President's Message

Welcome to San Diego City College--
A Smoke Free Campus

City College is proud to be the recent recipient of the President’s Higher Education Community Service Honor Roll, the highest federal recognition a college or university can receive for its commitment to volunteering, service-learning and civic engagement.

Nearly 1,000 City College students and 29 faculty members across 16 disciplines worked with some 60 community partners to provide 30,000 community service learning hours. The projects included biology, graphic design, art, dance, Chicano studies and math students working with the Seeds at City Urban Garden; geography students working on earthquake disaster preparedness; health students working with an HIV Clinic focused on the Latino community; and Price Scholarship students working with middle and elementary schools to provide Cesar Chavez Service Clubs after school.

As we continue our outreach into the community, we are also building and improving our urban campus. To accommodate the growth of our campus to nearly 25,000 students within the next decade, our City College Master Plan is in full swing.

In 2009, we opened the one-stop Academic Success Center for students. This centralized resource hub provides academic support services to students such as the Tutoring Center, the English Center, the Math Center, Umoja-a Transfer Success Program, CalWORKs, EOPS, the Math, Engineering and Science Achievement (MESA) Program, New Horizons and TRIO. Students are also enjoying classes in the new Health, Exercise Science and Athletics facility next to the Harry West Gymnasium.

In the year ahead, we break ground on several new buildings, including Arts and Humanities, Business Technology, Science and a General Purpose Classroom for Math and Social Sciences.

With more demands than ever on your time, City is working hard to accommodate your busy work and family schedules. We offer more than 100 majors, 100 certificate programs and 1,500 classes each semester, many online. Accredited by the Western Association of Schools and Colleges, your degree or certificate from City College certifies to transfer universities and employers that you have met the highest national standards.

As our 60-acre campus and 18,000-student population grows, multiple programs have been developed to ensure our students succeed in college, including a growing emphasis on learning communities. Our Student Ambassador Program offers new student orientations and our Transfer/Career Center offers guidance in transferring to a four-year university or into a career. Our Financial Aid Office is at the ready to answer your questions regarding available monies for college expenses.

We are pleased you have chosen to join our college community to pursue your academic and career dreams. Good luck to you, and I look forward to meeting you on campus.

Terrence J. Burgess, Ph.D.
President
Board of Trustees

Rich Grosch
President

Peter Zschiesche
Executive Vice President

Mary Graham
Vice President for Instructional Development

Bill Schwandt
Vice President for Educational Collaboration

Maria Nieto Senour, Ph.D.
Vice President for Institutional Effectiveness

Student Members 2010-2011
Alberto Vasquez City College
Shahzeb Naqi Mesa College
Franchesca Gade Miramar College

Chancellor
Constance M. Carroll, Ph.D.

District Administration

Constance M. Carroll, Ph.D.
Chancellor

Terry Davis
Vice Chancellor, Business Services

Otto Lee, Ph.D.
Vice Chancellor, Instructional Services

Kim Myers, Ed.D., SPHR
Vice Chancellor, Human Resources

Lynn Ceresino Neault
Vice Chancellor, Student Services

David Umstot
Vice Chancellor, Facilities Management

Richard Dittbenner, J.D.
Director, Public Information and Government Relations

Robin Lewison
Executive Assistant to the Chancellor

San Diego Community College District Board of Trustees
(from left, back row) Peter Zschiesche, Rich Grosch, and Mary Graham,
(front row) Maria Nieto Senour, Chancellor Constance M. Carroll, and Bill Schwandt.
Welcome to City College

S.D. City College
Administrative and Supervisory Personnel

President ......................... Terrence J. Burgess, Ph.D.
Vice President, Instruction ........ Mary Benard
Vice President, Student Services .... Peter White
Vice President, Administrative Services ......................... Jerry M. Davis
Dean of Student Affairs ............. Denise Whisenhunt
Dean of Student Development/ Matriculation ......................... Julianna Barnes
Dean, School of Arts, Humanities, Communications, and Telecommunications ............... TBA
Dean, School of Business, Information Technology, and Cosmetology ............... Randy Barnes
Dean, Information and Learning Technology ................................... TBA
Interim Dean, School of Engineering & Technologies, Mathematics, Sciences, and Nursing ......................... TBA
Dean, School of Behavioral & Social Sciences, and Consumer & Family Studies ........ Lori Erreca
Dean, School of Health, Exercise Science, and Athletics ............................ Kathy McGinnis
Associate Dean/Director Nursing Education ................................ Deborah Berg
Director, Off Campus Programs ........ Jeanie M. Tyler
Associate Dean/Director, Center for Applied Competitive Technologies ........ Gertrude Gerald
Admissions and Records Officer ........ Lou Humphries
Affirmative Action Officer/ Title IX Coordinator ......................... Edwin Heil
Articulation Officer/Libby Andersen
CalWORKs ............................... Gerald Ramsey
Disability Support Programs & Services (DSPS) Program Activity Manager ....................... Debra Wright-Howard
EOPS Director ....................... Gerald A. Ramsey
Financial Aid Manager ............... Gregory Sanchez
MESA Program Coordinator ........ Rafael Alvarez
Public Information Officer ............ Heidi Bunkowske
Transfer/Career Center Director .... Bonnie Peters
Tutorial Services Coordinator ........ Lance Southseaum
TRIO Director ......................... Nesha Savage
Work Experience Supervisor ........ Randy Barnes
Counseling/Assessment Supervisor ...... Megan Soto
Student Health Service
   Director ............................. Dotti Cordell, RN, MFH
   Mental Health Specialist .............. Leslie Easton, LCSW

Accreditation

San Diego City College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education. The college is accredited by the Office of Private Postsecondary Education for the training of veterans as well as by the U.S. Department of State and the U.S. Immigration Service for international student education. Courses paralleling university level work are accepted by the University of California, California State University, and by other universities and colleges.

Persons interested in the institution’s accreditation and program approvals may review documents describing these activities in the President’s Office. These documents will be available for such review at a mutually convenient time during regular business hours, and an appropriate interpretation of their contents will be provided if requested.

Disclaimer

The San Diego Community College District is governed by its Board of Trustees. No oral or written representation by any employee of the college is binding on the San Diego Community College District without the express approval of the Board of Trustees.
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Fall Semester 2010

16-WEEK SEMESTER: Fall Classes August 23, 2010–December 18, 2010

SPECIAL DATES

June 17, 2010. Final day to file an application for admission for the Fall semester and receive an appointment to register online. Applications filed after this date will be assigned a registration appointment at the time of application.

August 22, 2010. RESIDENCE DETERMINATION DATE (APPLIES TO ALL SESSIONS)

September 17, 2010. Constitution Day (Classes are in session)

October 29, 2010. Last day to file a petition for graduation for an Associate Degree or Certificate of Achievement for June or Summer 2011 graduation in order to receive an evaluation prior to beginning of Spring semester.

November 12, 2010. Holiday—Veterans Day**


November 25 & 26, 2010. Holiday—Thanksgiving**


Spring Semester 2011

16-WEEK SEMESTER: Spring Classes January 24, 2011–May 21, 2011

SPECIAL DATES

Date to be determined. Final day to file an application for admission for Spring semester and receive an appointment to register online. Applications filed after this date will be assigned a registration appointment at the time of application.

January 23, 2011. RESIDENCE DETERMINATION DATE (APPLIES TO ALL SESSIONS)

February 18, 2011. Holiday—Lincoln’s Day**


March 31, 2011. Last day to file a petition for graduation for an Associate Degree or Certificate of Achievement for June 2011 completion.


April 22, 2011. Holiday—Cesar Chavez Day**


** No Saturday or Sunday classes after a Friday holiday. No Sunday classes before a Monday holiday.

Note: Holidays apply to all sessions.
Summer Session 2011

Summer Classes: May 31, 2011–August 16, 2011

SPECIAL DATES
May 30, 2011 RESIDENCE DETERMINATION DATE (APPLIES TO ALL SESSIONS)
July 4, 2011 Holiday—Independence Day**
July 29, 2011 Last day to file a petition for graduation for an Associate Degree or Certificate of Achievement for Completion in Summer 2011.

** No Saturday or Sunday classes after a Friday holiday. No Sunday classes before a Monday holiday.
## General Information

### At-A-Glance

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History

San Diego City College is a public, two-year community college administered by the San Diego Community College District. Serving as the educational cornerstone of downtown San Diego, the college offers more than 100 majors, 100 certificate programs and 1,500 classes each semester to 16,000 students. City College will celebrate its 100th Anniversary in 2014.

Chronology

1914 City College established as the first community college in San Diego (San Diego Junior College) with 35 students and 4 instructors. City College was the third community college established in California.

1921 City College moved from the high school to share facilities with the State Normal School, the four-year teachers' college which became San Diego State University.

1939 San Diego Evening Junior College was created by splitting the institution into two entities, day and evening. With the industrial growth in San Diego, the Evening College was needed to meet the demand for college courses for daytime working people.

1946 City College moved back to San Diego High School and reorganized into three branches: San Diego Vocational High School, San Diego College Arts and Sciences, and San Diego Evening Junior College.

1953–54 The first parcel of land, a single city block between Russ Boulevard and A Street, from 14th to 15th Streets, was purchased for the permanent home of what is now San Diego City College. The first buildings constructed were the A and T buildings.

1972 San Diego Voters authorized a separate Community College District.

1970s Increasing enrollment resulted in a major expansion project bounded by Russ Boulevard, 17th, 12th and C Streets. The L, C, S, M, E, D and F buildings were constructed.

1988 A facilities Master Plan was developed to recommend modifications to the existing facility, to meet current and future needs.

1989 City College celebrated its 75th Anniversary.

1992 The new 3,000-square foot Fitness Center opens with full fitness and exercise facilities.

1998 City College leased to San Diego Unified School District, property on which Garfield High School and a 420-space parking structure is built. City students have shared use of the parking and the College can offer classes in the facility.

2000 Construction completed on the 8,000-square foot Educational Technology Center. The ETC is fully equipped with state-of-the-art media and teleconferencing equipment.

2002 The 67,000-square-foot Learning Resource Center (LRC) replaced the 30-year-old library. Complete with the most advanced research and learning tools available with 300-internet connected computers, multiple electronic databases, plasma displays offering continuous broadcast news, a collection of more than 65,000 books and over 200 periodicals. Additionally, the three-level LRC houses a Multimedia Center, an Independent Learning Center, and CitySITE - a center for faculty and staff development.

2005 A new Facilities Master Plan was approved by the Board of Trustees and projects a 20-year build-out to accommodate 25,000 students.

2005 The 2,000-seat, 55,000-square foot Harry West Gymnasium opened. Dedicated to beloved Coach West, students enjoy three regulation basketball courts, six badminton courts, three volleyball courts, intercollegiate team rooms, workout facilities and new classrooms.

2007 Eight high-tech classrooms added to the LRC lower level, with additional offices and meeting space.

2008 Renovations begin to convert the L Building into a new Academic Success Center housing student support services.

2009 The 27,800 square-foot Academic Success Center opened to provide a one-stop service area for students, including: Tutorial, Math and English Centers and the EOPS, MESA (Math, Engineering, & Science Achievement), New Horizons, Puente, Umoja, TRIO/ASPIRE, and CalWORKs Programs.

2010 The new 88,000 square-foot CTC - Career Technology Center - opens. This five-level building at 16th & C Street houses Cosmetology, Photography and Digital Arts, Nursing, a Student Gallery, the College Police and an 11-story 700-car parking structure. Construction is scheduled to begin on the new Arts and Humanities, Business Technology, General Purpose Classroom and Science buildings.
Statement of General Education Philosophy

The general education program at the colleges in the San Diego Community College District is designed to broaden students' knowledge and their understanding of methods of gaining knowledge in a variety of disciplines and to develop students' abilities in critical thinking, in oral and written communication, and in mathematics.

The awarding of an Associate Degree symbolizes an attempt on the part of the college to lead students through patterns of learning experiences designed to develop an awareness of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, students should possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Mission

The mission of City College has as its highest priority student learning and achievement.

San Diego City College is a multicultural institution committed to providing open access to all who can benefit from instruction and to meeting the diverse and ever changing educational, cultural, and economic needs of the urban core and surrounding communities of San Diego. As City College prepares world citizens in the twenty-first century, we recognize that the aim of education is the development of the whole person, who is prepared to be an active citizen and to participate in a global community. We are committed to the tradition of academic freedom and responsibility and to maintaining a climate that promotes learning, understanding and respect for students, faculty, staff, community, and the environment.

San Diego City College provides:

- Lower division and general education courses that lead to Certificates, Associate Degrees, or transfer to a four-year college or university.
- Career technical education programs that meet specific industry needs, upgrade the employment skills of students and fulfill licensing requirements of the state of California as well as contribute to the economic development of our region;
- Basic skills instruction to assist all students in meeting their educational goals; and
- Essential student support services for all students.

Additionally, San Diego City College is committed to:

- The development of informed, active citizens who will be engaged in the global community, lifelong learners, and literate in information technology;
- Institutional community involvement, community development and community service;
- Equity, inclusiveness and diversity in all of its manifestations;
- High quality instructional programs and essential student support services, including co-curricular and cultural activities;
- Incorporating environmental sustainability into student learning outcomes, as well as implementing a campus culture of conservation; and
- A continuous campus-wide cycle of program review and assessment with integrated planning and resource allocation.

Disclaimer

While every reasonable effort has been made to ensure that statements in this catalog are accurate, it must be understood that the information contained herein is subject to change or elimination without notice by the administration of the San Diego Community College District. Students should consult the appropriate campus or department for current information, as well as for any special rules or requirements imposed.
Admissions and Registration

At-A-Glance

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The College Matriculation Program

Steps to Student Success
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. The matriculation process requires a commitment on the part of the college as well as the student.

The steps in the matriculation process are:

• admission
• assessment
• orientation
• educational planning with a counselor
• follow-up of student progress

The matriculation program has been designed especially for students who intend to earn a certificate or degree at the college or to transfer to a four-year college or university. However, the services are available to all students admitted to the college.

All students are encouraged to participate in the various components of the matriculation program.

Students who meet the following criteria are exempt from the matriculation process:

1) Admission
   • No exemptions

2) Assessment
   • Students with the following educational goals: preparation for a new career, advancement in their current job/career, maintenance of a certificate or license, educational development, or completion of credits for high school diploma
   • Students enrolled in an apprenticeship program
   • Students who have an associate degree or higher
   • Students concurrently enrolled at a four-year college
   • Students who have taken the placement tests in the last three years

3) Orientation:
   • Students with the following educational goals: preparation for a new career, advancement in their current job/career, maintenance of a certificate or license, educational development, or completion of credits for high school diploma
   • Students enrolled in an apprenticeship program
   • Students who have an associate degree or higher
   • Students concurrently enrolled at a four-year college
   • Students who have taken the placement tests in the last three years

4) Counseling/Advising
   • Students with the following educational goals: preparation for a new career, advancement in their current job/career, maintenance of a certificate or license, educational development, or completion of credits for high school diploma
   • Students enrolled in an apprenticeship program
   • Students who have an associate degree or higher
   • Students concurrently enrolled at a four-year college
   • Students who have taken the placement tests in the last three years

5) Follow-up
   • No exemptions

Admission
Admission is open to anyone who meets one of the following criteria:

• 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:
  a. Students must have completed the 10th grade.
  b. A student may be limited to one course during a semester/session due to budget cuts and extraordinary demand. This limit includes classes at City, Mesa, Miramar
Colleges and ECC (excludes High School Honors classes).

c. High school students must satisfy course prerequisites and eligibility requirements.

d. Enrollment in Physical Education classes will not be permitted.

e. The course is advanced scholastic or technical (college degree applicable).

f. The course is not available at the school of attendance.

g. Students will be given college credit for all courses. Grades will be part of the student’s permanent college record.

h. Students must maintain a 2.0 grade point average each semester in all college work.

i. 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.

• Persons who are under 18 years of age who do not have a high school diploma and are not enrolled in a high school may be admitted as a special full-time student pursuant to Education Code §48800.5 subject to 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 admission status.

• Persons who do not meet one of the admission criteria stated above will not be admitted under any circumstances.

All new students must file an application for admission. Students who have not been in continuous attendance for one year must file a new application for admission.

Apply Online
Applications for admission to San Diego City, Mesa and Miramar Colleges are available on the Internet. Students access the online application at http://studentweb.sdccd.edu.

Important Reminder: Every male citizen of the U. S. and male immigrant residing in the U. S., ages 18 through 25, must register with the Selective Service.

Assessment
Assessment is a tool used to assist students in selecting courses best suited to their abilities and educational goals. Specifically, assessments help students identify their skill levels in English, mathematics, and ESOL.

Assessment is a process that includes tests and other measures and is intended to assist students in meeting course prerequisites. Students may also meet course prerequisites based on other factors such as past educational achievements in mathematics or English or course completion, and other standardized tests.

In order to ensure proper course selection, all new students should go through assessment and orientation unless they already possess an associate degree or higher. For more information or to sign up, call 619-388-3540 or stop by the Counseling Office in Room A-110.

Beginning Fall 2010, a pilot program will allow students to 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. The following are the tests acceptable minimum scores:

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Score Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT - ENGL</td>
<td>550</td>
</tr>
<tr>
<td>SAT - MATH</td>
<td>560</td>
</tr>
<tr>
<td>ACT - ENGL</td>
<td>24</td>
</tr>
<tr>
<td>ACT - MATH</td>
<td>23</td>
</tr>
<tr>
<td>EPT -</td>
<td>151</td>
</tr>
<tr>
<td>ELM -</td>
<td>50</td>
</tr>
<tr>
<td>EAP - Ready for CSU College-Level English/Math Course</td>
<td></td>
</tr>
</tbody>
</table>

Testing accommodations are available to students with disabilities. Contact the Disability Support Programs and Services (DSPS) office at 619-388-3513 for assistance.

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 first semester planning. Matriculating students who have been admitted to the college are expected to participate in an orientation session, online or in person, before registering for classes.

For additional information call 619-388-3540 or stop by the Counseling Office on campus in room A-110.
Educational Planning
The Student Education Plan (SEP) is an important tool to assist students in successfully attaining their goals without wasted time and effort. Counseling and career planning services are available to help students make wise choices concerning the programs and courses available.

The Student Education Plan (SEP) is an agreement which contains the official requirements for graduation and/or transfer. All transcripts of prior college work must be on file and evaluated by the Evaluations Office before an official education plan can be prepared. See the Graduation section on page 84 for graduation filing requirements.

A SEP typically lays out a program of study for a four or six semester period. These plans allow students to determine how long it will take to complete a program of study and to be sure that all program requirements can be met within a particular period of time. Education plans may be changed. The student should review plans periodically with a counselor. They are revised as a student’s goals or objectives change.

Assessment of interests and aptitudes is also available to those students who want more information or assistance in order to choose the “right” programs or courses.

Course Numbering System
The course numbering system has meaning with regard to level and transfer. See the description below:

- **1-49** Basic Skills or college preparatory courses. Credit does not apply toward an associate degree or transfer to a four-year college or university.
- **50-99** Course credit applies toward the associate degree but does not transfer to a four-year college or university.
- **100-299** Course credit applies toward the associate degree and credit is intended for transfer to a four-year college or university. (Some courses may be identified as associate degree.) Final decision in regard to transferability rests with the receiving institution.
- **300-391** Apprenticeship and in-service courses. See Catalog course description to determine credit for Associate Degree or Transfer.
- **392-399** Special Topics courses that employ a consistent disciplinary framework as described by a complete course outline of record, but utilize a specific focus area that may change from term to term may be offered in some disciplines. See the class schedule for specific titles and course details.

Apprenticeship 345, 349, 349-D, DSPS 065, Field Experience/Internship 275, Independent Study 290, Individualized Instruction 296, Experimental Topics 18, 23, 63, 265, Tutoring 44, and Work Experience courses 270 and 272 have Districtwide designated numbers.

Follow-up Services
Follow-up services are available to all students as part of the college’s commitment to student success. These services include a periodic review of student progress and education plans to assist students in reaching their educational goal. Students who need additional support services will be referred to those services.

Registration
With the exception of Special-Admit High School students, all students receive an appointment to register online using Reg-e. Special-Admit High School students must enroll in person at the time of their registration appointment.

By using the combined schedule of classes and Reg-e, a student can enroll in any available course offered at ECC, City, Mesa, or Miramar Colleges. The class schedule is also available on the web at: http://schedule.sdccd.edu/index.cfm

Reg-e is easy to use. Instructions for using Reg-e are on the registration site.

The following information and services are available through Reg-e:

- registration
- a record of the student’s class schedule, fees, and payment deadlines
- cancellation of registration
- adding and dropping classes
- academic deadlines and calendar
- grade information
- academic history
- purchase of parking permits
- purchase of an Associated Students college membership

Online Registration (Reg-e)
Students can register for classes using Reg-e, the San Diego Community College District’s online registration system. Students can visit the Student
Web Services at: http://studentweb.sdccd.edu and click on the Reg-e icon. Full instructions will lead students through the process.

Responsibility for Maintaining Accurate Registration
It is the student's obligation to add, drop, or withdraw from classes before the deadlines stated in the schedule of classes schedule. This applies even if the student has never attended class. Any student who anticipates difficulty in paying fees should check with the Financial Aid Office about eligibility and sources of assistance. Registration will be canceled for nonpayment of fees.

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 the other class.

Class Schedules on Internet
Up-to-date class schedule information and course descriptions for each campus is available on the Internet at www.sdccd.edu/schedule. This web site displays new classes, cancellations, and changes after the printed schedule has been distributed. A search engine allows students to search for classes by academic subject, by time and day, or by key words.

Wait List
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.

IMPORTANT NOTE: Wait Listing is not a guaranteed priority for enrollment.

Criteria:
- 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.
- Wait listed students will be given first priority to add their wait listed class if a space becomes available before the semester begins.
- 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 students' responsibility to check the status of their wait listed classes on Reg-e daily.
- Upon notification, students will be given five (5) business days, including the day of notification, to add the waitlisted class. (An add code is not required.)
- If students do not add their wait listed class within the 5-day period, they will be removed from the Wait List and lose their priority.
- It is the Student's responsibility to check his/her e-mail and/or Reg-e, weekly for the status of their wait listed class(es).
- 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.

Note: Students who are waitlisted in a lecture & lab concurrently (Ex: CHEM 152 & 152L) will not be allowed to enroll in the lab class until they are enrolled in the lecture (Ex: CHEM 152), even if a space becomes available in the lab before the lecture. Additionally, if the wait list availability expires for the lab before the lecture is open, the student's name will be removed from the wait list for the lab class.

Students enrolled in SDCCD Online courses must contact the instructor on the first day of class via e-mail if they wish to have their Wait List priority considered.

Adding Classes
Students may add classes online until the deadline date published in the schedule of classes. Students will not be allowed to add classes beyond the published deadline.

To add a class once the semester has begun, students must obtain an add code from the instructor, then must process and pay for the added class through Reg-e. A student may also pay at the Accounting Office, Room A-114.
Students are not officially enrolled until the add code is processed through Reg-e and fees are paid in full. Add codes for Special-Admit part-time high school and Joint Diploma students must be processed in person in the college Admissions Office prior to the add deadline.

If an instructor finds that a student has given his or her add code to another student, the instructor should administratively drop the student who was not issued the add code.

**Drop/Withdrawal from Classes**

Students may drop or withdraw from classes online until the published deadline dates. Deadline dates are available in the Admissions Office or in the online schedule of classes at: http://schedule.sdccd.edu and by clicking on the "details" box next to the class they are interested in viewing.

- It is the student's responsibility to drop all classes in which he/she is no longer participating.
- Students, who remain enrolled in a class beyond the published withdrawal deadline, will receive an evaluative letter grade.
- Final grades may be affected by attendance as described in the class syllabus.

**DROP**—ending enrollment in a class prior to about 20% point of class meetings. A drop is not recorded on the student's academic record.

**WITHDRAWAL**—ending enrollment in a class between about the 20% point and up to about 60% point of class meetings. A withdrawal is a permanent symbol on the student's academic record and is included in progress probation and disqualification determination.

Registration will be blocked in any course where three withdrawals have been earned. Counselor approval will be required for additional enrollment.

**Administrative Drop**

Registration may be administratively cancelled for the following reasons:

1) failure to pay all mandatory fees in accordance with the fee payment schedule;
2) using an add code issued to another student;
3) failure to meet the terms and conditions of a fee deferment;
4) failure to meet academic or progress standards;
5) denial of a “Petition to Challenge a Prerequisite.”

**Study Load Limit**

**Important:** The study load limit is currently under revision by the district due to limited availability of classes and the state budget situation. Consult your semester/session schedule of classes for specific semester/session limitations.

The maximum study load for a semester is 20 academic units exclusive of physical education activity units and/or 25 units including physical education.

Students are reminded that each unit of credit is calculated to involve a total of at least three hours of classroom and outside time per week. Thus, a 20-unit study load represents a 60-hour work load each week. Students working full-time are advised NOT to attempt a full-time college program.

Twelve units of credit is considered a minimum full-time program during a semester; nine units is three-quarters time and six units, half-time.

The maximum study load for summer session is 12 academic units excluding physical education and/or 15 units including physical education.

Six units of credit is considered a minimum full-time during the summer session; four units is three-quarters time, and 3 units, half time.

**Note:** Study load requirements may vary at each college for financial aid purposes. Inquire at your college Financial Aid Office for detailed information.

**Basic Skills Unit Limit**

Title 5, 55035 states: “...no student shall receive more than 30 semester units of credit for basic skills coursework.” Registration will be blocked prior to students reaching this limit so that students can meet with a counselor to ensure that they are successful when this unit limit is met. Students with a verified learning disability are exempt from this limitation (contact the DSPS office for more information).

**Priority Enrollment System**

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.

**Priority Group**

1) EOPS and DSPS students
2) Active Duty Military and Veteran students who meet the eligibility criteria*
Continuing students

New matriculating students

New and returning students

Students possessing a baccalaureate or higher degree who are not matriculating. Students with a baccalaureate degree or higher will move into one of the other four groups once they have completed their first semester.

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.

<table>
<thead>
<tr>
<th>Range</th>
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<tbody>
<tr>
<td>50.0–69.9 units</td>
</tr>
<tr>
<td>70.0–89.9 units</td>
</tr>
<tr>
<td>30.0–49.9 units</td>
</tr>
<tr>
<td>15.0–29.9 units</td>
</tr>
<tr>
<td>00.0–14.9 units</td>
</tr>
<tr>
<td>90+ units</td>
</tr>
</tbody>
</table>

* Students who are Active Duty Military, or Veterans discharged within the past two years, may be eligible for priority registration. Students should contact the Residency/Admissions Office for additional information. A military ID card of DD214 will be required for verification.

Change of Name, Mailing or E-mail Address

All students must report immediately any change of address to the college Admissions Office or online at http://studentweb.sdccd.edu. Failure to provide this information will result in delays in registration, and other important information sent by the college. Name changes must be supported with legal documentation and a picture ID and reported in person at the Admissions Office.

Prerequisites, Corequisites, Limitations on Registration and Advisories

PLAN AHEAD! All prerequisites, corequisites, and limitations on enrollment stated in the course descriptions listed in this catalog will be strictly enforced at the time of registration. Students who do not meet the prerequisite requirements according to college records will not be permitted to register for the course. Students who believe they have met the prerequisite at another institution are strongly advised to have all transcripts of prior college work evaluated and on file well in advance of registration to minimize registration delays.

Note: Unofficial transcripts are accepted for prerequisite clearance.

Students should plan their schedules early and see a counselor for assistance.

PREREQUISITES are courses that must be completed with a “C” or better prior to registration in a specific course.

COREQUISITES are courses that are required to be taken the same semester as another course.

LIMITATIONS ON ENROLLMENT are other restrictions that are stated in the 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.

Challenge Procedures

Students who believe they have sufficient grounds may challenge a prerequisite, corequisite, or limitation on enrollment in a specific course (the student does not get units for a challenged class). A student may obtain a Petition to Challenge in the Admissions Office and a copy of Procedures 5500.2. The completed petition must be filed in the Admissions Office no later than ten working days prior to the published add deadline for the course being challenged. Students
who challenge a prerequisite or corequisite after the start of the semester must obtain an add code issued by the instructor prior to completing the petition. Contact the Admissions Office for additional information. For credit by examination, please refer to page 64.

Residency

Residency is determined when a student applies for admission to the College. The following paragraphs summarize the rules and regulations related to student residency for tuition purposes. Details are found in the CA Education Code, section 68000 and Title 5, sections 54000-54072.

Residency Status

Every person who is married or is age 18 or older and under no legal restriction may establish residence. Certain minors may also establish residence.

A California “resident” is a person who has resided in the state for more than one year prior to the residence determination date and shows “intent” to make the State of California their permanent residence.

An undocumented student is precluded from establishing residency. Restrictions also apply to some visas, please see the Residency Office.

The residence determination date is the day immediately preceding the first day of classes for each semester.

Factors Considered to Determine Residency

No one factor determines residency. The following factors are called “indices of intent.” They, along with a person’s presence in California, are among the factors considered in determining California residency:

- Filing California state and federal tax returns with W-2 form (required)
- Possessing a California driver’s license and a vehicle registered in California
- Voting in California
- Owning residential property in California for personal use
- Being licensed to practice a profession in California
- Having an active checking and/or savings account in a California bank

- Showing California on military records (Leave and Earnings Statement)
- Possessing a marriage license or a divorce decree issued in California
- Having paid nonresident tuition in another state

Exceptions to Residency Requirements

Several exceptions to the residency rules apply. They include, but are not limited, to the following:

- Active duty military personnel stationed in California
- Active military and dependents previously stationed in California, who are currently enrolled, and subsequently receive orders to change their duty station to out-of-state
- Dependents of active duty military personnel stationed in California
- Certain minors who remained in California when their parents moved
- Self-supporting minors
- Full-time employees of the college or a state agency, or a child or spouse of the full-time employee

Nonresident Students

A student’s residency status is determined at the time of application. Nonresident students must pay nonresident tuition in addition to the enrollment fee and other fees for credit classes. Tuition must be paid in full at the time of registration.

Assembly Bill (AB) 540

Assembly Bill 540 exempts nonresident students, U.S. citizens, and permanent residents who meet the following criteria, from paying nonresident tuition:

- have attended high school in California for three or more years;
- have received a high school diploma or equivalent, including certification of graduation from a California high school;
- have registered as an entering student at, or concurrent enrollment at an accredited institution of higher education in California;
- must file an affidavit with the college stating that he or she has filed an application to legalize his or her immigration status.

This provision applies to students attending community college after January 1, 2002. For additional information contact the college Residency Office.
Incorrect Classification
A student incorrectly classified as a California resident is subject to reclassification as a nonresident and payment of all nonresident tuition. If incorrect classification results from false or misleading facts, a student may be excluded from classes or the college upon notification.

Reclassification
Reclassification to resident status must be requested by the student. Financial independence during the current year and preceding two years will be considered at the time the student requests reclassification. Information regarding requirements for reclassification is available in the Residency or Admissions Office.

Tuition will not be refunded to a student classified as a nonresident due to lack of documentation if, at a later date, documentation is presented for a previous semester.

Appeals
To appeal a residency determination decision, a student may file a Residency Determination Appeal form with the college Admissions and Records Supervisor.

Limitation of Residency Rules
Students are cautioned that this summary of rules regarding residency determination is by no means a complete explanation of their meaning or content.

For further information, contact the residency clerk in the Admissions Office. Changes may have been made in the statutes and in the regulations since this catalog was published.

False Information
Providing false information necessary for establishing residency will result in disciplinary action up to and including dismissal from the college.

Contact the Admissions Office for more details.

International Students
(F-1 Visa Students)
San Diego City College welcomes application from nonimmigrant F-1 visa students. Acceptance into a program at the college is necessary before U.S. Citizenship and Immigration Services Form I-20 (certificate of eligibility) is issued by the college Admissions Office. The decision to grant an acceptance will be based on all evidence received prior to the deadlines. The application forms are available at www.sdcity.edu/international.

General Information
1) An international student must register for and maintain a minimum of 12 units each semester while at City College. Part-time F-1 status will not be approved. The registration status and academic performance of all international students will be monitored by the college.

2) A recent photograph must be submitted with an application (passport size is acceptable).

3) Prospective international students are advised that they must comply with all requirements of the U.S. Citizenship and Immigration Services and of San Diego City College to be admitted as international students.

4) A transfer student from another accredited United States college or university must:
   a. follow set transfer procedures of the U.S. Citizenship and Immigration Services; and
   b. have pursued a full-time course of study with a minimum GPA of 2.0 (C) at the college the student was last authorized to attend. (An official transcript must be filed).

Admission Requirements
Application Fee: All international students are required to pay a $100.00 non-refundable application fee. Upon admission to the college, the fee will be applied toward the first semester nonresident tuition. The fee is valid for up to one year from the date processed.

Admission for Fall Semester: Students must complete all admissions requirements no later than June 1 to be admitted for the fall semester. Since the processing of an application normally requires a minimum of three to five months, students are strongly encouraged to file an application by May 1 of the current year. Students who meet the June 1 deadline will be notified as soon as possible of their admission status.

Admission for Spring Semester: Students must complete all admissions requirements no later than November 1 to be admitted for the Spring semester.
Students who meet the November 1 deadline will be notified as soon as possible of their admission status.

**Academic Achievement**

1) An international student must have graduated from high school (or its equivalent) with a GPA of 2.0 ("C") or better, or have obtained a GED certificate (General Education Development).

2) Official transcripts of all previous secondary and college/university education must be submitted, including an English translation of the transcript, before an application will be considered.

**English Proficiency Requirements**

To be considered for admission, an international student whose native language is not English must take an International Test of English as a Foreign Language (TOEFL) and score a minimum of 500 on the paper-based test, 173 on the computerized version, or 61 on the internet-based test. For questions regarding the TOEFL test, please visit the Educational Testing Service website at [www.ets.org/toefl/](http://www.ets.org/toefl/). Institutional reports or photocopies will not be accepted. Students may petition to waive the TOEFL requirement under one of the following conditions:

1) completion of a transfer level college English composition course at an accredited United States institution with a grade of "C" or higher;

2) completion of ESL assessment and placement at a level of English 40 (formerly English 62) or higher; in addition, the student must take the prescribed course work at the level of assessment; or

3) a minimum ACT verbal score of 19 or SAT verbal score of 450.

**Advanced Degrees:** An international student in possession of an associate degree or its equivalent (completion of about 60 semester units) may be determined to be beyond the course offerings of City college and is encouraged to apply to a four-year college or university.

**Financial Resources**

1) Each international student must submit verification of sufficient financial resources. The verification must indicate the ability of the student to finance each year’s education and living expenses to the satisfaction of the International Student Advisor (normally $17,500 a school year for two semesters).

2) An international student attending the college must pay all mandatory fees, including nonresident tuition, enrollment fees, and health services fees.

3) Financial aid is not available to F-1 visa international students.

4) An international student may not accept off-campus employment while attending college unless approval is granted by the U.S. Citizenship and Immigration Services.

**Health Clearance**

1) Students must be in good health and free of communicable diseases. The "Report of Health Examination" form or a medical examination report by a physician must be submitted prior to admission. The medical examination must certify immunization against polio, diphtheria, measles, rubella, and tetanus, and must provide tuberculosis clearance.

2) Each student must present and maintain satisfactory evidence of an active medical insurance policy while in attendance.

**Housing**

The college is located near public transportation and housing. The college does not provide or assist with housing. Housing is the responsibility of the student.

**Visa Students (other than F-1)**

All other visa categories or immigrant classifications, other than F-1, must see the Residency Office.

Students who are residing in the United States on other than F-1 student visas must comply with all restrictions on total units enrolled as specified by the U.S. Citizenship and Immigration Services. Students who have additional questions may contact the International Student Admissions Office at the following address:

**International Student Admissions Office A-112**

619-388-3476 - Office
619-388-3652 - Immigration Specialist
San Diego City College
1313 Park Blvd.
San Diego, CA 92101
Fees

Community College Enrollment Fee
The enrollment fee is assessed of all students, including nonresidents. The fee is currently $26.00 per unit. Note that an increase in enrollment fees is currently under discussion by the State Legislature and is subject to change.

- Waiver of the enrollment fee is available to students who petition and qualify as recipients of benefits under the Temporary Assistance to Needy Families (TANF) program, the Supplemental Security Income/State Supplementary (SSI) program, or the General Assistance program.
- Indentured apprentices are exempt from enrollment fees for Apprenticeship Program classes only.
- Financial Aid may be available to students who qualify for assistance.

Health Services Fee
All students are assessed a mandatory fee for health services and accident insurance, whether or not they choose to use the health services available to them. The health services fee is currently $17 per semester for Fall and Spring semesters, and $14 for the Summer session. The following students are exempt from the health fee:

- Students who meet the income standards for the Board of Governor's Waiver (BOGW-A Only).
- Students attending under an approved apprenticeship program.
- Students who depend on prayer for healing, in accordance with the teachings of a bona fide religious sect, denomination, or organization, may petition to have the fees waived. To apply for an exemption contact the Admissions Office.

For more information, contact the Admissions Office.

Nonresident Tuition
In addition to the enrollment fee and health fee, tuition is charged to students who are not legal residents of California for tuition purposes. The 2010-2011 non-resident tuition fee is $183.00 per unit.

Liability Insurance
Students enrolled in occupational courses that require direct clinical practice must pay a fee for liability insurance. Liability insurance fee is automatically assessed at the time of registration. The current fee is $7.00 per semester.

Library
Overdue fines and fees apply to late and lost library materials.

Additional Fees
Parking fees are currently under review and subject to change.

- Automobile permits per semester (hanger included) ...................... $35.00
- Carpool permits per semester (Mesa only) ................................. $30.00
- Motorcycle permits per semester .............................................. $17.50
- Transcript of Record ................................................................. $5.00
  (after two have been issued free of charge)
- Loss or damage of equipment and books ............... cost
- A.S. College Membership (per academic year) .... $8.00
- Credit by Examination .............................................................. $26.00/unit
- Student Representation Fee ................................. $1.00

Note: Students receiving public assistance, or who are determined eligible for financial aid, may purchase a single car permit for $20.

All fees are subject to change.

Students are expected to buy all books and supplies needed for their courses. Certain occupational programs may require additional expenditures for tools, uniforms and/or liability insurance.

Student Representation Fee: All students attending college classes are required to pay a $1.00 student representation fee. 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.

Note: A $25.00 fee will be assessed for any returned checks.

Refunds
1) Fees will be refunded to students who reduce their program in accordance with the following schedule:
• Classes 1 week or shorter in duration, see Admissions for refund deadline dates
• Short-Term Sessions (less than 16 weeks)—Monday of second week
• Primary Session (16 weeks or more)—Monday of third week

2) Students who are administratively dropped when a Petition to Challenge is denied will receive a full refund of the class(es) petitioned.

3) Students who are academically disqualified and administratively dropped will receive a full refund. No refund is given for classes dropped after the deadline.

Students with a valid address on file and who do not have an outstanding financial obligation to the district will receive a refund in the mail or credit to their credit card. Refunds will be automatically sent to students after the add/drop deadline. For payments by check or e-check, there is a five week waiting period for checks to clear the bank before refunds will be processed.

NOTE: Students who drop all classes and wish to receive a refund must also submit their parking permit before the refund will be granted. If the permit is not returned within the two-week refund period, the student will not receive a refund for the permit.
## Student Services

### At-A-Glance

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Counseling Services

Counseling Department
Room A-110 (619) 388-3540

Counselors offer a variety of counseling services, both online and in-person, to students in order to assist and facilitate both personal, career, and academic student growth. The following services are provided to new, continuing, transfer, and returning students.

**Academic Counseling**—Students are encouraged to speak with counselors regarding any academic planning issues which may arise during their time at San Diego City College. Counselors will assist with identifying academic goals and developing computer generated student education plans through a scheduled appointment.

**Career Counseling**—Counselors offer guidance to those students who are uncertain of their career path. Students are encouraged to explore career possibilities through the guidance of career counselors, use of research materials and career assessment inventories.

**Personal Counseling**—Students can also receive personal counseling from the Counseling Office. Counselors will provide support to those students with issues arising from managing the stress of school life and personal life. Personal counseling sessions will be kept confidential.

**Walk-in Counseling**—A 5–15 minute walk-in session is available through the academic year to students with short questions. Students may walk into the Counseling Office and speak with a walk-in counselor on a first come, first-serve basis.

**Counseling Appointments**—One hour counseling appointments are available to help students with career, educational, transfer planning, and to discuss personal issues related to academic goals.

**Transfer Counseling**—Through scheduled appointments students will learn how to successfully transfer to a four-year university. They will receive assistance in researching and choosing the right university based on their individual needs.

**Math/English Skills Assessment**—Students can sign up for the academic skills assessment which includes the Math and English Placement Tests. Students who have taken Math and English courses or placement tests from another college or university may not need to take a placement test at San Diego City College.

**College Success/Career Planning**—Courses are offered in Personal Growth listed in the schedule of classes.

**Note:** If the student’s educational objective is to receive an Associate Degree, a Certificate of Achievement, or to satisfy transfer requirements to a four-year college or university, the student must send all their official transcripts to the District.

Student Transition Services

A-111 (619) 388-3722

The Student Transition Services department provides programs, services, and information resources that enable students to prepare for their future after City College. The department includes the Transfer/Career Center and the Cooperative Work Experience Program.

University Transfer/Career Services

The Transfer/Career Center is a resource center that assists students in planning their transition to a new career, new job, or transfer to a four-year university. The Center also administers guaranteed transfer admission programs to selected universities. The Transfer/Career Center offers assistance in the following areas:

**Transfer Resources**
- Learn about transfer
- Choose a major
- Choose a transfer university
- Transfer guarantee programs
- Transfer dates & deadlines
- Contact a transfer university
- Transfer coursework requirements
- Apply for admission
- Apply for financial aid
- Apply for scholarships

**Career/Employment Prep Resources**
- Career assessment/exploration
- Research occupations
- Learn about training programs
Cooperative Work Experience Program
The Cooperative Work Experience Program awards college credit for learning experiences that take place on a job or internship. The goals and assignments for completion of work experience courses are formulated with the student’s workplace supervisor under the direction of the course instructor. More information on Work Experience courses is available in the Programs of Instruction section of the catalog under courses numbered 270 or 272. Course enrollment is limited and may not be available to all students.

To learn more about Cooperative Work Experience or to apply for enrollment in a Work Experience course, visit the Transfer/Career Center in room A-111, 619-388-3722.

English for Speakers of Other Languages (ESOL)
The English as a Second Language Program is designed to prepare students to read, write, speak and listen at a level that enables them to succeed in college courses. The program consists of four levels and the student is assigned a level based on the result of his/her placement test. Students interested in enrolling in ESOL courses should schedule an assessment test for placement into the appropriate skill level.

For more information on the English as a Second Language Program, students should contact the college Counseling Office.

TRIO
L-114 (619) 388-3407
The TRIO Student Support Services Program (SSS) is a student retention program designed to motivate and help prepare low-income, first generation college students, as well as persons with disabilities, for successful completion of graduation and transfer to the four-year institution. The program provides the following services:

1) Student Grants (as funding permits);
2) Tutoring;
3) Peer Mentoring Program;
4) Personal, Academic, and Career Counseling;
5) Exposure to Cultural Activities and Events;
6) Program Sponsored University and College Visits;
7) Financial Aid Workshops;
8) TRIO Student Club; and
9) Computer, Copier, and Fax Usage.

For additional information, the TRIO Program is located in the Academic Success Center. Visit the website: www.sdcity.edu/studentresources/TRIO.

Puente Project
L-121 (619) 388-3668
The Puente Project, co-sponsored by the University of California and the Community Colleges, is an academic preparation, retention and transfer program. Puente is a year-long program in which students participate in three components:

• Writing - students enroll in English 49 for the Fall and English 101 for the Spring semester. Course materials focus on Latino/Chicano literature & experience to enhance writing skills.
• Counseling - academic, personal, transfer and career counseling is offered. Students enroll in PERG 140 for the fall semester.
• Mentoring - students are exposed to various career options through their close involvement with mentors.

Materials utilized in the Puente Project come from the Latino/Chicano perspective. Classes are open to all students. If interested in participating, please stop by
the Academic Success Center and speak to the Puente Counselor or visit our website: www.sdcity.edu/puente.

Umoja

L-121 (619) 388-3796

The Umoja Community is a learning community that seeks to engage, connect, educate, support, and encourage students through a program of math, English, and personal growth courses to prepare students for transfer to 4-year colleges and universities. Course materials, discussions, and activities focus on African-American culture, literature, and experiences.

• Program Components:
• Assessment for math and English
• Orientation
• Counseling
• Academic/Cultural Enrichment Activities
• Mentoring
• Supplemental Instruction/Tutoring
• Umoja Village

If you are interested in joining the Umoja Community, please visit Erin Charlens in the new Academic Success Center.

First-Year Experience (FYE) Program

A-111 (619) 388-3998

The First Year Experience (FYE) program is a success program for students transitioning from high school or for any student just starting college. The ‘experience’ is designed as a learning community to provide academic, personal, and career support to each student. The FYE program at San Diego City College ensures that first-year students have the tools and support necessary to succeed the first year and beyond. With the support of Counselors, faculty, and student peers, FYE students will find their first year to be welcoming and successful. To apply or for more information, please stop by the Transfer-Career Center or visit our website: www.sdcity.edu/fye.

MESA Program

L-115 (619) 388-3156

The Mathematics, Engineering, and Science Achievement (MESA) program enables educationally disadvantaged students to prepare for and graduate from a four-year college or university with a math-based degree in areas such as engineering, the sciences, computer science, and mathematics. Through MESA, students develop academic and leadership skills, increase educational performance, and gain confidence in their ability to compete professionally.

MESA has particular interest in and focus on students from those groups who historically have had the lowest levels of attainment to four-year and graduate level programs. By closing this achievement gap, MESA students and graduates will be better able to make significant contributions to the socioeconomic well-being of their families and their communities.

In MESA you will find:
• A place to study with other students in your major
• Walk-in tutoring in math and science
• Easy access to computers and printing
• MESA advantage program to develop your skills and your resume
• Laptop computers, scientific calculators, and textbooks available for short- or long-term loan
• Current scholarship, internship, and other opportunities posted directly to your inbox
• Activities and competitions sponsored by the San Diego MESA Alliance.

If you are interested in joining the MESA program, please visit the new Academic Success Center.

Disability Support Programs and Services (DSPS)

A-115 (619) 388-3513

City College provides programs and services for students with disabilities in compliance with State and Federal legislation including Section 504 of the
Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Student participation in the program is voluntary.

Eligible students who have a verifiable disability qualify for support services through the Disability Support Programs and Services (DSPS) Department. The programs and services are designed to support students in the achievement of their academic and vocational goals. Specialized classes for students with disabilities are available to support the college academic and vocational programs through DSPS, Computer Business Technology and Education, Personal Growth, and Health and Exercise Science Departments. Services provided include priority enrollment, readers, interpreters for deaf students, note takers and/or note taking materials, use of special equipment and adaptive devices, and specialized counseling and referral. Liaison with community agencies is also an important component of the program.

Academic accommodations such as the use of tape recorders in the classroom and the modification of test-taking procedures may be arranged. The campus is physically accessible.

Anyone interested in applying for services or obtaining further information may contact the Disability Support Programs and Services Department or visit our website: www.sdcity.edu/studentresources/dspsl.

**Service Animals**

The San Diego Community College District will permit qualified students with disabilities to use service animals in district facilities and on district campuses (Policy 3105.2) in compliance with state and federal law. Please contact the DSPS Office at the enrolled college for review and approval for the issuance of SDCCD identification.

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**Extended Opportunity Programs and Services (EOPS)**

L-117 (619) 388-3209

**What is EOPS?**

EOPS is a state-funded student support services program. Its purpose is to provide special recruitment, retention, and transition services to eligible students. The services offered are “above and beyond” those offered by the college’s Student Services division. The primary services include assistance in the following areas: priority enrollment, counseling/advisement, preparation for transition to four-year colleges and universities. For detailed information on all services offered and application procedures, please contact the EOPS Office in the Academic Success Center or visit our website: www.sdcity.edu/studentresources/EOPS.

You may be eligible if you are enrolled full-time (at least 12 units). At least 9 of these units must be taken at City College. In addition you must meet all of the following criteria:

1) You are a resident of the state of California, as determined by the Admissions Office.

2) You are (or plan to be) a full-time student.

3) You qualify to receive a Board of Governors Waiver A or B.

4) You have not completed 70 (or more) units of degree-applicable college course work. This includes courses taken at other colleges.

5) You are determined to be educationally disadvantaged by meeting any one of the following criteria:

   a. You do not qualify to enroll for the minimum level English or mathematics courses required for your degree objective.

   b. You have not fulfilled the requirements for a high school diploma or General Educational Development (GED).
c. Upon graduation from high school your high school grade point average (GPA) was 2.5 or less on a 4.0 scale.
d. You have been enrolled in a Math or English course, or program that is considered to be developmental or remedial.
e. You have been enrolled in an English as a Second Language (ESL) class or program.
f. In the judgment of the EOPS director, using state guidelines, you are determined to be educationally challenged.

Cooperative Agencies Resources for Education (CARE)
EOPS students who are single parents, have a child less than 14 years of age, and receive public assistance are encouraged to apply for the program’s Cooperative Agencies Resources for Education (CARE) component. CARE provides additional support services, to address those needs that are unique to single parents.

How to Apply
Students interested in applying for the EOPS program must complete an EOPS application and the Free Application for Federal Student Aid (FAFSA). These applications are available in the EOPS Office and the FAFSA is available online at www.fafsa.ed.gov. Students should apply early to ensure that they receive consideration for all services. It is recommended that students complete the FAFSA by the priority filing date published by the Financial Aid Office.

Summer Readiness Program (SRP)
SRP is a summer orientation for first-time college students. Participating students attend classes four days each week for eight weeks. The course work includes material designed to develop and enhance college survival skills. In addition to the course work, a full compliment of EOPS services is provided.

Applications are usually available in early January and accepted until the end of the first week of May. Interested applicants should contact the EOPS Office for details.

CalWORKs/TANF Believe Program Training, Education and Service
L-206 (619) 388-3797
The CalWORKs Program offers support services to students who receive TANF/CalWORKs funding. Specialized services have been designed to support students in their education, career and personal goals while meeting their welfare to work requirements. Services include academic/vocational counseling, job placement, workshops, work study placement and verification of welfare to work hours. For more information, contact the CalWORKs office in the Academic Success Center or visit our website: www.sdcity.edu/studentresources/CalWORKs.

Financial Aid
A-113 619-388-3501
The Financial Aid Office is committed to assisting students who might otherwise be unable to continue their education because of financial disadvantage.

Financial Aid funds are administered in accordance with a nationally established policy of financial assistance for education. The basis of this policy is the belief that students and their parents have the primary responsibility for meeting educational costs. The amount of the contribution expected from students and their family is determined by careful analysis of family financial strength taking into consideration net income, number of dependents, allowable expenses, indebtedness, and assets. The U.S. Department of Education, in cooperation with congress and educational agencies, has established procedures which are used in making an evaluation of the amount families can be expected to contribute.

Application
Application materials are available on January 1st for the following academic year. The priority filing date for aid is April 15. Students filing their application by this date will be considered first in the award process. The Cal Grant deadline is March 2. However, applications for financial aid are accepted throughout the school year until June 30, 2011.
Prospective students do not have to be accepted for admission to City College to apply for financial aid. In fact, students should apply for aid as soon as the applications are available whether or not they have been admitted to the college, since the application process for federal aid can take up to 12 weeks. However, students must be enrolled in order to be offered any financial aid funds.

All financial aid applicants must complete the Free Application for Federal Student Aid (FAFSA). The completed application (FAFSA) should be mailed directly to the processor according to the instructions. The FAFSA is now available online at www.fafsa.ed.gov.

Academic transcripts from prior colleges attended must be submitted before the processing of a financial aid application can be completed. Academic transcripts must be submitted directly to the District Records Office.

**Eligibility**

In order to be eligible to apply for financial aid, a student must be a citizen or permanent resident of the United States or be in the country for other than a temporary purpose with the intention of becoming a permanent resident.

Eligible non-citizens must provide proof of permanent residency for Federal Aid (Alien Registration Cards, I-94, I-155, I-688, or U.S. Immigration and Naturalization letter granting asylum, etc.). F-1 Visa students are not eligible for financial aid at City College. For further information regarding other eligible immigration status, contact the Financial Aid Office.

Students who do not have a high school diploma or equivalent are required to demonstrate “Ability to Benefit” from instruction. Information is available in the Financial Aid Office.

**Awards**

Awards take the form of a “package” of financial aid, usually consisting of grant money and work-study, depending on the financial need of the applicant and availability of funds. Awards may be adjusted at any time upon notice of receipt of resources not previously reported or a change in enrollment status. Revisions to awards may be possible because personal financial circumstances are so unpredictable. If funding is available, aid for valid educational expenses not already covered in the student cost budget may be increased.

Financial aid checks are usually ready for disbursement approximately four or five weeks after the start of classes. Pell Grant disbursements are based on enrollment levels at the time of payment and will not be adjusted. However, SEOG, Cal Grant and loan payments will be adjusted according to enrollment status. If you withdraw from classes after aid has been disbursed to you, you may be required to repay all or part of this aid. (see “Return of Title IV Funds” on page 33)

An automated system is available in the college bookstores to allow California resident students, who are enrolled in at least six units, to use a portion of their estimated Pell Grant to purchase books and supplies one week prior, and two weeks after, the start of the semester. Funds will be set aside from each eligible student's Pell Grant and placed in a special account in the bookstore. This account may be used for the purchase of books and supplies until the funds are exhausted. The account is valid at the City, Mesa, and Miramar College and ECC bookstores, regardless of where students are taking classes.

Student will be responsible for paying back the Bookstore Pell grant if student does not attend classes.

Students who elect not to purchase books from the college bookstore, or have any funds remaining on account, will receive the funds in the mail or by direct deposit with the remainder of their Pell Grant award according to the Pell Grant payment schedule for the semester.

Students must be making satisfactory academic progress as determined by the Standards of Satisfactory Academic Progress for Financial Aid Recipients. Copies are available in the Financial Aid Office.

**Return of Title IV Funds**

Federal law requires that if a student receives a Federal grant and then drops/withdraws from all his/her classes, he/she may owe money back to the Federal Government.

Note that the earlier a student drops/withdraws, the more money he/she may have to pay back.

- If a student receives **LOAN** money and withdraws, he/she may **pay back** the money according to the normal rules of the loan program.
- If a student receives **WORKSTUDY** money and withdraws, he/she **does not owe** anything back and may keep the salary earned, but must stop working immediately.
For more detailed information, contact the Financial Aid Office.

Financial Aid Programs Available
Following is a basic description of the programs available. Contact the Financial Aid Office for detailed descriptions and eligibility requirements, or visit our website.

Enrollment Fee Assistance: Board of Governors Waiver (BOGW)
State law requires that students attending the college pay an enrollment fee. Students enrolled in credit classes are currently required to pay $26 per unit.

The college offers the Board of Governors Waiver (BOGW), a state-funded program which will waive the enrollment fee for all eligible applicants. Effective Fall 2006, students who are eligible for a Board of Governors Waiver will be required to pay the health fee. The health fee will no longer be waived for students who are eligible for a BOGW other than students who are eligible for a BOGWA (TANF/CalWorks, SSI/SSP, or General Assistance).

If you are a California resident, you will qualify for a BOGW if any ONE of the following statements applies to your current status:

- You have already qualified for financial aid, such as a Federal Pell Grant or a Cal Grant.
- You have need as determined by Federal Methodology.
- You or your family are receiving TANF (Temporary Assistance to Needy Families), SSI (Supplemental Security Income), or General Assistance/General Relief.
- You have a letter from the Department of Veterans Affairs certifying that you meet the eligibility requirements of “certain disabled veterans, dependents of certain deceased or disabled veterans.”
- You are a dependent of a deceased or disabled veteran of the California National Guard. You must submit a letter of certification from the California National Guard Adjutant General’s Office.
- You meet the following income standards:

<table>
<thead>
<tr>
<th>Number in Household</th>
<th>Total Family Income for 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>(including yourself)</td>
<td>(adjusted gross income and/or untaxed income)</td>
</tr>
<tr>
<td>1</td>
<td>$16,245 or less</td>
</tr>
<tr>
<td>2</td>
<td>$21,855 or less</td>
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<tr>
<td>3</td>
<td>$27,465 or less</td>
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<td>4</td>
<td>$33,075 or less</td>
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<td>5</td>
<td>$38,685 or less</td>
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<td>6</td>
<td>$44,295 or less</td>
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<tr>
<td>7</td>
<td>$49,905 or less</td>
</tr>
<tr>
<td>8</td>
<td>$55,515 or less</td>
</tr>
</tbody>
</table>

Add $5,610 for each additional family member.

To determine your eligibility for the Board of Governor’s Waiver based on the above income standards, you will be considered independent if:

- You do not live with your parents or your parent’s registered domestic partner
- You were not claimed as an exemption on any federal income tax filed by your parents or your parent’s registered domestic partner in 2009

Federal Pell Grant
The Federal Pell Grant is the largest federal grant program and is the foundation of a student’s total “aid package.” Eligibility is determined by the federal government using a standard formula for all applicants.

Enrollment status will be frozen after the add/drop period and will be the basis for Pell disbursement. Once the Pell Grant award has been processed it will not be adjusted for additional units added during the semester.

Academic Competitiveness Grant (ACG)
The Federal Academic Competitiveness Grant is designed to provide additional grant money to students that have completed their state’s high school graduation requirements on, or after January 1, 2005, and have completed a rigorous high school curriculum as designated by their state. The high school is responsible for certifying completion of the rigorous high school curriculum. The ACG grant is limited to the first two academic years of College. Eligible students must be US Citizens, or eligible non-citizens, enrolled in at least six units (half-time), and be receiving Pell Grant funds at the same time. The grant amount may range from $375–$750 for first year students and from $650–$1,300 for second year
students. If you have a bachelor's degree, you are not eligible for an ACG Grant.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**
FSEOG is a federal grant program designed to assist students who have the greatest demonstrated financial need. Awarding of FSEOG funds is determined by the Financial Aid Office based on available resources.

**Cal Grants**
The Cal Grant program is administered by the California Student Aid Commission to help low-income students attend college. Students at the college may receive Cal Grant B or C.

- To be eligible for Cal Grant B a student must be a California resident and pursuing an undergraduate academic program of not less than one academic year.
- Cal Grant C is designed for students enrolled in a vocational program who are California residents from a low or middle-income family.
- See the Financial Aid Bulletin for important dates and deadlines.

**Chafee Grant Program**
The Chafee Grant is a federal program that is administered by the California Student Aid Commission to provide financial assistance to prior Foster Youth. The applicant must be certified by the State Department of Social Services of their Foster Youth status prior to reaching age 16. The grant has no citizenship requirement; however, non-citizens without a valid Social Security Number must call the CSAC for additional steps and information. The program awards a maximum of $5,000 per academic year. Renewal applicants must maintain satisfactory academic progress as defined by the school.

**Federal Work Study**
Federal Work Study (FWS) allows students the opportunity to earn part of their financial aid by working in assigned jobs, both on and off campus. The salary received is at least equal to the current minimum wage, but many Federal Work Study jobs pay more than minimum wage. Federal Work Study differs from the other financial aid programs in that a student is allocated a certain amount of money to earn. As work on the job is completed, a time card is submitted for the hours worked just as at a regular job.

Once a month the student receives a paycheck for the hours worked. Once the amount allocated in the financial aid package is earned, the job ends.

**Scholarships**
Students are encouraged to apply for scholarships, which are available for students who meet the qualifications. These awards are donated by individual contributors, clubs and organizations both on campus and in the community. Amounts are determined by the donors and vary. Qualifying criteria may include that the student meet financial need, a designated grade point average or other requirements to be eligible for consideration.

Scholarship applications may be obtained from the City College Office of Student Affairs, Room D-106 or at the website: www.sdcity.edu/scholarships

**Student Loans**
Applicants for student loans will be subject to college policy requirements regarding enrollment status, length of attendance, number of units completed, and total amount of previous loans.

Contact the Financial Aid Office for other requirements.

**Federal Direct Loan (Subsidized)**
The Federal Direct Loan is the federal loan program that replaced the Stafford Loan program. Instead of borrowing from a bank, students borrow directly from the Federal Government.

A community college student may borrow $3,500 as a first year student and $4,500 as a second year student. A student may not borrow more than a total of $23,000 as an undergraduate student. The interest rate is a fixed rate. Borrowers are required to pay an origination and insurance fee which varies each year. These fees are deducted from the proceeds of the loan.

To qualify, a student must be enrolled in at least six units and must demonstrate financial need through the federal methodology. To apply for a Federal Direct Loan, students must complete a FAFSA. All new applicants must also complete a mandatory loan entrance counseling session. The counseling session is required even if a student has attended a Stafford loan workshop in the past. You may complete the entrance counseling session on-line at www.StudentLoans.gov (and click on Entrance Counseling). The Financial Aid Office will be notified.
when the session has successfully been completed. In addition, you must fill out a Loan Request Form from your Financial Aid Office.

Borrowers may also be required to submit a student education plan. The actual loan amount for which a student is eligible will be determined by the Financial Aid Office. Students must have financial need to qualify and must repay the loan. Checks will be disbursed twice per loan period. Checks to first-time students or first-time borrowers will be disbursed 30 days after the start of the semester.

For additional information, contact the Financial Aid Office.

**Federal Direct Loan (Unsubsidized)**

Effective July 1, 1999, City College, Mesa College and Miramar College will no longer participate in the Unsubsidized Federal Direct Loan Program.

**Federal Direct Plus Loan**

Parents of dependent undergraduate students may borrow from the PLUS loan program. The amount borrowed may be up to the cost of attendance minus any financial aid. Checks will be payable to the parent. Parents must begin repayment within 60 days of receiving full dispensation of the loan. The interest rate is a fixed rate. Borrower must meet all other financial aid eligibility requirements, including completing the FAFSA.

**National Student Clearinghouse**

All current SDCCD student’s enrollment levels are automatically sent to the National Student Clearinghouse. Submission and disclosure of enrollment levels is a federal requirement for students with current and past student loans according to regulations. Enrollment information for students with no prior or current student loan history is protected from disclosure by the contractual agreement between the National Student Clearinghouse and the San Diego Community College District. For more information, please contact your campus Financial Aid Office.

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**New Horizons Program**

Room L-206 619-388-3424

The New Horizons Program assists students in completing their educational goals by providing support services such as textbook loans, public transportation assistance, student academic planner, study skills booklet, nontraditional career information, life skills and job search information and referrals to campus and community programs/services.

To qualify for the New Horizons Program, students must be enrolled in a career/technical major or certificate program and eligible for the Board of Governors Waiver (BOGW), and be one or more of the following: single parent, single pregnant woman, displaced homemaker, disabled student, student enrolled in a nontraditional program, or student with limited English proficiency.

Anyone interested in program services may call or stop by the office located in the Academic Success Center.

**Veterans and Service Members**

A-109 619-388-3504

**Veterans Center Military Service Connected Benefit Programs**

The San Diego Community Colleges have been approved to offer military service connected benefit programs leading to a certificate, an associate degree or transfer to a four-year institution. The Veterans Affairs Office staff provides counseling and guidance to veterans and assists them in the selection of educational programs which qualify for veterans benefits. The final responsibility for monitoring the process of qualification for educational benefits resides with the individual. Each veteran must read, understand, and comply with the many rules, regulations, and procedures that influence the benefit process.

Failure to take the proper classes can result in an overpayment and the reduction or termination of benefits.
Disabled Veterans
Veterans who qualify for educational benefits as disabled veterans may be entitled to special educational benefits. Veterans should visit the Veterans Administration Regional Office, 8810 Rio San Diego Drive, San Diego, CA, 92108, to determine their eligibility for disabled status (Telephone: 1-800-827-1000).

Veterans with disabilities are encouraged to pursue services offered through Disability Support Programs and Services, A-115.

Veteran Dependent Exemption
Children and spouses of U.S. Veterans with service connected disabilities may be eligible for waiver of college fees and/or for a small monthly payment. For more information see the Veterans Affairs Office.

Liability
The veteran assumes full liability for any overpayment of veterans benefits.

All persons receiving educational benefits must report to the Veterans Affairs Office after enrollment every semester to continue their benefits. In addition, a Student Education Plan (SEP) must be on file by the end of the first semester; otherwise, certification of VA benefits will be delayed for the second semester. This plan must be developed and reviewed by a counselor.

Number of Units Required
For students enrolled in a degree program, the following number of units are required each semester to qualify for educational and training allowance:

- 12 units or more: full allowance
- 9–11.5 units: three-fourths allowance
- 6–8.5 units: one-half allowance
- 2–5.5 units: one-quarter allowance*

* Chapters 32 and 1606 only.

Short-term and summer session courses are computed proportionately for payment purposes.

Withdrawal/Change of Classes
Veterans are required to notify the campus Veterans Affairs Office when they stop attending class, withdraw from the college, or add or drop a class. Such changes should be reported immediately after completing the add/drop procedure through Reg-e. Failure to comply with this regulation will be grounds for decertification.

Veterans Academic Progress
A veteran student on Academic or Lack of Progress probation status will be disqualified when his/her grade point average (GPA) falls below 2.0 for two consecutive semesters. The College Veterans Affairs Office is required to notify the Department of Veterans Affairs (DVA) of this status. The DVA will terminate benefits unless it can be shown that the student is pursuing an appropriate objective and has a reasonable chance for success in the chosen program. Please contact the Veterans Affairs Office for more information.

Repeated Classes
Veterans may not receive benefits for a repeat of a course in which a grade of “A,” “B,” “C,” “D,” or “P” has already been earned. Although District policy allows a student to repeat a course in which a “D” grade has been received, the course may be certified for benefits only if this catalog states that a grade of “C” or better in that course is required to earn a degree or meet a prerequisite.

Work Experience
The Work Experience program grants college credit for learning that takes place at a job or internship. Veterans may be approved for Work Experience classes only if it is required for their major or electives are available according to their education plan.

Transcripts
All official transcripts of prior college work and military schools, including copies of form DD214 or DD295 covering all periods of military service, must be on file in the Records Office by the end of the first semester of attendance at this college. Certification for benefits for the second semester will be withheld if transcripts are not received. Visit the Veterans Affairs Office for necessary forms.

Learning Resource Center (LRC)
Offering far more than the best views on campus, the San Diego City College’s Learning Resource Center (LRC) continues to evolve and mature as the college’s information hub. Located in the R building on the southeast corner of campus at Park Boulevard and B Street, the LRC is comprised of the Library on the second (main) and third floors, and the Independent
Learning Center, the Multimedia Center, a videoconference room, and CitySITE (faculty/staff development) on the first floor. Televisions on each floor are set to broadcast cable news and campus information. San Diego City College students will find that the LRC provides a multitude of services and scholarly research resources specifically selected to support their academic success. Below is a brief overview of our resources and services. Please see our web site http://www.sdcity.edu/lrc/ for more details and updated information.

**LRC / Library**
619-388-3421
The Library offers an extensive collection of scholarly books, e-books, periodicals, and a robust selection of reference and periodical databases available onsite, via wireless and remotely to currently enrolled students. San Diego City College students find help with their research and information needs at the Library's Information Center (reference desk), by phone, email, or 2417 online chat. Students may enroll in a transferable one-unit course, Information Literacy and Research Skills (LIBS 101). Scheduled tours, instructor requested research sessions, access to reserves, circulation services, group study rooms and inter-library loan services between district colleges are also offered.

**LRC / Independent Learning Center**
619-388-3265
The Independent Learning Center (ILC) creates a welcoming environment for students pursuing independent learning experiences to augment their in-class activities and improve their academic skills. Beyond maintaining a media collection and the supporting equipment, the ILC provides access to the Internet, a wide array of specialized software required for a variety of classes, adaptive software, and Microsoft Office Suite.

**LRC / Multimedia Center**
619-388-3418
The Multimedia Center (MMC) offers the campus the educational technology required for a college in the 21st Century by providing maintenance and support for smart classrooms and all campus-wide audiovisual equipment. Students have access to current technologies and the hands-on training needed to create successful classroom presentations. Through the Student Affairs Office, the MMC fills the requests for technical assistance for campus-wide student events. Through the MMC's digital signage student, campus information is distributed via campus television.

**Tutorial/Learning Center**
The Tutorial/Learning Center is located in the Academic Success Center (L-205). The Center is dedicated to providing high quality academic support to students in art, science, vocational, and technological courses. The goal is for each student to become an independent learner, who will succeed in the collegiate setting.

Peer tutors are carefully selected and professionally trained for most college subjects. Many are bilingual to help with language barriers. They provide FREE individual and small group tutoring in most subject areas. All City and ECC college students may sign up for appointments and walk-in. Study group sessions facilitated by a tutor are available for high demand courses. Online tutoring is also available on limited subjects.

The Tutorial/Learning Center offers FREE one-hour academic skill workshops such as note-taking, test-taking, memory enhancement and time management to strengthen student learning skills.

The current hours of operation are Monday through Thursday 9:00 am–6:00 pm, Friday 9:00 am–1:00 pm

**Center for Reading, Writing, English as a Second Language (ESOL), and Critical Thinking**
The Center for Reading, Writing, ESOL, and Critical Thinking is located in the Academic Success Center (L-209). The Center offers peer tutoring in reading, writing, and critical thinking assignments in classes across the curriculum. Tutors can provide assistance on a wide variety of assignments at any stage of the writing process. No appointments are taken; tutors see students on a walk-in basis. The Center is a free service to City College students. Hours, which may vary from semester to semester, are posted outside the Center.

**Mathematics Center**
The Mathematics Center provides two services to students: walk-in tutoring and self-paced math courses. The Center, located in the Academic Success Center (L-Building), is open both day and evening hours. Tutoring is available to all City College
students. The tutors include trained student tutors and Math Department faculty.

Tutoring is on a first-come, first-served basis.

The self-paced mathematics courses provide students with a flexible alternative to the traditional lecture courses for Math 038, 046, and 096. The courses are open-entry/open-exit and self-paced. A variety of learning resources are available including video lectures and computer tutorials keyed to the student’s textbook, live and videotape workshops, on-line testing for immediate feedback, tutors and an on-site counselor.

For additional information, come to the Academic Success Center (L-208), or call 619-388-3583.

Computer Services
The use of District computer equipment is limited to District staff and students.

Student Health Services

Medical and Nursing Services
A-116 619-388-3450
Mental Health Counseling Center
A-221 619-388-3539

The City College Student Health Services program consists of medical, nursing and mental health care. Mental health care and support is provided by the Mental Health Counseling Center. The medical/nursing program provides preventive and primary health care with referrals to community resources as needed. Students are welcome to walk-in to see a nurse or to call the office to schedule an appointment with the Student Health Services physician or nurse practitioners. Our services for students are confidential and free/low cost.

Ambulatory medical care is provided by the physician or nurse practitioners. This includes history and physical assessment of skin, muscle, joint, respiratory, gastrointestinal, endocrine and/or other problems. Medical referrals are made to the community as indicated. Laboratory tests and prescription medications are provided at low cost, as ordered by the physician or nurse practitioner. First aid is provided for minor problems. For severe or life-threatening issues, emergency care is accessed through the Emergency Medical Transport System of San Diego. All students are strongly encouraged to obtain immunizations against communicable diseases as recommended by public health authorities.

Student Accident Insurance/Claims
The Student Health Fee provides coverage for on-campus accidents or college-related injuries. All student campus injuries are processed through Student Health Services in A-116 as soon as possible after the accident/injury has occurred.

For additional information on Mental Health Counseling, please refer to Mental Health Counseling Center.

Mental Health Counseling Center

Mental Health Counseling Center
A-221 619-388-3539

The Mental Health Counseling Center supports student success through focus on personal, social, and emotional well-being. Our services for students are confidential and free. Mental health counseling is designed to support mental health in a proactive, relaxed and caring atmosphere.

Mental health and personal counseling services are provided by a licensed Clinical Social Worker, licensed Marriage and Family Therapist, Masters level staff and graduate interns/trainees and include:

- Individual short and long term strengths-based therapy
- Couples and family therapy
- Crisis intervention and referral
- Group therapy services
- Workshops and Psycho-educational seminars
- Cognitive behavioral based therapy and relaxation training targeted at addressing specific school related problems such as test taking anxiety, math anxiety, panic disorder, etc.
- Faculty/Staff consultations
- Disciplinary evaluations/behavioral contract compliance
- Working closely with Student Health Services for wrap around care
Students can walk in or call the office to schedule a confidential appointment. For additional information, please see Student Health Services.

**Child Development Center**

The Child Development Center offers an educational program for children six weeks to five years old. Enrollment is limited to children of parents attending day classes at City College. Parents must participate at the center three hours per week each semester their child is enrolled and must take Child Development 160 and 161 the first year they enroll a child in the program. Applications for enrollment are accepted for the first two weeks in July for fall enrollment, the first two weeks in December for spring enrollment, and the first two weeks in May for summer enrollment. The Center is located at 16th and B streets. For additional information, call 619-388-3205 or drop by (License Numbers 370805154 and 370806172).

Evening child development services are available for families that meet Head Start criteria.

**Student Affairs/ Campus Life**

D-106 619-388-3498

The Office of Student Affairs provides a variety of services designed to provide students with a well-balanced academic and extra-curricular college experience.

Student leadership, clubs and organizations, cultural events, graduation and other support services are offered through the Office of Student Affairs.

For scholarship information, emergency book loans, fee deferments and information about other support services, contact the Office of Student Affairs.

**Associated Students (AS) Student Government**

The Associated Students is the governing body that finances, organizes, and directs many student-sponsored programs and activities at City College. Elections are held annually for Associated Student President and other officers. Any student with a current City College ID card may vote in the elections.

Current district policy allows the elected Associated Student President to share the responsibility of the Student Trustee. The Student Trustee is a non-voting member of the Board of Trustees of the San Diego Community College District and represents the student voice on the Board.

Any student who participates in student government may not have any Policy 3100 violations of suspension or greater, as stated on their official student record.

**Associated Students Membership**

Support your student body by purchasing an AS membership. The membership entitles you to special benefits and privileges. The revenues go back to support various campus events and activities. See the Associated Students office, D-105A for a list of current benefits.

**Student Organizations**

There are over 20 active student organizations on campus reflecting the diversity of interest of the student body. Students wishing to charter or register new organizations should contact the Student Affairs Office in D-106.

**Athletics**

P3-200 619-388-3486

San Diego City College is a member of the Pacific Coast Athletic Conference for the following sports: men's and women's soccer, men's and women's cross country, men's and women's basketball, softball, men's and women's tennis, baseball, men's and women's volleyball, and women's badminton.

The Pacific Coast Athletic Conference includes the following colleges: Cuyamaca, Grossmont, Imperial Valley, MiraCosta, Palomar, San Diego Miramar, San Diego Mesa, and Southwestern.

Students must meet academic requirements established by the California Community College Athletic Association and pass a physical examination before they are determined to be eligible to participate in Intercollegiate Athletics. Academic eligibility includes enrollment as a full-time student during the season of the sport and a minimum 2.0 grade point average by their sophomore season of play. For more information, contact the Athletic Office.
Physical Education Classes/
Intercollegiate Sports Disclaimer
Participation in all sports and physical education activities involves certain inherent risks.
Risks may include, but are not limited to, neck and spinal injuries that may result in paralysis or brain injury, injury to bones, joints, ligaments, muscles, tendons and other aspects of the muscular skeleton system; and serious injury, or impairment, to other aspects of the body and general health, including death. The San Diego Community College District, its officers, agents and employees are not responsible for the inherent risks associated with participation in physical education classes/intercollegiate sports.
Students are strongly advised to consult a physician prior to participating in any physical education activity.

Performing Arts
The City College Department of Visual and Performing Arts offers students the opportunity to present plays several times a year and sponsors student performances in music and dance which are open to the public as well as the college community.

Journalism
College Newspaper
The college newspaper, City Times, provides students the opportunity for class workshops and actual experience in writing, editing, and producing a newspaper.

CityWorks
CityWorks is San Diego City College’s creative arts annual anthology which features artwork, poetry and prose from students and the community. Each October, the staff seek artists, writers, poets, journalists, editors, graphic designers, photographers, and other creative people to seek submissions for the issue, which is published each spring. For more information, call 619-388-3522.

Support Services
Campus Bookstore
A-12  619-388-3548
San Diego City College Bookstore stocks textbooks and supplies required for classes. The Bookstore provides study aids, snacks, school supplies, clothing, backpacks, gift items, greeting cards, emblematic items and general books. The bookstore also buys back textbooks for cash.
Extended hours are offered at the beginning of each semester. Textbooks can also be purchased online at www.bookstore.sdccd.edu/city. For additional information or special Bookstore hours, please contact the bookstore or visit our website listed above.

Cafeteria
The cafeteria is located in D-123 and serves both day and evening students.

College Police Department
The College Police Department is responsible for providing public safety, law enforcement and crime prevention services. Its mission is to maintain peace and order and a safe learning environment throughout our District. It is also responsible for administering the campus parking program, lost and found and the building security program.
The police business office is located in V-118. For information and general assistance, call 619-388-3461. For police assistance, call 619-388-6405. Emergency services are provided 24 hours a day 7 days a week. Learn more about College Police at http://police.sdccd.edu.

Police Escort and Related Services
The college police are available to provide escort, vehicle battery jumps, and vehicle lockout services during regular hours of operation. Students who wish to use these services should call College Police Dispatch at 619-388-6405 or go any of the College Police Offices at the following locations for assistance:
City College (V-118) ................. 619-388-6411
Mesa College (Q-100) ................. 619-388-2749
Miramar College (B-102) .......... 619-388-7353 or 858-536-7353
College Police Dispatch ............. 619-388-6405
Emergency Calls
The college will not interrupt classroom instruction to deliver messages, except in extreme emergencies. All calls/inquiries should be referred to the College Police Dispatch at 619-388-6405.

Parking
Student parking permits are available for purchase during registration through "Reg-e" or at the campus accounting office. Permits paid for before classes begin are mailed and those purchased after classes begin must be picked up. You do not need a permit in student lots for the first two-weeks of each sixteen-week semester. Check in College Police for parking permits not received before the grace period ends. Parking permits are not required on Saturdays, Sundays or college holidays including winter break and spring break. Students may not utilize staff/faculty parking areas unless they are the owner of a valid state issued disabled placard. Owners of valid disabled placards may also park at meters without paying and are not required to buy a parking permit.

There are visitor parking meters and/or time limited visitor parking at each campus. Students may not utilize visitor parking. All meters require deposit of coins. Permits are not valid at meters. All campuses have pay and display machines for visitor and student use. Pay and display permits are only valid in student parking lots.

Parking permits are required Monday through Friday, 7:00 am to 10:00 pm. Parking between the hours of 11:00 pm and 6:00 am requires an overnight permit issued through College Police.

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.

For additional information on parking visit your campus police office or call parking services at 619-388-6415.

Transportation for Disabled Students
Paratransit (curb-to-curb) service is available for a fee to persons with disabilities who cannot use public transportation. ADA certification is required. Please contact DSPS for additional information or forms for certification. Students may also contact MTS (Metropolitan Transit System) at 888-517-9627.

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.

Emergency Cell Phone Numbers
The College encourages students to provide cell phone numbers to communicate with them in the event of a college or district-wide emergency. Students can log-on to Reg-e at: http://studentweb.sdccd.edu to provide this important information.