

# GENERAL INFORMATION

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.

City, Mesa & Miramar Colleges use e-mail as the primary means to communicate important notices and information to students. To help us provide better service, students should make sure that the college has a current e-mail address. To update your email, go to <http://studentweb.sdccd.edu> and click on the [Update E-mail](#) link.

Students are encouraged to refer to the General Information provided on the following pages for detailed information. This information is listed in alphabetical order as listed below. Students are advised to contact specific departments on campus if additional information/assistance is required.

## Easy Reference Guide

### General Information

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## General Information

### **ADDING CLASSES (CRASHING)**

To add (crash) a class after classes have started, students must obtain an "add code" issued by the instructor on or after the first day of class. Add codes must be processed by the add deadline, and fees paid in full to be considered officially enrolled.

- Add codes for Special Admission part-time high school and Joint Diploma students must be processed in person in the college Admissions Office prior to the add deadline.

Note: If an instructor finds that a student has given his/her add code to another student, the instructor may administratively drop the student.

### **ADMISSIONS REQUIREMENTS**

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

- Persons who possess a high school diploma or California high school proficiency exam certification, or GED with an average score of 45 or higher.
- Persons 18 years of age or older, or emancipated minors who do not possess a high school diploma or equivalent, may be admitted by the college under provisional admissions status.
- High school students requesting concurrent enrollment may be admitted as "special part-time" students subject to the following criteria:
  1. Students must have completed the 10<sup>th</sup> grade.
  2. A student may take a maximum of two courses, not to exceed 8 units per semester or session. This maximum includes classes at City, Mesa, Miramar Colleges and ECC (excludes High School Honors classes).
  3. Students must satisfy prerequisites and eligibility requirements for each course.
  4. Students must maintain a 2.0 grade point average each semester in all college work.
  5. If the number of units of W, I and NC 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.
  6. Enrollment in Physical Education classes will not be permitted.
  7. The course is advanced scholastic or technical.
  8. The course is not available at the school of attendance.
  9. Students will be given college credit for all courses. Grades will be part of the student's permanent college record.
- Persons under 18 years of age who do not have a high school diploma may be admitted as "special

full-time" students pursuant to Education Code 48800.5 with 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 admissions status.

### **ASSESSMENT**

Assessment is a process that includes tests and other measures to assist students in selecting courses best suited to their abilities and educational goals.

Specifically, assessment helps students identify their skill levels in English, ESOL and mathematics to ensure proper course selection. All new students should go through assessment and orientation unless they already possess an associate degree or higher.

- Special assessment is available to students if English is not their native language and /or they speak, read and write their native language most of the time. Students can contact the Testing Office for an appointment at:
  - City College 619-388-3540
  - Mesa College 619-388-2718
  - Miramar College 619-388-7379
- Placement test results are available on Student Web Services at <http://studentweb.sdccd.edu>. Click on the "View Your Placement Levels" link.
- Testing accommodations are available to students with disabilities. For information, contact the Disability Support Programs and Services (DSPS) on campus.

### **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.

### **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.

### **BUS & TROLLEY PASS**

Students may purchase **semester** bus & trolley passes at a discounted rate of \$178.00 for the Fall 2009 semester. Passes will be available for purchase August 17 to September 18, 2009 at the City, Mesa, Miramar, and ECC Accounting offices.

Passes are valid for unlimited use on either the bus or trolley for routes up to \$2.50 from (includes weekends and holidays). (Financial Aid students should contact the Financial Aid Office on campus for detailed information.) Note: The price of the 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:

Published prices are subject to change by SANDAG (San Diego Association of Governments).

- Students MUST bring their student ID card to the Accounting Office when purchasing their bus & trolley pass
- For bus schedule information, call the Regional Transit Information Office at: (619) 233-3004.

### **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: <http://www.sdccd.edu>

- The District will also communicate college emergency information through emergency cell phones numbers if it is provided on Reg-e.
- Log-on to Reg-at: <http://studentweb.sdccd.edu> to provide this important 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

### **CLASSES BY ARRANGEMENT**

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

### **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.

### **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:

Mesa College (J-202)	
M – Th	7:00am -10:00pm
F	7:00am - 5:00pm

City College (T-211)

M – Th	7:00am -10:00pm
F	7:00am - 5:00pm

Miramar College (B-102)

M – Th	8:00am -7:30 pm
F	8:00am - 5:00pm

- **Enforcement Hours** – Student parking permits are required Monday – Friday, 7:00am to noon and 6:00pm to 10:00pm. Staff Permits, meters and most other violations are enforced 7:00am to 10:00pm. 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: T-211 Mesa: J-202 Miramar: B-102  
Escorts and police services at other locations are available anytime by calling College Police Dispatch at (619) 230-2808 or (619) 388-6405.

### **COLLEGE STUDENT IDENTIFICATION NUMBER – CSID**

- To protect the privacy of student records, all students are assigned a College Student Identification number (CSID). 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.
- Students who do not have a CSID number, should login to Student Web Services at <http://studentweb.sdccd.edu> and click on the "Get your CSID" button.
- Students who have forgotten their CSID number may click on the "get your CSID" button to retrieve their number. This number should be kept in a secure location.
- 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 CSID number once their application to the college has been accepted.
- Picture CSID cards will be issued to new and returning students who have not received a CSID 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 CSID card.

### **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.

### CONFIRMATION OF CLASSES

Class confirmations will only be sent via e-mail. Students with a valid e-mail address, who are registered and paid in full, will receive a confirmation of classes via e-mail beginning July 6, 2009. Students who do not have a valid e-mail address may print a copy of their schedule on Reg-e at:  
<http://studentweb.sdccd.edu>

### 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.

### 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.

### 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.

### CREDIT/NO CREDIT GRADING OPTIONS (Pass/No Pass)\*

Students may also select the credit/no credit (pass/no pass) grade option when registering. This option must be selected by the published deadline posted in the online schedule of classes. Classes eligible to be taken for credit/no credit (pass/no pass) are designated in the schedule with a pound symbol (#). Details on Pass/No Pass grading options are available in the college catalog.

- Students who plan to transfer to a four-year institution should review the credit/no credit (pass/no pass) acceptance policy of the transfer institution prior to requesting this grade option. Restrictions in the San Diego Community College District also apply.

**\*Important Notice** - Effective Fall 2009, the **Credit/No Credit** (CR/NC) grading option will change to **Pass/No Pass** (P/NP). Active student

records will be updated to reflect the symbol change of CR/NC to P/NP.

### DIRECT DEPOSIT

Financial Aid students are now able to have their Financial Aid checks deposited directly to their bank accounts via direct deposit. For more information contact the Financial Aid on campus.

### 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 – 619-388-2974
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.

### 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 is 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

### FEES AND TUITION INFORMATION

- All fees must be paid in full by the date indicated on Reg-e 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.

### Mandatory Fees

- Enrollment Fee
  - **The current enrollment fee is \$26 per unit (effective Fall 2009) per legislative action.**
  - Exemptions from the enrollment fee are available to students who qualify for a fee waiver (BOGW).
  - To apply for a fee waiver, students may complete the e- BOGW online at <http://studentweb.sdccd.edu>, or obtain an application in the college Financial Aid Office.
  - Indentured apprentices are exempt from enrollment fees for Apprenticeship Program classes only.
- Non-Resident Tuition
  - In addition to the enrollment and health fees, \$190.00 per unit tuition is currently charged to students who are not residents of California for tuition purposes.
- Health Fee
  - ALL students are assessed a mandatory fee for health services and accident insurance, whether or not they choose to use the health services. The health services fee is currently \$17.00 for Fall 2009. The following students are exempt from the health fee:
    - Students who meet the income requirements for the Board of Governor's Waiver (BOGW-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 bonafide religious sect, denomination, or organization, may petition to have the fees waived. To apply for an exemption contact the Admissions Office.
- Liability Insurance
  - Students enrolled in occupational courses that require directed clinical experience will be charged a \$7.00 fee per semester for liability insurance.
- 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 Reg-e. 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

- Automobile permits: \$30.00 (hanger included)
- Carpool permits: \$30.00 (Mesa only) – See College Police for information
- Motorcycle permits: \$15.00
- Students receiving public assistance, or who are determined eligible for financial aid based on income standards may purchase an automobile parking permit for \$20.00 (Contact the Financial Aid Office on campus for eligibility determination).
- A.S. Membership: not available in the summer.

### FINANCIAL AID

- Many types of financial aid are available to students who qualify. Students needing financial assistance must apply immediately to receive consideration for federal grants and the work-study program. Awards for these programs are 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.
- The FAFSA (Free Application for Federal Student Aid) is available online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Apply for a Board of Governor's Waiver (BOGW) online at <http://studentweb.sdccd.edu>. Click on e-BOGW link.
- Interested students should file the completed BOGW application at their college of registration at least one full week prior to their registration appointment to ensure that aid is available. Late applications are accepted, however processing will be delayed and students will be required to pay all fees while their application is being processed. For more information, students should contact the Financial Aid Office on campus.
- Students will be informed on Reg-e of the fees that will be paid by financial aid. Additional fees are the responsibility of the student.

### DIRECT DEPOSIT

Financial Aid students are now able to have their Financial Aid checks deposited directly to their bank accounts via direct deposit. For more information contact the Financial Aid on campus.

### The Board of Governor's Waiver (BOGW):

BOGW does not pay for student health fees, with the exception of students eligible for BOGW-A. In addition, BOGW does not pay for parking permits, A.S. memberships, student representation fees, or liability insurance.

Students should process their financial aid through the payment menu option during registration.

- If financial aid is awarded after the student registers and fees have not been paid, financial aid must be processed by the student of Reg-e.
- Additionally, students must pay their health fees or they will be dropped from their classes.
- Students awarded financial aid after paying their fees should contact the Accounting Office.

- For questions about financial aid, contact the college Financial Aid Office immediately.
- Students can view their financial aid award on Reg-e at: <http://studentweb.sdccd.edu>.

### FREE SPEECH

Free speech areas have been designated 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 office of the Vice President of Student Services, or the Dean of Student Affairs office on campus.

### GRADES

- Grades are available on e-Grades at: <http://studentweb.sdccd.edu>
  - Summer 2009 grades will be available beginning July 13, 2009
  - Fall 2009 grades will be available beginning January 11, 2010

### GRADUATION

The last day to file a petition for graduation for an Associate Degree or Certificate of Achievement for Spring or Summer 2010 graduation is October 30, 2009 in order to receive an evaluation prior to the beginning of the Spring semester. (See the college catalog for additional information regarding graduation requirements.)

- 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

### HOLDS

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 Student Web Services at <http://studentweb.sdccd.edu> and click on the Honors Application link.

**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

Students can find important deadlines in the online schedule of classes by clicking on the “details” box

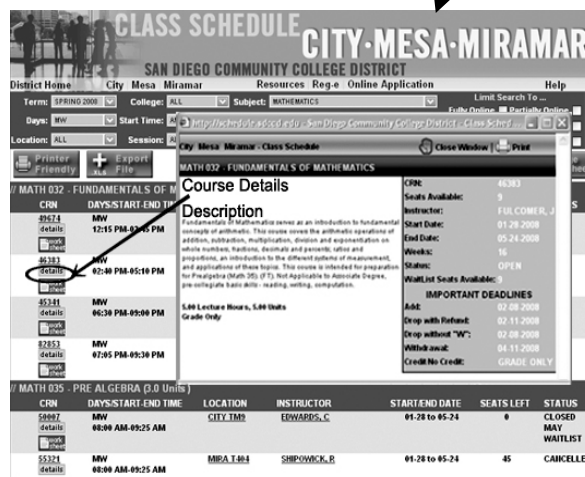
next to the class that you are interested in viewing, including:

- receiving and processing add codes
- dropping classes with no “W” recorded
- refund of enrollment fees and/or non-resident tuition
- petitions for credit/no credit

**Important Notice** - Effective Fall 2009, the **Credit/No Credit (CR/NC)** grading option will change to **Pass/No Pass (P/NP)**. Active student records will be updated to reflect the symbol change of CR/NC to P/NP.

- last day to withdraw\*\*

▶ View the online schedule of classes at: <http://schedule.sdccd.edu>



### 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 Reg-e.

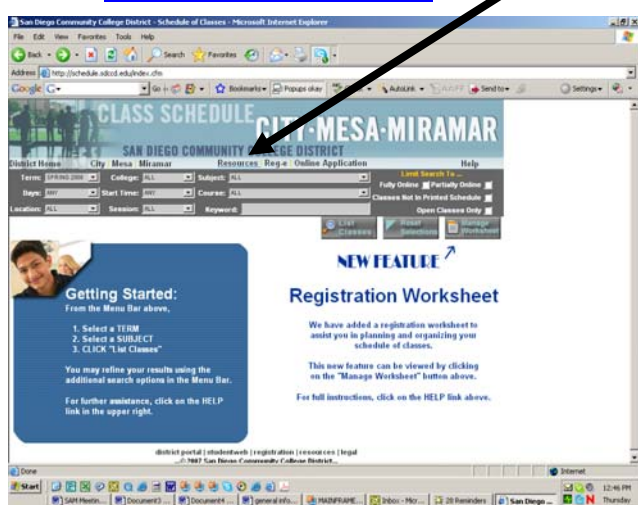
### INTERNATIONAL STUDENTS APPLICATION FEE

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. For detailed information on IGETC, click on the "Resources" link in the Online Schedule of Classes at:

<http://schedule.sdccd.edu>



**Interested in Transferring your college credits?**

<http://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.

**MATRICULATION SERVICES**

The college matriculation program is designed to help students succeed in their academic program. To "matriculate" means to enroll and to commit oneself to an educational goal. Thus, matriculation is a process that requires a commitment on the part of the college as well as the student. See the 5 Steps to Registration.

**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. Note that classes offered on military bases may be relocated at anytime during the semester.

**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 Reg-e 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.**

**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. Matriculating 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 required to park in the City, Mesa, Miramar, and ECC College lots. Parking permits are available for purchase during registration on Reg-e, or at the college Accounting Office. Permits are only valid for the current semester. Permits purchased after the semester begins must be picked up at the College Police Office.

**A PERMIT DOES NOT GUARANTEE A PARKING PLACE!**

- Automobile parking permits purchased and paid will be mailed to students on the following dates:

<u>Purchased and Paid</u>	<u>Mailed</u>
July 2 – August 7	August 10
August 10 – 14	August 17
August 17 – 21	August 24

- Automobile parking permits purchased and paid after August 21, 2009 must be picked up in the College Police Office on campus.
- Motorcycle permits must be picked up in the College Police Office on campus beginning August 10, 2009 in rooms:  
City – T211 Mesa – J202 Miramar – B102
- Parking Permits will be required on campus beginning September 8, 2009.

Parking permits are NOT required to park in student lots Monday-Friday from 12 noon - 6pm and all day Saturday & Sunday throughout the semester.

- **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.
- **“Booting” Vehicle Immobilization Warning**  
Vehicles that accumulate five (5) or more unpaid parking citations may be immobilized (booted) or impounded.

#### **PERSONAL IDENTIFICATION NUMBER (PIN)**

- First-time Reg-e users will be asked to enter their 6-digit birth date in month, day and year in order. Single digits must be preceded by a zero.  
Example: January 7, 1986 = 010786
- Once a birth date is entered, students will be asked to assign themselves a PIN.
- The PIN may be any series of numbers, 4 digits in length. Students should assign a PIN that they will remember.
- This number is required each time Reg-e is accessed.
- If a student forgets his/her PIN, he/she must go the Admissions Office with a picture ID to reset the PIN. Staff members do not have access to student PINs.
- To ensure the confidentiality of student records, students should not share their PIN with anyone, nor print it on any document.

#### **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.

- **Transfer Work or Equivalent Courses**  
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.

- **Placement Testing**

Students may clear English and math prerequisites by taking the placement test and scoring at the required skill level. For example, if a student takes the English placement test and scores Writing 5 (W5) and Reading 5 (R5), he/she will have met the prerequisite for English 101. Contact the Counseling Office for more information.

- **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 no later than 10 working days prior to the published add deadline for the course being challenged.

- **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.

#### **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 for Summer Semester.

#### **Priority Group**

- 1) DSPS & EOPS students
- 2) Active Duty Military, or Veterans discharged within the past two year may be eligible for priority registration. To qualify, students must have contacted the Residency/Admission Office by June 18, 2009. Military ID card or DD214 are required for verification.
- 3) Continuing Students
- 4) New Matriculating Student
- 5) New and Returning Students
- 6) Students possessing a baccalaureate or higher degree who are not matriculating\*
- 7) Special Part-Time High School Students

\* Students with a baccalaureate or higher will move into one of the other four groups once they have completed an education plan.

Within each priority group above, students are prioritized according to cumulative units, including transfer units and work in progress. Students who have completed an education plan will receive priority within each range. New students are assigned an appointment on a first-come, first-served basis.

#### Range

50.0-69.9 units

70.0-89.9 units

30.0-49.9 units

15.0-29.9 units

00.0-14.9 units

90+ units

### **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 students must use Reg-e to either drop all classes or reduce their unit load by the refund deadline as follows:
  1. Primary Session (16-weeks or more), Monday of the third week.
  2. Short-Term Sessions (less than 16-weeks), Monday of the second week.
  3. For classes 1 week or shorter in duration, See Admissions for refund 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.
- In order to be eligible for a refund of fees - enrollment, parking permit and/or tuition - students must use Reg-e to either drop all classes or reduce their unit load in accordance with the following schedule:
  - No refund is given for classes dropped after deadline.
- **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 must be returned by the Monday of the third week of the session to be eligible for a refund. Students with classes shorter than 16 weeks must return their permits to the College Police Office by the Monday of the second week of classes. Students with classes one week or shorter in duration should see the college Accounting Office for permit refund deadlines. Students must take their parking permit to the Accounting Office to process the refund. For questions or further information, contact the College Police Office on campus. There are no refunds for parking permits after the Monday of the third week of any session.

### **REGISTRATION**

- All students must register online using Reg-e at: <http://studentweb.sdccd.edu>. Computers are available on campus for students' convenience. Contact the Admissions Office for locations on campus.
- Students with a current application on file as of June 18, 2009 will be notified of their registration date and time as follows:
  - Students with a valid e-mail address will be notified via e-mail.
  - Students who do not have an e-mail address will be notified by mail.
  - Students applying after this date will receive their date and time to register at the time of application.

#### **Fall Registration Dates**

**July 2** DSPS and EOPS

**July 6** Active Military and Veterans may be eligible for priority registration. To qualify, students must have contacted the Residency/Admissions Office on campus by June 18, 2009

**July 6-24** Registration by appointment

**July 27** Begin open registration

**August 17** Begin registration for special part-time high school and joint diploma students. Students must register in person at the Admissions Office. Contact the Admissions Office for registration information and procedures.

- Registration(Reg-e) hours:
  - Monday - Friday: 7:00am – 12:00 Midnight
  - Saturday: 8:00am – 1:30pm

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

- Registration NOT Available:  
July 3 & 4, August 22, September 7,  
November 13 – 14 and 26-28
- Students can register on or after their scheduled appointment.
- If for some reason a student does not receive a registration appointment, his/her appointment can be obtained on Reg-e.
- 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

### 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.
- Due to limited availability of classes, students will be limited to register in 16 units. Once classes begin on August 24, 2009, students will be permitted to add additional units (up to 20) if space is available.
- 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 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 Reg-e will allow the student to add additional classes or process an add code 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.

### 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.

### STUDY LOAD

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

Students may obtain an official transcript by

- Filing a request in person at the college Admissions Office, or
- Visiting, writing or faxing the Office of the Registrar, San Diego Community College District, 3375 Camino del Rio South, San Diego, CA 92108-3883. Faxed requests are processed in the order received.

FAX number: (619) 388-6946

Hours of Operation:

Mon.-Thurs., 8am - 5pm, Friday, 8am – 3pm.

- The first two transcripts issued (in a lifetime) are free of charge. Thereafter, transcripts are \$5.00 each.
- All transcript requests are processed in the order received within 10 working days, including faxed requests (excludes "rush" orders).
- An additional \$5.00 special handling fee will be charged for all "rush" order transcript requests. The special handling fee will be charged per request, not per transcript.

### VETERANS' BENEFITS

Veterans' benefits are available for students who qualify. For information, contact the Veterans 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.

**Wait Listing is not a guaranteed priority for enrollment.**

### Restrictions

- Students may place their name on only one Wait List for a specific subject and course number.

- Students must meet course prerequisites to be placed on the Wait List.
- Students who are on a Wait List, and later enroll in another section of the same subject and course number, will be automatically removed from the Wait List.
- Students will be told their priority number on the Wait List.
- Students can check their priority number on Reg-e.
- Students have the option to remove themselves from the Wait List at any time.
- There is a limit to the number of students allowed on each Wait List.
- Waitlisted students will be given first priority to add their waitlisted class if a space becomes available before the semester starts.
- The college will attempt to notify students that a space is available via e-mail and telephone according to their priority number; however, it is the student's responsibility to check the status of waitlisted classes daily on Reg-e.
- Upon notification, students will be given five (5) business days, *including the day of notification*, to add waitlisted class. (An add code is not required.)
- If students do not add their waitlisted class within the 5-day period, they will be removed from the wait list and lose their priority.
- Students remaining on the Wait List after classes begin, must attend the first class meeting and be on time 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	619-388-2271
Miramar	619-388-7703
	858-536-7703