STUDENT GUIDE TO COLLEGE

This guide is a quick reference for the key information students need while attending college. The information is in alphabetical order as listed in the Index. For more detailed information or assistance, contact the specific departments on campus.

Each student is responsible for knowing the information provided in the college catalog and schedule of classes pertaining to student rights and responsibilities, instructional programs, enrollment, transfer and degree requirements and the policies and procedures of the San Diego Community College District.

Note that San Diego City, Mesa & Miramar Colleges use e-mail as the primary means to communicate important notices and information to students. All students should make sure the college has your current e-mail address. To update your email, log into Reg-e at https://studentweb.sdccd.edu/reg-e/ and select “Change E-mail Address.”
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ADDING CLASSES (CRASHING)
To add (crash) a class after classes have started, students must obtain an “add code” issued by the instructor on or after the first day of class.

IMPORTANT: Students must process the add code and pay all incurred registration fees by the add deadline to be considered officially enrolled in class.

Add codes for Special Admission Part-time High School and Joint Diploma students must be processed in person in the college Admissions Office prior to the add deadline.

Note: If an instructor finds that a student has given his/her add code to another student, the instructor may administratively drop the student.

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

• Persons who possess a high school diploma or California high school proficiency exam certification or GED with an average score of 450 for all tests, with no individual score below 410.

• 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 admission 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. Enrollment may be limited due to budget reductions and extraordinary demand.
  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 NP 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.

• In accordance with §76038 of the California Education Code, students seeking admission who have been previously expelled from a California community college within the past five years, or who are currently in the process of a formal expulsion hearing for any offense listed in AP 3000.2, Student Admission Status, 2.a.1-7, are required to inform the District. Admission eligibility shall be determined in accordance with AP 3000.2, Student Admission Status.

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

Refer to the Academic Calendar of the upcoming term for the Admission Application deadline. The Academic Calendar is available under Key Resources / Forms on Student Web Services at studentweb.sdccd.edu.

Students who file an application after the deadline will have open registration and will not receive priority for access to services.

ANIMALS ON CAMPUS
Animals are not permitted on campus with the exception of authorized service animals for persons with disabilities. Refer to Administrative Procedure (AP 3105.2) Service Animals.

ASSESSMENT
Assessment is a process that includes tests and other measures to assist students in selecting courses best suited to their abilities and educational goals. Specifically, assessment helps students identify their skill levels in English, ESOL and mathematics to ensure proper course selection. All new students should go through assessment and orientation unless they already possess an associate degree or higher.
• Special assessment is available to students if English is not their native language and/or they speak, read and write their native language most of the time. Students can contact the Testing Office for an appointment at:
  City College 619-388-3540
  Mesa College 619-388-2718
  Miramar College 619-388-7379

• Placement test results are available through Reg-e at https://studentweb.sdccd.edu/reg-e/. Once logged in, select “View Your Placement Levels.”

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

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Required Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT – Engl</td>
<td>500</td>
</tr>
<tr>
<td>SAT- Math</td>
<td>560</td>
</tr>
<tr>
<td>ACT - Engl</td>
<td>22</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</td>
<td>“Ready for CSU College-Level English/Math Course”</td>
</tr>
<tr>
<td>EAP Conditional</td>
<td>“Ready for CSU College-Level English/Math Course” - does not meet the criteria.</td>
</tr>
</tbody>
</table>

IMPORTANT: Only original document will be accepted. Copies are not valid.

• Testing accommodations are available to students with disabilities. For information, contact the Disability Support Programs and Services (DSPS) on campus.

ASSOCIATED STUDENTS (A.S.) MEMBERSHIP
  Membership in the Associated Students organization entitles students to many services, benefits, and discounts. An AS College membership may be purchased for $8.00 per academic year for spring and fall. A.S. memberships are not available in the summer. Information about A.S. services is available at the Student Affairs Office on campus.
  • Students may pick-up A.S. membership stickers in the A.S. Office on campus.

AUDITING CLASSES
  Auditing of classes is not permitted. Students must be officially registered in all classes.

BOOKS AND SUPPLIES
  Students are responsible for the purchase of books and supplies as well as tools and materials for all classes. Financial assistance is available for students who qualify. Contact the Financial Aid Office for eligibility criteria. For textbook information and approximate costs, please visit www.bookstore.sdccd.edu.

BUS & TROLLEY PASS
  Students who are enrolled in a minimum of 3 college units may purchase monthly or semester bus and trolley passes for the spring and fall semesters.

  The monthly bus and trolley passes are available for purchase February – May, and September – December, at the City, Mesa and Miramar Accounting offices, while supplies last. The current monthly pass price is $57.60.

  The semester bus and trolley passes are available for purchase the first month of the semester at the City, Mesa and Miramar Accounting Offices and the ECC Cashier’s office, while supplies last. Refer to the Academic Calendar for exact purchase dates. The current semester pass is at a discounted rate of $181.00.

  Semester passes are valid for unlimited use on either the bus or trolley for routes up to $2.50 throughout the semester (includes weekends and holidays). Financial Aid students should contact the Financial Aid Office on campus for detailed information. Note: The price of the semester pass is based on a $1.51 per day assessment according to the number of days in the semester and is therefore subject to change from semester to semester.

IMPORTANT: Students must be enrolled in a minimum of 3 college units to be eligible to purchase a bus pass.

• Students MUST bring their student ID card to the above offices when purchasing bus and trolley passes.

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

Note: Published prices are subject to change by SANDAG (San Diego Association of Governments). Issuer is not responsible for lost, stolen or shredded stickers or passes. All monthly and semester bus and trolley sticker/pass sales are final. No refunds or replacements.
Due to SANDAG process changes, the disabled/senior, youth and adult bus passes are no longer available for purchase at the colleges. Disabled/senior bus passes can be purchased at reduced fares through MTS. Go to the MTS website page [www.sdmts.com/fares_discounted.asp](http://www.sdmts.com/fares_discounted.asp) for more information on the application process or contact the Transit Store at 619-234-1060.

**CAMPUS EMERGENCY MESSAGES**
In case of a campus emergency or college closure, students should check the district web site for up-to-date information at: [www.sdccd.edu](http://www.sdccd.edu)
- The district will also communicate college emergency information through emergency cell phones numbers if it is provided on Reg-e.
- Log-on to Reg-e at: [https://studentweb.sdccd.edu/reg-e/](https://studentweb.sdccd.edu/reg-e/) to provide this important information.

**CHILD DEVELOPMENT CENTER**
The Child Development Center offers educational programs for children two to five years old. Enrollment is limited to children of parents currently attending classes. Parents must participate at the center and enroll in required classes. For more information, contact the Child Development Center on campus.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>619-388-3205</td>
</tr>
<tr>
<td>Mesa</td>
<td>619-388-2812</td>
</tr>
<tr>
<td>Miramar</td>
<td>619-388-7851</td>
</tr>
</tbody>
</table>

**CLASSES BY ARRANGEMENT**
Students enrolling in classes scheduled “To Be Arranged” (TBA) should contact the instructor for meeting dates and times.

**CLASS CANCELLATION/CHANGE POLICY**
The San Diego Community College District reserves the right to change or cancel any course listed in the schedule in which enrollment is below the minimum. In the event of cancellation, the college will make every effort to move students to another section of the course.

**COLLEGE POLICE**
The College Police Office is responsible for rendering first aid and assistance to all persons, along with enforcing laws on or about the campus. It is also responsible for administering the campus parking program, lost and found, crime and loss reports, and other related services. The campus is patrolled 24 hours a day and the Police Office is open as follows:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>City College (V-100)</td>
<td>M – Th 7:00am - 10:00pm  F 7:00am - 5:00pm</td>
</tr>
<tr>
<td>Mesa College (Q-100)</td>
<td>M – Th 7:00am - 10:00pm  F 7:00am - 5:00pm</td>
</tr>
<tr>
<td>Miramar College (T-100)</td>
<td>M – Th 8:00am - 7:30pm  F 8:00am - 5:00pm</td>
</tr>
</tbody>
</table>

**Enforcement Hours** – Parking permits are required to park in the City, Mesa, Miramar, and ECC parking lots at all times. **This includes noon to 6 p.m., Monday – Friday.** Cars parked on campus between the hours of 11 p.m. and 6 a.m. require an overnight permit issued by campus police.
- Staff Permits, meters and most other violations are enforced 7:00am to 10:00pm. Disabled parking, fire lanes, hazardous parking, etc. are enforced seven days a week, 24 hours a day.

**Police Escort and Related Services**
College Police are available to provide escort, dead battery and vehicle lockout service during regular hours of operation as published above. Students should go to the College Police Office for assistance at the following locations:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>City: V-100</td>
<td>Mesa: Q-100 Miramar: T-100</td>
</tr>
</tbody>
</table>

Escorts and police services at other locations are available anytime by calling College Police Dispatch at (619) 230-2808 or (619) 388-6405.

**COLLEGE STUDENT IDENTIFICATION NUMBER CSID**
- To protect the privacy of student records, all students are assigned a College Student Identification number (CSID). This number will be required to access student records, all web services that currently require a student ID, AND to conduct other college business on campus.
- Students who do not have a CSID number, should login to Reg-e at [https://studentweb.sdccd.edu/reg-e/](https://studentweb.sdccd.edu/reg-e/) and click on the “Get your CSID” button.
- Students who have forgotten their CSID number may click on the “get your CSID” button to retrieve their number. This number should be kept in a secure location.
- **CAUTION:** If you are uncertain that you already have a student ID number, DO NOT create a new application. Duplicate records will cause significant delays in financial aid, transcripts, and other important business processes.
- Returning students who have missed more than
one consecutive semester (excluding summer session), or first-time students applying to San Diego City, Mesa or Miramar Colleges, will receive their CSID number once their application to the college has been accepted.

- Picture CSID cards will be issued to new and returning students who have not received a CSID card (at no charge) in the college Admissions Office upon verification of enrollment and payment of fees. Continuing students who have not previously had their picture taken must do so in the college Admissions Office to receive a picture CSID card.

COMPLAINTS/PROBLEMS
The college is committed to creating an environment that is sensitive to and supportive of student needs. Students who have a problem, complaint or a situation that needs to be addressed should contact the Vice President, Student Services Office on campus.

CONFIRMATION OF CLASSES
Class confirmations will only be sent via e-mail. Students with a valid e-mail address, who are registered and paid in full, will receive a confirmation of classes via e-mail the next business day. Students who do not have a valid e-mail address may print a copy of their schedule on Reg-e at: https://studentweb.sdccd.edu/reg-e/

CONTINUING EDUCATION FOR NURSES
Continuing education for nurses is offered at City and Mesa Colleges. Classes are approved by the California Board of Registered Nursing (BRN). For additional information, contact the Nursing Education Office on campus.

COUNSELING
Professional counselors are available on campus both day and evening to assist students with their educational and career planning needs. For additional information, contact the Counseling Center on campus.

City 619-388-3540
Mesa 619-388-2672
Miramar 619-388-7840
858-536-7840

COURSE DESCRIPTIONS
The college catalog contains information regarding curriculum, course descriptions and prerequisites, as well as important college policies and regulations. Catalogs may be purchased for $3.00 in the college Bookstore or downloaded from the Registration page of Student Web Services at studentweb.sdccd.edu.

DIRECT DEPOSIT
Financial Aid students are now able to have their Financial Aid checks deposited directly to their bank accounts via direct deposit. For more information, contact the Financial Aid on campus.

DISABILITY SUPPORT PROGRAMS & SERVICES (DSPS)
DSPS assists students with disabilities by offering support programs and services. To apply for services or obtain further information, students should contact the DSPS Office on campus.

City 619-388-3513
tty – 619-388-3313
Mesa 619-388-2780
tty – 619-388-2409
Miramar 619-388-7312
tty – 619-388-7301
858-536-7212
tty – 858-536-4301

DROPPING OR CANCELLING REGISTRATION
Students do not need the instructor's permission to drop a class. It is the student’s responsibility to drop by the published deadline.

EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)
EOPS assists disadvantaged and under-represented students to become aware of academic and personal needs, and to achieve academic success. EOPS book grants, student success workshops and counseling is available to eligible students. For more information, contact the EOPS Office on campus.

City 619-388-3209
Mesa 619-388-2706
Miramar 619-388-7869
858-536-7869

FEES AND TUITION INFORMATION
- All fees must be paid in full by the date indicated on Reg-e or students will be dropped for nonpayment. Fees may be paid by check, e-Check, money order, cashier’s check, or Visa/Master Card.
- A cancelled check or Visa/Master Card statement will serve as receipt.
- If paying by check, e-Check, or credit card, students may be administratively dropped if payment is not cleared by the bank; however, this will not relieve the student’s financial liability to the college.
- If fees are being paid by a third party, (i.e., tuition assistance, State Department of Rehabilitation, employer sponsorship programs, scholarships, etc), the student must contact the college Accounting Office to process paperwork and
complete registration prior to the due date provided at the time of registration.

- A $25 fee will be assessed for any returned check(s).
- The college reserves the right to revoke check writing privileges.

IMPORTANT: Students must enroll in class and pay all incurred registration fees by the add deadline to be considered officially enrolled in class. Refer to the Academic Calendar and Important Deadlines, under Key Resources/Forms at studentweb.sdccd.edu.

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

Mandatory Fees

- Enrollment Fee
  The current enrollment fee is $46.00 per unit. Exemptions from the enrollment fee are available to students who qualify for a fee waiver (BOGW).
  - To apply for a fee waiver, students may complete the e-BOGW online, by going to the Online Services section of Student Web Services at studentweb.sdccd.edu, or by obtaining an application in the college Financial Aid Office.
  - Indentured apprentices are exempt from enrollment fees for Apprenticeship Program classes only.

- Non-Resident Tuition
  - In addition to the enrollment and health fees, $190.00 per unit tuition is currently charged to students who are not residents of California for tuition purposes.

- Health Fee
  - ALL students, including BOGW recipients, are assessed a mandatory fee for health services and accident insurance, whether or not they choose to use the health services or have their own private insurance.
  - The student health services fee is $19.00.
  - Note: All students, including BOGW recipients who do NOT pay the mandatory Student Health Services fee will be dropped for non-payment.
  - The following students are exempt from the Health fee:
    - Students who meet the income requirements for the Board of Governor’s Waiver (BOGW-A only). Contact the Financial Aid Office for eligibility determination.
    - Students attending under an approved apprenticeship program.
    - Students who depend on prayer for healing, in accordance with the teachings of a bonafide religious sect, denomination, or organization, may petition to have the fees waived. To apply for an exemption contact the Admissions Office.

- Student Representation Fee
  - All students are assessed a mandatory $1.00 student representation fee per semester. This fee is expended by the college solely for the purpose of student advocacy efforts to Federal, State and Local governments. Students have the right to refuse to pay the fee for religious, moral, political, or financial reasons. This fee may be cancelled through Reg-e. For additional information regarding this fee, students should contact their Student Affairs Office on campus.
    - City 619-388-3498
    - Mesa 619-388-2699
    - Miramar 619-388-7313
    - 858-536-4313

Optional Fees

- Current Optional Fees
  - Automobile permits: $35.00 (hanger included)
  - Carpool permits: $30.00
    - See College Police for information.
  - Motorcycle permits: $17.50
    - Students receiving public assistance, or who are determined eligible for financial aid based on income standards may purchase an automobile parking permit for $20.00. (Contact the Financial Aid Office on campus for eligibility determination).
  - A.S. Membership: $8.00 per academic year.

FINANCIAL AID

- Many types of financial aid are available to students who qualify. Students needing financial assistance must apply immediately to receive consideration for federal grants and the work-study program. Awards for these programs are offered on a first-come, first-served basis since college funds are limited. For more information,
students should contact the Financial Aid Office on campus.

- The FAFSA (Free Application for Federal Student Aid) is available online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - All students are encouraged to apply for a FAFSA to determine if you are eligible for other types of financial aid.
  - Students with extenuating circumstances, who cannot complete a FAFSA, should visit their campus Financial Aid Office.

- Students will be informed on Reg-e of the fees that will be paid by financial aid. Additional fees are the responsibility of the student.
- Students should process their financial aid through the payment menu option during registration.
  - If financial aid is awarded after the student registers and fees have not been paid, financial aid must be processed by the student on Reg-e.
  - Additionally, students must pay their health fees or they will be dropped from their classes.
  - Students awarded financial aid after paying their fees should contact the Accounting Office.
  - For questions about financial aid, contact the college Financial Aid Office immediately.
  - Students can view their financial aid award on Reg-e at: [https://studentweb.sdccd.edu/reg-e/](https://studentweb.sdccd.edu/reg-e/).

### The Board of Governor's Waiver (BOGW):

- Apply for a Board of Governor’s Waiver (BOGW) online in the Online Services section of Student Web Services at [studentweb.sdccd.edu](http://studentweb.sdccd.edu). Click on the e-BOGW link.
- e-BOGW is only available during specific periods, which are posted in the Financial Aid section of Student Web Services at [studentweb.sdccd.edu](http://studentweb.sdccd.edu) and on the Academic Calendar.
- Students who wish to apply for a BOGW outside of the e-BOGW availability should apply for a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Interested students should file the completed BOGW application at their college of registration at least one full week prior to their registration appointment to ensure that aid is available.
  - Late applications are accepted, however processing will be delayed, and students will be required to pay all fees while their application is being processed.
  - For more information, students should contact the Financial Aid Office on campus.

- BOGW does not pay for student health fees, with the exception of students eligible for BOGW-A. In addition, BOGW does not pay for parking permits, A.S. memberships, or student representation fees.

### FREE SPEECH

Free speech areas have been recommended on the college campuses to maximize the opportunity for free discussion and expression, while minimizing the potential for disruption of classroom and college activities. Information concerning free speech areas is available in the Dean of Student Affairs Office on campus.

### GRADES

- Grades are available on e-Grades in the Online Services section of Student Web Services at: [studentweb.sdccd.edu](http://studentweb.sdccd.edu)
  - Grades are available approximately 3 weeks after the end of classes.
  - See Academic Calendar for grade availability dates.

### GRADUATION

- Petitions for an evaluation for graduation, general education certification, modification of major and academic renewal are available in the college Evaluations Office.
  - City 619-388-3210/3466
  - Mesa 619-388-2680
  - Miramar 619-388-7371
  - 858-536-7371
- See the college catalog for additional information regarding graduation requirements or visit [studentweb.sdccd.edu/evaluations/](http://studentweb.sdccd.edu/evaluations/)

### HOLDS

Students with a hold on their record will not be permitted to register until the hold has been cleared. **NO EXCEPTIONS!**

### HONORS PROGRAM

For students who want more from their college education, are highly motivated, and seek exceptional learning experiences, the Honors Program is for you. For information, contact the Honors Coordinator on campus, or visit Student Web Services at [studentweb.sdccd.edu](http://studentweb.sdccd.edu) and select Honors Program, under New Students.

**NOTE:** Students enrolled in an Honors section (including an honors contract), may not transfer to the regular section after the deadline to make a schedule adjustment for the class. Petitions for Honors credit after the course has been completed will not be permitted.
IMPORTANT DEADLINE DATES
Students can find important deadlines in the online Schedule of Classes by clicking on the “details” box next to the class that you are interested in viewing, including:

- Receiving and processing add codes
- Dropping classes with no “W” recorded
- Refund of enrollment fees and/or non-resident tuition
- Petitions for Pass/No Pass grading option
- Last day to withdraw

View the online schedule of classes at: schedule.sdccd.edu

A summary of IMPORTANT DEADLINES is also available under Key Resources / Forms on Student Web Services at studentweb.sdccd.edu.

INDEPENDENT LEARNING CENTER
The Independent Learning Center provides individualized learning experiences for students wanting to improve academic skills or augment in-class activities. For more information, contact the ILC on campus. Note: The use of district computer equipment is limited to district staff and students.

City 619-388-3535
Mesa 619-388-2769
Miramar 619-388-7365 858-536-7365

INDEPENDENT STUDY
Students may enroll in Independent Study 290 courses during the first week of classes. An “add code” will be issued by the appropriate department for processing on Reg-e.

INTERNATIONAL STUDENTS APPLICATION FEE
There is a $100 non-refundable application fee for international students, which will be credited towards tuition if the applicant enrolls and attends.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)
IGETC is a general education pattern that will fulfill all California State University (CSU) campuses and most University of California (UC) campuses/majors. It is also accepted by some private/independent or out-of-state universities. IGETC is usually recommended for students who intend to transfer to a UC campus, or who are not yet sure of where they plan to transfer. For detailed information on IGETC, click on the “Resources” link in the Online Schedule of Classes at: schedule.sdccd.edu

SAMPLE
Interested in transferring your college credits? www.assist.org is an online California student-transfer information system that shows how course credits earned at one public California community college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California’s public colleges and universities and provides the most accurate and up-to-date information about student transfer in California.

MATRICULATION SERVICES
The college matriculation program is designed to help students succeed in their academic program. To “matriculate” means to enroll and to commit oneself to an educational goal. Thus, matriculation is a process that requires a commitment on the part of the college as well as the student. Click on the “Resources” link in the Online Schedule of Classes at: schedule.sdccd.edu and go to Registration Information.

MESSAGES FOR STUDENTS
The college will not interrupt classroom instruction to deliver messages except in an extreme emergency.

MILITARY BASE CLASSES
Due to heightened security on military installations, a listing of all students attending classes on a military base must be provided to base officials for students to obtain entry onto the base. The list will be provided by the district and will include all students and their student ID numbers enrolled in classes on the base, regardless of their affiliation or non-affiliation with the...
military. For classes that meet at the San Diego Naval Base or Marine Corps Air Station Miramar, non-affiliated civilian students are required to submit a Confidential Consent for Background Check form in order to clear access to the base. Interested students should go to Key Resources / Forms on Student Web Services at studentweb.sdccd.edu. Note that classes offered on military bases may be relocated at anytime during the semester.

NONATTENDANCE/FIRST CLASS
Students who do not attend the first class meeting may be dropped by the instructor. Students, who cannot attend because of illness, religious observation, or a serious problem, should notify the instructor. Students who miss the first class meeting and do not plan to attend must log-on to Reg-e to drop the class to avoid receiving an "F" grade. **IT IS THE STUDENT’S RESPONSIBILITY TO DROP BY THE PUBLISHED DEADLINES.**

OFF-CAMPUS CLASSES
City, Mesa and Miramar Colleges offer classes at off-campus sites throughout the community using facilities such as public schools, churches, hospitals, and offices. Classes are held primarily in the evening to afford students the best access in terms of time and location. Classes carry full college credit.

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

OPEN ENTRY/OPEN EXIT CLASSES
Classes listed as Open Entry/Open Exit may be added throughout the semester. Students should contact the Admissions Office for specific add/drop deadlines.

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 assessment and program planning. Matriculating students, who have been admitted to the college, are expected to attend an assessment/orientation session before registering for classes. Additional information is available in the Testing Office on campus.

<table>
<thead>
<tr>
<th>City</th>
<th>Mesa</th>
<th>Miramar</th>
</tr>
</thead>
<tbody>
<tr>
<td>619-388-3540</td>
<td>619-388-2718</td>
<td>619-388-7379</td>
</tr>
<tr>
<td>858-536-7379</td>
<td></td>
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</tbody>
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PARKING PERMITS
Parking permits are required to park in the City, Mesa, Miramar College, and ECC Continuing Education Center lots at all times. Cars parked on campus between the hours of 11 pm and 6 am require an overnight permit issued by campus police. Parking permits are available for purchase during registration on Reg-e at https://studentweb.sdccd.edu/reg-e/, or at the college Accounting Office. Permits are only valid for the current semester.

- Automobile and Motorcycle parking permits purchased and paid by the advance purchase deadline (7 days before the start of the semester) will be mailed to students on a weekly basis. Refer to the Academic Calendar for advance purchase deadline.
- Parking permits purchased and paid after the advance purchase must be picked up on campus.

**NOTE: Your CSID card is required to pick up your parking permits.**

- During the first two weeks of classes parking permits will be available for pickup at special locations on campus:
  - City: Police Substation – Cafeteria
  - Mesa: I-400 Welcome Station in the 4th Floor Lobby
  - Miramar: Room T-100 (all semester)
- After the first two weeks of class, pick up permits at campus College Police.

Parking permits will be required to park in all student lots beginning the first day of the semester. Students without valid permits will be cited. Students may NOT park in faculty/staff lots at any time, with or without a permit.

For information about day permit machine locations, visit the College Police Parking web page at: police.sdccd.edu/parking/parking.cfm

**A PERMIT DOES NOT GUARANTEE A PARKING PLACE!**

- **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.
- **Motorcycles** must display a motorcycle permit and be parked in designated motorcycle parking.
- **Vehicle Immobilization/Booting/Towing/Hold** Vehicles that accumulate five (5) or more unpaid parking citations are subject to immobilization.
(booting) of their vehicle and/or impound (towing) at owners expense. In addition, a hold may be placed on the vehicle registration. If a vehicle accumulates $100 or more in outstanding fines, a hold may be placed on student records/grades.

PASS/NO PASS GRADING OPTIONS
Students may also select the Pass/No Pass (P/NP) grade option when registering. This option must be selected by the published deadline posted in the online schedule of classes. Classes eligible to be taken for Pass/No Pass are designated in the schedule with a pound symbol (#). Details on Pass/No Pass grading options are available in the college catalog.

- Students who plan to transfer to a four-year institution should review the Pass/No Pass acceptance policy of the transfer institution prior to requesting this grade option. Restrictions in the San Diego Community College District also apply.

PERSONAL IDENTIFICATION NUMBER (PIN)
- First-time Reg-e users will be asked to enter their 6-digit birth date in month, day, and year in order. Single digits must be preceded by a zero.
  Example: January 7, 1990 = 010790
- Once a birth date is entered, students will be asked to assign themselves a PIN.
- The PIN may be any series of numbers, 4 digits in length. Students should assign a PIN that they will remember.
- This number is required each time Reg-e is accessed.
- Students will also be asked to answer a series of security questions after login, as a one-time requirement. This will allow students to reset their PIN online anytime in the future.
- If a student forgets his/her security answers or has not yet set up any security questions/answers, then he/she must go to the Admissions Office with a picture ID to reset their PIN. Staff members do not have access to student’s PINs.
- To ensure the confidentiality of student records, students should not share their PIN with anyone, nor print it on any document.

PREREQUISITES, COREQUISITES AND OTHER LIMITATIONS ON REGISTRATION
All prerequisites, corequisites, and limitations on enrollment as stated in the course descriptions of the college catalog will be strictly enforced at the time of registration. Students who do not meet the requisite requirements according to the college’s records will not be permitted to register for the course.

The Prerequisite List is available on the Key Resources / Forms section of Student Web Services at: studentweb.sdccd.edu.

- Transfer Work or Equivalent Courses
  To avoid registration delays, students who believe they have met the prerequisite at another institution are strongly advised to have all official transcripts of prior college work and other documentation on file well in advance of registration.
  - Students may FAX copies of unofficial transcripts, or grade reports from prior institutions strictly for the purpose of clearing prerequisites prior to registration to the San Diego Community College District, Student Services Office at (619) 388-6946. On the fax cover sheet students must be sure to include the course they are trying to clear the prerequisite for, their name, ID, date of birth and a daytime phone number on the cover page.

- Placement Testing
  Students may clear English and math prerequisites by taking the placement test and scoring at the required skill level. For example, if a student takes the English placement test and scores Writing 5 (W5) and Reading 5 (R5), he/she will have met the prerequisite for English 101. Contact the Counseling Office for more information.

- Prerequisite Challenge Procedure
  Students who believe they have met a prerequisite through means other than course completion, such as private instruction or on the job training, may challenge a prerequisite, corequisite, or limitation on enrollment. Contact the Admissions or Counseling Office to obtain a Petition to Challenge and a copy of procedure 5500.2. The completed petition must be filed AT LEAST 10 working days prior to the start of the primary term/semester.

- Definitions
  - Prerequisites are courses that must be completed with a grade of 'C' or better prior to registration in a specific course.
  - Corequisites are courses that must be taken the same semester as another course.
  - Limitations on enrollment are other restrictions that are stated in the catalog course description such as "not open to students with credit in . . .".
  - Advisories are departmental recommendations to be completed prior to enrolling in the course. Advisories do not prevent a student from enrolling, but are strongly encouraged by the department for a student’s academic success.
PRIORITY REGISTRATION
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 for Fall Semester.

Priority Group
1. Active Duty Military*, or Veterans, who meet the eligibility criteria, foster youth, and DSPS & EOPS students.
2. Continuing Students
3. New Matriculating Student
4. Fully Matriculated CE Advantage Students
5. New and Returning Students
6. Students possessing a baccalaureate or higher degree who are not matriculating

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.

Range
50.0-69.9 units
70.0-89.9 units
30.0-49.9 units
15.0-29.9 units
00.0-14.9 units
90+ units

*Students, who are Active Duty Military, or Veterans discharged within the past 15 years may be eligible for up to 4 years of priority registration. A military ID card or DD214 will be required for verification.

Present and past Forster Youth may be eligible for priority registration. Students should contact the Residency/Admissions Office for additional information.

REFUNDS AND FEE TRANSFERS
- To be eligible for a refund of fees such as enrollment, parking permit and/or tuition, students must use Reg-e to either drop all classes or reduce their unit load by the refund deadline.
- Primary session (16-week) classes, the refund deadline is the Friday of the second week of the session. See the Academic Calendar for the primary session deadline date.
  - Classes other than primary session that are 16 weeks or longer, the refund deadline date is the Monday of the third week of the session.
  - Classes less than 16 weeks, the refund deadline date is the Monday of the second week of the session.
  - Classes 1 week or shorter in duration, see Admissions for refund deadlines.
  - Refer to the IMPORTANT DEADLINES document for a summary of all refund deadline dates.
  - Students can also find the deadlines for specific classes by going to the online Schedule of Classes and clicking on the “details” box next to the class that you are interested in viewing.

Certain restrictions apply to students who have their fees paid by third party agencies.
- Fee transfers may be granted after the refund deadline if switching a class within the same subject area. Contact the Admissions Office for further information.
- Refunds will be processed after the add/drop deadline.
- Refunds will be mailed to the address of record or credited to the credit card used.
- Add codes processed after the refund deadline will not be eligible for a refund regardless of when a student begins attending.
- No refund is given for classes dropped after deadline.
- Students with a valid address and do not have an obligation to the district will receive their refunds as follows:
  - **Cash Refunds:** Cash refunds will be processed only for cash payments. There is a maximum amount for a cash refund. Any balance remaining after the maximum has been processed will be refunded by a check mailed to the address of record. Students must present a picture ID for a cash refund.
  - **Check Refunds:** Payments made by check or e-Check will be refunded by check mailed to the...
address of record. There is a five-week waiting period from the date the check or e-Check was processed.

- **Credit Card Refunds:** All payments made by credit card are refunded in the form of credits returned to the credit card used.

**NOTE:** THERE ARE NO CASH OR CHECK REFUNDS FOR CREDIT CARD PAYMENTS.

- **Parking**
  - Parking permits for the primary session may be returned to either the Accounting or college Police Office by the **Friday of the second week** of the session to be eligible for a refund.
  - Students with classes other than primary session that are 16 weeks or longer must return their permits directly to the college Police Office by the **Monday of the third week** of the session.
  - Students with classes less than 16-weeks must return their permits directly to the college Police Office by the **Monday of the second week** of the session.
  - Students with classes one week or shorter in duration should see the college Accounting Office for permit refund deadlines.
  - For questions or further information, contact the college Police Office on campus.

REGISTRATION
- All students must register online using Reg-e at: [https://studentweb.sdccd.edu/reg-e/](https://studentweb.sdccd.edu/reg-e/). Computers are available on campus for the convenience of students. Contact the Admissions Office for locations on campus.

- Students with a current application on file as of the **admission application deadline** will be notified of their registration date and time as follows:
  - Students with a valid e-mail address will be notified via e-mail.
  - Students who do not have an e-mail address will be notified by mail.

- See the Academic Calendar for exact registration dates.

Priority Registration
DSPS & EOPS students are eligible for priority registration. See the Academic Calendar for dates.

Active Duty Military and Veterans, and current and past Foster Youth may be eligible for priority registration. For information, contact the college Admissions Office before the last day allowed to file an application for admission and receive a registration appointment.

Registration (Reg-e) hours*
Monday – Friday: 7:00 am – 12:00 midnight
Saturday: 8:00 am – 1:30 pm

Note:
Registration is closed during holidays and certain days before classes begin. Refer to the Academic Calendar or Reg-e for specific dates.

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

- Students can register on or after their scheduled date and time.
- If for some reason a student does not receive a registration date and time, it can be obtained on Reg-e.
- Students with a disability and require assistance with registration, should contact the Disability Support Programs and Services (DSPS) Office on campus:
  - City: (619) 388-3513
  - Mesa: (619) 388-2780 or (858) 627-2780
  - Miramar: (619) 388-7312 or (858) 536-7212

Registration Limitations
- When scheduling classes, there must be a ten-minute passing period between classes.
- Students may not register for classes with times that overlap.
- Due to limited availability of classes, students will be limited to register in 16 units. Once classes begin, students may add additional units (up to 20) if space is available.
- Students, who do not meet the prerequisite(s), will not be allowed to register for the course.
- For questions regarding prerequisites, contact the Counseling Office on campus. Students who are processing add codes are encouraged to process all add codes on the same day.
- All classes entered the same day must be paid in full before Reg-e will allow the student to add additional classes or process an add code the following day.
- City College Work Experience courses must be added using an add code. Contact the City
College Work Experience Office for additional information at (619) 388-3495.

- To register for Apprenticeship courses, contact the City College Admissions Office at (619) 388-3475.
- Restricted classes must be added using an add code. For more information, contact the College Admissions Office.
- After the session begins, students must obtain and process an Add Code, issued by the instructor, PRIOR to the add deadline.
- Students may not have more than 30 units of credit for basic skills coursework. Registration will be blocked when this unit is met. Students with a verified learning disability are exempt from this limitation (contact the DSPS office for more information).
- Registration will be blocked in any course where three withdrawals have been received. Counselor approval will be required for additional enrollment.

RESIDENCY
California state law requires that each student enrolled in or applying for admission to a California community college provide information and evidence, to determine his/her residence classification for tuition purposes. The statutes regarding residence determination are found in Section 68000 of the CA Education Code and Title 5, Sections 54000-54072 of the California Administrative Code. These regulations are available in the Admissions Office and are subject to interpretation by the college.

STUDY LOAD – Fall Semester
12 units = full-time; 9 units = ¾ time; 6 units = ½ time.

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

TIME SCHEDULE CONFLICTS
Students may not register for classes with times that overlap (includes 10-minute passing period).

- Students may not enroll in two classes of the same subject and course number if the start and/or end date of one class, overlaps with another class.

TRANSCRIPTS OF RECORD
- A student may order an official transcript of record online, in person, by mail or via fax. To order an official transcript online, visit: https://studentweb.sdccd.edu/transcript/. Transcripts ordered online will be mailed within 1-2 business days.

- To order a transcript in person, a student may complete a request at the Accounting Office at the college, or in person at the Office of the Registrar, San Diego Community College District, Administrative Office, 3375 Camino del Rio South, San Diego, CA 92108.
- Payment of fees must be made prior to processing a request for transcripts.
- The following policy has been adopted by the San Diego Community College District Board of Trustees regarding the issuance of transcripts of record:
  - The first two transcripts will be issued without charge.
  - There will be a charge of $5.00 for each additional transcript.
  - All transcript requests are processed within 10 working days except “RUSH” orders.
  - A $10.00 special handling fee will be charged for all “RUSH” order transcript requests, including hand carried transcript requests ordered at the district office. Rushed transcripts are processed within 24-48 hours of receipt. The special handling fee will be charged per request.
- Requests will not be processed if students have outstanding holds preventing the release of the official transcript.
- All official copies of the student’s permanent record are in the Office of the Registrar. The Office of the Registrar will certify only to the accuracy of the records prepared by and issued directly from that office to another institution.
- More information on ordering transcripts is available in the Current Student section of Student Web Services at: studentweb.sdccd.edu

VETERANS BENEFITS
Veterans’ benefits are available to all students who qualify. All veteran students will be required to pay their tuition and fees at the time of enrollment. For information, contact the Veteran Affairs Office on campus.

WAIT LIST INFORMATION
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.

Wait Listing is not a guaranteed priority for enrollment.

Restrictions
- 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.
• Waitlisted students will be given first priority to add their waitlisted class if a space becomes available before the semester starts.
• 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 student’s responsibility to check the status of waitlisted classes daily on Reg-e.
• Upon notification, students will be given five (5) business days, including the day of notification, to add waitlisted class. (An add code is not required.)
• If students do not add their waitlisted class within the 5-day period, they will be removed from the wait list and lose their priority.
• 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.

WORK EXPERIENCE
Students may enroll in a maximum of 16 units of work experience in a lifetime, including a maximum of 6 units from General Work experience. Students may enroll in a maximum of 8 units per semester of Occupational Work Experience. For more information, contact the Work Experience Office on campus.

City     619-388-3495
Mesa     619-388-2271
Miramar  619-388-7703
858-536-7703