

5 STEPS TO REGISTRATION

1 APPLY FOR ADMISSION

Who May Attend?

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

- Persons who possess a high school diploma;
- A California high school proficiency exam certification, or GED with an average score of 450 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 special criteria. See details on Student Web Services at <http://studentweb.sdccd.edu>. Click on the Key Resources link and select Student Guide to College.

Who Should Apply?

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

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

- Reading, writing, ESOL, and mathematics assessment tests help students enroll in the right courses and meet prerequisites. It is recommended that students planning to enroll in English, math or ESOL courses, or classes with English or math prerequisites, take the assessment test to ensure proper placement.

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

- Matriculating students who have been admitted to the college are expected to attend an orientation session before registering for classes. The orientation program includes assessment and provides important information to students about the programs and services available at the college.
- See a counselor for follow up Education Planning.

3 REQUEST TRANSCRIPTS FROM PREVIOUS INSTITUTIONS

- All transcripts from previous institutions must be on file to have your records evaluated, or to have an Educational Plan developed.
- Students who believe they have met a prerequisite at another institution are strongly advised to have all official transcripts of prior college work and other documentation on file well in advance of registration.
- Students may FAX copies of **unofficial** transcripts, or grade reports from prior institutions **strictly for the purpose of clearing prerequisites prior to registration** to the

San Diego Community College District, Student Services Office at 619-388-6946.

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

4 REGISTER FOR CLASSES

- **New and Returning students** will receive an appointment to register via email or U.S. mail once an application has been submitted.
- **Continuing students** will automatically receive a priority appointment to register via email or U.S. mail once appointments have been generated.
- **All students must register online using Reg-e** at <https://studentweb.sdccd.edu/reg-e/>.
- Students may access the online schedule of classes at <http://schedule.sdccd.edu>.

5 PAY YOUR FEES

- All mandatory fees must be paid by the deadline as stated in Reg-e or students will be dropped for non-payment. The current enrollment fee is \$46.00 per unit. Students who are determined non-residents of California for tuition purposes must also pay the non-resident tuition of \$190.00 per unit.
- All students **must** pay a mandatory \$16.00 Student Health Services fee, whether or not they choose to use the health services or have their own private insurance.
- Financial aid is available for students who qualify. Students are encouraged to contact the Financial Aid Office on campus. A Free Application for Federal Student Aid is available online at <http://www.fafsa.ed.gov>.

Note to students receiving a Board of Governor's Waiver (BOGW):

- BOGW does not pay for the Student Health Services fee. Students who do not pay their health services fee by the stated deadline will be dropped from all classes for non-payment.

Registration HelpLine:

City: 619-388-3200
Mesa: 619-388-2500 or 858-627-2500
Miramar: 619-388-7300 or 858-536-4300

- Students with disabilities may contact the Disability Support Programs and Services (DSPS) Office at:

City: 619-388-3513
Mesa: 619-388-2780 or 858-627-2780
Miramar: 619-388-7312 or 858-536-7212

Registration (Reg-e) Hours:

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

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