



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

*Student Services*

**APPROVED**

**Student Services Council  
March 21, 2013  
9:30 a.m. – 11:00 a.m.  
District Office, Room 110  
Minutes**

Julie Barnes	Mesa College
Brian Ellison	Continuing Education
Cathi Lopez	City Academic Senate
David Navarro	Miramar Academic Senate
Lynn Neault	Student Services
Cat Prindle	Continuing Education Senate
Gerald Ramsey	Miramar College
Denise Whisenhunt	City College

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1.0 Approval of Minutes

- February 28, 2013
- Approved

2.0 Summer 2013

- The Council was provided with a draft of the plan for summer enrollment. The plan included an overview of class scheduling, schedule, and registration.
- The Council reviewed and discussed the plan as follows:
  - There will be no summer class schedule to be produced.
  - The only classes that will be offered are year-round programs, special grant funded classes, classes offered under Memorandum of Understanding (MOUs), pre-season training for fall intercollegiate sports, and summer bridge.
  - No registration appointments will be issued.
  - All classes will be restricted and will require an add code.
  - Add codes will be issued to register for classes
    - Generated on May 10, 2013
    - Issued on May 13, 2013

- The Council was also provided with a draft of the Frequently Asked Questions (FAQs) for summer 2013. The Council reviewed the questions. The FAQs will be posted on the Student Web Services site.
- The Council reviewed the summer 2013 student services office hours.
- Miramar College will confirm the Health Services hours by the end of the week.
- Mesa College will confirm their Tutorial Services and Health Services hours by the end of the week.
- The Council also discussed Friday hours. It was agreed that July 26<sup>th</sup> be the end date for summer service hours and July 29<sup>th</sup> will begin the fall service hours.
- It was agreed to finalize the office hours at the end of the week and posted on the district student services website.

### 3.0 High School Letter 2013-2014 (Draft)

- The Council was provided with a draft letter to high school students for 2013-14. The Council reviewed and discussion followed.
- The Council agreed to continue to limit concurrent high school enrollment to special MOU programs again for 2013-14. The letter will be posted on Student Web Services site and shared with San Diego Unified High School District (SDUHSD).

### 4.0 Student Services Policies and Procedures

- The Council was provided with copies of the updated policies and procedures that were approved by the Board on March 14, 2013:
  - BP 3000 – Admission of College Students
  - AP 3000.2 – Student Admission Status
  - BP 3002 – Student Enrollment
  - AP 3002.1 – Enrollment Priority and Open Enrollment
  - BP 3306 – Course Materials Adoption and Procurement