifetime, including a maximum of 6 units from General Work experience. Students may enroll in a maximum of 8 units per semester of Occupational Work Experience.

For more information, contact the Work Experience Office on campus.

City	619-388-3495
Mesa	619-388-2789
Miramar	619-388-7703 / 858-536-7703