November 20, 2010

Dear Student,

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

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

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

2. **As demand for classes continues, it may be difficult to find classes at times that meet your schedule.**
   
   **What can you do?**
   
   - Register at your appointment time to maximize access to classes and identify an alternative schedule in the event that your classes are not available.
   
   - Promptly drop the classes you do not attend so other students may enroll. Late drops will not be accepted.
   
   - Pay all fees by the deadline so you are not dropped from your classes (even if you have a BOG waiver, you are responsible for paying the health fee or you will be dropped).

3. **The maximum allowable unit load for Spring 2011 registration will be 16 units.**

   **What can you do?**
   
   - Plan your class schedule carefully before registering.
     
     - **Helpful Hints:** check the availability of classes prior to registering via the online schedule of classes, or use the Registration Worksheet located in the online schedule of classes to help with your planning; see a counselor.

4. **Late adds and drops will not be allowed.**

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

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

   **What can you do?**
   
   - Take advantage of your priority enrollment time.
   
   - Request academic accommodations as soon as you register.
   
   - Immediately notify DSPS of changes in your schedule so that other students can receive accommodations.

   - Service providers for Deaf and Hard-of-Hearing are limited. Do not delay meeting with your DSPS counselor for recommendations.

6. **Concurrently enrolled high school students will be limited to one course.**

7. **There will be no Intersession classes for Spring 2011.**

8. **Plan ahead for Summer 2011**

   - Course offerings will be limited and the maximum allowable unit load will be 9 units.

9. **If you are planning to transfer to SDSU, contact your college Transfer Center.**

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

Sincerely,

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