November 15, 2011

Dear Student,

City, Mesa and Miramar Colleges continue to experience extraordinary demand for classes due to budget reductions from the state and diminished capacity at the universities. Therefore, it is more important than ever that students pay close attention to deadlines, e-mail messages and other important information provided by the college.

Following are some strategies to help minimize the impact on you:

1. **Spring 2012 Application for Admission Deadline: Dec 1, 2011**
   - The deadline to submit an application for admission for Spring 2012 and receive a registration date and time is December 1st.
   - Students who file an application for admission for Spring after December 1, 2011 will be able to register during the open enrollment period beginning January 9th, but many support services (for example, assessment) may not be available to you in time for registration, or on the first day of classes.

2. **As demand for classes continues, it may be difficult to find classes at times that meet your schedule.**
   - **What can you do?**
     - Register at your date & time to maximize access to classes.
     - Identify an alternative schedule in the event that your classes are not available.
     - Promptly drop the classes you do not attend so other students may enroll.
     - Students must drop classes they do not attend or risk receiving a failing grade. Late drops will not be accepted.
     - Pay all fees by the deadline so you are not dropped from your classes (even if you have a financial aid BOG waiver, you are responsible for paying the health fee or you will be dropped). Do not wait until the last minute.

3. **Hours and staff availability for support services is limited.**
   - **What can you do?**
     - Plan ahead and do not wait until the last minute to access services or you may not be served in time to meet important deadlines. This includes requests for transcripts, clearing prerequisites, educational planning (ed plans), counseling office visits, financial aid services, as well as other support you may need.
     - If you are an evening student, plan to contact service offices as soon as you arrive on campus. Most service offices have limited evening hours.

4. **The maximum allowable unit load for Spring 2012 registration will be 16 units.**
   - **What can you do?**
     - Plan your class schedule carefully before registering.
     - Helpful Hints: check the availability of classes prior to registering via the online schedule of classes, or use the Registration Worksheet located in the online schedule of classes to help with your planning.
     - After the semester begins, students can add up to 20 units with an add code.
5. **Late adds and drops will not be allowed.**

   *What can you do?*
   - Adhere to the “Important Deadlines” posted in the online schedule of classes at [http://schedule.sdccd.edu/index.cfm?action=resources](http://schedule.sdccd.edu/index.cfm?action=resources) and on the college websites.

6. **Academic Accommodations for Students with Disabilities may be delayed.**

   *What can you do?*
   - Take advantage of your priority enrollment time.
   - Request academic accommodations as soon as you register.
   - Immediately notify DSPS of changes in your schedule so that other students can receive accommodations.
   - Service providers for Deaf and Hard-of-Hearing are limited. Do not delay meeting with your DSPS counselor for recommendations.

7. **Plan Ahead!** Enrollment fees may increase to $46 per unit beginning Summer 2012.

8. **There are new restrictions for Concurrently Enrolled High School Students – Contact the college Admissions Office.**

9. **There are new policies for Probation and Disqualification.**

   - Go to [http://studentweb.sdccd.edu/docs/Standards_of_Academic_Progress.pdf](http://studentweb.sdccd.edu/docs/Standards_of_Academic_Progress.pdf) for more information.

10. **If you are planning to transfer to SDSU or UCSD, contact the college Transfer Center as soon as possible.**

    Please be assured that we remain committed to providing a quality educational experience for all students.

    Sincerely,

    Your Student Services Staff at City, Mesa, and Miramar Colleges