# 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 Application**
- Step 2 Apply for Financial Aid
- Step 3 Orientation
- Step 4 Assessment
- Step 5 Educational Plan
- Step 6 Register and Pay
- Step 7 Follow up with a counselor

These services have been designed especially for students who intend to earn a certificate or degree at the college 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.

# 1. Admission Application

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

- Persons who possess a high school diploma or California high school proficiency exam certification or a high school equivalency certificate.
- 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 meet or 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.

#### **Apply Online**

Applications for admission to San Diego City, Mesa and Miramar Colleges are available online. Students access the online application at: <a href="https://www.sdccd.edu/apply/">https://www.sdccd.edu/apply/</a>.

#### **Social Security Number**

Your Social Security Number (SSN) or Individual Tax Identification Number (ITIN) is required for Federal and State reporting, and for students applying for Financial Aid. It is maintained in a secure manner and WILL NOT be visible or released to third parties for identification purposes for any reason.

Section 483 and 484 of the Higher Education Act of 1965, as amended, also gives the Financial Aid Office the authority to collect your SSN. The U.S. Department of Education uses your Social Security Number to verify your identity and retrieve your records. Providing incorrect information may result in penalties from the IRS.

All students will be assigned a unique 10-digit Student Identification number upon successful submission of their application that will be required to conduct all college business.

#### **Important Reminder**

Every male citizen of the U.S. and male immigrant residing in the U.S., ages 18 through 25, must register with the Selective Service.

# 2. Apply for Financial Aid

To apply for 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 <a href="www.fafsa.gov">www.fafsa.gov</a>. To complete a California Dream Act application, go to <a href="https://dream.csac.ca.gov">https://dream.csac.ca.gov</a>. FAFSA Application materials are available on October 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 30, 2021 whichever date comes first. The Deadline for Cal Grant application is March 2nd.

#### 3. Orientation

The 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 assessment/orientation session before registering for classes.

Get started with the New Student Orientation at: <a href="http://orientation.sdmesa.edu">http://orientation.sdmesa.edu</a>

#### **Student Service Outcomes (SSOs)**

The Assessment and Orientation faculty and staff have identified the following Student Service Outcomes (SSOs) for the various services available in the Assessment Office:

- Students will identify the appropriate English and Math courses in which to begin college studies.
- Students will produce a first semester educational plan based on identified goals, skills and resources.
- Students will be able to identify, at least, three college resources available to help achieve identified goals.

#### 4. Assessment

Assessment is a process that is designed to assist students in determining which English or English Language Acquisition (ELAC) and math 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 or ELAC and math course completion or other standardized tests.

# Assessment via College Application

Students who have graduated from a U.S. high school within the last 10 years will receive the placement levels based upon high school performance information that is provided on the application for admission. The college application (CCCApply) will identify English and math courses that students can enroll in using prior high school



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

#### **Board of Trustees Policy**

#### **Chapter 5 – Student Services**

#### **BP 5010 – ADMISSION OF COLLEGE STUDENTS**

California Education Code §76000 permits admission to a community college of "any California resident who possesses a high school diploma or the equivalent thereof." Other persons may be admitted under the rules of the Board, subject to the restrictions contained in law.

- 1. In accordance with §76000 of the California Education Code, San Diego City, Mesa and Miramar colleges may admit students under the following conditions:
  - a. Persons who possess a high school diploma or California high school proficiency exam certification or a high school equivalency certificate;
  - b. 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:
  - Persons concurrently enrolled in an adult education program administered by a school district, or noncredit program administered by a community college district may be admitted by the college as "special part-time" students;
  - d. Persons concurrently enrolled in a K-12 program may be admitted as "special part-time" students subject to permission of the parent or guardian, recommendation and approval of the school principal, and approval of the college president or designee. Special part-time students will be admitted under provisional admission status. College classes offered on the high school campus and students participating in high school/community college articulated program will not be subject to GPA restrictions specified in Administrative Procedure, AP 5010, Student Admission Status;
  - e. Persons may be admitted as "special full-time" students pursuant to California Education Code §48800.5 with approval of the high school governing board and approval of the college president or designee. Special full-time students will be admitted under provisional admission status; and
  - f. Persons who do not meet one of the admission criteria stated above will not be admitted under any circumstances.
- 2. 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 Administrative Procedure, AP 5010, Student Admission Status, 2.a.1-7, are required to inform the District. Admission eligibility shall be determined in accordance with Administrative Procedure, AP 5010, Student Admission Status.
- 3. In accordance with §76030 of the California Education Code, students who are prevented from all district business due to a protective order, obtained by the district, must apply for reinstatement prior to the expiration of the protective order in accordance with Administrative Procedure, *AP 5010, Student Admission Status.*

The Vice Chancellor of Educational Services shall be responsible for admission determination matters pertaining to expulsions in accordance with state and federal law and District policy.

Adopted: June 10, 2021

Supersedes: Policy C-2032 - 12/1/70; Policy C-2036 - 09/15/72; BP 3000 - 10/9/86, 03/14/96,

06/20/00; 11/01/01; 10/14/10; 30/14/13; 12/11/14; (Renumbered BP 5010)



# **BACHELOR'S PROGRAMS**

#### **CONTACT**

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# San Diego Mesa College

7250 Mesa College Dr.

San Diego, CA 92111

# BACHELOR'S DEGREE

# **ADMISSION PATHWAYS**

# There are THREE pathways to enter the Bachelor's Degree Program:

# TRACK 1 - ENTERING AS A FRESHMAN (1ST YEAR)

**Designed for students admitted** to the **Health Information Technology** two-year associate degree program who are interested in continuing on to earn a bachelor's degree in Health Information Management. Students in this track will enter as freshmen.

#### **ADMISSIONS PROCESS:**

Students will enter into the **Health Information Technology** Two-Year Associate Degree Program. Applicants to the Associate Degree program will be admitted on a first-come, first-serve basis. **In the spring semester of the first-year, students will have the opportunity to apply to the baccalaureate program as a pre-major.** 

In addition to the required courses for the major students pursuing this track must complete the following requirements in order to complete the bachelor's degree program:

- CSU or IGETC General Education Pattern
- Transfer level Math Course
- Transfer level English Composition Course
- In order to proceed into the baccalaureate program students must complete the Health Information Technology Associate Degree Program.

# TRACK 2 - ENTERING AS A SOPHOMORE (2ND YEAR)

**Designed for students with previous AS/BS degrees** in fields other than Health Information. This track allows students to complete the major requirements (HEIT courses) in 1 year.

Applicants must have completed the following requirements prior to applying to this track:

- CSU or IGETC General Education Pattern
- · Transfer level Math Course
- Transfer level English Composition Course
   OR
- Completion of previous college degree (AA/AS/BA/BS)
- In order to proceed into the baccalaureate program students must complete the Health Information Technology Associate Degree Program (1 yr).

# TRACK 3 - ENTERING AS A JUNIOR (3RD YEAR)

**Designed for students who have completed** a two-year program in **Health Information Technology**, who are interested in pursuing a bachelor's degree in Health Information Management. Students in this track will enter directly as juniors.

Students pursuing this track must complete the following requirements prior to earning a bachelor's degree (if they have not already been completed):

- CSU or IGETC General Education Pattern
- Transfer level Math Course
- Transfer level English Composition Course

#### **ADMISSIONS PROCESS:**

Applicants must meet the following requirements to be considered for admission:

- 1. Submit a complete Supplemental Application Packet. See APPLICATION INSTRUCTIONS for details
- 2. Minimum cumulative G.P.A. of 2.0
- 3. Minimum 3.0 G.P.A. in Health Information Technology courses

<sup>\*\*</sup>It is strongly RECOMMENDED that you complete the RHIT Certification



Based on specific selection criteria applicants may be invited to an interview. The top 32 applicants will be admitted.





San Diego Mesa College 7250 Mesa College Drive San Diego, CA 92111-4998

Student Support

San Diego Community College District
San Diego City College
San Diego Mesa College
San Diego Miramar College
San Diego Continuing Education



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# **ADMISSIONS/FUTURE STUDENTS**

	Getting Started
	Be Admitted
	Be Financed
	Be Advised
	Be Enrolled
eys	Be Ready
Mesa Journeys	3e Supported
sa J	Academic Deadlines
Me	Academic Calendar
	International Students
	Matriculation
•	Admissions FAQ
	Meet the Staff

# Request A Campus Tour

Residency

**CRUISE** 



**ADMISSIONS FAQ** 

# **ADMISSIONS FAQ**

ske	Applying and Registering for Courses	
Journeys		The application to SD Mesa is a two step process.
Mesa	nere do I go to oly for mission?	Click this link and you will be taken to Open CCC Apply. After creating your CCC account, log back into Open CCC and submit a SD Mesa application.
, 	mission:	You can also follow our College Student Guide on this link.
	nat is Open	OpenCCC is a service of the California Community Colleges Chancellors Office, it's the application system for all CA community colleges.
stu	m a previous udent, do I ed to re-apply?	Former students who have not registered for courses in the last 3 semesters need to re-apply. You can do so by submitting an a from the college website: https://www.sdmesa.edu/apply/index.shtml - the account will be active within 48 hours.

Where can I fin	Your student ID is in the welcome letter that was sent to the email you entered on the application when applying to the college.  Your Student ID is also known as your CSID, and User ID.
my stadent ib:	If you can't locate it, you can submit a ticket on our MySDCCD Support Desk with a Government Issued Photo ID.
Where do I	Once you get your welcome email with your 10 digit student ID (User ID, CSID), you can go to the mySDCCD account creation page.
mySDCCD Account?	You can also follow our College Student Guide on this link to create your portal account.
How do I find	Active student portal users (MySDCCD) can access the class schedule under "My Classes"
classes?	If you are not a current student, you can access the class schedule through this link.
w do I know / registration te/time?	Typically within 2 weeks of the class semester going live, registration appointments are posted on the College Student Dashboard in MySDCCD Portal. It'll be an orange row with a date and time when you can begin to register for the next term.  Look at our guide
w to add a	Through your MySDCCD student portal >My Classes> Enrollment Add Classes> Enter class number or look up classes through "Class search"
How to get added to a waitlist?	You would follow the steps for adding a class. On the 1st step of the enrollment, enrollment preferences, you would click on the "Waitlist if class is full" box. Click on this link to look at our guide.
How to use Permission numbers?	You must drop yourself from the wait list in order to use the permission number once the class has started.

		Login to MySDCCD portal, navigate to My Classes> Enrollment: Add Classes. From your shopping cart, enter the five-digit class number and then it will prompt you to enter the permission number (add code). Continue to Next, then step 2 out of 3 to fully enroll in the course.
	low to get off ne Waitlist?	The Waitlist will automatically move you up on the list. You will receive an email notification when you have been enrolled into the course.  If you want to be dropped from the Waitlist: MySDCDD> My Classes> Enrollment Drop Classes> select class
	Vhat are the dd/drop dates?	The add/drop deadlines are the last day students can add a course (once the semester has started) or drop with no "W" on record and qualify for a full refund. The class deadlines are available on the class schedule. For 16wk courses, there is a 2-week period to add/drop. For short term courses, the dates are different. It is important that students pay attention to the start/end date of the course and note the important class deadlines for that class. Look for the calendar icon.
	low to crash a	During COVID- 19, to crash a course, you'll need to email the instructor to request a permission number (add code). Here is the link to faculty directory: https://www.sdccd.edu/mysdccd/faculty-directory.aspx
sa Journeys	ow long before student gets email with er ID after plying?	It can take up to 48 hours for the application to process and for students to receive an invitation email with ID number. If it has been more than 48 hours and a student has not received an email, they are encouraged to submit a help ticket with a government issued photo ID to https://mysdccd.atlassian.net/servicedesk/customer/portals - so we can retrieve that information.
le	ed help rapping a Chemistry ecture/lab ourse.	For help swapping a chemistry course, complete the Registration Worksheet found on this site: https://www.sdccd.edu/students/forms-and-documents.aspx and email to the Admissions office at sdmesaadmissions@sdccd.edu

# Pre-Requisites & Challenge Testing

How to clear pre-

Students need to email an unofficial transcript to prereqinquiry@sdccd.edu along with name, student ID number and the class

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requisites online or through email?	for which you want to clear.  OR
	If you are a SD Mesa student, you can send an email to sdmesaprereqs@sdccd.edu with your name, student ID number, the class for which you want to clear pre-requisites for with your unofficial transcripts.
	Due to the impact of the Coronavirus (COVID-19) and the office closure, we are <b>not</b> currently accepting hard copy transcripts; however, we are accepting electronic transcripts (PDF format).
	When ordering a transcript, if the sending institution has partnered with <i>Credentials/E-Scrip-Safe</i> , the transcript will be sent as a PDF directly to the San Diego Community College District for City College, Mesa College, or Miramar College.
	We are currently working to establish direct accounts with <i>Parchment</i> and the <i>National Student Clearinghouse</i> . In the interim, regardless of the institution you are sending from, request to send the transcript to the following email address:
Where do I submit my official transcripts to be	tinquiry@sdccd.edu
aluated?	Students are responsible for requesting official transcripts from each institution attended to be sent to SDCCD.
Journey	Transcripts from foreign institutions are <b>not</b> required.
sa Jo	Transcripts are only accepted from one year after issuance.
Mesa	Please note that transcript evaluation is not automatic. Transcripts from ALL colleges/universities attended after graduating from high school need to be requested, received by SDCCD prior to the student requesting an official evaluation.
How long before my transcripts are evaluated?	Transcripts will be evaluated within 75 business days following the student's request to have the transcript evaluated. The request needs to be submitted through the Counseling Department.

# Transcripts

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	low do I request official ranscripts?	Current students with an active MySDCCD account can request official transcripts through their "College Student Dashboard" by selecting "Request Official Transcripts" in the "My Classes" folder.
		Former students can access our SDCCD Transcript Ordering Services on this link
	Vhat is on my official college ranscripts from SDCCD?	All coursework completed at <b>San Diego City, Mesa or Miramar College</b> is included on one transcript. There is no need to request a transcript from each (City, Mesa, Miramar) college. The first two transcripts issued are free of charge. Thereafter, transcripts cost \$5.00 each.
	low do I access my unofficial ranscripts?	Current students with an active MySDCCD account can view their unofficial transcripts through their "College Student Dashboard" by selecting "View Unofficial Transcripts" in the "My Classes" folder.  Former students may view their unofficial transcript through: https://unofficialtranscript.sdccd.edu
Journeys	hat if I forgot my student ID or n't know my 10 digit User 'Student ID number to request nscripts?	Former students, we recommend viewing your unofficial transcripts first, before ordering official transcripts. You can use your Social security number to view your unofficial transcripts. The unofficial transcript has your 10 digit user ID/Student ID number and dates of enrollment (dates of attendance) which you will need for the official transcript request.
Mesa	hat is the next step after bmitting transcripts to Mesa?	Transcript evaluation is not automatic. Once all transcripts from previous colleges are received, submit an official transcript evaluation request to the Counseling office. Call (619) 388- 2672 or email sdmesafollowup@gmail.com for assistance.

# General Q&A



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How to contact the faculty/instructor?	Faculty/Instructor emails are located on the SDCCD College Class Schedule located on this link. You can right-click the instructor name to copy the email address, or if you have your email connected to your browser, just click on their names to begin your email.
How do I apply for an allied health program?	Check the admissions and application process for each program on the SD Mesa Allied Health website
	Please visit the following page for access and instructions regarding Name, Date of Birth and Social Security Changes: https://www.sdccd.edu/students/forms-and-documents.aspx
I made a mistake on my application and need to update my me, how do I date my name?	When submitting the <b>Update SSN</b> , <b>Name</b> , <b>Birthdate</b> form to the support desk you will need to submit the following documentation via scan or photo:  Name Change:
date my name?	<ul> <li>Federally Issued Photo ID (Driver's License, State ID Card, Passport, etc)</li> <li>Legal Documentation for the change (Marriage Certificate, Divorce Decree, Naturalization/Citizenship, Petition for Name Change, etc)</li> </ul>
	Visit the website listed below. Download and fill out Update SSN, Name and DOB form. Submit the form along with
How do I make a correction to my SSN? how to update SSN?	Federally Issued Photo ID (Driver's License, State ID Card, Passport, etc)     Signed Social Security Card  https://www.edeed.edu/etudente/forme.and.decuments.com/
I forgot to add my	https://www.sdccd.edu/students/forms-and-documents.aspx  Visit the website listed below. Download and fill out Update SSN, Name and DOB



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SSN, how do I add it to my student account?	form. Submit the form along with a picture of Government issued ID and SSN card.  https://www.sdccd.edu/students/forms-and-documents.aspx
I got married/divorced, how do I update my legal name?	Visit the website listed below. Download and fill out Update SSN, Name and DOB form. Submit form along with Marriage certificate or Divorce decree and Government-issued photo ID with new name.  https://www.sdccd.edu/students/forms-and-documents.aspx
Need to change my name due to naturalization?	Visit the website listed below. Download and fill out Update SSn, Name and DOB form. Submit form along with copies of Naturalization certificate, Court order name change form and Government issued photo ID with new name.  https://www.sdccd.edu/students/forms-and-documents.aspx
ere is a mistake on / DOB, how do I rrect my DOB on ??	Visit the website listed below. Download and fill out Update SSN, Name and DOB form. Submit form along with Government issued photo ID and Birth Certificate. https://www.sdccd.edu/students/forms-and-documents.aspx
here can I locate d submit forms?	All of our admissions forms can be downloaded and submitted on your district online form submission located on this link: https://www.sdccd.edu/students/forms-and-documents.aspx
How do I clear my residency? How do I contact the residency staff?	The residency staff is here to help. They can be reached at sdmesaresidency@sdccd.edu please include your name and student ID in your email. Please note that only the staff on that email address can support you to determine your eligibility for California residency.
HS student wanting	If you are a current 11th or 12th grade student, wanting to take a college course at



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to take a college course?	SD Mesa, please complete the Supplemental Application for High School Students via this link, the application process is fully online.
	https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/11/create/77
	SDCCD does not have an age requirement for enrollment,
Change your home school from SD City or SD Miramar to SD Mesa?	To change your home school, you will need to contact our counseling department to change your educational plan and secondly, submit a "Other Miscellanous (College of Record-COR- statement on the Financial Aid MySDCCD Support Desk.
How can I reapply for readmission after a disqualification?	The first step in being readmitted after a disqualification, is to reach out to counseling at mesacoun@sdccd.edu
w do I get my lesa HS Student" Id released?  w can I clear a	All high school students will have a high school hold on their account, preventing them from self-enrolling in classes. This hold remains on the student's account, until proof of high school completion is provided to the college. High school students are enrolled by the College Admissions office, and are only allowed to drop classes.
qualification hold	To clear this hold, please contact the Counseling office. Email: sdmesafollowup@gmail.com or call 619-388-2672
and reapply for admission?	Once the hold has been released, you'll have to submit an online application to active your account: http://www.sdmesa.edu/apply/index.shtml
How do I clear residency?	For residency, email sdmesaresidency@sdccd.edu – include your student ID number and a government issued ID/Driver's license. They will let you know what documents to provide for reclassification.



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Who do I contact for Promise Program questions?	For questions regarding SD Promise, email sdpromisemesa@sdccd.edu or Google Voice Phone: (619) 800-2246 or (619) 800-2632
How can I contact Accounting?	To contact Student Accounting, email mestuact@sdccd.edu or call (619) 354- 1103 (M-F 8 am - 4 pm)
How long before a hold is removed once a payment is made?	After completing a payment, the hold is not removed automatically. It takes a couple of hours for the hold to be released.
How long before a student can access canvas after adding to schedule?	It takes about 4 hours for Canvas to reflect the recently added course.
Wesa Journeys w do I drop a ass?	Students should drop courses via mySDCCD until the posted deadline. Find the important deadlines for dropping without a "W" and with a refund as well as the deadline to drop with a "W" by clicking the calendar icon next to the course information  Students are responsible for dropping a course that they no longer wish to attend by the posted deadline or a letter grade will be assigned. Non-attendance WILL NOT guarantee that a student will be dropped from a course.
How to change campus of record?	To change the campus of record, please submit an "Other Miscellaneous (College of Record- COR- Statement" on the MySDCCD Support Desk located at: https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/34/create/75  With a photo of a government issued ID.  After submitting a ticket with Financial Aid, contact the Counseling office for a dropin to update your student education plan. Email: sdmesafollowup@gmail.com or



	call (619) 388- 2672
	This is the process to change college, or campus or record.

# **CONTACT ADMISSIONS**

**Room:** I4-102

Hours:

Monday - Thursday: 8:00am - 6:00pm

Fridays: 8:00am - 1:00pm

ita 1es

tact:

lesaAdmissions@sdccd.edu

e: 619-388-2682



San Diego Mesa College 7250 Mesa College Drive San Diego, CA 92111-4998

Student Support



San Diego Community College District

San Diego City College San Diego Mesa College San Diego Miramar College San Diego Continuing Education





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