



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

Concurrent Enrollment

A Guide for Parents and Students

What is Concurrent Enrollment?

Concurrent enrollment allows **high school** students to enroll in **college courses** and receive college credit. The College and Career Access Pathways (CCAP) program and Dual Enrollment are two different types of concurrent enrollment programs available to students in San Diego Unified High School District.

CCAP

- ❖ Taught at the High School
- ❖ Part of Regular School Day
- ❖ High School & College Credit
- ❖ Free Tuition & Textbooks

VS.

Dual Enrollment

- ❖ Taught at the College Campus
- ❖ High School* & College Credit
- ❖ Abundant Selection of Classes
- ❖ Free Tuition (Other fees apply)

Benefits



Earn college credit while in high school, **TUITION FREE!!!**



Reduce the time to complete a college degree



Earn credit towards high school graduation and experience college level courses , weighted HS GPA

What to Expect

- Concurrent Enrollment courses are academically rigorous
- Students will need to practice self advocacy and time management
- Grades become a part of a student's official permanent college record
- Receiving a W/D/F/NP/I in a college class as a high school student may have financial aid implications & will result in being disqualified from the college program

Eligibility

1.

Approval from High School Counselor and Parent/Guardian via Supplemental App.

2.

Minimum high school GPA of 2.5+, 3.0 recommended

3.

Satisfy college course prerequisites and content requirements

FERPA

- In accordance with the California Education Code and Family Educational Rights and Privacy Act of 1974 (FERPA), parents of students taking college classes, regardless of age, do not have a right to access their student's record without written permission from the student
- FERPA applies regardless of where the course is taught, at the college campus and/or the high school site
- College class instructors are not required to communicate with parents, even with permission of the student
- If a student has a concern about their college class, all inquiries should be directed to the college instructor or the college

On Campus Resources

- General College Counseling for educational and career planning, including transfer
- Tutorial Services
- Library and Technology services



City



Mesa



Miramar

Disability Support Programs and Services(DSPS)

The DSPS Office can assist concurrently enrolled students with the following:

- Identify individual accommodations
- Recommend appropriate disability management strategies
- Assist with understanding legal rights and responsibilities
 - Students that have High School IEP's and 504's don't translate to college level services
 - Will need to apply separately and have DSPS formal intake

For more information contact the DSPS office at:

San Diego City College

Contact Information:

P: 619-388-3513, press 4

F: 619-388-3801

E: CityDSPS@sdccd.edu

San Diego Mesa College

Contact Information:

P: 619-388-2780

F: 619-388-2460

E: MesaDSPS@sdccd.edu

San Diego Miramar College

Contact Information:

P: 619-388-7312

F: 619-388-7917

E: miradsps@sdccd.edu


Course Selection

- Courses offered vary depending on site
- Consult with high school counselor for available selection
and guidance toward the appropriate courses
- Dates and meeting schedules are pre-determined

Steps to enroll

1. Create California Community College (CCC Apply) Account
2. Login & Submit College Application & Receive User ID #
3. Submit Supplemental Application*
 - Online for CCAP; In Person for Dual Enrollment
4. Create & Login to mySDCCD Student Portal

1. Create a CCC Apply Account



California
Community
Colleges

OpenCCC

To continue to a California Community College secure web application, **please sign in or create a new account.**

Sign In

Forgot?

Username

- Enter OpenCCC Username -

Password

- Enter OpenCCC Password -

Sign In

Create a New Account

A Service Of The
California Community Colleges Chancellor's Office

[Help](#)[Terms of Use](#)[Accessibility](#)[Privacy Policy](#)

Account Created

Your secure OpenCCC account has been created.

Please take a moment to ensure that you remember your username and password.

Your CCCID is:

X

Next Step

Continue to a Secure CCC Application

Continue

***The CCCID is NOT your college ID #**

2. Submit College Application

Students must submit their college application through CCC Apply to receive their 10 digit SDCCD User ID number via email

The screenshot displays the application portal for San Diego Community College District (SDCCD). The header features the logos for San Diego City College, San Diego Mesa College, and San Diego Miramar College. A sidebar on the left lists the application sections: Enrollment Information (highlighted with a yellow arrow), Account Information, Education, Citizenship/Military, Residency, Needs & Interests, Demographic Information, Supplemental Questions, and Submission (highlighted with a red box). The main content area is titled "Welcome to the Application" and contains a form for "Enrollment Information". The form includes three dropdown menus: "Term Applying For" (with "-- Select --"), "Educational Goal" (with "-- Select --"), and "Intended Major or Program of Study" (with "-- Select --"). A "Save" button is located below the form.

3. Supplemental Application

- Use your new college ID number through SDCCD to complete supplemental application. DocuSign is a web portal that allows students and parents to electronically complete and sign enrollment documents. [DocuSign Video Guide](#)
- New, first time CCAP students and parents will need to complete the **one-time** DocuSign enrollment forms.
- Students taking courses at the college campus will need to complete a paper form each semester

DocuSign- CCAP Only

PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Student

Your Name: *

Full Name

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

Parent/Guardian

Name: *

Full Name

Email: *

Email Address



San Diego Community College District Supplemental Application and Certification of Special Part-Time High School Student For Classes Held on the High School Campus Only (CCAP)

College Campus: _____ High School: _____

Student Name: _____ College Student ID: _____
(PRINT)

Current Grade Level: Junior (11th) Expected High School Graduation Date: 06/10/20

Admission Regulations

(initial )

1. Students may enroll in a maximum of 15 units and have their enrollment fees waived.
2. Partnership agreements may have alternative or other specific enrollment guidelines.
3. High school students must satisfy course prerequisites and eligibility requirements. Proof required, contact the college for information.
4. Physical education activity classes will not be permitted for enrollment.
5. The course must be advanced scholastic or technical (college degree applicable). Contact the college Admissions Office for details.
6. Students will be given college credit for all courses. Grades will be part of the student's permanent college record.
7. I have received and read the *Important Facts of Concurrent Enrollment*.

Academic Standing Rules

(initial )



1. Students must maintain a 2.0 grade point average each semester in all college work.
2. Students must not receive a "W", "I" and "NP" in any college semester or the student will be academically disqualified.
3. A special part-time student whose grade point average falls below a 2.0, or who does not complete 60% of all units attempted will not be permitted to re-enroll.

Access to Student Record

(initial )

DocuSign forms only need to be submitted **one time** per student for all semesters

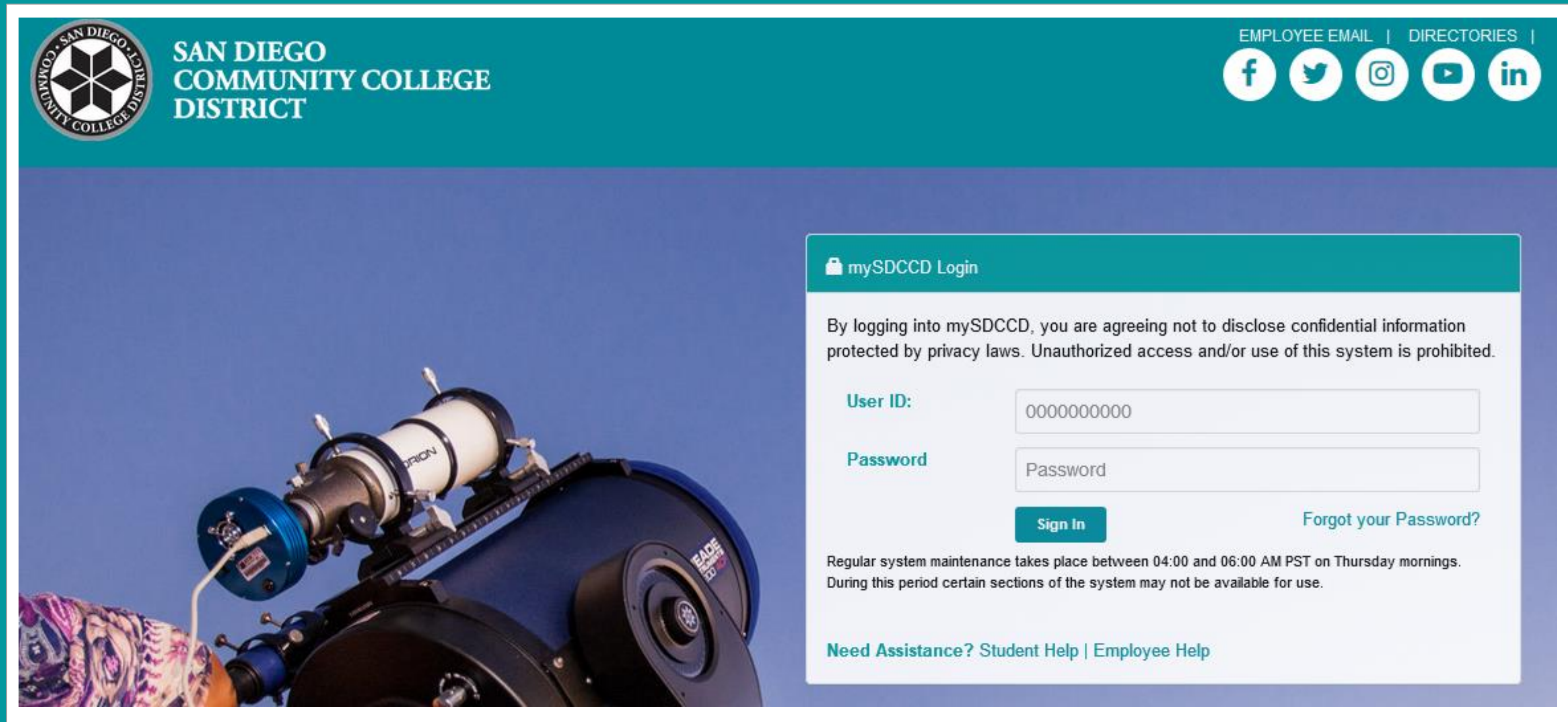
College Campus Supp. App.

San Diego Community College District Supplemental Application and Certification of Special Part-Time High School Student																																									
	<input type="checkbox"/> City <input type="checkbox"/> Mesa <input type="checkbox"/> Miramar <input type="checkbox"/> ECC <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20____																																								
Name: _____ (PRINT) Last First MI	Student ID Number: _____																																								
Current Grade Level: _____	Expected High School Graduation Date: _____																																								
Admission Regulations: 1. Students must have completed the 10 th grade. 2. Students may enroll in fewer than 12 units and have their enrollment fees waived. 3. Partnership agreements may have alternative or other specific enrollment guidelines. 4. High school students must satisfy course prerequisites and eligibility requirements. Proof required – contact the college for information. 5. Physical education activity classes will not be permitted for enrollment. 6. The course must be advanced scholastic or technical (college degree applicable). Contact the college Admissions Office for details. 7. Students will be given college credit for all courses. Grades will be part of the student's permanent college record. 8. I have received and read the <i>Important Facts of Concurrent Enrollment</i> .																																									
Academic Standing Rules: 1. Students must maintain a 2.0 grade point average each semester in all college work. 2. Students must not receive a "W", "T" and "NP" in any college semester or the student will be academically disqualified. 3. A special part-time student whose grade point average falls below a 2.0, or who does not complete 60% of all units attempted will not be permitted to re-enroll.																																									
I have read the Admission Regulations and Academic Standing Rules stated above and understand the eligibility requirements thereof. Student Signature: _____ Date: _____																																									
HIGH SCHOOL CERTIFICATION (to be completed by the high school) <ul style="list-style-type: none">This is to certify that _____ at: _____ high school has my recommendation to attend community college based upon their ability to benefit from advanced scholastic work in accordance with California Education Code Section 48800.5.The above student is approved to attend the course listed below with the San Diego Community College District during the: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: 20____ <table border="1"><thead><tr><th rowspan="2">Course Number</th><th rowspan="2">Course Reference Number (CRN)</th><th rowspan="2">Subject Area</th><th rowspan="2">Units</th><th colspan="7">Class Meets</th></tr><tr><th>Hours (Begin/End)</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table> <ul style="list-style-type: none">I certify that the course is not available at the school of attendance.I certify that any ADA for this student is claimed in accordance with the law.I certify that in conformity with California Education Code, no more than 5% of this student's class is participating in concurrent summer enrollment at a community college.I certify that this student's enrollment is consistent with the admission regulations above. Principal/Vice Principal Name: _____ Date: _____ (PRINT) Last First Principal/Vice Principal Signature: _____ School Telephone: (_____) _____ 		Course Number	Course Reference Number (CRN)	Subject Area	Units	Class Meets							Hours (Begin/End)	M	T	W	Th	F	S																						
Course Number	Course Reference Number (CRN)					Subject Area	Units	Class Meets																																	
		Hours (Begin/End)	M	T	W			Th	F	S																															
PARENT/GUARDIAN PERMISSION FOR MINOR CHILD TO ENROLL IN A COLLEGE CLASS (to be completed by the Parent/Guardian) I grant permission for my child, _____, to enroll in the indicated class(es) listed herein during the: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year 20____ Indicate College: <input type="checkbox"/> City <input type="checkbox"/> Mesa <input type="checkbox"/> Miramar <input type="checkbox"/> ECC <ul style="list-style-type: none">I understand that in accordance with state & federal law, I will not have the right to access my child's college records without their written consent or a court order.I understand that students attending classes on the college campuses are guests and must comply with all policies of the District including the Student Code of Conduct (Board of Trustees Policy, BP 3100). Students who violate District policies will be subject to removal.I have received and read the <i>Important Facts of Concurrent Enrollment</i>.Note that some private institutions may not grant college credit if the student also received high school credit for the same course. Parent/Guardian Name: _____ (PRINT) Last First MI Signature: _____ Date: _____																																									
MINOR'S AUTHORIZATION CONSENT FOR MEDICAL TREATMENT (to be completed by the Parent/Guardian) <ul style="list-style-type: none">In cases of illness, injury or life threatening emergencies, I hereby authorize San Diego City, Mesa and/or Miramar College Student Health Services staff to assess and treat my child.Permission is also granted to provide a referral to an outside physician and facility, if deemed necessary by health care providers.This permission does not cover special elective procedures requiring local anesthesia (suturing, biopsy, toenail removal). Parent/guardian will be contacted via telephone, and sent consent form for permission to perform these procedures.Per state law, parental permission is NOT required in cases of treatment of sexually transmitted disease and contraception (birth control).Nominal fees may be charged for laboratory, pharmacy, and special procedures deemed necessary by health care providers at the college Student Health Services. Payment of these fees will be required at the time services are received.I authorize the college to provide medical treatment to my child in case of emergencies. Parent/Guardian Name: _____ (PRINT) Last First MI Parent/Guardian Signature: _____ Date: _____																																									
ACCESS TO STUDENT RECORDS (to be completed by the student) I, _____, hereby authorize access to all of my academic records maintained by the San Diego Community College District to the following school/person/organization listed below: <input type="checkbox"/> School/District: _____ <input type="checkbox"/> Parent/Guardian: _____ <input type="checkbox"/> Organization/Other Third Party Designee: _____ This authorization will be effective beginning: _____ through: _____ (Term) (Term) Student Signature: _____ Date: _____																																									
Distribution: Campus Admissions Office; Original sent to District Record Office at end of term SS-PHS 06/2016																																									


Students must turn in the physical form each semester for courses held on college campus (including online)






How Do I Login To My MySDCCD Portal?

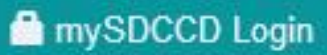
my.sdccd.edu



The screenshot shows the mySDCCD Login portal. The header features the San Diego Community College District logo and name on the left, and links for Employee Email, Directories, and social media icons (Facebook, Twitter, Instagram, YouTube, LinkedIn) on the right. The main content area has a teal background with a large image of a telescope. The login form is a white box with a teal header 'mySDCCD Login'. It contains a disclaimer, input fields for User ID (0000000000) and Password (Password), a 'Sign In' button, and a 'Forgot your Password?' link. At the bottom, it mentions regular system maintenance on Thursday mornings and provides links for Student and Employee help.

 **SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

EMPLOYEE EMAIL | DIRECTORIES |
    



By logging into mySDCCD, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is prohibited.

User ID:

Password

[Sign In](#) [Forgot your Password?](#)

Regular system maintenance takes place between 04:00 and 06:00 AM PST on Thursday mornings. During this period certain sections of the system may not be available for use.

[Need Assistance? Student Help | Employee Help](#)

What Is Inside MySDCCD Portal?

Welcome to Mesa College

My Classes

[My Classes](#) [My Grades](#)

[Fall 2019](#)

Class Nbr.	Course	Title	Status
15989	ARTF 100	Art Orientation	Dropped
	Mesa FA-105	On Campus	MW: 08:00 AM-09:25 AM

You have a registration hold on your record, please [check your holds](#).

Open Enrollment for Fall 2019 is 08/05/2019

[Enroll](#) | [Class Search](#) | [My Planner](#) | [View Unofficial Transcript](#)

Last Updated: 10/16/2019 12:33 PM

My Financial Aid

You do not have any awards.

College of Record:	Mesa College
Satisfactory Academic Progress:	Unknown
Residency Status:	Resident
Direct Deposit:	Not Available

Last Updated: 10/16/2019 12:33 PM

My To-Do List

You currently have no to-do items.

My Finances

Total Charges Due: No Payment Due

[Account Inquiry](#) | [Refund Policy](#)

Calendar and Deadlines

[By Term](#) [By Date](#)

Fall 2019

06/17/2019 - Class Schedule Available

06/21/2019 - Fall Application Deadline for a Priority Appointment

06/28/2019 - View Your Fall Registration Appointment on mySDCCD

07/09/2019 - Priority Registration Begins

08/05/2019 - Open Registration Begins

08/12/2019 - Bus and Trolley Pass Available for Purchase

08/19/2019 - Click here for Important Fall Session Deadlines

Spring 2020

My Success Path

My Goal:	Advance in current job/career (update job skills)
My Major:	Business Admin for Transfer
Current Academic Standing:	Good Standing
Catalog Year:	2012-2013 Catalog Year

[Transfer Coursework](#) | [Milestones](#) | [My Education Plan](#) | [What-If Scenarios](#) | [Apply for Graduation](#) | [View Graduation Status](#) | [Advising Notes](#)

You have 1 item pending.

Student Quicklinks

MESSAGE CENTER

STUDENT INFORMATION CENTER

CLASS SEARCH

CLASS REGISTRATION

CANVAS

MY FINANCES

FINANCIAL AID

VIEW UNOFFICIAL TRANSCRIPT

REQUEST OFFICIAL TRANSCRIPT

VOTER REGISTRATION

PERSONAL INFORMATION

Documents and Forms

My Student Store

Associated Students Membership

Bookstore

Bus Pass

Parking Permit

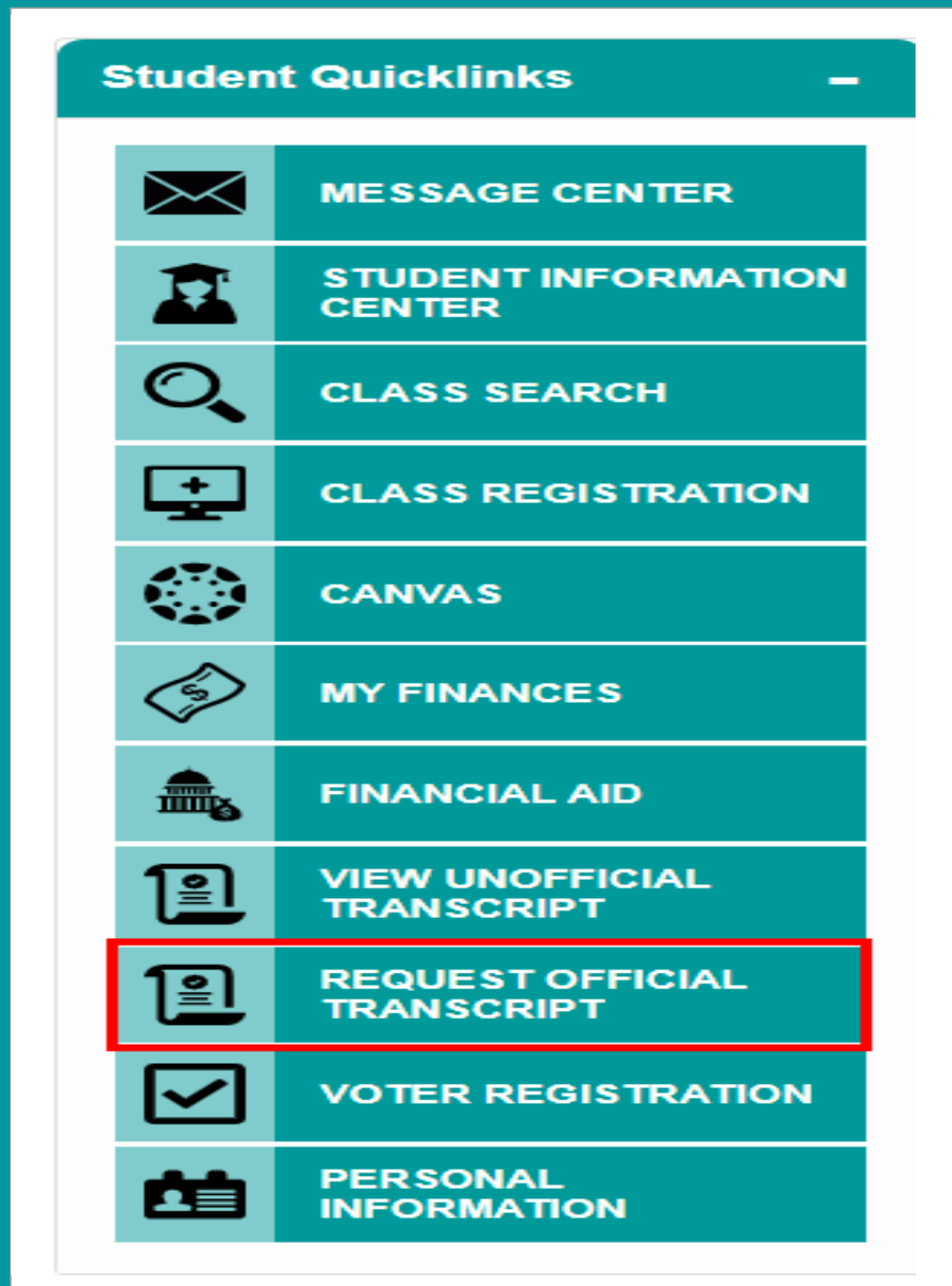
Help and Support

*All students will have a hold on their account indicating that they are a high school student 17

Do I Have College Transcripts?

mySDCCD Portal: my.sdccd.edu

District Website: www.sdccd.edu



All coursework completed at San Diego City, Mesa or Miramar College is included on one transcript. There is no need to request a transcript from each (City, Mesa, Miramar) college. The first two transcripts issued are free of charge. Thereafter, transcripts cost \$5.00 each.

Official transcripts can be ordered online or in person:

ONLINE

Students can order transcripts through our transcript partner **Credentials** (credit or debit cards only):



- **Current students** may be order transcripts through mySDCCD.
- **Former students** of San Diego City, Mesa or Miramar Colleges, or those who do not have an mySDCCD account, may order directly through [Credentials](#) by clicking on this link.
- 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, download the [Transcript Request Form](#) or pick one up at your College Accounting or Admissions Office.
- Hand delivered transcripts must be ordered in person at the at the District Office at 3375 Camino del Rio South, Suite 100, San Diego, CA 92108-3883. District Office hours are Monday–Thursday 8:00 a.m. – 5:00 p.m.; and Friday 8:00 a.m. – 3:00 p.m.
 - Hand delivered transcript requests ordered at the District Office 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.

NOTE: 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.

Click [here](#) for information regarding transcripts from previous colleges/universities attended.

Questions? You may send an email to t inquiry@sdccd.edu or call 619-388-6924.

Timeline for Fall 2020 Courses

- All forms (DocuSign and/or physical forms) must be submitted by the date set by your school
- Changes are subject to high school counselor liaison approval and must meet deadlines
- Be mindful of your college course start date

I Graduated High School! Now What?

Update Your Status from High School Student to Regular College Student



Valid Photo ID

&

Proof of HS Completion

SAN DIEGO
CITY COLLEGE

SAN DIEGO
MESA COLLEGE

SAN DIEGO
MIRAMAR
COLLEGE

A-241 Enrollment Services

I-400 Student Services

K1-207 Admissions

Questions & Concerns

Primary contact is your High School College Liaison

For additional questions about college processes contact the Community College