

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

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General Information

ANIMALS ON CAMPUS

Animals are not permitted on campus with the exception of authorized service animals for persons with disabilities. Refer to Administrative Procedure (AP 3105.1) Service Animals.

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 Registration link and select "View Your Placement Level."

• **Assessment-Placement Alternative Measures**

The San Diego Community College district accepts select standardized test as an alternative measure for assessment levels. Students should bring or send official copies of their SAT, ACT, EAP, EPT and/or ELM report to determine readiness for English 101 or 105 and for courses with a Math 096 prerequisite. All tests must have been completed within the past 2 years. Following are the tests and acceptable minimum scores:

Test	Minimum Required Score
SAT – Engl	550
SAT- Math	560
ACT - Engl	24
ACT - Math	23
EPT	151
ELM	50
EAP	" Ready for CSU College-Level English/Math Course"

- Testing accommodations are available to students with disabilities. For information, contact the Disability Support Programs and Services (DSPS) 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 <http://www.bookstore.sdccd.edu/>

BUS & TROLLEY PASS

Students may purchase monthly bus and trolley passes for the summer session at the City College and Mesa College Accounting Offices. The currently monthly pass price is \$57.60. Semester Bus and Trolley passes are not available during the summer.

- Students **MUST** bring their student ID card to the above offices when purchasing their bus and trolley pass.

- For bus schedule information, call the Regional Transit Information Office at 619-233-3004.

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

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.

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 – 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 7:00am 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.
- 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 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 May 16, 2011. 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>

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.

DIRECT DEPOSIT

Financial Aid students can 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, e-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, e-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 on Reg-e and pay all incurred registration fees by the add deadline to be considered officially enrolled in class.

*Important Information about e-Checks:

Not all bank account types accept e-Check transactions. We recommend that you confirm with your bank before using the e-Check payment option. If your transaction is not accepted for any reason, the District will impose a \$25 returned check fee. The e-Checks payment option does not accept ATM / Debit Card account numbers or account numbers from international Banks.

Mandatory Fees

- Enrollment Fee
The current enrollment fee is \$26 per unit.
 - 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, \$183.00 per unit tuition is currently charged to students who are not residents of California for tuition purposes.
 - Health Fee
 - ALL students, including BOGW recipients, are assessed a mandatory fee for health services and accident insurance, whether or not they choose to use the health services. The student health services fee is currently \$14.00 for Summer 2011. The following students are exempt from the health fee:
 - Note: **All students, including BOGW recipients who do NOT pay the mandatory Student Health Services fee will be dropped for non-payment.**
 - 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: \$35.00 (hanger included)
- Carpool permits: \$30.00 (Mesa only) – 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 \$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.
- 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.

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>
 - Spring 2011 grades will be available beginning May 31, 2011
 - Summer grades will be available beginning August 15, 2011

HOLDS

Students with a hold on their record will not be permitted to register until the hold has been cleared.

No EXCEPTIONS!

IMPORTANT DEADLINE DATES

Students can find important deadlines on Reg-e by selecting the "View/Print Your Schedule" button. Then click on the "details" box next to the class that you are interested in viewing. Information includes:

- receiving and processing add codes
- dropping classes with no "W" recorded
- refund of enrollment fees and/or non-resident tuition
- petitions for Pass/No Pass grading option
- last day to withdraw**

SAMPLE

ACCT 116B - MANAGERIAL ACCOUNTING	
Course Details	CRN: 86936
Prerequisites, Corequisites, or Limitations on Enrollment Enforced:	Seats Available: 45
Prerequisite: ACCT 116A with a grade of "C" or better, or equivalent.	Instructor: TUNNELL, J
Description ACCT 116B Managerial Accounting This course is a study of how managers use accounting information in decision-making, planning, directing operations, and controlling. The course focuses on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. It examines profit planning, standard costs, operations and capital budgeting, cost control, and accounting for costs in manufacturing organizations. This course is for students who desire to look at accounting from a management perspective. (FT). Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.	Start Date: 01-24-2011
4.00 Lecture Hours, 4.00 Units Grade Only	End Date: 05-21-2011
	Weeks: 016
	Status: OPEN
	Students Waitlisted: 0
	WaitList Seats Available: 14
	IMPORTANT DEADLINES
	Add: 02-04-2011
	Drop with Refund: 02-07-2011
	Drop without "W": 02-04-2011
	Withdrawal: 04-01-2011
	Pass/No Pass: GRADE ONLY

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

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. For classes that meet at 32nd Street Naval Base, non-affiliated civilian students are required to submit a Consent to Share Confidential Information form in order to clear access to the base. Interested students should go to Student Web Services at <http://studentweb.sdccd.edu> and click "Forms" under the Key Resources link. 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.

ONLINE COURSES

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

PARKING PERMITS

Parking permits are required to park in the City, Mesa, Miramar College, and ECC Continuing Education Center lots at all times. **This includes Noon to 6 pm, Monday-Friday.** Cars parked on campus between the hours of 11 pm and 6 am require an overnight permit issued by campus police. 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.

- Summer 2011 auto and motorcycle permits MUST be picked up at the College Police Office.
- Parking Permits will be required on campus beginning June 27, 2011.

NOTE THAT A PERMIT DOES NOT GUARANTEE A PARKING SPACE!

- **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.

- **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

Students may also select the Pass/No Pass (P/NP) 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 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 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.

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, 1990 = 010790
- 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.

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 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), beginning Monday of the third week.

2. Short-Term Sessions (less than 16-weeks), beginning 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.
 - 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 or e-Check will be refunded by check mailed to the address of record. There is a five-week waiting period from the date the check or e-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.

REGISTRATION

- 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.

- **Reg-e is NOT Available on May 30 and July 4**

- NOTE: Student Support Services will be closed on Fridays from June 1 to July 30
- 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

- 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.

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 – Summer Session

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

- A student may order an official transcript of record online, in person, by mail or via fax. To order an official transcript online, visit: <https://studentweb.sdccd.edu/transcript/>. Transcripts ordered online will be mailed within 1-2 business days.
- To order a transcript in person, a student may complete a request at the Accounting Office at the college, or in person at the Office of the Registrar,

San Diego Community College District, Administrative Office, 3375 Camino del Rio South, San Diego, CA 92108.

- Payment of fees must be made prior to processing a request for transcripts.
- The following policy has been adopted by the San Diego Community College District Board of Trustees regarding the issuance of transcripts of record:
 - 1) The first two transcripts will be issued without charge.
 - 2) There will be a charge of \$5.00 for each additional transcript.
 - 3) All transcript requests are processed within 10 working days except "RUSH" orders.
 - 4) A \$10.00 special handling fee will be charged for all "RUSH" order transcript requests, including hand carried transcript requests ordered at the District Office. Rushed transcripts are processed within 24-48 hours of receipt. The special handling fee will be charged per request.
- 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.
- More information on ordering transcripts is available at: <http://studentweb.sdccd.edu/docs/transcript.pdf>

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.