



Student Guide to College



SAN DIEGO
CITY COLLEGE



SAN DIEGO
MESA COLLEGE



SAN DIEGO
MIRAMAR
COLLEGE



San Diego Community College District

STUDENT GUIDE TO COLLEGE

Spring 2017

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."

INDEX

A	
ADDING CLASSES (CRASHING).....	1
ADMINISTRATIVE DROP	1
ADMISSIONS REQUIREMENTS	1
ANIMALS ON CAMPUS	1
ASSESSMENT	2
ASSOCIATED STUDENTS (A.S.) MEMBERSHIP.....	3
AUDITING CLASSES	3
B	
BOOKS AND SUPPLIES.....	3
BUS & TROLLEY PASS.....	3
C	
CAMPUS EMERGENCY MESSAGES.....	3
CAMPUS SAFETY REPORT AND CLERY ACT	3
CHILD DEVELOPMENT CENTER.....	3
CLASS CANCELLATION/CHANGE POLICY.....	4
CLASSES BY ARRANGEMENT	4
COLLEGE POLICE.....	4
COLLEGE STUDENT IDENTIFICATION NUMBER CSID	4
COMPLAINTS/PROBLEMS	4
CONFIRMATION OF CLASSES	4
CONTINUING EDUCATION FOR NURSES.....	4
COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS.....	5
COUNSELING	5
COURSE DESCRIPTIONS	5
D	
DIRECT DEPOSIT.....	5
DISABILITY SUPPORT PROGRAMS & SERVICES (DSPS).....	5
DROPPING OR CANCELLING REGISTRATION.....	5
DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM	5
E	
EDUCATIONAL PLANNING WITH A COUNSELOR	5
EXTENDED OPPORTUNITY PROGRAMS & SERVICES (EOPS)	5
F	
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA).....	6
FEES AND TUITION INFORMATION	6
FINANCIAL AID	7
FREE SPEECH.....	8
G	
GRADES.....	8
GRADUATION	8
H	
HOLDS.....	8
HONORS PROGRAM	8
I	
IMPORTANT DEADLINE DATES.....	8
INDEPENDENT LEARNING CENTER.....	8
INDEPENDENT STUDY.....	8
INTERNATIONAL STUDENTS APPLICATION FEE.....	9
INTERSEGMENTAL GENERAL EDUCATION	9
M	
MESSAGES FOR STUDENTS.....	9
MILITARY BASE CLASSES	9
N	
NONATTENDANCE/FIRST CLASS	9
O	
OFF-CAMPUS CLASSES	9
ONLINE COURSES.....	9
ONLINE CLASS RESTRICTIONS.....	9
OPEN ENTRY/OPEN EXIT CLASSES	9
ORIENTATION	9
P	
PARKING PERMITS.....	10
PASS/NO PASS GRADING OPTIONS	10
PERSONAL IDENTIFICATION NUMBER (PIN)	10
PREREQUISITES, COREQUISITES AND OTHER LIMITATIONS ON REGISTRATION.....	10
R	
RECORDS OFFICE.....	11
REFUNDS AND FEE TRANSFERS	11
REGISTRATION.....	12
RESIDENCY	14
S	
SEXUAL HARASSMENT & ASSAULT PREVENTION (TITLE IX AND CAMPUS SAVE ACT)	14
STUDENT CONSUMER INFORMATION.....	14
STUDENT SUCCESS AND SUPPORT PROGRAM.....	14
STUDY LOAD	14
T	
TIME SCHEDULE CONFLICTS	15
TRANSCRIPTS OF RECORD	15
TRANSFER OF CREDITS.....	15
V	
VETERANS BENEFITS.....	15
W	
WAIT LIST INFORMATION	15
WORK EXPERIENCE	16

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.

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"
6. Failure to meet a prerequisite or co-requisite requirement;
7. Enrolling in an online course while residing in a state not approved by the department of education.

ADMISSIONS REQUIREMENTS

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 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 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 and 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.

Students are strongly urged to take the assessment tests seriously. Take advantage of preparatory workshops, refresher courses, practice exams and tutoring services prior to taking the assessment tests.

- English assessment tests may be retaken after 1 year.
- Math assessment tests may be retaken after 1 year. Students who want to retest in math earlier than 1 year must take a refresher session/workshop/course or advancement exam.
- 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."
- **Past Educational Achievements in Mathematics or English**

Students are exempt from the English and math placement tests if they have earned an Associate degree or higher, have completed English and math courses, or have received a qualifying score on an SAT, ACT, EPT, ELM or EAP test taken with the past two years. Students should bring or send official copies of their SAT, ACT, EPT, ELM or EAP test scores directly to the District Student Services office 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.**

Test	Minimum Score Required
SAT - ENGL	500
SAT - MATH	560
ACT – ENGL	22
EPT	151
ELM	50
EAP	English and/or Math College-Level Ready
	Conditionally College-Level Ready does NOT meet the criteria

EAP status can be determined using a CAASPP Student Score Report.

Overall CAASPP Score	EAP Status
Standard Exceeded	English and/or Math College-Level Ready
Standard Met	Conditionally College-Level Ready*

* Students with Conditionally-Ready status can obtain College-Ready status by taking an approved English and/or math course in high school and earn a grade of "C" or better during their senior year.

High School English Courses:

- Expository Reading & Writing Course (ERWC)
- AP Literature/Composition
- Weighted Honors English
- IB English

High School Math Courses:

- Trigonometry
- Math Analysis
- Pre-Calculus or Calculus
- AP Calculus AB or BC
- AP Physics
- AP Statistics

A qualifying score from the College Board Advanced Placement English or Math Exam may be taken directly to the college Counseling office

for consideration. Please refer to the College Catalog for AP exam score requirements.

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

Testing accommodations are available to students with disabilities. For assistance contact the Disability Support Programs and Services (DSPS) office 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 7 college units may purchase monthly or semester bus and trolley passes for the Fall and Spring semesters.

The **monthly** bus and trolley passes are available for purchase at the City, Mesa and Miramar Accounting offices for a limited time, while supplies last. Limit one monthly pass purchase per student, per month. The current monthly pass price is at a discounted rate of \$57.60.

The **semester** bus and trolley passes are available for purchase at the City, Mesa and Miramar Accounting Offices and the ECC Cashier's office for a limited time, while supplies last. Limit one semester pass purchase per student, per semester. Refer to the Academic Calendar for exact purchase dates. The current semester pass is at a discounted rate of \$178.00.

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 most holidays; certain restrictions may apply). 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 7 college units to be eligible to purchase a bus pass.

- Students **MUST** bring their college student ID card to the above offices when purchasing bus and trolley passes. Bus pass sticker will be adhered to the student's college ID card by the Accounting staff upon purchase.
- 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, faded 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 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

- The district will also communicate college emergency information through emergency cell phone numbers if it is provided on Reg-e.
- Log-on to Reg-e at: <https://studentweb.sdccd.edu/reg-e/> to provide this important information.

CAMPUS SAFETY REPORT AND CLERY ACT

The San Diego Community College District Police Department publishes an annual safety report titled "**Safe and Sound**" located at: <http://police.sdccd.edu/jclery.cfm>. This report also includes institutional policies concerning campus safety, campus safety statistics and student right to know 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.

City	619-388-3205
Mesa	619-388-2812
Miramar	619-388-7851 858-536-7851

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.

CLASSES BY ARRANGEMENT

Students enrolling in classes scheduled "To Be Arranged" (TBA) should contact the instructor for meeting dates and times.

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:

City College (V-100)	
Mesa College (Q-100)	
M – Th	7:00 a.m.-10:00 p.m.
F	7:00 a.m.-5:00 p.m.

Miramar College (T-100)	
M – Th	8:00 a.m.-7:30 p.m.
F	8:00 a.m.-5:00 p.m.

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 7:00 a.m. to 10:00 p.m. Disabled parking, fire lanes, hazardous parking, etc. are enforced seven days a week, 24 hours a day.

Police Escort and Related Services

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

City: V-100 Mesa: Q-100 Miramar: T-100
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 or who have forgotten their CSID number, should login to Reg-e at <https://studentweb.sdccd.edu/reg-e/> and click on the "Get your CSID" button. 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.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

The San Diego Community College District's Colleges comply with U.S. Copyright Law and follow the SDCCD Copyright Guidelines as procedures for implementing this copyright policy. Visit <http://isp.sdccd.edu/copyright> for information regarding penalties for unauthorized distribution of copyrighted material, unauthorized peer-to-peer sharing and what constitutes unauthorized activity, and read [SDCCD Guidelines for Use of Copyrighted Material](#).

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 office 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.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

San Diego City, Mesa and Miramar Colleges and Continuing Education are committed to providing a drug-free workplace and campus environment to its students and employees. The district has a comprehensive drug and alcohol prevention program that includes information and available services on campus and in the community. The DAAPP page (<http://www.sdccd.edu/daapp>) contains information related to the unlawful use, possession, or distribution of illicit drugs, the health risks related to the abuse of alcohol or drugs and the counseling and treatment programs available to students.

EDUCATIONAL PLANNING WITH A COUNSELOR

An education plan 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 informed choices concerning the programs and courses available.

The education plan is an agreement which contains the official requirements for graduation and/or transfer. **All official transcripts of prior college work must be on file and evaluated before an official education plan can be prepared. Transcripts from foreign institutions are not required.** See the **Graduation** section on page 91 of the catalog for graduation filing requirements.

Education plans outline a suggested pathway for a student to take based on their major, transfer plans or other pertinent objectives. 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. The student should review their education plan periodically with a counselor as goals or objectives change.

Career, interest and aptitudes assessments are available for students who wish to explore other options or who are undecided on their educational goal.

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 are 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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

FERPA specifies that students' educational records cannot be released without written consent of the student or a court order. In addition, it defines the term "educational records" and specifies who can access such records. View the PDF for complete details on FERPA: (http://studentweb.sdccd.edu/docs/FERPA_AD_SWS.pdf). To grant access to your records, download the [Consent to Release Student Educational Records](#) and return the signed form to the San Diego Community College District, Student Services office, at 3375 Camino del Rio South, Suite 100, San Diego, CA 92108-3883.

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 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 Free Application for Federal Student Aid (FAFSA) or a California Dream Act application. For questions relating to the BOGW, please contact the college Financial Aid Office.
 - Indentured apprentices are exempt from enrollment fees for Apprenticeship Program classes only.
- 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 currently \$19.00 per semester for Fall and Spring semesters, and \$16.00 for the Summer Session.
 - 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 bona fide religious sect, denomination or organization may petition to have the fees waived. To apply for an exemption contact the Admissions Office.
- Non-Resident Tuition
 - In addition to the enrollment and health fees, \$198.00 per unit tuition is currently charged to students who are not residents of California for tuition purposes.

- **Baccalaureate Degree Program Fee:**
A baccalaureate degree program fee shall be charged for all upper division coursework of \$84.00 per unit. This charge shall be assessed in addition to the current enrollment fee of \$46.00 per unit, and the nonresident tuition of \$198.00 per unit.
- **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. (Not available in the summer)

FINANCIAL AID

On a yearly basis, all financial aid applicants must complete the Free Application for Federal Student Aid (FAFSA), or a California Dream Act application for all financial aid, including the Board of Governor's fee Waiver (BOGW). To complete your FAFSA, go to <https://fafsa.ed.gov>. To complete a California Dream Act application, use <https://dream.csac.ca.gov> FAFSA Application materials are available on January 1st for the following academic year. The priority filing deadline for aid is April 15th. Students filing their application by this date will be considered first in the award process. Deadline to apply: The Central Processing System (CPS) must receive your application by your last day of classes for the term or June 30th whichever date comes first.

A current Admission's Application to the College must be on file before we can process your FAFSA application. Complete the application using your personal information as it appears on your Social Security card or our office will not be able to process your 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.
 - 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/>.

Enrollment Fee Assistance: The Board of Governor's Waiver (BOGW):

State law requires that students attending the college pay an enrollment fee.

The college offers the Board of Governors Waiver (BOGW), a state-funded program which will waive the enrollment fee for all eligible applicants. 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).

A Free Application for Federal Student Aid (FAFSA) or a California Dream Act application is required for all financial aid, including the BOGW.

If you are a California resident or have been designated an AB-540 student, you may qualify for a BOGW.

- Late applications are accepted, however processing will be delayed, and students will be required to pay all fees while their application is being processed.
- BOGW does not pay for health fees, parking permits, A.S. memberships, or student representation fees.
- For more information, students should contact the Financial Aid Office on campus.

Effective Fall 2016: Students who are academically disqualified or disqualified for lack of progress will lose their BOGW and must return to good academic standing to become eligible again.

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
 - Grades are available approximately 2 weeks after the end of classes.

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/

HOLDS

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

HONORS PROGRAM

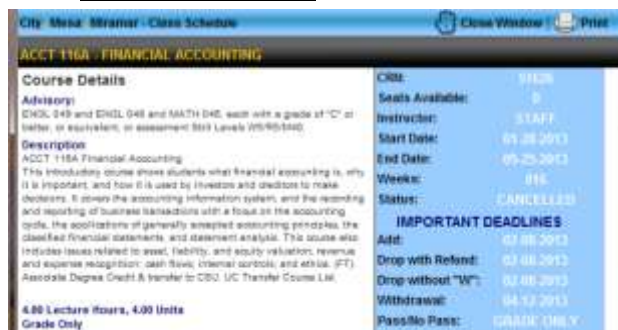
For students who want more from their college education, are highly motivated, and seek exceptional learning experiences, the Honors Program is for you. For information, contact the Honors Coordinator on campus, or visit Student Web Services at studentweb.sdccd.edu and select Honors Program, under New 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 the “details” **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 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



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.

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 any time 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.

ONLINE CLASS RESTRICTIONS

In accordance with federal regulations, City, Mesa and Miramar colleges may not permit students residing outside of California to enroll in online classes without approval of the state where the student resides. Students residing in a non-approved state/territory are **not permitted** to enroll in online classes and will be dropped. Go to <http://studentweb.sdccd.edu/docs/OnlineStatesNotPermitted.pdf> for an up to date list of restricted states and territories.

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. Non-Exempt 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.

City 619-388-3540

Mesa 619-388-2718

Miramar 619-388-7379
858-536-7379

PARKING PERMITS

Parking permits are available for purchase during registration at the college Accounting Office or on Reg-e at <https://studentweb.sdccd.edu/reg-e>

- Parking permits are required to park at 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.
- Students may NOT park in faculty/staff lots at any time, with or without a permit.
- Day permits are available in most student lots. Click on the College Police Parking web page for details: <http://police.sdccd.edu/parking/parking.cfm>
- Students who own a valid, state issued disabled placard are NOT required to purchase a student parking permit.
- Only one parking permit is needed to park in the City, Mesa, Miramar and ECC College lots.
- Permits are only valid for the current semester.
 - Semester permits are valid beginning the first day of the semester through the last day of the semester.
 - Automobiles without a permit will be cited!
- Permits purchased on Reg-e one week prior to the beginning of any semester MUST be picked up in the College Police Office.

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

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, 1994 = 010794
- 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 to access Reg-e.
- 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

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.
- 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 on Student Web Services <http://studentweb.sdccd.edu>.
 - 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.

RECORDS OFFICE

The college Records Office maintains student academic records including educational plans, transcripts, and other pertinent academic documents.

REFUNDS AND FEE TRANSFERS

- To be eligible for a refund of fees such as enrollment, parking permit and/or tuition, students must use Reg-e to either drop all classes or reduce their unit load by the **refund deadline**.

- **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 16 week 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

With the exception of Special-Admit High School students, all students must register online using Reg-e (San Diego Community College District's online registration system) at:

<https://studentweb.sdccd.edu/reg-e/>. Special-Admit High School students must enroll in person at the time of their registration appointment. Computers are available on campus for the convenience of students. Contact the Admissions Office for locations on campus.

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. Instructions for using Reg-e are on the registration site. The class schedule is available on campus and on the web at <http://schedule.sdccd.edu/>.

Reg-e offers the following information and services:

- Registration – add, drop & withdraw from classes
- View the student's class schedule and payment deadlines
- Pay fees and view payment records
- Purchase a parking permit
- Purchase an Associated Students Membership
- Waitlist activities– adding, dropping and waitlist status
- Pass/No Pass grading options
- View the student's Financial Aid
- View attendance hours for tracking classes
- View placement levels
- Academic deadlines and calendar

Note: You may only access one semester at a time.

The Reg-e portal also grants access to:

- Grade information
- Academic history
- Petitions to graduate
- Ordering transcripts
- View 1098-T tax information
- Apply to the honors program
- 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 via mail.
- See the Academic Calendar for exact registration dates.

Online Registration (Reg-e) hours*

Monday – Friday: 7:00 a.m. – 12:00 midnight

Saturday: 8:00 a.m. – 1:30 p.m.

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

Note: Registration is closed on Sundays and holidays. Refer to the Academic Calendar or Reg-e for specific dates.

- 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

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.

DSPS, EOPS, and CalWorks students are eligible for priority registration. See the Academic Calendar for dates.

Active Duty Military, Veterans discharged within the last 15 years, and current or former Foster Youth may be eligible for priority registration. For information contact the college Admissions Office. To receive a priority appointment, all paperwork must be submitted and processed before the application for admission deadline.

Priority Groups

Group 1

- Active Military & Veterans who meet the eligibility criteria, Foster Youth, CalWorks, EOPS & DSPS students.

Group 2

- Continuing Students who have completed orientation, assessment and have an education plan (Abbreviated education plans only grant a student priority for 3 semesters.)
- Continuing CE Advantage Students

Group 3

- New & Returning Students who have completed orientation, assessment and have an education plan (Abbreviated education plans only grant a student priority for 3 semesters.)

Group 4

- Continuing, New & Returning Students who have **not** completed all three services: orientation, assessment, and completed an education plan.

Group 5

- Students with 100+ Units (Does NOT include Basic Skills units. Active Military & Veterans, CalWorks, DSPS & EOPS students will receive first priority within this group.)

Group 6

- Students who are concurrently enrolled at a 4-year Institution. (Active Military & Veterans, CalWorks, DSPS & EOPS students will receive first priority within this group.)

Group 7

- Students with four (4) or more Certificates of Achievement
- Students with two (2) or more Associate Degrees
- Students with a Baccalaureate Degree (Active Military & Veterans, CalWorks, DSPS & EOPS students will receive first priority within this group.)

Group 8

- Students who are academically disqualified or disqualified for lack of progress or who have not yet returned to good Academic Standing. (Active Military & Veterans, CalWorks, DSPS & EOPS students will receive first priority within this group.)

Within each priority group above, students are prioritized according to cumulative units, including transfer units.

Range

50.0 – 72.0
30.0 – 49.9
15.0 – 29.9
00.0 – 14.9
72.1 – 89.9
90.0+

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.
- The maximum study load for:
 - Fall and Spring* - 20 academic units including exercise science activity units.
*25 units for Spring and Intersession combined.
 - Summer - 12 academic units including physical activity units.
- 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.

- **Exceptions to Residency Requirements**
Several exceptions to the residency rules apply. They include, but are not limited, to the following:
 - Active duty military personnel and their dependents 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
 - 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.

SEXUAL HARASSMENT & ASSAULT PREVENTION (TITLE IX AND CAMPUS SAVE ACT)

The San Diego Community College District is committed to a safe and equitable learning environment for all students and employees. It does not discriminate on the basis of gender in its educational programs and employment. Any incident of sex discrimination or harassment (including assault, rape, dating violence, stalking) committed on district property, or at a district sponsored event or activity, should be reported to the designated Title IX

Coordinator immediately. Visit our site at <https://www.sdccd.edu/titleix> to learn more, take training, watch the video and take the "It's On Us" pledge. All new students are expected to complete [Haven: Sexual Assault Prevention Training](#). Visit the Title IX webpage for instructions on how to register and receive credit.

STUDENT CONSUMER INFORMATION

The Higher Education Opportunity Act requires all colleges and universities to provide their students access to certain information to which they are entitled to as consumers. Under these regulations, San Diego City, Mesa, and Miramar College and Continuing Education annually distributes to all students a notice of the availability of consumer information. Please visit: <http://www.sdccd.edu/consumer/> for general college information, financial assistance information, health and safety notices, student right to know statistics and gainful employment.

STUDENT SUCCESS AND SUPPORT PROGRAM (formerly the College Matriculation Program)

The goals of the Student Success and Support Program (SSSP) are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives through admissions, orientation, assessment, educational planning with a counselor, and student follow-up.

Steps to Student Success

- Step 1 - Admission
- Step 2 - Assessment
- Step 3 - Orientation
- Step 4 - Educational planning with a counselor
- Step 5 - Follow-up on student progress

These services have been designed especially for students who intend to earn a certificate or degree or to transfer to a four-year college or university. However, the services are available to all students admitted to the college, and all students are encouraged to participate in the various services of the program.

STUDY LOAD

- **Spring & Fall Semester**
12 units = full-time; 9 units = $\frac{3}{4}$ time; 6 units = $\frac{1}{2}$ time
- **Summer Semester**
6 units = full-time; 4 units = $\frac{3}{4}$ time; 3 units = $\frac{1}{2}$ time
- **Study load requirements may vary at each college for financial aid purposes. Inquire at**

your college Financial Aid Office for detailed information.

TIME SCHEDULE CONFLICTS

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

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

TRANSCRIPTS OF RECORD

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

TRANSFER OF CREDITS

Credits from other regionally accredited institutions, and credits for nontraditional education may be accepted for transfer credit after evaluation by the District evaluators. The District will not accept transfer credits from another institution that do not meet the equivalent standards and student learning outcomes of an equivalent course taken at City, Mesa or Miramar colleges. For more information refer to the policies and procedures in the catalog or online at:

<http://www.sdccd.edu/public/district/policies/>

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 a 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	619-388-2789
Miramar	619-388-7703 / 858-536-7703

October 31, 2016