

1. Getting started at City College

- ➔ [Admissions](#)
- ➔ [Records](#)
- ➔ [Evaluations](#)
- ➔ [Financial Aid](#)
- ➔ [DSPS \(Disability Support Programs and Services\)](#)
- ➔ [Veterans](#)
- ➔ [Math & English assessment](#)
- ➔ [New student orientation](#)
- ➔ [Associated Students \(A.S.\) Cashier](#)
- ➔ [Bookstore](#)
- ❗ Other support services (www.sdccity.edu/titleV/resources.asp)
- ❓ For questions or comments about student referrals, please contact Title V Program (city5@sdccd.edu)

⬇ Detailed information for student referral

➔ Admissions

Application for Admission

- Students* may apply online (studentweb.sdccd.edu) or in person using a paper application in the Admissions Office.
 - * **Important:** Additional requirements apply to high school and international students. See the appropriate section below.
- Returning students - if a student has not attended City College for more than **1-year**, they will need to fill out a new application
- For questions or problems about the online application or registration, contact the Admissions Office at 388-3475

New Student Orientation

- Students may visit the Admissions Office, Room A112, to select an orientation date **AND** pick-up an appointment card for the New Student Orientation.
- For more information, see **New Student Orientation** section below

Nursing Program – a Nursing Program specialist is available in the Admissions Office to assist students with admission to the program

1. Getting started at City College – *Did you know?* (continued)

Student I.D. cards

- Student I.D. cards are provided in the Admissions Office
- AFTER student has registered and paid for classes, first I.D. card is FREE of charge
- If needed, replacement cards can be purchased for \$5
(students must first visit Accounting Office, Room A-114)

High School Students – Important: All high school students must apply in-person in the Admissions Office

▪ Getting Started

1. Contact Admissions Office to confirm the available dates for “walk-in admission and registration for high school and joint diploma students”. Walk-in admission for high school students usually takes place 1-week before the start of classes.
2. Complete one of the following forms that best applies:
 - Special Part-time High School Student
 - Special Part-time Joint High School Diploma Student

These forms are available online on the StudentWeb (studentweb.sdccd.edu/resources.htm) and in the Admissions Office.

Note: These forms must be signed by a high school administrator.

3. Apply for admission in the Admissions Office.

Important: Bring the following:

- High School Student ID **OR** California ID
 - **Completed** “Special Part-time High School Student” form **OR** “Special Part-time Joint High School Diploma Student” form
4. Register for classes in the Admissions Office

▪ Tuition and fees

- Beginning fall semester 2006, students enrolled in special high school programs will pay only the \$13 health fee. Special programs include Garfield, Twain and San Diego High.
- Students not in special programs will continue to pay tuition/enrollment fees plus the health fee of \$13.

International Students

- Application deadlines:
 - Fall semester: May 1st
 - Spring semester: October 1st

1. Getting started at City College – *Did you know?* (continued)

- Other admission requirements apply.
See International Student Admissions website for details.
 - Academic Achievement
 - English Proficiency
 - Transcripts
 - Application
 - Transfer Students
 - Student Visa
 - Orientation
- Website: www.sdccity.edu/international

Change in Residency

- Non-resident students may request a change in residency status from out-of-state/country to a California Resident with appropriate support documentation
- **Important:** Support documentation must show that the student has been a California Resident for at least **one year and one day** before the start of a new term
- Includes active military stationed in California, military dependents and eligible AB540 applicants
- Students are advised to visit or call 388-3475 to speak with a Residency Clerk in the Admissions Office

Petitions to Challenge for Registration

- **Petition to Challenge** (*applies to course prerequisites, co-requisites and limitations on enrollment*)
 1. Students must register for the class(es) to be challenged in the Admissions Office and complete a Petition to Challenge form
 2. Admissions Office will forward the petition to the corresponding Department Chair and School Dean for review
 3. If petition is denied, the student will be dropped. A notification will be sent to both the student and instructor
- **Faculty Initiated Challenge to a Prerequisite**
 1. An instructor must complete a Faculty Initiated Challenge to a Prerequisite form when recommending students to be moved to a higher or lower level class. The challenge form is available from a Department Chair and in the Admissions Office.
 2. Upon completion by the instructor, the form must be sent to the corresponding Department Chair and School Dean for review
 3. After review by the Department Chair and Dean, the form is sent to the Admissions Office for processing. If approved, the student will be registered in the requested class(es). The student is also notified of the results.

Additional Services – *Contact Admissions Office for more information*

- Reset student PIN number for online services
 - Students must visit the Admissions Office in person and bring a picture I.D.
 - If a student is unable to come to campus, they must contact the Admissions Office for assistance

1. Getting started at City College – *Did you know?* (continued)

- Verifications of Enrollment
 - Walk-ins are welcome
 - Outside agencies may mail or fax requests to the Admissions Office along with student signature and authorization
- Corrections/changes to student information, including name, gender, address, SSN, telephone and email
- Apprenticeship programs
- Off campus programs

Contact

Phone: (619) 388-3475

Room: A-112

Website: www.sdcity.edu/admissions



[BACK TO THE TOP](#)



Records – student records

Transcripts

- Transcripts provided upon request
- First two transcripts are FREE. Additional transcripts available for \$5 each.
- **Important:** Transcripts requested through the City College Records Office are mailed within 10 working days.
- Same-day service: Transcripts available over-the-counter (same-day) at District Offices in Mission Valley, Room 100

Petition for Schedule Adjustment After Deadline (PSAAD)

- Steps
 1. Student **must** have attended class(es) anytime before OR on the day of the add deadline
 2. PSAAD form must be picked up from the Records Office and completed with appropriate approval signatures
 3. Completed PSAAD form must be submitted to the Records Office
- Types of petitions covered using PSAAD form:
 - Late adds
 - Reinstatements
 - Change of section
 - Change of course level within a discipline

1. Getting started at City College – *Did you know?* (continued)

General Petitions* - a General Petition form is available from the Records office for general student needs, including but not limited to the following:

- Prior semester issues
- Refund requests
- Late admission and withdrawal issues
- Removal of “W” on academic record over 10 years old
- Unit load increase

* **Note:** Grade Challenge Petitions are NO LONGER handled by the Records Office. For challenges to course grades, please refer student to corresponding instructor.

Contact

Phone: (619) 388-3474

Room: A-109

Website: See [StudentWeb \(studentweb.sdccd.edu\)](http://studentweb.sdccd.edu)



[BACK TO THE TOP](#)



Evaluations

Transcripts

- Record adjustment/Evaluation of official transcripts
- Evaluation of non-traditional credit such as:
 - AP (Advanced Placement)
 - CLEP (College Level Examination Program)
 - DANTES
 - IB (International Baccalaureate)
- Military and Service schools
- Credit for Previous Training (*Student must first visit Veterans Office*)

Student Petitions

- Exception to course repeat policy
- Exception to school policy (Student Academic Standards)
- Modifications of major (substitutions/waivers)
- Academic Renewal With/Without Course Repetition
- Credit by Examination

Other Services

- Cal Grant GPA verifications (*Student must first visit Financial Aid Office*)
- See **Evaluations** in “6. Get ready to leave City College” (www.sdccity.edu/titleV/resources.asp)

Contact

Phone: (619) 388-3466

Room: A-110



[BACK TO THE TOP](#)

1. Getting started at City College – *Did you know?* (continued)

➔ Financial Aid

General Student Eligibility Requirements

- Be a U.S. citizen or a permanent resident of the United States
- Have a high school diploma or equivalent or pass an approved Ability to Benefit test
- Be enrolled in a program leading to a degree, certificate or transfer
- Must maintain satisfactory academic progress based on the Financial Aid Office standards
- Not be in default of a student loan or owe an overpayment of a grant
- Must have financial need as determined by the federal methodology

"Free Application for Federal Student Aid" (FAFSA)

- **Application deadline** (*contact Financial Aid Office for specific date*)
- Must be completed for each school year
- Apply online at (www.fafsa.ed.gov) or pick up a FAFSA in the Financial Aid Office
- Aid is available to assist with the following educational expenses:
 - Tuition and enrollment fees
 - Books and supplies
 - Transportation
 - Housing
 - Food
 - Personal expenses

Federal/State Financial Aid Programs Available

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study
- Federal Subsidized Direct Loan
- Parent Loans for undergraduate students (PLUS)
- Cal Grant B
- Cal Grant C
- Board of Governor's waiver
- Chafee Grant
- Child Development Grant

Available "walk-in" Services

- Assistance with completing financial aid applications and forms
- Health and Human services agency verification requests
- **Important:** Students may need to bring the following:
 - Student I.D.
 - Copy of past year's income tax return
 - Social security number

1. Getting started at City College – *Did you know?* (continued)

Contact

Phone: (619) 388-3501

Room: A-113

Website: www.sdccity.edu/studentresources/financialaid

 [BACK TO THE TOP](#)

DSPS (Disability Support Programs and Services)

Mission - Provide services and programs that facilitate educational access for City College students with verified disabilities.

Getting Started - *Students who receive DSPS services must:*

1. Be currently enrolled in classes at City College (online or on-campus)
2. Complete a DSPS orientation
3. Submit verification of disability
4. Meet with a DSPS counselor for intake appointment
5. Update DSPS file every semester

Disability Verification

- Disability documentation must be no more than three years old, and must include the specific diagnosis and educational limitations specific to the student.
- Documentation must be signed by a licensed health care professional. Examples of licensed professionals include: physicians, psychologists, audiologists, licensed clinical social workers, learning disability specialists and vocational rehabilitation counselors. (Verification from a chiropractor or holistic health practitioner CANNOT be accepted.)
- If the student does not possess verification of disability, a [DSPS Medical Verification Form](#) is available on the DSPS website.

Available Services

- Adapted Computer Software and Hardware
- AlphaSmart note taking keyboard
- Alternate Media (E-text)
- Assistive Listening Devices (FM Amplification)
- Audio Play Back Devices
- Campus and Community Liaison
- Campus Mobility Orientation
- Closed Circuit Television (CCTV)
- Learning Disability Assessment
- Note taking Paper
- Priority Registration
- Real Time Captioning
- Sign Language Interpreting
- Talking Calculators
- Test Accommodations

1. Getting started at City College – *Did you know?* (continued)

DSPS High Tech Center (HTC) - provides training and services for students in the use of adaptive hardware and software as well as individualized instruction in basic computers (including Internet, word processing and keyboarding) and skill development programs.

The HTC is located in A-222. Please contact the center for more information about the services that are provided and lab hours.

Phone: (619) 388-3995

TTY: (619) 388-3313

Email: CityDSPS@sdccd.edu

Available Adaptive Hardware and Software

- Braille Translation Software
- Closed Circuit Televisions (CCTV)
- Computer Assisted Learning Software
- Ergonomic Keyboards
- Optical Character Recognition Software
- Scan and Read Software
- Screen Reading and Magnification Software
- Specialized Mice
- Speech Recognition Software

Alternate Media

- Students with verifiable disabilities are able to have their print materials and textbooks converted to electronic text, Braille, large print, tactile graphics or audio recordings (DAISY, mp3).
- City College faculty may contact the High Tech Center for closed captioning of audio visual materials, web accessibility, and assistance with access strategies for their students with disabilities.

Academic Support Classes – *available for Students with Disabilities*

- Career Planning for Students with Disabilities
- College Success Skills
- Math Strategies for the Learning Disabled
- Individual Assessment and Educational Planning
- Introduction to Applied Skills Study Strategies
- Advanced Applied Study Strategies
- Effective Sentence Writing and Grammar
- Writing Structured Paragraphs
- Personal Growth: Designated DSPP Section

Accessible Computer Classes

- Introduction to Accessible Computers
- Accessible Computer Lab

1. Getting started at City College – *Did you know?* (continued)

Adapted Physical Education

- Adapted Swimming
- Adapted Weight Training
- Adapted Physical Fitness

Additional Resources

- **For students:** *A Guide to Transition from High School to College*. This publication is designed to help students with disabilities transition from secondary school to college.
- **For faculty:** Students with verified disabilities have the right to receive academic accommodations and auxiliary aids to provide access to college programs and activities. Accommodations appropriate to the student's disability are identified with the DSPS counselor to best demonstrate knowledge of the subject. Students are responsible for discussing the accommodations with instructors at the beginning of the semester. Faculty members are encouraged to consult with DSPS to facilitate test proctoring and other services. (City College Faculty Handbook, June 2001, pg. 3)
 - **Suggested Syllabi Statements:** Instructors are encouraged to include a statement on their syllabus for students with disabilities. This encourages students with disabilities to practice self-advocacy.
 - **On campus Syllabus Statement:** Students with disabilities who may need academic accommodations should discuss options with their professors during the first two weeks of class.
 - **On-line Syllabus Statement:** Students with verified disabilities who may need academic accommodations should contact instructor as soon as possible. E-mail addresses and telephone #'s are listed on the syllabus. In order to coordinate with the Disability Support Programs and Services (DSPS) department to identify appropriate accommodations, click here (add a link to City DSPS email)
 - **Test Proctoring Information:** It is the instructor's responsibility to collaborate with DSP&S to provide test proctoring services to students who are legally eligible. An Instructor Notification of Student Testing Accommodations form is available through the DSPS Office to facilitate the test proctoring process.

Forms – available on DSPS website

- Confidentiality and Informed Consent
- Access Problem Report (PDF)
- Report a Facility Access Barrier
- Disability Support Programs And Services Intake Form
- Authorization for the Release of Medical Information (*DSPS Medical Verification Form*)
- Services Policy

1. Getting started at City College – *Did you know?* (continued)

Contact

Phone: (619) 388-3513

Room: A-115

Website: www.sdcity.edu/dsps

 [BACK TO THE TOP](#)

Veterans

Services

- Educational benefits and services provided as permitted by Montgomery G.I. Bill
- Services provided to veterans, reservists and dependents who qualify

Contact

Phone: (619) 388-3504

Room: A-109

Website: See [StudentWeb \(studentweb.sdccd.edu\)](http://studentweb.sdccd.edu)

 [BACK TO THE TOP](#)

Math & English assessment

Purpose

- Math and English assessment tests are used to determine the skill levels of entering City College students
- **Important:** The results of these tests will determine which class a student will be allowed to take first in Math and English.
- **Note:** The assessment tests should be taken very seriously. If a student is not satisfied with their results, they will need to **wait** 3 years before being allowed to retake the test. Furthermore, students **cannot** retake the test once they complete an English or Math class at City College.

Who should take the assessment test? – Students who*:

1. Plan to take English or Mathematics
2. Plan to take a course that has an English or Math prerequisite or advisory
3. Plan to obtain an associate degree
4. Plan to transfer to a four year college or university

* **Exceptions:** The only exceptions are students who can prove that they have taken equivalent English and Math classes at a prior college or University. In such cases, a transcript from a previous school(s) will be required.

Available Math assessment tests – *choice of test will depend on student's background*

1. Arithmetic
2. Elementary Algebra

1. Getting started at City College – *Did you know?* (continued)

Sample Math and English Assessment tests – sample assessment tests are available online on the StudentWeb (studentweb.sdccd.edu/resources.htm) and in the Counseling Office.

Scheduling

- Math and English assessment tests are offered throughout the year
- Students must contact the counseling office (in-person or by phone) to sign-up for an assessment test.

Important: A 7-digit student I.D. number is required to sign-up for testing

Contact – for questions and additional information

Phone: (619) 388-3540

Room: A-110

Website: www.sdccity.edu/studentresources/counseling/Assessment.asp



[BACK TO THE TOP](#)



New student orientation – strongly recommended for all new students

New students who have been admitted to City College are expected to attend an orientation session before registering for classes.

The orientation program provides important information to students about the programs and services available at City College, as well as strategies for student success.

- Four (4) large orientations will be held on Saturday's in July and August
- Smaller orientations are also held throughout the year
- Please refer students to the Admissions Office, Room A112, where they will select an orientation date **AND** pick-up an appointment card for the New Student Orientation.
- Students must present an appointment card when they attend the orientation.



[BACK TO THE TOP](#)



Associated Students (A.S.) Cashier

Available Services

- Check disbursement - Financial Aid/EOPS (PELL, SEOG, Direct Loans)
- A.S. Membership sticker distribution
- Sale of monthly Bus/Trolley passes (cash or money order only)
- Book loans
- Receiving of emergency book loan payments
- Receiving of Federal Pell Grant overpayments
- Scholarships – *limited*. Also see **Scholarships** in "4. Financial, medical and personal support" (www.sdccity.edu/titleV/resources.asp)
- Assistance to Associated Student Government and registered/chartered student clubs with the handling of funds, including processing of Funds Requisitions and receiving of deposits

1. Getting started at City College – *Did you know?* (continued)

Contact

Phone: (619) 388-3479

Room: Visit “service window” of room D-106



[BACK TO THE TOP](#)



Bookstore

Textbooks

- All textbooks and related materials for all classes may be purchased in the City College Bookstore

Important:

1. Students can order textbooks **ONLINE** and save time!
Website: www.bookstore.sdccd.edu/city. Texts ship within 2 business days.
2. Financial Aid: Students who are awarded Federal Pell grants may use them to purchase books and supplies from the bookstore **ONLY** during the week **BEFORE** classes begin through the week **AFTER** classes begin. Contact bookstore for exact dates and details.

Note:

- Students must present a valid school ID to access their grant.
 - At this time, grant money may not be used for online purposes as the student must be present to access the grant.
 - For security reasons, grant information is not provided over the phone.
3. Cash for used books! Textbook buyback services available year-round.
- Large retail textbook buybacks are scheduled at beginning and end of each semester. Retail lists are posted on the City College bookstore website for the larger “end-of-semester” buybacks (www.bookstore.sdccd.edu/city).

Supplies

- Available academic supplies:
 - Scantrons
 - Bluebooks
 - Calculators and other electronics
 - Study guides and much more
- Other items for sale at the bookstore include:
 - Emblematic City College clothing and other merchandise for showing school spirit!
 - Backpacks, greeting cards, gift items and snacks
 - Graduation regalia, announcements, college rings and diploma frames

Employment – Student jobs available at the bookstore! Part-time/full-time temporary hourly work is available at the beginning of each semester.

Hours - Regular semester hours:

Monday – Thursday 7:45 a.m. to 6:30 p.m.

Friday 7:45 a.m. to 12:00 p.m.

Extended hours at the beginning of each semester. Hours may differ during summer and intersession. Contact bookstore for more information.

1. Getting started at City College – *Did you know?* (continued)

Contact

Phone: (619) 388-3548

Room: A-12

Website: www.bookstore.sdccd.edu/city

 [BACK TO THE TOP](#)