






SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

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INSTRUCTIONS TO SUBMIT FORMS ONLINE:

1. Most forms are available in an online format. View the list of forms below and click on the link to the submission page. Be sure to select the appropriate form when submitting it to the college and follow any additional directions associated with the form. (Questions marked with a * indicate that question is required.)

Forms with the pdf symbol require you to download and submit the attached form. To view/submit these forms, you must use Adobe Reader; you can download it for free from the Adobe website.

2. If necessary, gather all documentation required to submit the form (e.g. transcripts, catalog description, documentation, etc.). When asked, "Are you providing any attachments?" click "Yes" and drag/drop the forms in the Attachment box as shown below:

Are you providing any attachments? *

☒ Yes

☐ No

Some petitions require documentation/attachments to be submitted with the form. Select yes if you're uploading any documentation.

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Attachment *

Drag and drop files, paste screenshots or

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3. Click "Send" at the end of the form. If you are missing any required fields, the form will notify you. You will receive an email confirmation once your form has been submitted.

FORMS THAT CAN BE SUBMITTED ONLINE:

Please search our forms below. Be sure to select the right form prior to submitting the form. If you have questions about the form, please contact the office associated with that form.

For Financial Aid forms, please click on the links below.


Financial Aid Forms

San Diego City College Financial Aid Forms

San Diego Mesa College Financial Aid Forms


San Diego Miramar College Financial Aid Forms

Search:

Form	Purpose	Office
AB-540 Non-Resident Tuition Exemption	For students requesting an exemption for paying the non-resident status based on eligibility from AB-540 Attach PDF: AB-540 Non-Resident Tuition Exemption 	Admissions
Academic Renewal with Course Repetition	Alleviate grades using coursework taken from institutions in SDCCD	Evaluations
Academic Renewal without Course Repetition	Alleviate grades from their transcript	Evaluations
Active Military Duty Certification for Spouse/Dependents	Verification of military duty status for residency purposes	Military/Veterans
Apply for Associate Degree or Certificate of	To apply for graduation for an associate degree	Evaluations

SUPPORT SERVICES
TITLE IX
TRANSCRIPTS
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VOLUNTEER CONNECT



Achievement [mySDCCD]	or certificate of achievement	
Apply for Bachelor's Degree (Mesa Only) [mySDCCD]	To apply for graduation for a Bachelor's Degree	Evaluations
Apply for Certificate of Performance	To apply for a certificate of performance	Department
Change of High School Grad Status	Update student's high school status	Admissions
Class Adjustment	Adjusting classes for purposes of GI Bill certification	Military/Veterans
Code Out W (10+ Years)	Code out withdrawal grades on students records on classes enrolled in 10+ years ago	Admissions
Consent to Release Student Records	Authorization to release student records	Admissions
Credit for Prior Learning (formerly called Credit by Exam)	To receive credit for courses via portfolio of work, industry certifications or credit by exam	Instruction/Records
Direct Deposit Cancellation Request Form	Cancel direct deposit in Campus Solutions, for Financial Aid Students (Must be submitted by 12:00pm Thursday to take effect on Friday's Financial Aid Disbursement)	Student Accounting
Grade Challenge Petition	Challenging a grade based on Title 5 Attach PDF: Grade Challenge Petition 	Instruction
High School Students - Special Part-Time/Joint Diploma Admission Form	For current high school students in concurrent enrollment/dual enrollment wishing to take classes on college campus	Admissions
Language Other than English (LOTE) Clearance - (For out of country education)	Satisfy Language Other than English requirements for graduation	Evaluations
Major Electives Form		Evaluations
Merge Duplicate Accounts	Merge duplicate accounts (duplicate student records)	Admissions

Registration Worksheet	Registration worksheet for purposes of overriding a registration restriction	Admissions
Request for General Education Certification	IGETC or CSU GE certification	Evaluations
Request for Service Schools Credit Adjustment	Adjust military credit once transcripts are evaluated	Records
Request for Transcript Evaluation	Request to evaluate transcripts for the purposes of receiving credit from outside institutions. For foreign transcript evaluation requests, be sure to attach this form with your submission. Attach PDF: Request for Foreign Transcript Credit 	Evaluations
Request to Reissue Diploma	Request to reissue a diploma, students must have met graduation requirements	Evaluations
Social Security Number Acknowledgment Form	Acknowledgement that student does not have SSN for purposes of 1098-T reporting	Admissions
Student Academic Contract	Students who are disqualified must meet with an academic counselor prior to readmittance	Counseling
Student Personal Information Update (Name, SSN, DOB, Gender Marker Changes)	Update student personal information (Name, SSN, DOB, Gender Marker)	Admissions
Student Petition	Used for: Late Withdrawals Drops with Refund Exception to Course Repetition Policy (City/Miramar Only)	Vice President Student Services
Third Party Verification	Authorization to release records for a third party (e.g. Solomon Act)	Admissions
Transcript Request	Request Official Transcripts	Admissions
VA Deferment Contract	Deferment contract for GI Bill Attach PDF: Deferment Contract 	Military/Veterans
VA Semester Worksheet	Adjusting classes for purposes of GI Bill certification	Military/Veterans
VA Statement of Understanding	Statement of Understanding required for all	Military/Veterans
Verification of Military Status (Attach Military Orders)	Verification of military status for enrollment priority	Military/Veterans
Verification of Veteran Status (Attach DD-214)	Verification of veteran status for enrollment priority	Military/Veterans
Veterans Non-Resident Tuition Exemption	Requesting exemption for non-resident fee due to provisions provided by the Veterans Choice Act	Military/Veterans

MILITARY ACCESS FORMS (CANNOT BE SUBMITTED ONLINE AT THE MOMENT)

- MCAS Miramar - Access Request Process
- Naval Base San Diego - SECNAV 5512/1 Form
- Request for Service Schools Credit Adjustment