PETITION TO CHALLENGE CHECK-OFF SHEET AND PROCESSING INFORMATION

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



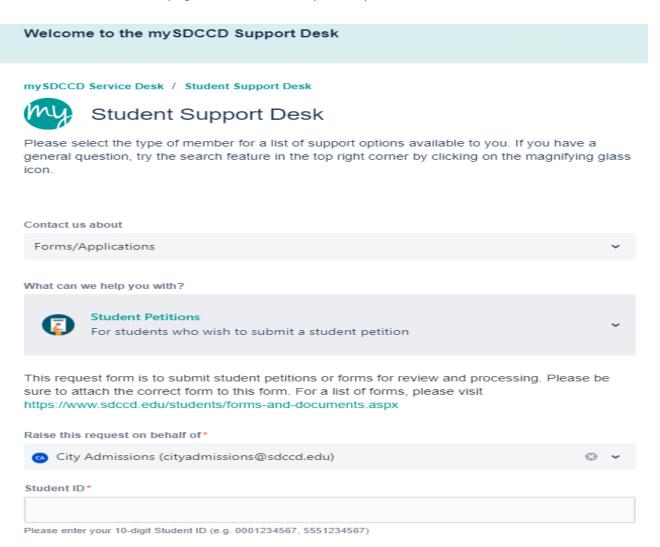
- Identify the **Legend bar** on the Class Schedule. You will need the **CLASS, CLASS Nbr**, and the **ROOM location.**The **ROOM** field indicates the designated CAMPUS your class takes place, and it MUST be CITY in order for us to process your request. ONLINE CLASS SCHEDULE: https://www.sdccd.edu/students/class-search/search.html
- File a fully completed PDF Petition to Challenge form ONLINE via JIRA to the Campus the CLASS TAKES PLACE
 ON/OR AFTER <u>your date and time to register for classes</u> or on open registration date, but a minimum 10
 business days before the semester begins. Click on this link <u>Petition to Challenge</u>
- 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 <u>Petition to Challenge</u>
- 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



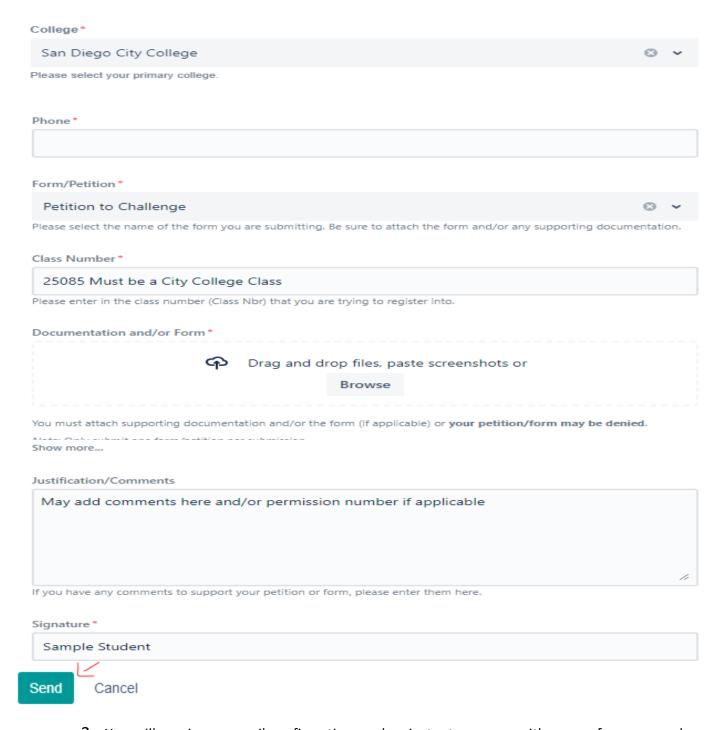
How to Petition to Challenge if you have not met the pre-requisite of a class

1. Go to Petition to Challenge

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



2. Scroll down after entering your personal and contact information, and select San <u>Diego City</u> <u>College</u> from the College field options, under <u>Form/Petition</u> field, select <u>Petition to Challenge</u> then, add a City College CLASS NUMBER on the <u>Class Number</u> 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 <u>Send</u>
Refer to sample below



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



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