



you've got
questions?

we've got
answers.

student
2010-2011
handbook

City

SAN DIEGO COLLEGE
www.sdcity.edu 619.388.3400

NEW STUDENT ORIENTATION HANDBOOK

TABLE OF CONTENTS

WELCOME	3
SAN DIEGO CITY COLLEGE MISSION STATEMENT	4
MATRICULATION	5
READING YOUR ASSESSMENT RESULTS.....	6
ASSOCIATE DEGREE REQUIREMENTS	8
CONTINUE YOUR EDUCATION! TRANSFER!.....	9
FINANCIAL AID AND SCHOLARSHIPS	10
STUDENT SERVICES AND CAMPUS OFFICES	11
HOW TO SUCCEED IN COLLEGE	15
GUIDE TO COLLEGE TERMS	16
MAP OF CITY CAMPUS	19

WELCOME

Dear Student,

Welcome to San Diego City College. As we begin planning for our 100th Anniversary in 2014, you will see that our campus is bursting with new construction and changes throughout.

First, visit our new Academic Success Center - filled with student support services including English and Math Tutoring, Assessment and programs such as Puente, TRIO and Umoja. Next, take classes in our recently opened Career Technology Center on 16th Street. Then, watch as we break ground on buildings for the Arts and Humanities, Business Technologies, Science, and a General Purpose Classroom for Math and Social Sciences.

At City College, you have the opportunity to pursue all your academic and professional goals. Our administrators, faculty and staff are dedicated to helping you succeed in earning a certificate, an associate degree, or to transfer to a four-year college or university.

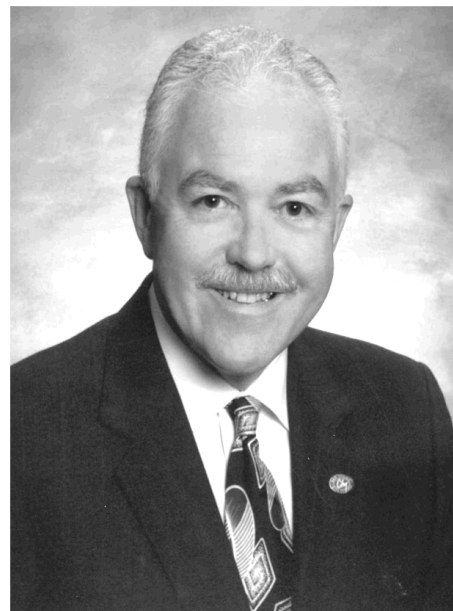
Do not hesitate to consult with any of us for assistance or guidance. We hope you will also take advantage of the wide variety of clubs, organizations, athletic and other campus events that will enrich your college experience. City College was recently named to the President's Higher Education Community Service Honor Roll, the highest federal recognition a college or university can receive for its commitment to volunteering, service-learning and civic engagement. More than 1,000 City College students volunteered 30,000 hours to the community. You can make a difference too!

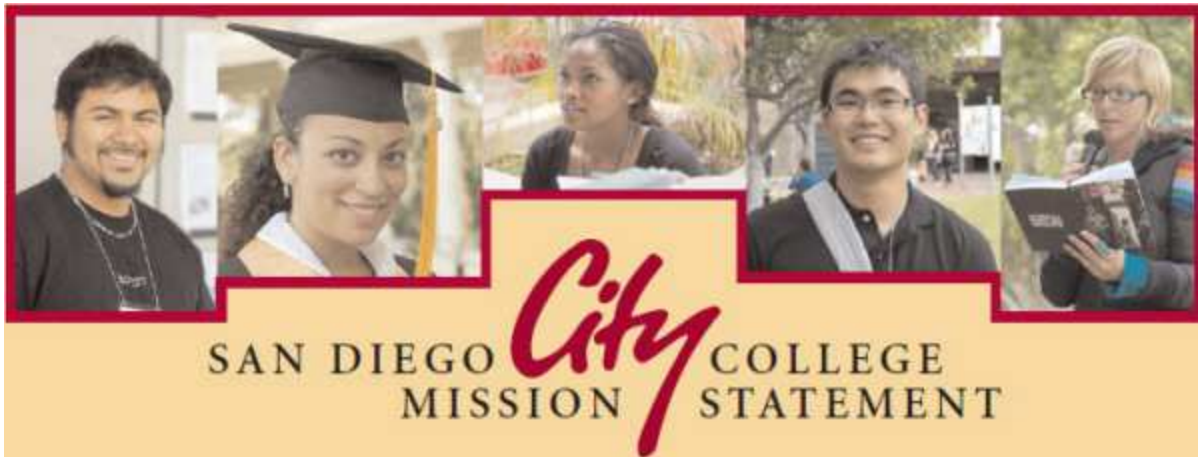
City College is committed to meeting the challenges of the new millennium through the use of the newest technologies. We provide students with the skills needed to function successfully in this increasingly fast-changing and globally-interconnected world. On behalf of the campus community, including our approximately 19,000 students, I wish you the very best as you pursue your educational and career goals.

Sincerely,

Terrence J. Burgess, Ph.D.

President





SAN DIEGO CITY COLLEGE MISSION STATEMENT

San Diego City College has as its highest priority student learning and achievement.

San Diego City College is a **multicultural** institution committed to providing **open access** to all who can benefit from instruction and to meeting the diverse and ever-changing educational, cultural, and economic needs of the urban core and surrounding communities of San Diego. As City College **prepares world citizens** in the twenty-first century, we recognize that the aim of education is the development of the whole person who is prepared to be an active citizen and to participate in a **global community**. We are committed to the tradition of academic freedom and responsibility and to maintaining a climate that promotes learning, **understanding and respect** for students, faculty, staff, community, and the environment.

San Diego City College provides

- Lower division and general education courses that lead to **Certificates, Associate Degrees** or **transfer** to a four-year college or university;
- **Career technical education** programs that meet specific industry needs, **upgrade** the employment skills of students and **fulfill licensing** requirements of the state of California as well as contribute to the economic development of our region;
- Basic skills instruction to assist all students in meeting their educational goals; and
- Essential **student support services** for all students.

Additionally, San Diego City College is committed to

- The development of informed, active citizens who will be **engaged** in the global community, lifelong learners, and literate in information technology;
- Institutional **community involvement**, community development and community service;
- Equity, **inclusiveness** and diversity in all of its manifestations;
- High **quality instructional programs** and essential student support services, including co-curricular and cultural activities;
- Incorporating **environmental sustainability** into student learning outcomes, as well as implementing a campus culture of conservation; and
- A continuous campus-wide cycle of **program review and assessment** with integrated planning and resource allocation.



MATRICULATION



To "matriculate" means to *enroll* and to *commit* oneself to an educational goal. Its purpose is to increase student success by requiring the college to provide information, guidance and support for students.

The matriculation process requires a commitment on the part of the student as well as the college: students agree to declare a major, attend classes, complete assigned work, and make progress toward their stated goals. Students matriculate by: applying for Admission, completing the Assessment test, attending an Orientation, participating in Educational Planning with a Counselor, and Following-up with a Counselor as needed. Students who matriculate will receive earlier registration appointments than those who choose not to participate.

Admissions

To be *admitted* to San Diego City College, you must:

- Be 18 years of age or older, or
- Possess a High School Diploma, GED or equivalent, or
- Be High School students requesting concurrent enrollment subject to specific criteria (see the Admissions Office)
- Request provisional admission (see the Admissions Office)

AND

- Submit an application in the Admissions Office (A-112) or online (<https://applyonline.communitycollege.net>)

All new students must file an application for admission at the Admissions Office. Students who have not been in continuous attendance for one year must file a new application for admission.

Assessment

The English, English for Speakers of Other Languages (ESOL), and Mathematics *assessment* exams place students in classes where they are most likely to succeed. Assessment is required for all students planning to enroll in English, ESOL, or Mathematics classes.

Important! The assessment tests should be taken seriously: you will not be allowed to retake the test for 3 years. Also, you cannot retake the test once you complete an English or Math class at City College.



Orientation

New students are encouraged to attend an *orientation* session after they complete their assessment exam and BEFORE registering for classes. During orientation, students will receive a free copy of the College Catalog and recommendations for first semester course placement.

Educational Planning

There are two pieces to education planning. The first piece is the official *Student Education Plan* (SEP), which is added to the student's computerized file and serves to both declare a major (or majors) and establish catalog rights. The SEP contains the official requirements for graduation and/or transfer that are currently in effect. An official SEP must be created before a student can petition to graduate. All transcripts of prior college work must be on file and evaluated by the Evaluations Office before an official education plan can be prepared.

The second piece of education planning is the semester-by-semester academic plan, which lays out a program of study for multiple semesters. This plan is a collaboration between the student and the counselor, based on the student's outside responsibilities and the counselor's suggestions for success. The semester-by-semester plan helps determine how long a student's educational goal will take to achieve, which in turn identifies key dates, such as when to apply for graduation and/or transfer admission. The student should review plans periodically with a counselor and revise as needed.

Assessment of career interests, values and aptitudes is also available to those students who want more information or assistance in order to choose the "right" programs or courses before making an official SEP.

Follow-up Services

Follow-up services include a periodic review of student progress and education plans to assist students in reaching their educational goal. Students who need additional support services will be referred to those services. Counselors are also available to assist in changing majors.

Accessibility of Services

Students with disabilities who may need accommodation for matriculation services are encouraged to notify staff or faculty of their need for alternate media or assistance.

READING YOUR ASSESSMENT RESULTS

After you have completed your assessment test, you will receive a copy of your results that will indicate one or more of the following:

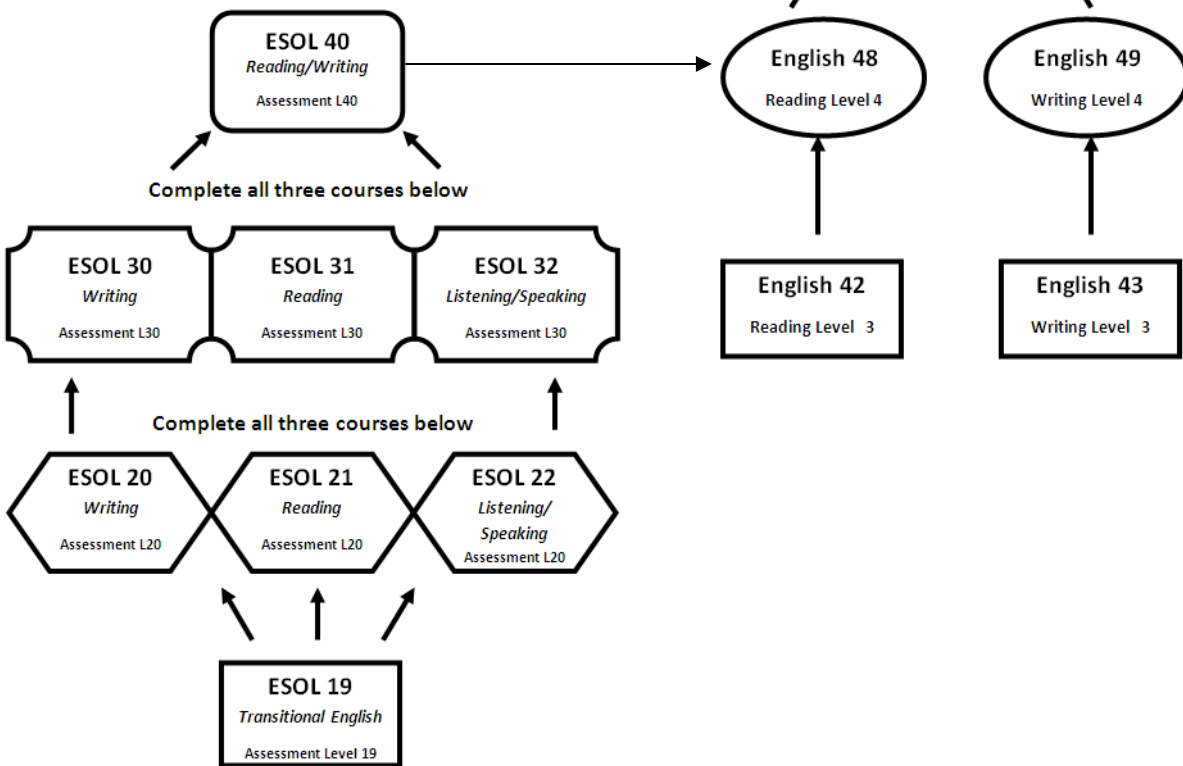
- Writing level (W followed by a number)
- Reading level (R followed by a number)
- Math level (M followed by a number)
- English for Speakers of Other Languages (ESOL) level

The charts below illustrate which classes you qualify to take based on your assessment scores.

English Results

English Levels

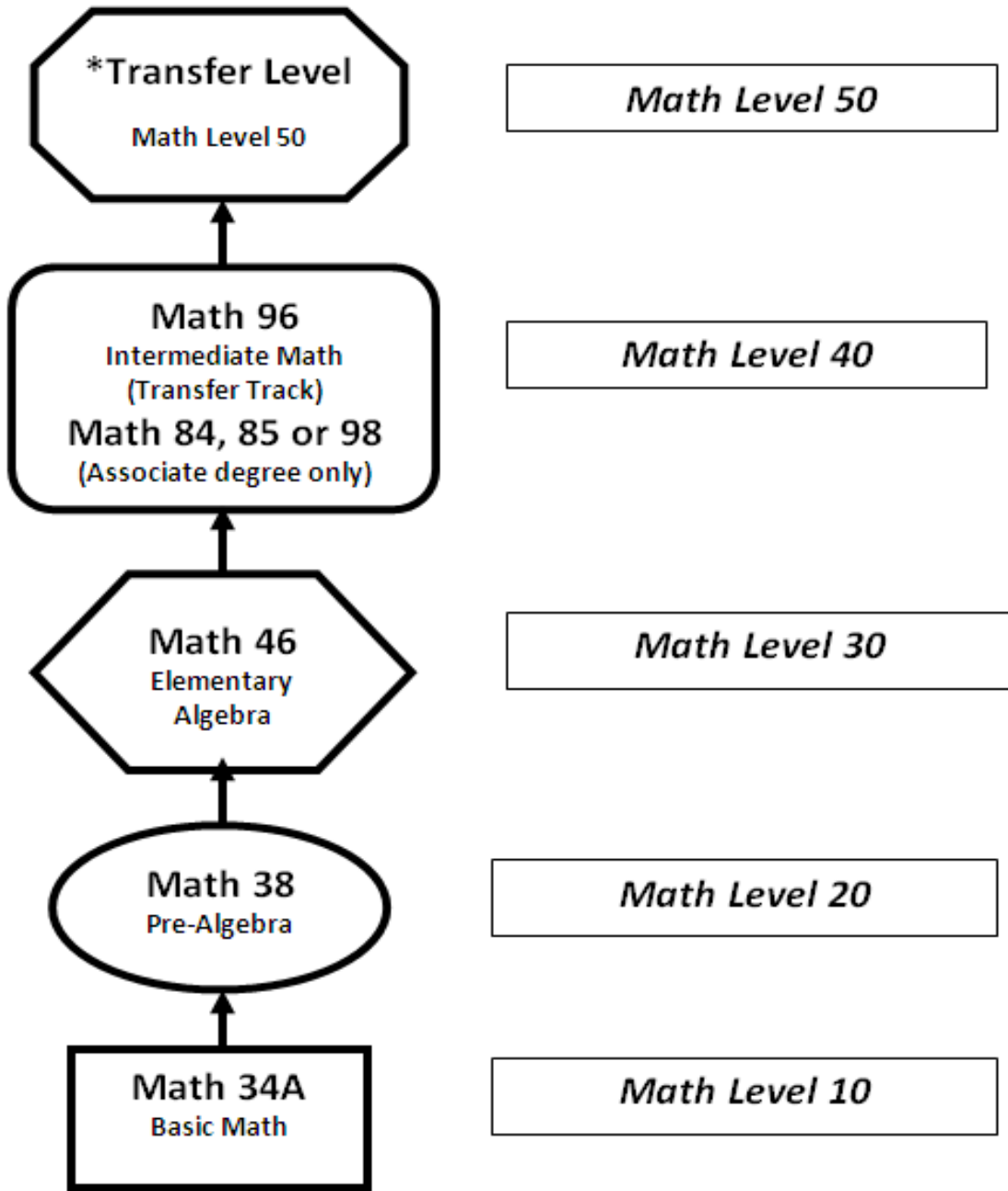
* English for Speakers of Other Languages



*ESOL Students:

Once you have successfully completed ESOL 40, you are prepared to take English 48 and English 49.

Math Results



*Type of transfer math course is determined by major. See counselor.

ASSOCIATE DEGREE REQUIREMENTS

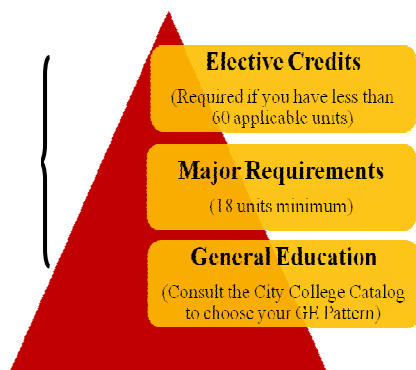
How to Earn an Associate Degree

1. Apply to City College, submit official transcripts from all colleges attended to the Records Office (A-109) as soon as possible, take assessment tests (if needed) and attend orientation.
2. Decide on a major.
3. Meet with a counselor to create your education plan.
4. Complete the required classes.
5. Petition for graduation.

The Anatomy of an Associate Degree

All associate degrees require 60 degree applicable units which must include at least 18 units in the major and at least 18 units of general education. Units in addition to those required for the major and general education are considered electives.

- 60 Degree Applicable Units
- 2.0 Overall GPA



Residency for Graduation Purposes

Of the sixty (60) minimum units required for graduation, you must complete at least twelve (12) units in the San Diego Community College District at any of the three colleges to earn a degree from the District.

Catalog Rights/Degree Requirements

With continuous enrollment, you can graduate with the requirements of the catalog year under which you begin your classes or the requirements of the catalog year under which you complete your degree. Please see the City College catalog for more information on catalog rights or continuous enrollment.

Additional Degrees or Multiple Majors

If you currently hold a degree and would like to earn an additional degree, or would like to earn a degree in more than one major, consult with a counselor for complete details.

Petition for Graduation

Once you have completed (or are about to complete) your degree requirements, you must file a written petition to graduate with the Evaluations Office. Petitions may be filed up to two (2) semesters prior to your completion date.

Transfer Options

Under most circumstances, an associate degree is not required for transfer. **An associate degree alone may not fulfill all of the requirements for transfer.** Work closely with a counselor to learn how to both complete your associate degree and meet transfer requirements.

Need More Info?

Counseling (A-110) or online:

<http://www.sdccity.edu/counseling/>

Evaluations: (L-116) or online:

<http://www.sdccity.edu/degrees/grad.asp>

CONTINUE YOUR EDUCATION! TRANSFER!

What is Transfer?

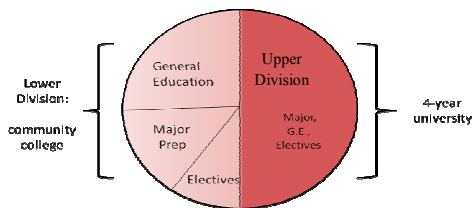
“Transfer” is the process by which a student moves from the community college to the university. If you want to earn a bachelor degree, you must “transfer” to a university.

Transfer requirements usually fall into two categories: General Education (GE) and Preparation for the Major. Requirements for each are university specific. While every university requires some kind of general education, each university’s requirements for admission to the major can differ markedly. In addition, not every major is offered at every university. The Transfer Center (A-111) has many resources to assist you in deciding both where you want to transfer for your bachelor degree and what major you want to earn.

Once you’ve made your decision, see a counselor for assistance in learning which GE pattern you should follow and what classes are required for preparation for your major.

Transfer Agreements

San Diego City College has articulation agreements with a large number of universities which allow you to complete the first half (also called “lower division”) of your bachelor degree here, then transfer into the university as a Junior to complete the second half (or “upper division”) of the bachelor degree. Since requirements for each program vary, see a counselor for details.



Transfer General Education Patterns

The community colleges and the public university systems in California have collaborated to bring you two general education (GE) patterns that can be used to substitute for each university’s native GE pattern. The California State University (CSU) General Education Breadth (CSUGEB) pattern is recommended for students who are planning to transfer to a CSU. The Intersegmental General Education Transfer Curriculum (IGETC) is recommended for students who are considering both the University of California (UC) and

CSU systems or aren’t sure where they would like to transfer. In order to guarantee the completion of lower division GE, students must request certification of the GE pattern through Evaluations once they have been admitted to the university.

Transfer Opportunities University of California Campuses



California State University Campuses



Private and Out of State

Examples: University of San Diego, Point Loma Nazarene, University of Southern California, Alliant International University, National University and many more.

Need More Info?

Transfer/Career Center (A-111) or online:
<http://www.sdcity.edu/transfer/default.asp>

FINANCIAL AID AND SCHOLARSHIPS

Tuition/Cost of Attendance**

Enrollment fee: \$26/unit
Health fee: \$17/semester
(\$13 for summer session)



A student enrolled full-time (12 units), will pay \$312 in enrollment fees and \$17 in health fees. Text books range from \$100 to \$150/class. A student enrolled in four 3-unit classes (12 units total) would spend approximately \$400-\$600 per semester in textbooks. Therefore, one full-time semester would cost approximately \$729 - \$929 including enrollment fees, health fees, and books. Please note that other fees are extra: A parking permit is \$30/semester for automobiles and \$15/semester for motorcycles. Class supplies, housing, food and transportation are also not reflected in this total.

Nonresident Tuition: In addition to the enrollment and health fees noted above, an additional \$190 per unit is currently charged to students who are not residents of California for tuition purposes.

** Please note that all fees are subject to change.

How am I going to pay for school?

Financial aid is available for those who qualify. The first major step toward determining if you qualify and receiving aid is the Free Application for Federal Student Aid (FAFSA). To receive the maximum financial aid to which you are entitled, you must complete or renew your FAFSA every year by March 2. If you miss the deadline, you may still qualify for aid, but you will not receive your maximum award.

The FAFSA can be completed online at



Four to six weeks after you submit your application, you will receive either an email with a link to your Student Aid Report (SAR) or a paper copy by regular mail. Be sure to check your SAR to verify the information.

Once your information is processed, FAFSA sends it to City College's Financial Aid Office, which then reviews the information and sends you an official offer of a financial aid award. This can be viewed online through Reg-E. Awards take the form of a "package" of financial aid, usually consisting of grant money and work-study, depending on the financial need of the applicant and

available funds. Awards may be adjusted at any time upon notice of receipt of resources not previously reported or a change in enrollment status.

Enrollment Fee Assistance: Board of Governors Waiver (BOGW)

The BOGW is a state-funded program that waives the enrollment fee for all eligible students. You can apply for the BOGW online: <https://studentweb.sdccd.edu/e-bogw/>

Important! The BOGW does NOT cover your health fee! You must still pay your health fee within your prescribed time or you will be dropped from your classes.

When do I pay?

You pay your enrollment and health fees when you register for classes. Payments must be received within five (5) working days of the date that you register or by the last Friday before the semester begins, whichever is sooner. Payments not received within this time period will result in students being dropped from all of their classes.

Grants vs. Scholarships vs. Loans

A grant and a scholarship are both sums of money that you do not have to pay back. Most grants are awarded through the financial aid process (e.g. Pell Grant or Cal Grant). Scholarships are awarded competitively, usually by a sponsor, which may or may not require eligibility for FAFSA. A loan is sum of money that you borrow from a bank or other institution that must be paid back over time, with interest.



How do I receive a scholarship?

We have a number of scholarships available through Student Affairs (D-106). Most scholarships have specific requirements that must be met for eligibility. Those requirements can include a specific GPA, financial need, or a specific major. There are also scholarships available from outside sponsors, each with their own criteria. Each scholarship requires an application and may require an essay and/or letters of recommendation. Scholarships require time and effort but are free money toward your education.

Need more info?

Financial Aid Office (A-113) or online:
<http://www.sdccity.edu/studentresources/financialaid>
Scholarship Office (D-106) or online:
<http://www.sdccity.edu/scholarship>

STUDENT SERVICES AND CAMPUS OFFICES

ADMISSIONS

Room: A-112
Phone: (619) 388-3475
Fax: (619) 388-3505
<http://www.sdcity.edu/admissions>

Accepts and processes applications for admission; determines residency; processes challenge test petitions and verifications of enrollment.

ASSESSMENT AND TESTING

Room: L-207
Phone: (619) 388-3540
<http://www.sdcity.edu/admissions/assessment.asp>
Administers placement tests: English, ESOL, Math and other assessment tests.

ATHLETICS

Harry West Gymnasium
P-Bldg, Fitness Center
Phone: (619) 388-3545
<http://www.sdcity.edu/athletics/>
Intercollegiate teams, fall and spring sports, athletic counseling, student sports facilities.

BOOKSTORE

Room: A-12
Phone: (619) 388-3548
www.bookstore.sdccd.edu/city
Stocks all textbooks and supplies required for classes. Also carries study aids, school supplies, clothing, backpacks, gift items, greeting cards, emblematic items and general books. Buys back books year-round.

CalWORKs/TANF

Room: L-206
Phone (619) 388-3797
Offers support services to students who receive Tanf/CalWorks Funding.

CAREER CENTER

Room: A-111
Phone: (619) 388-3722
See Transfer/Career Center.

CHILD DEVELOPMENT CENTER

Room: 16th and B Street
Phone: (619) 388-3205
<http://www.sdcity.edu/cd/default.asp>
Offers childcare for children of students; educational programs; enrollment in child development courses.

CITY TIMES

Room: A-117
Phone: (619) 388-3880
<http://www.sdcitytimes.com/>
Student newspaper published twice monthly.

COUNSELING/ONLINE COUNSELING

Room: A-110
Phone: (619) 388-3540
Fax: (619) 388-3135
<http://www.sdcity.edu/counseling/> or
<http://www.ecounsel.sdcity.net> (for e-counseling)
Assists students with academic, career, and personal counseling related to academic success. Provides assistance to students taking general interest courses, students interested in earning certificates, Associate Degrees, and transferring to four-year colleges and universities.

DSPS (DISABILITY SUPPORT PROGRAMS AND SERVICES)

Room: A-115
Phone: (619) 388-3513
TTY: (619) 388-3313
<http://www.sdcity.edu/dsps/>
Provides programs and services for students with disabilities, in compliance with state and federal legislation.

ENGLISH CENTER

Room: L-209
Phone: (619) 388-3633
<http://www.sdcity.edu/englishcenter/>
Offers tutoring in writing, reading, and speaking and listening for all of the courses taught at San Diego City College. Online tutoring is also available.

EOPS (EXTENDED OPPORTUNITY PROGRAMS AND SERVICES)

Room: L-117
Phone: (619) 388-3209
<http://www.sdcity.edu/studentresources/eops/>
State-funded student support services program that provides counseling and other special services to eligible students.

SERVICES & OFFICES (continued)

EVALUATIONS OFFICE

Room: L-116

Phone: (619) 388-3466 (A-L)

(619) 388-3210 (M-Z)

Fax: (619) 388-3135

<http://www.sdccity.edu/degrees/grad.asp>

Determines eligibility for graduation and processes all petitions related to students' records, including petitions for graduation.

FIRST YEAR EXPERIENCE (FYE)

Room: A-111

Phone: (619) 388-3998

<http://www.sdccity.edu/fye/>

Provides support and guidance to students in their first year of college. FYE is taught in a learning community environment where students develop lasting relationships with their peers and professors.

FINANCIAL AID

Room: A-113

Phone: (619) 388-3501

Fax: (619) 388-3241

<http://www.sdccity.edu/studentresources/financialaid/>

Helps students with financial assistance to help them achieve their educational objectives.

HEALTH SERVICES

Room: A-116

Phone: (619) 388-3450

<http://www.sdccity.edu/studentresources/healthservices>

Provides preventive and primary health care with referrals to community resources as needed.

HONORS PROGRAM

Room: A-1-N

Phone: (619) 388-3512

<http://www.sdccity.edu/honors/>

Offers classes that are designed to prepare students for university level work. The professors who teach honors provide support and encouragement, enhancing the learning experience. The program helps students utilize transfer agreements with various colleges and universities.

INDEPENDENT LEARNING CENTER

Room: R-Bldg, 1st floor

Phone: (619) 388-3535

<http://www.sdccity.edu/LRC/ilc/ilchome.asp>

Provides word processing facilities and Internet access for students. It is the primary facility for students to complete 296 individual instruction courses. It offers independent learning materials for many courses.

INTERNATIONAL STUDENT PROGRAM

Room: A-112

Phone: (619) 388-3476

Fax: (619) 388-3505

<http://www.sdccity.edu/international/>

Coordinates application and registration for international students; issuance of I-20s; educational, personal, and immigration advising.

KSDS JAZZ RADIO STATION – 88.3FM

Room: C-125

Phone: (619) 388-3037

<http://www.sdccity.edu/careertech/rtv/ksds.asp>

<http://www.jazz88.org/>

24-hour non-commercial radio station offering mainstream jazz and blues.

LEARNING RESOURCE CENTER (LRC)

R-Bldg.

Phone: (619) 388-3421

<http://www.sdccity.edu/lrc/Default.asp>

The LRC includes the Library with its resources and services of Internet access, reference and reserve books, photocopiers, and interlibrary loans; and the Independent Learning Center with its computer lab for students enrolled in applied applications courses.

MATHEMATICS CENTER

Room: L-208

Phone: (619) 388-3580

<http://citysite.sdccd.edu/mathcenter/>

Provides walk-in tutoring, appointment tutoring and self-paced math courses.

SERVICES & OFFICES (continued)

MENTAL HEALTH SERVICES

Room: A-221

Phone: (619) 388-3539

<http://www.sdcccity.edu/studentresources/healthservices/mentalhealth.asp>

Provides free short-term social and psychological services to enrolled students.

M.E.S.A. PROGRAM (Mathematics, Engineering and Science Achievement)

Room: L-115

Phone: (619) 388-3156

<http://www.sdccmesa.com/>

Supports economically disadvantaged students to excel in math, engineering, and science-based majors and to successfully transfer to four-year institutions.

NEW HORIZONS PROGRAM

Room: L-206

Phone: (619) 388-3424

Provides eligible single parent, limited-English proficient, displaced homemaker, and disabled students with textbook loans, transportation, and referral services and support services.

ONLINE SERVICES

<http://studentweb.sdccd.edu/index.cfm>

SDCC provides a variety of online services including online courses, counseling, orientation, tutoring, and registration.

OUTREACH

Room: A-112

Phone: (619) 388-3496

<http://www.sdcccity.edu/outreach>

Provides information about the college, the programs and other services. Also provides prospective students with specific information about admissions, assessment, orientation, registration, and campus tours.

PARKING AND TRANSPORTATION

Room: T-211

Phone: (619) 388-3461

<http://police.sdccd.edu/parking.htm>

Campus parking information and enforcement; parking permit sales.

POLICE

Room: T-211

Phone: (619) 388-3461

<http://police.sdccd.edu/>

Emergency assistance, campus security and safety, campus escort service.

PUENTE

Room: L-121

Phone: (619) 388-3668

<http://www.sdcccity.edu/puente>

Provides a nurturing and caring environment so that students can prepare to transfer to four-year colleges and universities. The program has three major components: accelerated writing instruction, counseling, and mentoring. Students work in *familias* to help each other reach their full potential.

RECORDS

Room: A-109

Phone: (619) 388-3474

Fax: (619) 388-3505

Stores and maintains student records; processes transcripts, enrollment verifications, and petitions; grade processing.

STUDENT AFFAIRS

Room: D-106

Phone: (619) 388-3498

<http://www.sdcccity.edu/studentresources/campuslife/>

Offers the following support services: Scholarship Services, Emergency Book Loans, Fee Deferrals, Associated Student Government, Clubs and Organizations, Student Activities, Student Activities Cashier, and monthly Bus-Pass Sales. Provides assistance in all aspects of student life activities such as programming and student leadership development, and processes student grievances and student conduct issues.

STUDENT CLUBS AND ORGANIZATIONS

Room: D-106

Phone: (619) 388-3498, (619) 388-3412

<http://www.sdcccity.edu/studentresources/campuslife/>

City College is home to a thriving student life program consisting of over 25 active clubs and organizations. For information on existing clubs or on starting a new club, contact the Office of Student Affairs or the Associated Student Government Office.

SERVICES & OFFICES (continued)

STUDENTS IN FREE ENTERPRISE (SIFE)

Room: A-1-A

Phone: (619) 388-3071/3899/3999

<http://sdsife.com/>

Part of a world-wide organization with the mission of making a difference through free enterprise education. Participation includes operating the *a la cart*, SIFE-owned and operated snack cart; running the Business Resource Center, a small business library; and getting involved in campus and community outreach projects to help others learn about business and the free enterprise system.

STUDY ABROAD OFFICE

Room: A-1-Q

Phone: (619) 388-3652

Fax: (619) 388-3135

<http://www.sdcity.edu/studyabroad/>

Develops and implements opportunities for students to gain global awareness by studying in other countries. Study abroad opportunities are available in the fall, spring, and summer terms.

TRANSFER/CAREER CENTER

Room: A-111

Phone: (619) 388-3722

Fax: (619) 388-3403

<http://www.sdcity.edu/transfer/>

Programs and services for transfer, library of catalogs and brochures for transfer, information and workshops on transfer agreements; local job listings, internship and career information, personality assessment for job/career compatibility.

TRIO

Room: L-114

Phone: (619) 388-3407

<http://www.sdcity.edu/studentresources/trio/>

A student support service program funded by the U.S. Department of Education to help increase the number of disadvantaged students who successfully complete a program of study at the post-secondary level of education.

TUTORIAL SERVICES

Room: L-205

Phone: (619) 388-3685

<http://www.sdcity.edu/tutorialcenter/>

Provides free tutoring in most subjects for students enrolled at City College and ECC.

UMOJA

Room: L-121

Phone: (619) 388-3796

<http://umojacommunity.org/>

Learning community program that uses African/African-American perspectives in its curriculum of math, English, and Personal Growth to prepare students to transfer to four-year colleges and universities.

VETERANS AFFAIRS OFFICE

Room: A-109

Phone: (619) 388-3504

<http://www.sdcity.edu/studentresources/veterans/>

Accepts and processes necessary documents for eligible veterans and dependents to receive military service connected benefits.

WORK EXPERIENCE

Room: A-111

Phone: (619) 388-3495

http://www.sdcity.edu/transfer/links/work_experience.asp

Occupational work experience: combine worksite learning and academic instruction, earn credit while you work.

WORLD CULTURES PROGRAM

Room: A-2

Phone: (619) 388-3552

<http://www.sdcity.edu/worldcultures/>

Provides programs and events that expose students, faculty, staff, and the community with the broad cultural diversity found in people, music, arts, drama, literature, and the like.

HOW TO SUCCEED IN COLLEGE

Several things impact your ability to be successful in college. Two of the most critical are financial resources (which was discussed in the Financial Aid section of the handbook) and time management. Understanding how much time you should devote to your studies will assist you in successfully completing your educational goal. Research has shown that students who do well in college (earn As or Bs) typically spend 2 or more hours outside of class studying or completing assignments in preparation for each hour they spend in class.

3 Unit Class (16 weeks)

3 hours in class + 6 hours outside of class = 9 hours per week devoted to one class.

Full-Time Student – 12 units (16 weeks)

12 hours in class + 24 hours outside of class = 36 hours per week devoted to college

Work and college success:

If at all possible, do not work while going to school. If you must work, adjust your course load to maximize your chances of success.

Work to school guidelines:

Work 40 hours – Take 0 to 3 units in a full semester
Work 30 hours – Take 3 to 6 units in a full semester
Work 20 hours – Take 6 to 9 units in a full semester
Work less than 20 hours – Take 9 to 12 units in a full semester

When planning your semester, factor in:

- Family
- Significant other
- Work
- Social life/friends
- Spiritual life
- Leisure/exercise
- Clubs/civic responsibilities

TAKE A PERSONAL GROWTH CLASS:

All Personal Growth classes equip students with valuable skills for a successful academic journey and beyond.

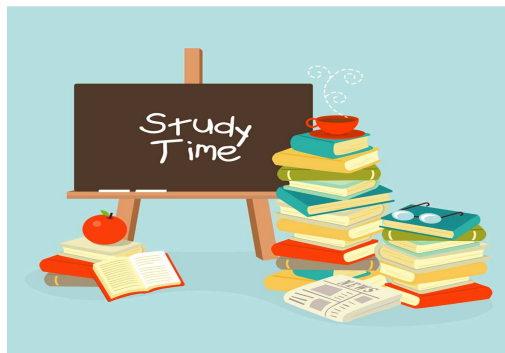
Personal Growth 120 College Success and Lifelong Learning:

This course teaches success strategies to enhance academic and lifelong learning skills. Students explore topics such as motivation and attitudes, values, goal setting, decision-making processes, critical and creative thinking, personal health topics, interpersonal communication, developmental psychology, and learning and personality theories, as well as other techniques for maximizing their abilities to succeed as lifelong learners. Students apply these topics as they relate to their self-development as integrated physiological and psychological entities and acquire strategies to effectively deal with issues in their personal lives and educational and career plans.

Personal Growth 140 Life Skills and Personal Adjustment:

This course is designed for students who want to learn and acquire effective ways for developing their emotional, social, educational, and professional life skills. This course is a practical study of the principles and application of strategies that assist in the development of coping and life skills. Topics include self-esteem and compassion, self-discipline, self responsibility, self-assertion, and living a consciously balanced life in pursuit of defined educational, career, and life goals.

Personal Growth 130 Career Life Planning: This course is designed to assist students with self exploration, career transitions and career-life planning in order to achieve success in a diverse society. Critical thinking skills will be utilized through a systematic approach to career development by examining values, interests, skills, life roles, personality type, personal self-management, decision-making and goal-setting throughout the life span. The course is designed for new and re-entry students and others who can benefit.



GUIDE TO COLLEGE TERMS

ADD CODE

A six digit number that represents an instructor's permission for a student to crash a course after the semester has begun. See "crashing a class."

ADDING A CLASS

Registering for a class via Reg-E. See also "crashing."

ADVISORY

Departmental recommendations regarding appropriate preparation for a specific course.

ARTICULATION

The process by which students move between the community college and the university. Articulation agreements are legal documents which inform the student about which courses at the community college are equivalent to (or are acceptable as substitutions for) courses at the intended university.

Articulation agreements with CSU and UC campuses can be found on www.assist.org. Agreements with some private universities can be found on the Transfer Center's website: <http://www.sdcity.edu/transfer/articulation/>.

ASSESSMENT (TESTS)

Testing to determine proper placement in English, English for Speakers of Other Languages (ESOL), and Mathematics.

ASSOCIATE DEGREE

Awarded by the college upon completion of coursework totaling 60 or more units with a grade point average of 2.0 in the areas of: A) Major, B) General Education (which may include District Requirements) and C) Electives. All major courses must be completed with a "C" or higher.

ASSOCIATED STUDENTS

The governing body that finances, organizes, and directs many student-sponsored programs and activities at City College.

CATALOG

A yearly publication that delineates the requirements of degree programs and certificates and contains course descriptions, policies and procedures.

CATALOG RIGHTS

A student is held to the requirements of the degree or certificate in effect at the time the student begins his/her college career. Exception: students who do not maintain continuous enrollment (i.e. attend at least one full semester in any academic year) will be held to the requirements in effect in the year they returned to the college.

CERTIFICATE

Awarded by the college upon completion of specific coursework. A Certificate of Achievement is designed for students with specific personal or occupational goals; the program of study is usually the core courses for the "major" without the District and general education requirements that would result in a degree. A Certificate of Performance recognizes the attainment of knowledge and/or skill through the successful completion of two or more courses as specified by a department.

CHALLENGE

Students who, through prior knowledge and/or skill, believe they should be allowed to bypass a prerequisite, corequisite or limitation on enrollment, may attempt to challenge a class. This usually entails passing an exam, given either by the appropriate department or by the Counseling Office (English and Math only). Challenging a class does not award course credit.

COREQUISITE

A condition of enrollment consisting of a course that is required to be taken during the same semester as another course.

CRASHING A CLASS

Attempting to add a class after the semester has begun. The student must: obtain instructor permission to join the class by asking for an "add code," use that add code to add the class via Reg-E and pay for the class before the published deadline.

CRN/COURSE REFERENCE NUMBER

A five-digit number in the class schedule used to register for a class via Reg-E.

DISQUALIFICATION

This is the status that students receive for poor academic achievement or for incurring excessive withdrawals. (Please see the City College catalog for more information.)

DROPPING A CLASS

Students may decide to drop a class without the instructor's permission through Reg-E. Consult the academic calendar published in the schedule of classes to stay informed of the consequences, if any, of dropping a class by a certain date.

EDUCATIONAL PLAN

A document generated by a student and a college counselor allowing the student and the institution to identify the student's educational objectives and to formulate a plan for reaching them.

FINANCIAL AID

A program of financial assistance in the form of grants, work, and/or loans designed to assist students who are enrolled at least half-time and who meet certain income guidelines.

GUIDE TO COLLEGE TERMS (continued)

GENERAL EDUCATION OR BREADTH REQUIREMENTS

A pattern of required courses in the major academic areas which, when combined with the required courses in the major, will lead to a degree.

GRADE POINT AVERAGE (GPA)

Determined by dividing the total grade points earned by the total grade point units completed.

IGETC (Intersegmental General Education Transfer Curriculum)

A general education program which community college transfer students may use to fulfill lower division general education requirements in either the California State University or University of California system.

INCOMPLETE (I)

An interim grade which may be assigned on a transcript at the end of the term by an instructor when a student has been unable to complete academic work due to an unforeseeable emergency and/or a justifiable reason. An incomplete is not used in calculating GPA, but is used in calculating academic progress.

INDEPENDENT STUDY

Consists of a prescribed program of study with provision for interaction with the instructor on a regular basis. The designated number for these courses is 290.

IN PROGRESS (IP)

Will be assigned on a transcript when a class is still in progress.

LIMITATION ON ENROLLMENT

Enrollment in certain courses may be limited to students meeting specific prerequisites or corequisites.

LOWER DIVISION

All courses designated as freshman (first-year) or sophomore (second-year) courses. All courses at City College are considered Lower Division courses.

LRC (LEARNING RESOURCE CENTER)

The R building, where library books, audio-visual materials, and other equipment such as computer terminals are available.

MAJOR

A series of courses in the student's main area of interest.

PASS/NO PASS

A grading option whereby a student enrolls in a class on a pass/no pass basis rather than for a grade. Units earned for such classes will be counted in satisfaction of curricular requirements but will be disregarded in determining a student's grade point average. A grade of "Pass" (P) will 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). Request a petition for the pass/no pass option in Admissions or choose it as a grading option in Reg-E. May also be referred to as "Credit/No Credit." (Please note: While not impacting your GPA, a grade of NP may affect your academic progress and, along with W's and incomplete grades (I), contribute to probation and/or disqualification).

PETITION

Form used by the student to request action on the part of the college. Also the process used to request special services/consideration. Examples include petitions for graduation, grading option, schedule adjustment, challenging a prerequisite, waiving a requirement, or modifying a major.

PREREQUISITE

A condition of enrollment requiring completion of a course(s) with a "C" or better before enrolling in a specific course.

PREREQUISITE OVERRIDE

Upon receipt of a transcript showing an exact equivalent course from another accredited college or university, a counselor can override a prerequisite in the computer to allow a student to enroll in the appropriate class.

PROBATION

A warning status that the proper academic or progress standard is not being met. A student is placed on academic or progress probation if he/she has a cumulative grade point average below 2.0 after completion of twelve (12) units in the San Diego Community College District or when excessive withdrawals and incompletes reach 40% of the total attempted units.

REG-E

System for online registration of classes.
<http://studentweb.sdccd.net>

REGISTRATION

The official process of enrolling in classes. It must be repeated each semester and is done online via Reg-E.

RESIDENCE REQUIREMENT FOR TUITION

A California "resident" is a person who has resided in the state for more than one (1) year prior to the residence determination date and shows "intent" to make the State of California his/her permanent residence. California residents pay the prevailing rate for each unit.

GUIDE TO COLLEGE TERMS (continued)

RESIDENCE REQUIREMENT FOR GRADUATION

A minimum of twelve (12) units in the District is required (“in residence”) to receive an Associate Degree.

SCHEDULE OF CLASSES

A list of all classes (dates, time, and location) being offered during that academic term (Fall, Spring, Summer).

SCHOLARSHIP

Grants of money awarded competitively to deserving students who have met specific eligibility criteria.

SEMESTER

The academic year is divided into two sixteen (16) week semesters. The Fall semester is from approximately late August to mid- December. The Spring semester is from approximately late January to late May. The summer term is typically eight (8) weeks or less and usually begins in June and extends through August, depending upon the class.

TRANSCRIPT

A copy of a student’s permanent academic record at a college or university. It may be requested in the College Records Office, at the District Office, or online. Transcripts are considered “official” only if they were issued within the past year and when presented in a sealed envelope from the original college or university. Open transcripts, even if printed on official paper, or transcripts printed from the internet, are “unofficial.”

TRANSFER

The process of moving from one college/university to another.

UC TAG (TRANSFER ADMISSION GUARANTEE)

Guarantees qualified California Community College students admission to the fall semester of any of the universities in the UC system (with the exception of UC Berkeley and UC Los Angeles). See Counseling or the Transfer/Career Center for more details.

UNIT

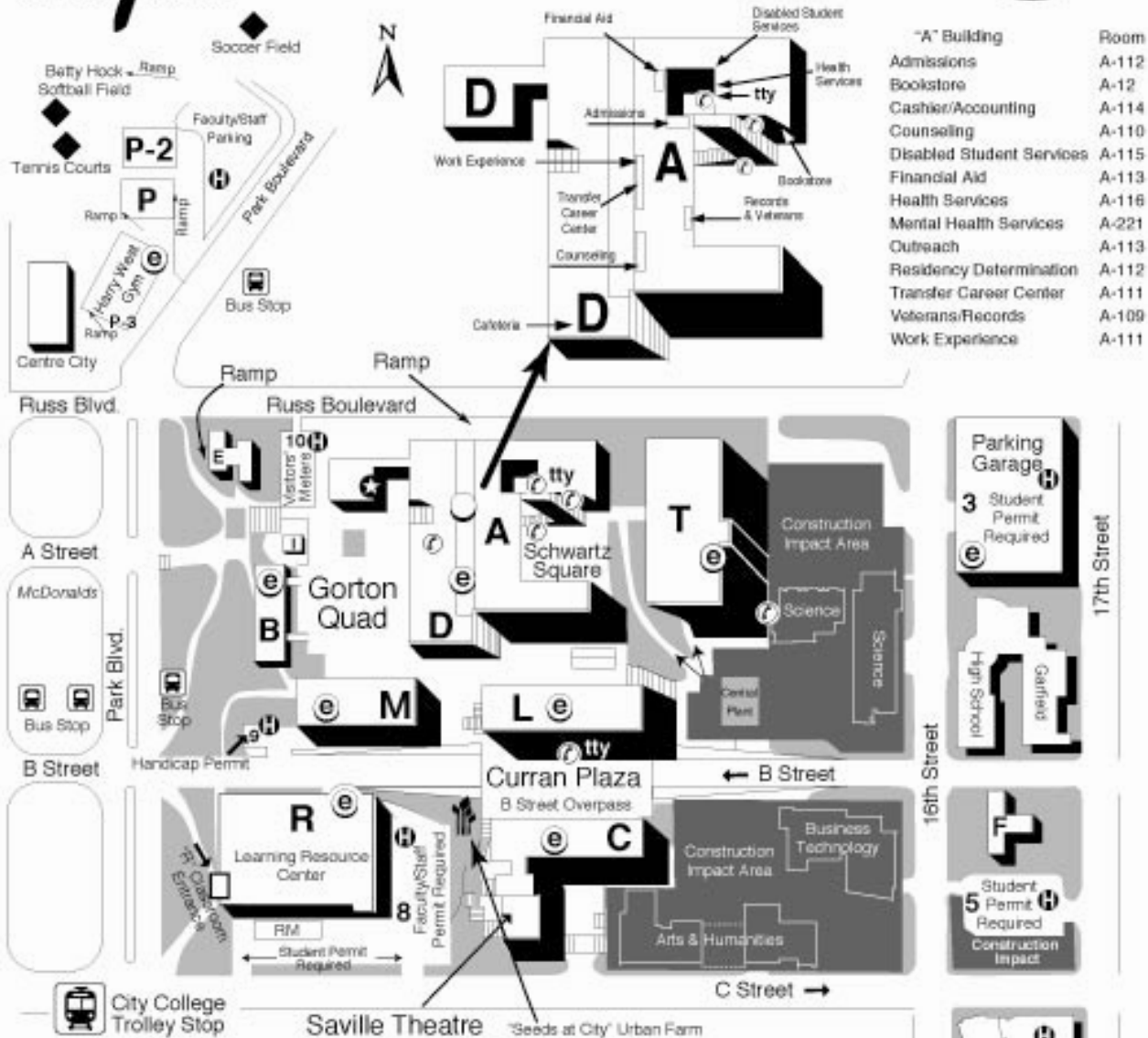
(Also called “credit” or “credit hour.”) Each unit of lecture is equal to sixteen (16) hours of class time and each unit of laboratory (or activity) is equal to forty-eight (48) hours of class time per semester. In a sixteen (16) week semester, that translates into one (1) hour of lecture or three (3) hours of lab per week. Shorter semesters involve more time per week to equal the appropriate number of hours.

WITHDRAWAL FROM CLASSES

Formal cancellation of enrollment that may be requested by the student or initiated on his/her behalf by the instructor or Vice President of Student Services. Withdrawals will be noted on your transcript as a “W”. Excessive withdrawals may negatively impact your academic standing.

WORK EXPERIENCE

A program of on-the-job learning experiences for students employed, or who wish to be employed, in a job related to an occupationally oriented major. The goals and assignments for completion of the courses are formulated with industry under the direction of the college instructor assigned to teach.



"A" Building	Room
Admissions	A-112
Bookstore	A-12
Cashier/Accounting	A-114
Counseling	A-110
Disabled Student Services	A-115
Financial Aid	A-113
Health Services	A-116
Mental Health Services	A-221
Outreach	A-113
Residency Determination	A-112
Transfer Career Center	A-111
Veterans/Records	A-109
Work Experience	A-111

SAN DIEGO CITY COLLEGE/BUILDING CODES

- | | |
|--|--|
| <p>A See "A" inset above</p> <p>B Educational Technology Center/Classrooms</p> <p>C Creative Arts/Fine Arts/Music/Radio-TV/KSDS Saville Theatre</p> <p>D Cafeteria (Reg-e Computers)/Student Affairs</p> <p>E Administration/President/Deans</p> <p>F Child Development Center</p> <p>I Information Center Booth</p> <p>L Academic Success Center—Assessment/CalWORKs/English Center/EOPS/Evaluations/Math Center/MESA/New Horizons/Puente/TRIO/Tutorial Center/Umoja</p> <p>M Mathematics/Science</p> <p>P Health, Exercise Science & Athletics</p> | <p>P-2 Fitness Center</p> <p>P-3 Harry West Gymnasium (HWG)</p> <p>R Library/Independent Learning Center/Multimedia Center/City Site/ "R" Classrooms</p> <p>T CityTimes/CAD—CAM/Graphic Design/CACT/Computer Business Technology/Engineering & Technologies/Plant Operations/Technology Incubator/Stockroom</p> <p>V Career Technology Center (CTC) – 16th Street
Campus Police/Cosmetology/Nursing/Photography</p> |
|--|--|
- Ⓣ Pay Telephone (tty available on phones near A-116 & L-114)
- Ⓢ Student Activities Cashier
- Ⓜ Elevators
- ♿ Handicap Parking

SMOKE FREE CAMPUS

June 2010



SAN DIEGO CITY COLLEGE
1313 Park Boulevard
San Diego, CA 92101-4787
619-388-3400



Terrence J. Burgess, Ph.D., President

The San Diego Community College District includes San Diego City College, San Diego Mesa College, San Diego Miramar College and San Diego Continuing Education. The SDCCD is governed by its Board of Trustees. No oral or written representation is binding on the San Diego Community College District without the express approval of the Board of Trustees. (Mary Graham, Rich Grosch, Bill Schwandt, Maria Nieto Senour, Ph.D., Peter Zschiesche)

Constance M. Carroll, Ph.D., Chancellor