



SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South
San Diego, California 92108-3883
619-388-6500

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION
Student Services

November 3, 2017

Subject: Important Spring 2018 Registration Information

Thank you for choosing to take classes at San Diego City, Mesa and Miramar College.

Spring Semester begins January 29, 2018

Our records show that you are currently admitted as a Special Admission Part-time High School or Joint High School Diploma student. Please review the following important information carefully.

If you have applied to take college classes that are taught on your high school campus, a college representative will register you in the classroom. Students should turn in their signed Supplemental Application to the high school program coordinator on their high school campus and can disregard the following information.

If you plan to take classes on the college campus, please review the following information carefully:

Registration:

As a High School student, you must register **in-person** at the College Admissions Office any day during the week of January 22, 2018 for the Spring Semester that starts on or after January 29, 2018. Be sure to submit your signed Supplemental Application form, with approved course(s), to the Admissions Office before registering for classes. Note that High School students are restricted to **one** course, unless enrolled in a High School Partnership Program. Check with your Admissions Office for details.

****Important Information: Special Admission Part-time & Joint Diploma High School students may NOT enroll in Spring 2018 Intersession Classes.***

View the schedule of classes at <http://schedule.sdccd.edu>

Fees:

High schools students taking college classes on campus are required to pay both the enrollment and health fees. The current enrollment fee is \$46 per unit and the student health services fee is \$19 per semester. Students enrolled in special high school partnership programs will have their enrollment fees waived. For more information, contact the Admissions Office.

If you need financial assistance, you may contact the Financial Aid office on campus for a Board of Governors Waiver (BOGW). BOGW is a state funded program that will waive the enrollment fees if you are eligible.

Parking Information:

Parking permits are required at all times. You may purchase your parking permit online by logging in to Reg-e at <https://studentweb.sdccd.edu/reg-e> after you are registered for your classes.

- Parking permits must be picked up at the college police locations:
 - City: V-100
 - Mesa: Q-100
 - Miramar: T-100
- **Your Student ID Card (CSID) is required when picking up a Parking Permit. You will receive your CSID card after you register in the college Admissions Office.**
- Day parking permits are \$1 per hour / \$5 per day; CASH ONLY. The bright yellow parking permit machines are located in most student lots.
 - No Cash? Use your mobile device or PC to purchase an hourly or daily permit through MobileNOW! Pay only for the time you need and get a text message reminder before your time runs out. Three ways to pay:
 - Download the MobileNOW! app,
 - Go online to mobile-now.com,
 - Call 619-866-3151
 - Allow extra time to park and get to class on time as the campuses remain under construction.
 - For complete information about parking permits, visit the College Police Office website at: <https://www.sdccd.edu/about/departments-and-offices/police-department/parking/index.aspx>

REG-E Hours of Operation

High School students can login to Reg-e at: <https://studentweb.sdccd.edu/reg-e/> to pay fees, purchase parking permits, view your schedule and drop classes during the hours of operation listed below:

- Monday – Friday 7:00 a.m.– 12:00 midnight
Saturday 8:00 a.m. – 1:30 p.m.
 - **NOTE: You must be logged into Reg-e 15 minutes prior to closing (11:45 Mon - Fri & 1:15 on Sat).**
- Campuses will be closed and Reg-e is NOT available on the following dates:
 - November 23 – 25
 - December 21 – January 1 & January 15
 - March 30 & 31
- For assistance, please call the Registration HelpLine:
 - Monday & Tuesday 8:00 a.m. to 7:00 p.m.
 - Wednesday & Thursday 8:00 a.m. to 6:00 p.m.
 - Friday 8:00 a.m. to 3:00 p.m.
 - City College: (619) 388-3471
 - Mesa College: (619) 388-2500 or (858) 627-2500
 - Miramar College: (619) 388-7300 or (858) 536-4300

It is important to note that there may be a prerequisite for the class you wish to register for. Be sure to check with the college Admissions Office, or college catalog for specific prerequisite information. Note that all prerequisites must be cleared prior to enrollment. **No exceptions!**

If you register after the semester has started, you will be required to obtain an add code directly from the instructor. Add codes for Special Part-time High School and Joint HS Diploma students must be processed in-person in the college Admissions Office prior to the add deadline. Consult your schedule of classes for published dates.

Academic Standing:

All Special Admission Part-time students must maintain a 2.0 GPA each semester and maintain progress in accordance with district policy. Students who do not maintain good academic standing and progress will automatically be disqualified.

Be reminded that college credit is awarded for all classes taken and will become part of your permanent college record. Refer to the Supplemental Application form, class schedule, or college catalog for other admission regulations relevant to special part-time students.

Note: If you have graduated from high school and plan on attending San Diego City, Mesa or Miramar College during the Spring 2018 semester, you must file a new application for admission at the college campus, or apply online at www.sdccd.edu then click on the Admission tab. Once you file a new application, you will be permitted to register online using Reg-e at <https://studentweb.sdccd.edu/reg-e>.

If you have any questions, please call:

City College (619) 388-3471	Mesa College (619) 388-2500 (858) 627-2500	Miramar College (619) 388-7300 (858) 536-4300
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We are committed to your academic success and look forward to serving you.

Lynn Ceresino Neault
Vice Chancellor, Student Services