



City • Mesa • Miramar

**ONLINE REGISTRATION (REG-E)
Helpful Hints for Students**

San Diego City, Mesa and Miramar Colleges register students for classes online at <http://studentweb.sdccd.edu>. Before a student can register, he/she must have an application for admission on file. In addition, all students should complete an English and Math Assessment Test and attend an Orientation Session. Registration instructions are available in the online schedule of classes. This information is also available in the college admissions office. Following are some important steps.

- After you file an application for admission, the college will e-mail your registration information.
- The name of the online registration system is Reg-e.
- You may register online **on or after** your scheduled time.
- To assist you with registration, a registration worksheet is available in the online schedule of classes. Please follow the directions using the online worksheet to assist you when you register.
- When registering, you must choose a 4-digit Personal Identification Number (PIN). Do not share this number with anyone.
- Your College Student Identification Number (CSID) is your student ID number.
- You may log into Reg-e Monday – Friday 7:00 am – 12:00 midnight and Saturday 8:00 am – 1:30 pm to add or drop a class, or change your schedule.

Note: Students must login prior to 11:45 pm Monday through Friday and 1:15pm on Saturday. Students should plan carefully when conducting business after this time, as the system will shut down promptly at midnight weekdays and 1:30 on Saturday.

- If you have a question about your classes, go to the Admissions or Counseling Office.
- You must pay your fees by the date shown in Reg-e or you will be dropped for non-payment.
- Payments can be processed online by applying your Financial Aid or by credit card. Fee payments made by cash or check must be mailed or delivered in person at the college Accounting Office.
- Please do not log out until you have completed the entire process.
- Students who attempt to register in a class that is closed may select the option to have his/her name placed on a Wait List.