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.

San Diego City, Mesa & Miramar Colleges uses email (and the mySDCCD ‘Message Center’) 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 address, log into mySDCCD at http://my.sdccd.edu and click on the college student dashboard> my personal information> personal information> email addresses.

For more information, please visit the link below:

COVID-19 Information for Students | https://www.sdccd.edu/students/covid19/
City: (619) 388-3475, email: cityadmissions@sdccd.edu, or visit: http://sdcity.edu/help.aspx
Mesa: (619) 388-2500, email: SDMesaAdmissions@sdccd.edu, or visit http://sdmesa.edu/admissions/
Miramar: (619) 388-7300, email: miraadm@sdccd.edu, or http://sdmiramar.edu/

You can find many answers here in the Student FAQs (https://www.sdccd.edu/students/COVID-19.aspx). We will update these frequently as we receive information from the state and the SDCCD leadership.
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ADDING CLASSES (CRASHING)

Students may add classes online until the ‘Last Day to Add’ published in the Online Class Schedule. Students will not be allowed to add classes beyond the published deadline.

To add a class on or after the class start date, students must obtain a permission number from the instructor via email, then add and pay for the class online or on campus at the Accounting Office. Instructor email are located in the Online Class Schedule when you click on the instructor’s name.

Students are not officially enrolled until the permission number has been processed, the 3 step enrollment process in mySDCCD is completed, and the fees are paid in full.

If an instructor finds that a student has given their permission number to another student, the instructor should administratively drop the student who was not issued the permission number.

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 Permission number issued to another student;
3. Failure to meet the terms and conditions of a fee deferment or payment plan;
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. Students may enroll in fewer than 12 units and have their enrollment fees waived.
  c. Students will be assessed ALL enrollment fees if enrolled in 12 or more units for classes taught on college campus.
  d. All holds must be cleared prior to registration.
  e. High school students must satisfy course prerequisites and eligibility requirements.
  f. Enrollment in Physical Education classes will not be permitted.
  g. The course is advanced scholastic or technical (college degree applicable).
  h. The course is not available at the school of attendance.
  i. Students will be given college credit for all courses. Grades will be part of the student’s permanent college record.
  j. Students must maintain a 2.0 grade point average each semester in all college work.
  k. If the number of units of W, I and NP reaches 50%, 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 more than 50% 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.
  o 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 5010, Student Admission Status, 2.a.1-7, are required to inform the District. Admission eligibility shall be determined in accordance with AP 5010, Student Admission Status.
  http://www.sdccd.edu/public/district/policies/2
  o 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 at https://www.sdccd.edu/students/dates-and-deadlines/index

Students who file an application after the deadline will register during open registration and will not receive priority for access to services.
ANIMALS ON CAMPUS
Animals are not permitted on campus with the exception of service animals for persons with disabilities. Refer to Administrative Procedure (AP 3105.2) Service Animals. http://www.sdccd.edu/public/district/policies/

ASSESSMENT
Assessment is a process that is designed to assist students in determining which English, math or English Language Acquisition (ELAC) courses they should start with, specifically identifying milestones (formerly known as skill levels) in these areas. Assessment also helps students in meeting course prerequisites. Students may also meet course prerequisites based on other factors such as English and math course completion or other standardized tests.

Assessment via College Application (CCCApply)
Students who have graduated from a U.S. high school within the last 10 years will receive placement levels in English and math based upon high school performance information that is provided on the application for admission. Students will report cumulative, unweighted high school GPA, courses completed, and grades received in English and math courses.

Assessment via Placement Assistant
Students who have graduated from a U.S. high school more than 10 years ago, completed the GED, or HiSet exam are eligible for this assessment. The Placement Assistant will identify courses that students can enroll in using prior academic history. Students will report cumulative, unweighted high school GPA, courses completed, and grades received in English and math courses. Based on the information reported, students will receive an English and math placement milestone.

Continuing Students who do not have placement levels should take the self-assessment in the placement assessments.

Students who graduated from a foreign high school should contact the Assessment Center for guidance.

English Language Acquisition (ELAC)
(Formally ESOL)
The ELAC placement process is designed for students primarily educated outside of the United States in a language other than English. Students who feel they may benefit from taking an ELAC class before a college-level English class are eligible for assessment via placement assistant. The ELAC self-guided placement tool will identify courses that students can enroll in. Based on the information reported students will receive an ELAC placement milestone.

More information is available at the campus assessment/testing office or by contacting:

City: cityassessment@sdccd.edu
Mesa: testing@sdccd.edu
Miramar: miratesting@sdccd.edu

Assessment results are available through mySDCCD at http://my.sdccd.edu. Once logged in, click on the College Student Dashboard tile. Then on the left side of the screen select My Academics>View Milestone/Skill Level.

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 Fall and Spring. 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. To view the textbooks or supplies required for a specific course click on the class details button on that course in the online class schedule or for textbook information and approximate costs, please visit https://www.bookstore.sdccd.edu

BUS & TROLLEY PASS
Students who are enrolled in a minimum of 7 college units may purchase a semester bus and trolley pass for the Fall 2022 semester.

The semester bus and trolley passes are available for purchase August 1 through September 20, 2022, at the San Diego City, Mesa, and Miramar Accounting Offices. Limit one semester pass purchase per student, per semester. The current semester pass is at a discounted rate of $177.00 for the Fall 2022 semester.

Semester passes are valid for unlimited use on either the bus or trolley for routes up to $2.50 from August 1 to December 31, 2022 (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 average number of days in the semester.
for participating colleges and is therefore subject to change from semester to semester.

**Deadline for students using Financial Aid to purchase semester pass: September 7, 2022.**

College transit passes use the PRONTO system. Students can choose to use a physical PRONTO card or the PRONTO mobile app. (Students must choose either the card or the app; both cannot be used within the same semester.) PRONTO cards are available at the Student Accounting office on campus. Students who want to use the mobile app should download the app and set up an account prior to purchasing their pass. Get the PRONTO App by searching for "PRONTO San Diego" on Google Play or App Store.  

**IMPORTANT:** Students must be enrolled in a minimum of 7 college units to be eligible to purchase a discounted bus and trolley pass.  
- Students MUST bring their college student ID or valid photo ID card to the college Accounting office 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). All monthly and semester bus and trolley pass sales are final. **No refunds.**

Disabled/senior bus passes can be purchased at reduced fares through MTS. Go to the MTS website page [http://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.

**IMPORTANT NOTICE FOR STUDENTS WHO HAVE A SEMESTER BUS PASS:**

All students who purchased a semester bus pass (even if the semester bus pass was paid for by a third party or financial aid) must contact the Student Accounting office if they drop all their classes or if their enrollment falls below 7 college units. Students who drop all their classes or are enrolled in less than 7 college units are no longer eligible to have a student semester bus pass.

**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 ONLY communicate college emergency information through emergency cell phone numbers.
- To add an emergency cell ‘Phone Type’, log into mySDCCD at [http://my.sdccd.edu](http://my.sdccd.edu), click the college student dashboard> my personal information> personal information> phone numbers.

**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: [https://www.sdccd.edu/about/departments-and-offices/police-department/clery-act.aspx](https://www.sdccd.edu/about/departments-and-offices/police-department/clery-act.aspx). 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.

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<tr>
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<td>858-536-7851</td>
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**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.

**CLASS DEADLINE DATES**

A summary of all Class Deadlines by start and end date are available at [https://www.sdccd.edu/students/dates-and-deadlines/index.aspx](https://www.sdccd.edu/students/dates-and-deadlines/index.aspx).
Important “Class Deadlines” (Add, Drop, Refund, P/NP, and Withdraw) for each class are also listed under the Calendar Icon in the mySDCCD class schedule, or by hovering over the class dates or clicking the Class Details button.

Class deadlines include:

- Receiving and processing permission numbers
- Dropping classes with no “W” recorded
- Refund of enrollment fees or non-resident tuition
- Pass/No Pass grading option (if applicable)
- Last day to withdraw

CLASS LOCATIONS
Classes are taught with different delivery methods (Locations): On-Campus, Off-Campus, Online (with and without scheduled meeting times), or a mix of In-Person and Online (Hyflex, Partially Online). Note that Partially Online classes will have at least one, and possibly many more meetings ON CAMPUS, please read the Class Notes.

CLASS SEARCH
The SDCCD online college class schedule displays classes offered at San Diego City, Mesa and Miramar Colleges, and can be found at https://www.sdccd.edu/students/class-search/search.html. Detailed instructions (including a video) on how to use all the search tools is found when you open “HOW TO USE THE CLASS SEARCH”.

Class Status Definitions:

- **Open** – Class is open for students to enroll and is before the first day of class.
- **Permission # Required** – Class is currently in session and requires a permission number to enroll
- **Waitlist** – Class is full, but has waitlist spots open
- **Full** – Class is full, and the waitlist has no open spots
- **Closed** – Add/Drop period has passed

CLASSES BY ARRANGEMENT
Students enrolling in classes scheduled “To Be Arranged” (TBA) should read the class notes and consult their course syllabus. Students with questions should contact the course instructor. Instructor emails are available on the online schedule of classes.

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)
Miramar College (T-100)

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

The distinct types of class Locations are explained in this video: https://youtu.be/3X5ch5jcBk
Escorts and police services at other locations are available anytime by calling College Police Dispatch at (619) 230-2808 or (619) 388-6405.

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.

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 https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/copyright.aspx 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 are available in the college Bookstore or may be downloaded for free from the SDCCD website at: https://www.sdccd.edu/students/college-catalogs/index.aspx.

DIRECT DEPOSIT
Direct deposit is available for students receiving Financial Aid. Students are encouraged to sign up for Direct Deposit in mySDCCD at: https://myportal.sdccd.edu and click on the link in "My Financial Aid". Make sure your address is up to date in mySDCCD as your financial aid check will be sent to your mailing address on file. If you wish to pick-up your financial aid check on campus, you must contact the Financial Aid office to have this delivery option set up.

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
Mesa 619-388-2780
Miramar 619-388-7312
858-536-7212

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 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:
https://www.sdccd.edu/docs/StudentServices/FERPA_AD_SWS.pdf
To grant access to your records, download the Consent to Release Student Educational Records at https://www.sdccd.edu/docs/StudentServices/student_records_access_form.pdf 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 or submit a signed form online at https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/73/create/71.

FEES AND TUITION INFORMATION
• All fees must be paid in full by the date indicated on mySDCCD or students may be dropped for nonpayment. Fees may be paid by check, money order, cashier’s check, or Visa/Mastercard.
• A cancelled check or Visa/Mastercard statement will serve as receipt.
• If paying by 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.
• Payment Plans are available in mySDCCD at: https://myportal.sdccd.edu through TouchNet on select dates during the registration period. Eligible students are allowed to pay their fees through monthly installments if they owe more than $250. A 20% down payment, along with a nonrefundable $25 payment plan fee, is due at sign up.

Mandatory Fees
• The enrollment fee is $46.00 per unit. Exemptions from the enrollment fee are available to students who qualify for the California College Promise Grant CCPG.
  o To apply for the CCPG, students may complete the Free Application for Federal Student Aid (FAFSA) or a California Dream Act application. For questions relating to the CCPG, please contact the college Financial Aid Office.
  oIndentured apprentices are exempt from enrollment fees for Apprenticeship Program classes only.
• Health Fee
  o ALL students, including CCPG recipients, are assessed a mandatory fee for health services (Mental and Physical Health) and accident insurance, whether or not they choose to use the health services or have their own private insurance.
  o The student health services fee is currently $20.00 per semester for Fall and Spring semesters, and $17.00 for the Summer Session. The student health services fee is not applicable to Intersession.
  o Note: All students, including CCPG recipients, who do NOT pay the mandatory Student Health Services fee may be dropped for non-payment.
  o The following students are exempt from the Health fee:
    • Students who meet the income requirements for the California College Promise Grant (CCPG-A only). Contact the Financial Aid Office for eligibility determination.
    • Students attending under an approved apprenticeship program, enrolled in only apprenticeship courses.
• 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
  o In addition to the enrollment and health fees, $304.00 per unit tuition is currently charged to students who are not residents of California for tuition purposes.

• Baccalaureate Degree Program Fee:
  o 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 $304.00 per unit.

• Student Representation Fee
  o All students are assessed a mandatory $2.00 student representation fee per semester. This fee is expended equally to support the: (1) Student Senate of California Community Colleges (SSCCC) and (2) colleges 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 mySDCCD. For additional information regarding this fee, students should contact their Student Affairs Office on campus.

Optional Fees
• Current Optional Fees
  o Automobile permits (Fall/Spring): $40.00 (hanger included)
  o Automobile permits (Summer): $29.00 (hanger included)
  o Carpool permits: $30.00
    ▪ See College Police for information.
  o 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 $25.00. (Contact the Financial Aid Office on campus for eligibility determination).

CLICK HERE to submit an online request to purchase an A.S. membership

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 California College Promise Grant (CCPG). To complete your FAFSA, go to https://studentaid.gov/h/apply-for-aid/fafsa. To complete a California Dream Act application, use https://dream.csac.ca.gov

FAFSA and California Dream Act Application materials are available on October 1st for the following academic year. 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 or California Dream Act application. Complete the application at https://www.sdccd.edu/apply/ using your personal information as it appears on your Social Security card or our office will not be able to process your financial aid.

For Financial Aid Purposes, the following is used to calculate your financial aid eligibility:

<table>
<thead>
<tr>
<th>Status</th>
<th>Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more units</td>
</tr>
<tr>
<td>¾-time</td>
<td>9 to 11.5 units</td>
</tr>
<tr>
<td>½-time</td>
<td>6 to 8.5 units</td>
</tr>
</tbody>
</table>

CLICK HERE to submit an online request to purchase an parking permit

 o A.S. Membership: $8.00 per academic year.
Many types of financial aid are available to students who qualify. Students needing financial assistance must apply to receive consideration for federal grants and the work-study program. Federal Work Study is 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.

The outline of fees paid by financial aid is available for students online in the mySDCCD student portal at: http://my.sdccd.edu. Additional fees are the responsibility of the student.

Students can view their financial aid in the mySDCCD student portal at: http://my.sdccd.edu in the “My Financial Aid” section.

Students should apply their financial aid in the Portal by clicking “Update Charges” or “Make a Payment” under “My Finances” after they have registered in classes.

Additionally, students must pay their health fees or they may be dropped from their classes.

Students awarded financial aid after paying their fees should contact the Accounting Office regarding any potential refund.

Financial Aid is disbursed to Student Accounting on Fridays; Subsequently Student Accounting processes Financial Aid refunds to students.

Refunds will be issued in the form of a check or Direct Deposit.

For questions about financial aid, contact the college Financial Aid Office immediately.

Enrollment Fee Assistance: California College Promise Grant (CCPG):
State law requires that students attending the college pay an enrollment fee. Students enrolled in credit classes are currently required to pay $46.00 per unit. The college offers the California College Promise Grant (CCPG), a state-funded program which will waive the enrollment fee for all eligible applicants. Students who are eligible for a California College Promise Grant (CCPG) will be required to pay the health fee. The health fee will no longer be waived for students who are eligible for a CCPG other than students who are eligible for a CCPGA (TANF/ CalWORKs, SSI/SSP, or General Assistance).

Students may apply for the CCPG one of two ways:

- Submit a FAFSA (https://studentaid.gov/h/apply-for-aid/fafsa) or a California Dream Act Application (https://dream.csac.ca.gov), or
- Apply for the CCPG on the online registration system during the application window.

If you are a California resident or have been designated an AB-540 student, you may qualify for a CCPG if any ONE of the following statements applies to your current status:

- You have already qualified for financial aid, such as a Federal Pell Grant or a Cal Grant, which demonstrates that you have need as determined by Federal Methodology or California DREAM Act application. You must have at least $1,104 on “unmet” need to qualify.

- You, or your parents in the case of a dependent student, are receiving TANF (Temporary Aid for Needy Families, SSI (Supplemental Security Income), or General Assistance/General Relief as main source of income at the time of enrollment.

- You have a letter from the Department of Veterans Affairs certifying that you meet the eligibility requirements of “certain disabled veterans, dependents of certain deceased or disabled veterans.”

- You are a dependent of a deceased or disabled veteran of the California National Guard. You must submit a letter of certification from the California National Guard Adjutant General’s Office.

- You are a recipient of the Congressional Medal of Honor or a child of a recipient. You must submit documentation from the Department of Veterans Affairs.

- You are a dependent of a victim of the September 11, 2001, terrorist attack. Must submit documentation from the CA Victim Compensation and Government Claims Board.

- You are dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty. You must submit documentation from the public agency employer of record.

- You have been exonerated of a crime by writ of habeas corpus or pardon. You must submit documentation from the Department of Corrections and Rehabilitation.

- You meet the following income standards:
Number in Household  | Total Family Income for 2020 (Adjusted gross income and/or untaxed income)
--- | ---
1 | $19,320 or less
2 | $26,130 or less
3 | $32,940 or less
4 | $39,750 or less
5 | $46,560 or less
6 | $53,370 or less
7 | $60,180 or less
8 | $66,990 or less
Add $6,810 for each additional family member.

To determine your eligibility for the California College Promise Grant (CCPG) based on the above income standards, you will be considered independent if:
• You do not live with your parents or your parent’s registered domestic partner.
AND
• You were not claimed as an exemption on any federal income tax filed by your parents or your parent’s registered domestic partner in 2020.

OR you answer yes to any of the following:
• Are you 24 years of age or older as of January 1, 1999
• As of the day you compete the application you are married or in a Registered Domestic Partnership (RDP)
• You are a veteran of the U.S. Armed Forces or currently serving on active duty for purposes other than training
• You have children who will receive more than half of their support from you between January 1, 2022-June 30, 2023 or other dependents who live with you (other than your children or spouse/RDP) who receive more than half of their support from you now through June 30, 2021
• At any time after you turned age 13, both your parents are deceased, you were in foster care, or you were a dependent or ward of the court
• You are or were an emancipated minor as determined by a court in your state of legal residence
• You are or were in a legal guardianship as determined by a court in your state of legal residence
• Your high school or school district homeless liaison determined that you were an unaccompanied youth who was homeless at any time on or after July 1, 2021
• A director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determined that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless at any time on or after July 1, 2021

Eligibility requirements for the CCPG, in addition to income and residency requirements, students must maintain academic and progress standards to maintain California College Promise Grant (CCPG) eligibility.

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 mySDCCD:
  http://my.sdccd.edu
• Grades are available approximately 2 weeks after the end of classes.

GRADUATION
• Graduation from the SDCCD is not automatic. Students who expect to receive an Associate Degree or Certificate of Achievement must Apply for Graduation online at:
  https://myportal.sdccd.edu. If you need assistance, please contact 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 and deadline dates or visit
  https://www.sdccd.edu/students/evaluations/transfer-evaluations.aspx

⚠️ HOLDS (Service Indicators)
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
MILITARY BASE CLASSES
Due to heightened security on military installations, a listing of all students attending classes on a military base will 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 or MCRD, 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 https://www.sdccd.edu/students/veterans-active-duty/index.aspx#adcert. Note that classes offered on military bases may be relocated at any time during the semester.

MY PLANNER
Students now have access to My Planner, a tool to help them select classes from their education plan (academic requirements to graduate) and assign them to a specific semester(s). Log into mySDCCD, under My Classes, click on the My Planner link to get started. http://my.sdccd.edu

NO COST DIGITAL MATERIALS
Courses that exclusively use digital materials are free of charge to students and therefore are not required to be purchased. Note that there may be a low-cost option for print versions of digital materials. Digital materials include, but are not limited to: course materials, modules, textbooks, streaming videos, tests, software and any other tools, materials, or techniques used to support access to knowledge.

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 mySDCCD 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 https://www.sdccd.edu/docs/StudentServices/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 program planning. Non-Exempt students who have been admitted to the college are expected to attend an 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 mySDCCD at https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/73/create/512.

• 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: https://www.sdccd.edu/about/departments-and-offices/police-department/parking/index
• 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 will be mailed if purchased on mySDCCD during registration. Permits purchased on mySDCCD one week prior to the beginning of any semester MUST be picked up in the College Police Office.

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

A PERMIT DOES NOT GUARANTEE A PARKING SPACE! STUDENTS MUST PARK IN STUDENT LOTS ONLY. NO PARKING IN FACULTY/STAFF LOTS.

• 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.

PASS/NO PASS GRADING OPTIONS
There are courses in which Pass/No Pass grades are used exclusively; these are designated in the catalog course description by the statement “Pass/No Pass Only.” In addition, there are courses which cannot be taken on a Pass/No Pass basis; these are designated in the course description by the statement “Letter Grade Only.” Some courses may be taken for either “Pass/No Pass” or “Letter Grade.”

Consistent with District policy, a student in good standing may elect to be graded on a Pass/No Pass basis in courses where there is an option. A grade of “Pass” (P) shall be awarded only for work which otherwise would have received a grade of “C” or better. Work that would have received a “D” or “F” will be graded “No Pass” (NP). The units earned will be counted in satisfaction of program requirements, but will be disregarded in determining a student’s grade point average. 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.

Conditions:
1. Students may change from a ‘Letter Grade’ option to a ‘Pass/No Pass’ option during registration, or up until the published deadline to select a Pass/No Pass option for the course, go to the ‘EDIT Class Enrollment Options’ page on the mySDCCD portal.
The deadline is listed in the class search details page when you click the calendar icon ('Deadlines'). After the Pass/No Pass Deadline, the ‘Letter Grade’ or ‘Pass/No Pass’ option may not be changed for that class.

2. No exceptions to this condition will be made. Petitions will not be accepted for exception to policy.

PASSWORD SELF-SERVICE

After your application to City, Mesa and Miramar College has been processed through CCCApply, you will receive a welcome email with instructions on where to go (https://sdpss.sdccd.edu/enroll/) and how to set-up your mySDCCD account.

On this page, you will be prompted to enter your ID number, date of birth, and email address.

- **User ID:** This is your 10-digit User ID that was printed on your welcome email.
- **Date of Birth:** This is the date of birth we have on file. Please type this in the MM/DD/YYYY format. (e.g. June 01, 2000 would be 06/01/2000).
- **Email Address:** This is the same email address we sent the invite email to.

Your password must include a combination of **three of the four** character types:

- One uppercase letter (A - Z)
- One lowercase letter (a - z)
- One number (0 - 9)
- One special character (! $ @ # * %)

Next you will be asked to select **three security questions** from the drop down menus and enter the answer into the fields below.

- Answers must be at least 4 characters in length.
- The answers to the three security questions cannot be the same.

**Note:** These answers cannot be the same, and you should keep these answers somewhere safe in case you need to reset your password.

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 at: https://www.sdccd.edu/students/forms-and-documents.aspx.

- Strictly for the purpose of clearing prerequisites, students may use unofficial transcripts, or grade reports from prior institutions strictly for the purpose of clearing prerequisites prior to registration. Students should submit a completed Proof of Prerequisites or Corequisites form along with the transcript/grade report online to the college Counseling Office at https://www.sdccd.edu/students/forms-and-documents.aspx

- **Education Plan**
  Official Transcripts from ALL other institutions must be on file to develop an Educational Plan or to have your records evaluated.

- **Assessment**
  Students may clear English and math prerequisites by placing at the required Milestone (skill level) after the assessment has been process through their application.

- **Prerequisite/Corequisite Challenge Procedure**
  Students who believe they have sufficient grounds may challenge a prerequisite, corequisite, or limitation on enrollment in a specific course (the student does not get units for a challenged class). A student may obtain a petition to Challenge online via the mySDCCD Support Desk and then selecting the Petition to Challenge form: https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/34/create/71. The completed petition with supporting documentation must be filed in the Admissions Office AT LEAST 10 working days prior to the start of the primary term/semester. Contact the Admissions Office for additional information.

- **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.

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 mySDCCD to either drop all classes or reduce their unit load by the refund deadline.
  o Primary session for Spring and Fall (16-week) classes, the refund deadline is the Friday of the 2nd week of the session. See the Academic Semester Calendar for all Primary session deadline dates https://www.sdccd.edu/students/dates-and-deadlines/index.aspx.
  o Refund deadlines for Summer classes and all classes in non-primary sessions in Spring and Fall are located in the class search under the calendar icon (‘Deadlines’).
  o Refund deadlines are also located for a specific term at https://www.sdccd.edu/students/dates-and-deadlines under “Class Deadline Dates”
  o No refund is given for classes dropped after the published deadline.

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.
• Permission Numbers 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 the published 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 will be refunded by check mailed to the address of record. There is a five-week waiting period from the date the 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, unless the credit card refund is more than six months old, then the refund will be in the form of a check. As of September 19, 2020, if the credit card refund is more than 12 months old, then it will be in the form of a check.
• Visa/Mastercard Gift Card Refunds: Payments made by gift card are refunded to the gift card used. You must retain your gift card in the event you are due a refund. If your gift card has been lost or stolen, you should contact the issuing company to reissue the card. Be prepared to provide the issuing company with pertinent details regarding the card, such as account number, original load amount and original activation date.

• Parking
  o 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.
  o 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.
  o 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.
  o Students with classes one week or shorter in duration should see the college Accounting Office for permit refund deadlines.
  o For questions or further information, contact the college Police Office on campus.

REGISTRATION (mySDCCD)
Registration for all students (excluding current High School students) occurs online at: http://my.sdccd.edu. By using the online class schedule and the online registration system (mySDCCD), a student can enroll in any available course offered at ECC, City, Mesa, or Miramar Colleges. Instructions for the class schedule and online registration are available on campus and online at: https://www.sdccd.edu/students/class-search/search.html. Computers are also available for use at the Admissions Office and other campus locations. Students must have an ‘Active Application’ from CCCApply https://www.sdccd.edu/apply/enroll file as of the admission application deadline to be assigned a registration application deadline and time (students can enroll on or
after this date and time at mySDCCD) Student applying after the deadline will be able to register during open registration.

**High School Students:** San Diego City, Mesa and Miramar Colleges offer eligible high school students the opportunity to earn college credit that can be applied towards associate degrees, certificates, and/or transfer requirements to a four-year college/university. **Concurrent enrollment** is when a high school student enrolls in college classes (either online or on campus or at their High School) in addition to their high school studies. High school students must complete the online form:** Supplemental Application for High School Students** in order to add college classes. Instructions are located online at: https://www.sdccd.edu/future-students/high-school-students.aspx.

The online services offered in www.my.sdccd.edu include:

- Enrollment – add, drop & withdraw from classes
- Student’s current class schedule and waitlisted classes
- Pay fees and view payment records
- Enroll in a Payment Plan
- Purchase a parking permit or Bus Pass
- Purchase an Associated Students Membership
- Wait List activities – adding, dropping and view
- Wait List status
- Pass/No Pass grading options
- View Financial Aid
- View attendance hours for tracking classes
- View Milestones (formerly Skill Levels)
- Academic deadlines and calendar

**Note:** You may only access one semester at a time. The portal also grants access to:

- Grade information
- Academic history
- Petitions to graduate
- Ordering transcripts
- View 1098-T tax information

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, CalWORKs, Homeless and Foster Youth, Active Duty Military and Veterans discharged within the last 15 years, and Intercollegiate Athletes may be eligible for priority registration. To receive a priority appointment, all paperwork must be submitted and processed before the ‘Application and Priority Registration Deadline’ located under Academic Calendars: https://www.sdccd.edu/students/forms-and-documents.aspx

For information contact the college Admissions Office.

**Priority Groups**

**Group 1**

- Active Military & Veterans who meet the eligibility criteria*, current or former Foster Youth** or Homeless**, CalWORKs, EOPS and DSPS students, Intercollegiate Athletes***. Non-matriculated students are placed at the end of this group.

**Group 2**

- Continuing Students who have completed orientation, assessment, and have an education plan (Abbreviated education plans only grant a student priority for 2 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 2 semesters.)

**Group 4**

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

**Group 5**

- Students with 100+ Units (Does NOT include Basic Skills units.)  
(Active Military & Veterans, current and former Foster Youth, Homeless, Intercollegiate Athletes, CalWORKs, DSPS & EOPS students will receive first priority within this group.)

**Group 6**

- Students with a Baccalaureate Degree (Active Military & Veterans, Foster Youth, Homeless Youth, Intercollegiate Athletes, CalWORKs, DSPS & EOPS students will receive first priority within this group.)

**Group 7**

- Students who are academically disqualified or disqualified for lack of progress or who have not yet returned to good academic standing.  
(Active Military & Veterans, current and former Foster Youth, and Homeless, Intercollegiate Athletes, CalWORKs, DSPS & EOPS students will receive first priority within this group.)
Group 8
- Students concurrently enrolled in High School

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 +

* Students who are Active Duty Military or Veterans, discharged within the past fifteen (15) years, may be eligible for up to 4 years of priority registration. Students should contact the Admissions or Veterans Office for additional information. A military ID card or DD214 will be required for verification.

** Current or former Foster Youth or Homeless under 25 years of age may be eligible for priority registration. For information, contact the College Financial Aid or Admissions Office.

*** Intercollegiate Athletes participating and registered on a team roster may be eligible for priority registration. For information, contact the College Athletic Department.

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.
  - *26 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 Permission numbers are encouraged to process all permission numbers on the same day.
- All classes entered the same day must be paid in full before mySDCCD will allow the student to add additional classes or process Permission numbers the following day.
- Work Experience courses must be added using a permission number. Contact the College Work Experience Office for additional information.
- To register for Apprenticeship courses, contact the City College Admissions Office at (619) 388-3475.
- Restricted classes must be added using a permission number. For more information, contact the College Admissions Office.
- After the session begins, students must obtain and process a permission number, 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 limit 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. Vice President 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)
San Diego City, Mesa, and Miramar College are committed to support all regulations under Title IX. Title IX states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination
under any education program or activity receiving Federal financial assistance.” – 20 USC 1681

San Diego City, Mesa, and Miramar Colleges do not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender, gender identity, or sexual orientation in employment, as well as all education programs and activities, and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence. These procedures are used when a complaint concerns discrimination on the basis of gender, including sexual harassment.

The sexual harassment of students, including sexual coercion, sexual assault, domestic violence, dating violence and stalking, is a form of sex discrimination and interferes with students’ right to receive an education free from discrimination and harassment.

Sexual assault, as that term is used in this section, encompasses several physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A person may be unable to give consent due to their use of drugs or alcohol or because of an intellectual or other disability.

A number of different conduct falls into the category of sexual assault, including rape, sodomy, fondling, and sexual assault with an object. All such acts of sexual assault are forms of sexual harassment covered under Title IX.

Further information and procedures for filing a formal complaint of discrimination on the basis of sex, gender, or sexual harassment are found online at [http://www.sdccd.edu/titleix](http://www.sdccd.edu/titleix)

You may also file a complaint with the District’s Title IX Coordinator:

Poppy Fitch, Ed.D.
Director, Disability Support Programs and Services, Title IX Coordinator
titleix@sdccd.edu
619-388-6983

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 as consumers. Under these regulations, San Diego City, Mesa, and Miramar College and Continuing Education annually distribute to all students a notice of the availability of consumer information. Please visit: [http://www.sdccd.edu/consumer/](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 IDENTIFICATION NUMBER
- To protect the privacy of student records, all students are assigned a 10 digit Student Identification number. 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.
- CAUTION: If you are uncertain that you already have a student ID number, DO NOT create a new application for admission. Duplicate records will cause significant delays in financial aid, transcripts, and other important business processes.
- Returning students who have missed more than one consecutive year (excluding summer session), or first-time students applying to San Diego City, Mesa or Miramar Colleges, will receive their Student ID number once their application to the college has been accepted.
- Picture Student ID cards will be issued to new and returning students who have not received a Student ID 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 Student ID card.

STUDENT SUCCESS AND SUPPORT PROGRAM
The goals of the Student Success and Support Program 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 Application at CCCApply and Apply for Financial Aid
Step 2 – Request Transcripts from prior Institutions
Step 3 – Orientation - Self-Guided Assessment – Create an Educational Plan with a counselor
Step 4 – Log into mySDCCD, Register & Pay
Step 5 – Follow up with a counselor
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 = ¾ time; 6 units = ½ time
• **Summer Semester**
  6 units = full-time; 4 units = ¾ time; 3 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**

- **All coursework completed at San Diego City, Mesa or Miramar College is included on one transcript.**
  - The first two transcripts issued are free of charge.
  - Thereafter, transcripts cost $5.00 each.
- A student may order an official transcript of record online or in person.

  - **Online:**
    - **Current students** can order transcripts through mySDCCD at: [http://my.sdccd.edu](http://my.sdccd.edu) or directly through Parchment at: [https://www.parchment.com/u/registration/33878712/institution](https://www.parchment.com/u/registration/33878712/institution)
    - **Former students** of San Diego City, Mesa or Miramar Colleges, or those who do not have an mySDCCD account, may order directly through Parchment at: [https://www.parchment.com/u/registration/33878712/institution](https://www.parchment.com/u/registration/33878712/institution)
  - Transcripts ordered online will be mailed in 1-2 business days.
  - If the receiving institution accepts electronic transcripts, the transcript will be sent electronically the same day.
  - **Unofficial Transcripts** may be obtained by current and former students at: [https://unofficialtranscript.sdccd.edu/](https://unofficialtranscript.sdccd.edu/)

  - **In Person:**
    - If you need to pay with cash or check, you may complete a request at the College Accounting Office or District Office.
      - Hand delivered transcripts must be ordered at the District Office at 3375 Camino del Rio South, Suite 100, San Diego, CA 92108-3883.
      - Hand delivered transcript requests are considered “RUSH” orders. An additional $10.00 “RUSH” fee will be applied due to the special handling required.
    - **Third Party Authorization:** If another person is ordering and/or picking up your transcript, you need to provide a written letter or complete the transcript request form, include your personal information as well as the person’s name who is requesting the transcript on your behalf. A photo ID will be required.
  - 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.
  - Transcripts sent from our college to another institution are considered to be official. Transcripts presented by a student are considered to be unofficial unless sealed and noted to be official on the outside of the envelope.

**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/](http://www.sdccd.edu/public/district/policies/)

**VETERANS BENEFITS**

Veterans’ benefits are available to all students who qualify. Veteran students may file for deferment at the time of enrollment to defer payment until their benefits arrive. For information, contact the Veteran Affairs Office on campus.

**WAIT LIST INFORMATION**

Students may place themselves on a class waitlist before the class start date, if the class is full with a status of ‘Wait List’.

After a class has started, students will only be able to add the class with a permission number from the instructor. Students in ONLINE courses, must contact the instructor via email if they wish to have their ‘Wait List’ priority considered. Faculty Directory: [https://www.sdccd.edu/mysdccd/faculty-directory.aspx](https://www.sdccd.edu/mysdccd/faculty-directory.aspx)

**Criteria:**
• Students may place their name on only one waitlist for a specific subject and course number.
• Students must meet course prerequisites to be placed on the waitlist.
• Students who are on a waitlist and later choose to enroll in another class section of the same subject and course number will be required to remove themselves from the waitlisted class before they can ADD the similar class section.
• Students can check their position number on the waitlist on mySDCCD.
• Students have the option to remove themselves from the waitlist at any time.
• There is a limit to the number of students allowed on each waitlist.
• **When a space becomes available in the waitlisted class:**
  o Waitlisted students, **who are eligible to enroll**, will be auto-enrolled into the class if a space becomes available. An email will be sent to students after they have been added to the class. It is the student’s responsibility to monitor the payment schedule.
  o **Important:** Students **who are NOT eligible to enroll** into a class:
    o Students with a hold or a time conflict will have **3 business days to resolve** the hold or time conflict. After 3 days the student will either be enrolled in the class or **dropped** from the waitlist and the open seat will go to the next student on the waitlist who is eligible to enroll.
    o Students **who fail to meet the requisites** (check the ‘Class Details’), or **who exceed the unit enrollment limit** (20 units Fall, 26 Spring/Intersession, and 12 Summer), will be dropped from the waitlist when a seat becomes available and the open seat will go to the next student on the waitlist who is eligible to enroll. Students will need to adjust their units and place themselves back onto the class waitlist.
• **If you are adding a waitlisted class with a permission number, you must drop yourself from the waitlist first.** Be sure to keep your permission number in a safe place.
• It is the student’s responsibility to check their email or mySDCCD for the status of their waitlisted class in order to pay fees in a timely manner. (Fees will need to be paid immediately, prior to the class start date and before the drop for non-payment date.
• Students remaining on the waitlist after class begins MUST attend the first class meeting (or email the online instructor) to have their waitlist priority considered by the instructor. The faculty directory is located at: https://www.sdccd.edu/mysdccd/faculty-directory.aspx

After a class has started, students will only be able to add the class with a permission number from the instructor. Students wanting to enroll in an ONLINE course after it has started, must contact the instructor via email if they wish to have their Wait List priority considered. Faculty Directory: https://www.sdccd.edu/mysdccd/faculty-directory.aspx.

**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

August 25, 2022