



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

November 18, 2012

Dear Student,

City, Mesa and Miramar Colleges continue to experience extraordinary demand for classes along with ongoing budget reductions from the state, and diminished capacity at the universities. **Therefore, it is essential that students pay close attention to all deadlines, e-mail messages and other important information provided to you by the college.**

Following are some strategies to help minimize the impact on you:

1. **As demand for classes continues, it may be difficult to find classes at times that meet your schedule.**

What can you do?

- Register on your date & time to maximize access to classes.
- Identify more than one alternative schedule in the event that your classes are not available.
- Promptly drop the classes you do not plan to attend so other students may enroll.
 - Students must drop classes they do not attend or risk receiving a failing grade. *Late drops will not be accepted.*
- Pay all fees by the deadline so you are not dropped from your classes--**even if you have a financial aid BOG waiver, you are responsible for paying the health fee or you will be dropped.** Do not wait until the last minute.

2. **Late adds and drops will not be allowed.**

What can you do?

- Adhere to the "Important Deadlines" posted in the online schedule of classes at <http://schedule.sdccd.edu/index.cfm?action=resources> and on the college websites.

3. **Hours and staff availability for support services is limited.**

What can you do?

- Plan ahead and do not wait until the last minute to access services or you may not be served in time to meet important deadlines. This includes requests for transcripts, clearing prerequisites, educational planning (ed plans), counseling office visits, financial aid services, as well as other support you may need.
- If you are an evening student, plan to contact service offices as soon as you arrive on campus. Most service offices have limited evening hours. Check Student Web Services at <http://studentweb.sdccd.edu> for specific hours of operation.

4. **The maximum allowable unit load for Spring 2013 registration will be 16 units.**

What can you do?

- Plan your class schedule carefully before registering.
 - Helpful Hints: check the availability of classes prior to registering via the online schedule of classes, or use the Registration Worksheet located in the online schedule of classes to help with your planning.
 - After the semester begins, students can add up to 20 units with an add code.

5. **Academic Accommodations for Students with Disabilities may be delayed.**

What can you do?

- Take advantage of your priority enrollment time.
- Request academic accommodations as soon as you register.
- Immediately notify DSPS of changes in your schedule so that other students can receive accommodations. *Note that accommodation needs can be modified if necessary.*
- Service providers for Deaf and Hard-of-Hearing are limited. Do not delay meeting with your DSPS counselor for an accommodation and enrollment suggestions.

6. **Important Parking Enforcement Information for Spring 2013:** Parking permits are required to park in ALL student lots beginning *the first day of the spring semester*, January, 28 2013. To avoid being cited, be sure to purchase your parking permit early and display it in your car immediately.

7. **Apply for a Board of Governor's Waiver (BOGW) online at <http://studentweb.sdccd.edu> and Click on the e-BOGW link.**

- Note that the e-BOGW will be available online from Nov 13, 2012 to Feb 11, 2013.
 - Students who wish to apply for a BOGW outside of the above dates, should apply for a FAFSA at www.fafsa.ed.gov. All students are encouraged to apply for a FAFSA to determine eligibility for other types of financial aid.
- Students with extenuating circumstances, who cannot complete a FAFSA, should visit their campus Financial Aid Office

8. **There are new policies for students placed on Probation and Disqualification.**

- Go to http://studentweb.sdccd.edu/docs/Standards_of_Academic_Progress.pdf for more information.

9. **If you are planning to transfer to SDSU or UCSD, contact the college Transfer Center as soon as possible.**

10. **Note that effective Fall 2014, state regulations** specify that students who do not make sufficient academic progress (2.0 GPA and completion of 61% of units attempted) for two consecutive semesters will lose their enrollment priority and eligibility for their BOGW fee waiver.

Please be assured that we remain committed to providing a quality educational experience for all students.

Sincerely,

The Student Services Staff at City, Mesa, and Miramar Colleges