

PETITION TO CHALLENGE CHECK-OFF SHEET AND PROCESSING INFORMATION

Petitions to Challenge **MUST** be submitted **ONLINE**, and within the semester of interest deadlines



Important Dates and Deadlines

- Identify the **Legend bar** on the Class Schedule. You will need the **CLASS, CLASS Nbr**, and the **ROOM location**. The **ROOM** field indicates the designated CAMPUS your class takes place, and it **MUST** be CITY in order for us to process your request. ONLINE CLASS SCHEDULE: <https://www.sdccd.edu/students/class-search/search.html>
- File a fully completed PDF Petition to Challenge form **ONLINE via JIRA** to the Campus the CLASS TAKES PLACE ON/OR AFTER **your date and time to register for classes** or on open registration date, but a minimum 10 business days before the semester begins. Click on this link [Petition to Challenge](#)
- Complete the form; make sure ALL fields in the form are completed. Incomplete Petitions or missing crucial information such as signature, student ID number, Subject/Course of interest, or Class Number, **will be CANCELLED**
- **Petitions to Challenge are Campus Specific. CITY COLLEGE faculty may ONLY act or make a decision on petitions for City College Classes** Note: TO AVOID DELAYS on the processing of your petition please submit your petition directly to the respective College at the time of submittal
- Under the **Form/Petition*** field box drop-down options, select **Petition to Challenge**
- Under the **Documentation and /or Form*** field box, COPY/PASTE any additional documentation to support your request
- The **Justification/Comments*** box it's optional, and may be use to include a Permission Number if applicable
- Make sure the **Signature*** field box has your signature, typing your name or initials is acceptable
- Last, click on **SEND**, and make sure to pay attention to the instant message giving you YOUR TICKET NUMBER, it begins with these letters **SRV- XXXXXX** and it will have a six digit number, take a picture, screenshot or write it down in case there is a need to follow-up on your request
- Messages with the status of your petition will be send to the contact email provided on your request form
- Your petition can **ONLY** be process on your appointment registration date or any time after by Enrollment Services Staff. If you do not have a registration appointment date, you **MUST** wait until open registration date
- You will be **TENTATIVELY** enrolled in the desired class until a final decision is made by the Department Chair and Dean
- After enrollment, your petition will be forwarded to the appropriate Department for approval, and you will be instructed to pay ALL tuition FEES, and to contact the Department Chair to arrange for a **CHALLENGE EXAM** to prove your knowledge in the prerequisite level if necessary. Challenge exams must be taken within five business days
- Petitions for students with **UNPAID** or **PASSED DUE** fees, **WILL NOT BE PROCESSED**. ALL fees must be paid in **FULL** before submitting a Petition to Challenge to avoid delays on enrollment
- The processing time may take ten business days. **Note: If your petition is APPROVED**, you will remained enrolled, but **if DENIED**, you **will be DROPPED**, and any paid fees will be refunded
- The Petition is valid **ONLY** for the approved semester unless there are extenuating circumstances

How to Petition to Challenge if you have not met the pre-requisite of a class

1. Go to [Petition to Challenge](#)

You will be taken to this page below to submit your request

Welcome to the mySDCCD Support Desk

mySDCCD Service Desk / Student Support Desk



Student Support Desk

Please select the type of member for a list of support options available to you. If you have a general question, try the search feature in the top right corner by clicking on the magnifying glass icon.

Contact us about

Forms/Applications

What can we help you with?



Student Petitions

For students who wish to submit a student petition

This request form is to submit student petitions or forms for review and processing. Please be sure to attach the correct form to this form. For a list of forms, please visit <https://www.sdccd.edu/students/forms-and-documents.aspx>

Raise this request on behalf of *

CA City Admissions (cityadmissions@sdccd.edu)

Student ID *

Please enter your 10-digit Student ID (e.g. 0001234567, 5551234567)

2. Scroll down after entering your personal and contact information, and select San **Diego City College** from the College field options, under **Form/Petition** field, select **Petition to Challenge** then, add a City College CLASS NUMBER on the **Class Number** field. If you have any additional supporting documents, click on "Browse" drag or Copy/Paste option to attach your documents to your ticket request, sign your request, and click on [Send](#)
Refer to sample below

College *

San Diego City College



Please select your primary college.

Phone *

Form/Petition *

Petition to Challenge



Please select the name of the form you are submitting. Be sure to attach the form and/or any supporting documentation.

Class Number *

25085 Must be a City College Class

Please enter in the class number (Class Nbr) that you are trying to register into.

Documentation and/or Form *

 Drag and drop files, paste screenshots or
[Browse](#)

You must attach supporting documentation and/or the form (if applicable) or **your petition/form may be denied.**

Make sure to submit your form with the supporting documentation.
[Show more...](#)

Justification/Comments

May add comments here and/or permission number if applicable

If you have any comments to support your petition or form, please enter them here.

Signature *

Sample Student

Send

Cancel

3. You will receive an email confirmation, and an instant message with your reference number

Thanks!

Your reference is SRV-300848. Check egarduno@sdccd.edu for a confirmation and updates.

[Back to help center](#)

Once the petition is submitted, Admissions staff will process it within 2-4 business days. They will enrolled you in the class, pending approval by the Department Chair and Dean. May follow up if passed the four days at cityrecords@sdccd.edu