Frequently Asked Questions @ San Diego City College

Welcome to San Diego City College! Below are some of most frequently asked questions by students and visitors to the campus. If you have additional questions to add to this list, please send your question to hbunkows@sdccd.edu.

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SEE PROMO BOX & STUDENT ANNOUNCEMENTS
www.sdcity.edu
**ADMISSIONS/REGISTRATION ● A-112**

**A1. I WANT TO ENROLL FOR CLASSES, DO I START WITH THE ADMISSIONS OR COUNSELING OFFICE?**

First, you must be admitted to the college. To complete a paper application for admission, go to the Admissions Office, A-112 or apply online at [https://applyonline.communitycollege.net/studentappview.cfm](https://applyonline.communitycollege.net/studentappview.cfm). Then, to register for classes, visit the online registration system at [https://studentweb.sdccd.edu/reg-e/](https://studentweb.sdccd.edu/reg-e/). Counseling will be unable to provide specific services without application information in the system.

**A2. WHAT IS THE NEXT STEP AFTER SUBMITTING AN ADMISSIONS APPLICATION?**

If you are a new student with no prior college, go to the Counseling Office, A-110 to schedule an appointment to take the Assessment Test. If you have attended prior colleges other than those within the San Diego Community College District, submit your Transcripts to:

San Diego Community College District 3375 Camino del Rio South, Suite 100, San Diego California 92108.

**A3. WHEN IS MY REGISTRATION DATE?**

Most students will receive an email notice indicating their registration dates and times. You may also visit the Admissions Office or go to the Online Registration System (Reg-e) at [http://studentweb.sdccd.edu](http://studentweb.sdccd.edu) to find your registration date and time.

**A4. CAN YOU HELP ME ENROLL IN MY CLASSES?**

Visit the Online Registration System (Reg-e) at [http://studentweb.sdccd.edu](http://studentweb.sdccd.edu) or go to the Admissions Office, A-112.

**A5. WHY CAN'T I ENROLL IN CLASSES?**

There could be several reasons why you can’t enroll in a class, please contact the Admissions Office at (619) 388-3475 during normal business hours for assistance.

**A6. WHERE DO I GET MY FREE COLLEGE STUDENT ID (CSID) CARD?**

Student IDs are issued in the Admissions Office, A-112 after you have paid for all classes, including mandatory health fee.

**A7. WHAT IF I LOSE MY FREE STUDENT ID CARD AND NEED A REPLACEMENT?**

Your first Student ID card is free. You will need to pay $5.00 at the Accounting Office, Room A-114 and bring the receipt to the Admissions Office to obtain a new student ID.

**A8. IF I FORGET MY PIN, HOW CAN I HAVE IT RESET?**

With appropriate identification, visit the Admissions Office, A-112 during regular business hours to have your pin reset.

**A9. I WANT TO PETITION TO GET A CLASS. WHERE DO I GO?**

Depending on the type of class petition you want to petition, start in Counseling, A-110 or Evaluations, A-109. For additional information, visit the Records Office, A-109 or call (619) 388-3474.

**A10. HOW DO I CHANGE MY TELEPHONE NUMBER, EMAIL OR HOME ADDRESS?**

Visit the Online Registration System (Reg-e) at [http://studentweb.sdccd.edu](http://studentweb.sdccd.edu) to make changes.

**A11. HOW DO I CHANGE MY NAME AND WHAT DOCUMENTS DO I NEED TO MAKE THE CHANGE?**

Visit the Admissions Office, A-112 during normal business hours or call to speak with a representative at (619) 388-3475.

**A12. HOW DO I CLEAR MY RESIDENCY IF MY RECORDS INDICATE THAT I AM A NON-RESIDENT?**

Visit the Admissions Office, A-112 or call (619) 388-3475 and ask to speak with a Residency Clerk.
A13. I AM HERE TO GET INFORMATION FOR MY SON/DAUGHTER ABOUT ENROLLING AT CITY COLLEGE. WHERE DO I GO?
Visit the Admissions Office, A-112 or call (619) 388-3475. Please note: Parents cannot obtain student information without written authorization from the student. For additional information, parents to

A14. DO YOU HAVE HOUSING ON CAMPUS?
Unfortunately, we do not have housing on the San Diego City College Campus.

A15. DO YOU GIVE OUT EMAIL ACCOUNTS TO STUDENTS?
No. We do not provide students with email accounts at this time.

A16. DO YOU CLOSE FOR LUNCH?
No. The Admissions Office remains open during normal business hours.

► ORIENTATION

O1. I AM HERE FOR ORIENTATION, WHERE IS IT? WHO DO I ASK?
For Assessment and orientation, contact Counseling, A-110. For Cosmetology, call and speak with a representative at (619) 388-3104.
CW1. WHAT IS THE CALWORKS PROGRAM AT CITY COLLEGE?
The San Diego City College CalWORKs office serves students receiving TANF/CalWORKs benefits and participating in welfare to work (W2W) program.

CW2. HOW AM I ELIGIBLE FOR THE CALWORKS PROGRAM AT CITY COLLEGE?
A student must be a welfare recipient receiving cash aid and enrolled into classes at City College.

CW3. HOW DO I APPLY TO THE PROGRAM?
Enroll into classes at City College and fill out appropriate forms at the CalWORKs office.

CW4. WHAT IS THE PURPOSE OF CALWORKS?
• To assist students with educational goals needed to obtain a degree or certificate in a field approved by the local County Welfare Department.
• To help students acquire employable skills and training that will make them self-sufficient.
• To coordinate the student’s welfare to work plan to support the student in meeting their work participation requirements.

CW5. WHAT SERVICES DOES CALWORKS PROVIDE?
• Career and Academic Counseling
• Work-study
• Job Placement
• Textbooks (County will pay for required books)
• Transportation (Paid by the County)
• Serve as an advocate for students
• Child Care (Provided by the county)

CW6. IF MY CHILDREN ARE RECEIVING CALWORKS, CAN I QUALIFY?
In order to be eligible for the CalWORKs program, a participant must be receiving cash assistance in form of TANF for themselves. You will not qualify for the campus program, but may be eligible for federal grants and other Student Services.

CW7. DOES THE CALWORKS PROGRAM HAVE ACADEMIC COUNSELING FOR STUDENT EDUCATION PLANS?
Yes, students can schedule an appointment with a CalWORKs counselor to help create a Student Education Plan (SEP).

CW8. CAN I RECEIVE WELFARE AND STILL GO TO COLLEGE OR GET VOCATIONAL TRAINING?
Yes. CalWORKs allows you to receive education or vocational training that will help you get and maintain a job. You must have your course of study approved by the county. There are certain time limits and other regulations, but you can keep going to school while you are receiving welfare.

CW9. IF I’M A CALWORKS PARTICIPANT CAN I GET FINANCIAL AID?
Yes. A CalWORKs participant may be eligible to receive financial aid. CalWORKs participants are referred to the Financial Aid Office where they can obtain a BOG Fee Waiver application and FAFSA (Free Application for Federal Student Aid) information.

CW10. CAN I STILL GET TANF IF I GET FINANCIAL AID?
Yes. Most federal grants, state grants, and work study are considered “excluded income,” which means your TANF should not be reduced or cut off because you get financial aid.
COUNSELING • A-110

C1. DO I HAVE TO TAKE MY ASSESSMENT TEST BEFORE I CAN ENROLL IN ANY CLASSES?
   It is not required, however, it is recommended if you plan to take math or English that semester.

C2. DO MY TRANSCRIPTS HAVE TO BE EVALUATED BEFORE I CAN ENROLL IN ANY OTHER CLASSES?
   No, but, in order to see a Counselor for an appointment the transcripts do have to be evaluated.

C3. HOW DO I CLEAR A PRE-REQUISITE?
   Bring your transcripts to the counseling office and sign in to see a Counselor. The Counselor will
   assess the coursework and put the appropriate over-ride into the system.

C4. CAN I USE MY ASSESSMENT SCORES FROM ANOTHER COLLEGE?
   Yes, but not from all colleges. You may bring a copy of the assessment scores to the counseling
   office and sign in to see a Counselor, who will assess them and if appropriate, enter into the
   system.

C5. I HAVE A COUNSELOR IN TRIO, DO I HAVE TO SEE ANOTHER COUNSELOR IN GENERAL COUNSELING?
   No, the Counselors assigned to the programs such as EOPS, Athletics, and CalWORKs provide the full range
   of counseling services.

C6. HOW CAN I SCHEDULE AN APPOINTMENT WITH A COUNSELOR IN GENERAL COUNSELING?
   There are limited appointments available. In general counseling, you would sign in (A-110) to see a
   Counselor to be assessed for an appointment. The hour long appointment will be in a week or two.

C7. DO I NEED TO ATTEND THE NEW STUDENT ORIENTATION?
   We strongly recommend you do attend, even if you have been to college in the past. The orientation explains
   how to choose classes, and how the electronic registration system works. College is very different from
   high school, so first-time college students will need to attend. There is an option to view the orientation
   on-line.

C8. IF I HAVE SAT SCORES, DO I STILL NEED TO TAKE AN ASSESSMENT TEST?
   If you have taken the SAT, ACT, EPT, ELM, or EAP exam, you may not need the assessment. See the chart
   in the current City College catalog.

C9. WHAT CAN I DO IN A ‘WALK-IN’ MEETING WITH A COUNSELOR?
   Students may ask brief questions, clear pre-requisites, and assess for a full hour education planning session.

C10. WHEN IS THE BEST TIME TO SCHEDULE AN APPOINTMENT WITH A COUNSELOR IN GENERAL COUNSELING?
    Generally after the add/drop period of the semester and before the schedule is posted for the next term.
DSPS - DISABILITY SUPPORT PROGRAMS & SERVICES • A-115

D1. WHAT IS DSPS?
DSPS, Disability Support Programs & Services, is a student service at City College that assists students with verified disabilities in obtaining educational accommodations above the usual available services for the classroom and learning environment.

D2. HOW DO I QUALIFY FOR DSPS SERVICES??
To receive DSPS services, a student must attend a DSPS orientation, complete an application for services and provide verification of their disability with educational limitations. Once this process is complete a student meets with a DSPS counselor specialist to develop their accommodations.

D3 WHAT SERVICES DOES DSPS PROVIDE?
DSPS provides accommodations for the classroom based on an individual's disability. These could include priority registration, test proctoring, equipment loan, disability management counseling, adaptive and assistive technology training and instruction as well as interpreting services and FM systems.

D4. HOW OFTEN DO I NEED TO GO TO DSPS?
Each semester a student attends classes and wishes to receive accommodations or continue their accommodations they need to schedule an update appointment.

D5. DO I HAVE TO GO TO DSPS IF I HAVE A DISABILITY AND NEED SERVICES?
DSPS services are voluntary. If a student has an accommodation need and does not want to register with DSPS, they can contact the City College 504 Officer. The 504 Officer will work in conjunction with DSPS to determine the necessary accommodations.

D6. WHERE CAN I GET TESTED IF I THINK I HAVE A LEARNING DISABILITY?
DSPS no longer can provide learning disability testing. If a student is registered with CalWORKs or the Department of Rehabilitation, they may be eligible for testing. Some medical insurance providers (such as Kaiser) may also offer testing services.

D7. WHERE DO I GET FINANCIAL AID, ADMISSIONS, EDUCATIONAL PLANS AND ALL THE OTHER PAPERWORK FOR CITY COLLEGE IF I HAVE A DISABILITY?
DSPS provides services over and above those of the general college. To receive information and assistance with admissions, financial aid and educational planning, contact those offices directly.

D8. WHERE IS DSPS AT CITY COLLEGE?
DSPS is located in the "A" building in Room 115. General office hours are Monday through Thursday from 7:30-4:30 and Fridays, 8-12.
E1. WHAT IS EOPS? WHAT DOES IT OFFER?
EOPS, Extended Opportunity Programs and Services is a state-funded student support services program. Its purpose is to provide special recruitment, retention, and transition services to eligible students. The services offered are “above and beyond” those offered by the college’s Student Services division. The primary services include assistance in the following areas: priority enrollment, career counseling and course advisement, and preparation for transition to four-year schools and the workplace.

E2. HOW DO I KNOW IF I QUALIFY FOR EOPS?
You will receive a response by mail once your application has been processed.

E3. HOW LONG DOES IT TAKE TO PROCESS MY EOPS APPLICATION?
The time varies depending on the volume of applications we receive, but generally it takes about 3-4 weeks before you receive a response by mail.

E4. WHAT IS A FULL TIME STUDENT?
A full time student is enrolled in 12 or more units during the fall and spring semesters.

E5. DOES EOPS PAY FOR BOOKS?
No, but based on funding, we may be able to provide a small book award to help offset the cost of books only. The Pell Grant is the main financial resource to purchase books and supplies.

E6. WHAT IS CARE?
CARE is a supplemental program for EOPS students who are single parents, have a child less than 14 years of age, and currently receive CalWORKs cash aid assistance. There is a separate application for CARE and students will receive additional support services, including grants (based on funding), and other services to address those needs that are unique to single parents.

E7. WHAT DOES EOPS OFFER TO STUDENTS NOW THAT THERE ARE NO FUNDS FOR BOOK AWARDS AND DIRECT GRANTS?
We still offer academic/career counseling, advisement and transfer assistance in addition to priority enrollment for each session.

E8. CAN I COMPLETE THE EOPS APPLICATION BEFORE I APPLY FOR FINANCIAL AID?
Yes. However, you are encouraged to complete the BOGW and FAFSA as soon as possible.

E9. CAN EOPS ELIGIBILITY BE TRANSFERRED FROM ONE SCHOOL TO ANOTHER?
No, but you can request your previous college to complete and fax the EOPS Student Transfer Information form to City College EOPS for review. You will still need to complete an EOPS New Student Application.

E10. CAN I COMPLETE THE EOPS APPLICATION ONLINE?
Not yet, but EOPS will be updating the webpage and we hope to have downloadable applications and documents available online soon.
LEARNING RESOURCE CENTER (LRC) ● R-BLDG

L1. WHERE IS THE LRC?
The LRC – Learning Resource Center is located in the R-building along B Street and Park Blvd.

L2. WHERE CAN I FIND MY TEXTBOOK IN THE LRC?
Come to the Information Desk on the entrance level and we will show you how to use the catalog to see if your instructor put on copy of the textbook on reserve. You will need to tell us what class it is for as well as the title and the edition you want. Bring your syllabus.

L3. HOW DO I GET A WIRELESS CODE FOR MY LAPTOP?
Any on-campus computer can give you the code. Go to the LRC homepage or Library homepage and click the wireless hyperlink. You will be prompted for your CSID and last name. You must be taking a class in the current semester in order to get wireless access.

L4. HOW DO I LOG ONTO THE COMPUTERS IN THE LIBRARY?
Computers in the Library, located on the entrance level of the LRC, require your username is your CSID number and your password is your birth date. Use the MMDDYY (not YYYY) format.

L5. HOW DO I LOG ONTO THE COMPUTERS IN THE INDEPENDENT LEARNING CENTER (ILC)?
Computers in the ILC, located on the lower level of the LRC, require you to swipe/type your CSID at a special log-in station before you can use them.

L6. CAN I WRITE MY PAPER IN THE LRC?
You can write your papers using the computers in the Independent Learning Center (ILC) on the lower level of the LRC.

L7. HOW DO I PRINT IN THE LRC?
you will need a print/copy card, which you can purchase at the machine located just outside the Copy Room on the entrance level of the LRC. The card machine only takes bills (no coins), so please come prepared. Read the instructions carefully before inserting money.

L8. HOW DO I FIND INFORMATION FOR MY PAPER OR PRESENTATION?
Come to the Information Desk, and a librarian will show you how to look for books and articles.

L9. CAN I BRING FOOD OR DRINK INTO THE LRC?
Water bottles are allowed in the LRC. We do not allow any other beverages or food in the building.

L10. WHY CAN’T I TALK ON MY CELL PHONE IN THE LRC?
The LRC is an open architecture building and sound travels easily to other floors, disturbing your fellow classmates who are trying to study. Some students do not have quiet at home, and this is their only refuge. Please be considerate; take your calls outside the building.

L11. WHERE IS MY CLASSROOM IN THE R-BUILDING?
Classrooms R109 through R116 are located in the Instructional Center part of the R building, which is not accessible through the LRC. Use the entrance facing Park Boulevard on the first floor of the R building.
MESA - MATH, ENGINEERING, SCIENCE ACHIEVEMENT • L-115

MESA1. WHAT IS MESA?
MESA stands for Math, Engineering, Science Achievement. MESA is the best academic support program for students in math, engineering and science majors. MESA helps students to excel in their classes and successfully transfer to 4-year universities. The MESA Program also has a center on campus with computers, textbooks, tutors, counseling and other resources. MESA students are trained to learn “how to learn”. More importantly, the best part of MESA is the MESA community of students with common classes, majors and academic goals.

MESA2. WHERE IS MESA LOCATED?
The MESA Program center is located in the Academic Success Center, L-115. It is only available for MESA Program students. It is not an open lab for all students.

MESA3. WHAT MAJORS ARE ELIGIBLE FOR MESA?
MESA supports math-based majors. These majors typically require calculus. Common majors are math, all types of engineering, biology, chemistry and physics.

MESA4. WHAT ARE THE REQUIREMENTS TO JOIN MESA?
Students must be in a transfer-track math, engineering or science major, AND they must be at or above Math 96.

MESA5. IS “FINANCIAL AID” A REQUIREMENT FOR MESA?
No. Financial aid is not a requirement. Students with and without financial aid are accepted into MESA.

MESA6. DOES MESA REQUIRE STUDENTS TO BE ENROLLED FULL-TIME?
No. It is recommended that MESA students have a full-time schedule to reach their goals sooner. However, part-time students are also accepted into MESA.

MESA7. ARE MESA STUDENTS REQUIRED TO VISIT THE MESA CENTER WEEKLY LIKE A CLASS?
No. Students choose when to use the MESA center, but it is recommended that students use the MESA resources regularly to be most successful. The MESA center is open to students Monday-Thursday from 8 am – 6 pm and Friday from 8 am – 12 pm.

MESA8. DOES MESA HAVE OTHER REQUIREMENTS FOR STUDENTS?
Yes. MESA students are required to have an education plan for their major, and they are required to complete progress reports each semester. Also, MESA has many academic and professional development activities for students. MESA students are encouraged to participate in these and other MESA related activities.

MESA9. ARE STUDENTS FROM MESA COLLEGE OR MIRAMAR COLLEGE ELIGIBLE TO JOIN MESA?
No. MESA is only available to students who take their majority of math, engineering and science classes at City College each semester.

MESA10. ARE THERE MESA PROGRAMS AT OTHER COLLEGES?
Yes, in addition to City College, there are MESA Programs at Southwestern College and San Diego State University. Other local junior high and high schools also have MESA Programs. MESA started in California, and California is the only state with pre-college, community college and university level MESA Programs. Seven other states have also adopted the MESA Program model.
M1. DO I HAVE TO HAVE A SERIOUS MENTAL HEALTH OR PSYCHOLOGICAL PROBLEM TO COME TO THE MENTAL HEALTH COUNSELING CENTER?

No. Students come to our office to discuss a wide range of problems. Students are encouraged to come in to discuss any concerns, big or small.

M2. WHAT ABOUT MY PRIVACY?

The issues you discuss with your counselor are protected by confidentiality laws. Prior to seeing a counselor you will be asked to read and sign a confidentiality agreement; this agreement goes over your privacy rights and any legal limitations. Please ask your counselor if you have any questions and s/he will be happy to go over any concerns you might have.

M3. WHAT HAPPENS AT MY FIRST APPOINTMENT?

At your first appointment, the counselor who talks with you will be asking questions to better understand the stressors or problems for which you are seeking help. While the issues that brought you to counseling can not be resolved in one session, many people start to feel better because they have had the chance to talk to an objective listener and have begun to take action to change their current situation.

M4. WHAT CAN I EXPECT FROM COUNSELING?

Counseling is a process that requires your participation and commitment. Problems build up over time and they take time to resolve. Some of the potential benefits of counseling are:

- **Figuring out how to better cope with old problems and new stressors.** Being in college can be challenging and you may be experiencing new stressors or have old problems surface. Often these issues have many sides and are not easily solved. Through counseling you have a chance to examine life issues within a positive, supportive environment and gain better coping skills.
- **Breaking harmful habits.** Sometimes unhealthy habits form in response to stressors, to escape emotional pain and/or to feel more socially comfortable. Because habits form over time, they are not always easy to break away from. Counseling can help put you back in the driver’s seat, re-establishing control over your life.
- **Creating healthier relationships.** Throughout your academic career you have studied many subjects like Science and English, however it’s unlikely that you took a course on relationships and communication – one of the essential factors of thriving. Counseling can be beneficial in fostering healthy relationships throughout your life.
- **Discovering personal strengths.** Counseling can help you discover your strengths and begin to use them for personal growth and to overcome obstacles in life.
- **Succeeding in college.** Counseling can help you develop better coping strategies for social and/or emotional difficulties that may be interfering with your ability to focus on your studies.

M5. WHAT DO I NEED TO DO TO MAXIMIZE THE POTENTIAL BENEFITS OF COUNSELING?

- Attend scheduled sessions regularly as determined by you and your therapist.
- Be specific and honest about the concerns that led you to seek counseling.
- Together with your counselor, establish goals for your sessions.
- Participate actively in sessions.
- Begin to practice and integrate what you are learning through counseling in your everyday life.
- Tell your counselor if you do not think the sessions are helping.

M6. ARE THERE ANY POTENTIAL RISKS TO SEEKING COUNSELING?

Discussing personal matters with a counselor or therapist may be a new experience. You may possibly experience some uncomfortable emotions such as feeling nervous or sad during the counseling process as you put forth effort toward understanding your problems and how to overcome them. Your therapist will help you to move through these feelings.
M7. HOW MUCH DO SESSIONS COST?
Services are free of charge for enrolled students as part of your student support services offerings.

M8. HOW LONG AND HOW OFTEN ARE THE SESSIONS?
Sessions are 45 - 50 minutes in length and are generally scheduled on a weekly or bi-weekly basis. Most students benefit from anywhere between 4 – 8 sessions.

M9. ARE THERE ANY LIMITATIONS TO COUNSELING?
Yes. The Mental Health Counseling Center does not provide long term psychotherapy, psychiatric medication, on-call or after-hours services, letters of recommendation or letters for the court on a student’s behalf. Students requiring psychiatric or medication evaluation, or more specialized/intensive therapy than is available through the Mental Health Counseling Center, will be referred to appropriate sources of assistance in the community.

M1. WHO ARE THE MENTAL HEALTH COUNSELING CENTER STAFF?
Our staff is composed of a licensed mental health professionals and graduate and senior undergraduate interns. For more information about our staff please go to “MHCC Staff” at http://www.sdcity.edu/studentresources/healthservices/mentalhealth.asp
PARKING

P1. WHEN, WHERE AND HOW DO I GET MY PARKING PERMIT?
You can order on-line through Reg-e or in person at your campus accounting office, A-114. If you order and pay before the main semester starts you will have your permit mailed to you. If you pay after the semester starts you must pick up the permit in campus police, T-211 (*late fall, V-120). The first permit mailing is two weeks before the start of the semester.

P2. DOES THE TWO-WEEK GRACE PERIOD INCLUDE STAFF PARKING?
No. The grace period only applies to student parking. Staff, disabled, visitor and all other parking violations are enforced.

P3. WHY CAN’T OFFICERS JUST “LOOK ME UP” TO SEE THAT I HAVE A PERMIT?
You are allowed to share your permit and/or share a permit that belongs to someone else. Your permit is also valid at every campus in the San Diego Community College District. The only requirement is that a valid permit must be displayed on any vehicle that is parked on District property.

P4. WHAT IF I FORGET TO DISPLAY MY PERMIT?
You have twenty-one days from the date of the ticket to file an appeal. If there were extenuating circumstances, note what they were and you may be able to get a dismissal. Even if it’s not dismissed, if you are the owner (the one who purchased the permit) of a valid permit, the ticket will be reduced to $10 so it’s worth a few minutes of your time to file the appeal.

P5. IS THIS A “REAL” TICKET?
YES. The SDCCD Police Dept is a California POST certified police agency and the citations we issue are real. Unpaid parking citations can lead to doubling the original fine, vehicle immobilization, impoundment, student records holds, and a hold on your DMV vehicle registration.

P6. I'M PREGNANT, I HURT MY LEG, FOOT, KNEE, ARM, MY BACK HURTS... CAN I USE DISABLED PARKING?
Only the registered owner of a valid, state issued disabled placard or license plate can utilize disabled parking. If you have a doctor’s note indicating a temporary need for accommodation, please take that to the campus DSPS (Disability Support Programs and Services, A-115) office for evaluation of temporary disabled parking needs.

P7. WHY CAN’T I PARK IN AN ALMOST EMPTY STAFF PARKING LOT?
If the parking lot displays “FLEX PARKING” signs then student permits are honored after 6 p.m. If the lot does not, then you must have a valid faculty or staff parking permit to use that lot. Many times we maintain these empty spaces so that we have place to accommodate special event parking without impacting student parking areas. It may be just a matter of a certain day or a certain time of day when there are many empty spaces and others when the lot is heavily impacted, much the same as with student lots.

P8. WHY CAN’T MOTORCYCLES USE REGULAR PARKING SPACES?
In order to make the best use of limited parking resources and to provide better protection to motorcycles. Motorcycles are not allowed to take up valuable automobile parking and the motorcycle parking is typically placed in high traffic, high visibility areas.

P9. DO I NEED A PERMIT FOR SUMMER?
Yes, three times a year you need a new permit; spring, summer and fall.

P10. HOW DO I PAY OR APPEAL A PARKING CITATION?
You can file an appeal or pay on-line at www.paysdccd.com. You can also file an appeal in person at any campus police office or call Parking Services at 619-388-6416 to have an appeal form mailed to you. You can pay in person at the Parking Services office at 1536 Frazee Rd., San Diego, CA 92108 or mail a check/money order to SDCCD Parking Services, P.O. Box 880509, San Diego, CA 92168-0509. There are strict legal time limits for handling parking citations. Please read the back of your citation for more information.
SA1. I WANT TO JOIN THE ASSOCIATED STUDENTS (AS). WHAT DO I HAVE TO DO?
Speak with an A.S. representative in order to learn about the qualifications for the positions, and how you can get involved. Stop by D-106 to visit or leave a message at the office.

SA2. WHY ARE THE CLUBS AND STUDENT GOVERNMENT NOT ACTIVE IN THE SUMMER?
District Policy 3200, Section 1.0, restricts use during the summer.

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SA4. I NEED TO CONTEST MY GRADE, WHERE DO I GO?
Please speak directly with the professor about your grade. If the grade issue is not resolved with the Professor, then speak with the Department Chair of that area.

SA5: I NEED TO APPLY FOR A SCHOLARSHIP. WHAT DO I DO?
Check the Scholarship Website: www.sdcity.edu/scholarships. Also, the printed Scholarship Booklet is available in D107A to hand out approximately the second week of September each year. There is also a list of outside scholarships available.

SA6. WHY MUST I PAY THE HEALTH FEES? WHY ARE HEALTH FEES MANDATORY?
District Policy 3305. Besides that - Student Health offers a lot of really quality services, i.e., blood pressure and T.B. tests, over the counter medications, nurse care, etc. Visit Student Health in A-116.

SA7: CAN I GET AN EMERGENCY LOAN FOR MY RENT?
The Office of Student Affairs does not have an emergency loan program. A very limited amount of loans are provided for book funds at the beginning of each semester, for less than $150 for each recipient.

SA8: I HAVE NO MONEY FOR BOOKS. WHAT SHOULD I DO?
See above. But, if you have not planned ahead you might try New Horizons in L-106 (check requirements first). Also, you may receive a Book Pell through Financial Aid – Check with Financial Aid and the Bookstore. There are also other website addresses which you may want to explore which offer alternative places to purchase books.

SA9: I NEED A WAIVER FOR MY STUDENT FEES; WILL YOU PERMIT ME TO DO THIS?
There are no waivers for student fees offered in Student Affairs. You are responsible for your financial obligations. Seferments are provided on a very limited basis for those approved, with a 50% deposit. Failure to pay timely may result in you being dropped from your classes.

SA10. WHERE CAN I GET A BUS PASS OR BUS TOKENS?
Bus passes may be purchased at the Accounting Office in A-114.

SA11: WHERE CAN I GET ACCESS TO A COMPUTER ON CAMPUS?
Computers are available for registration in the cafeteria in the first few weeks of school. Computers can also be found in the LRC/Library for general use. Computer access requires a CSID.

SA12. I NEED TO REQUEST AN INCOMPLETE GRADE. WHERE CAN I GET THIS DONE?
Make arrangements with your professor to request an incomplete grade.

SA13. I CANNOT ADD A CLASS. HOW CAN I GET THIS TAKEN CARE OF?
Check with Admissions and Records in A-112. It may be that you owe funds to the college or another issue needs correcting. Check the Reg-E screens to see if you owe money, class time issues, repetition issues, etc.

SA14. I NEED TO ADD A CLASS OR SEEK ACADEMIC ASSISTANCE?
Visit the Counseling Office in A-110 to make an appointment or attend an orientation.
STUDENT HEALTH SERVICES ● A-116

SH1. WHAT SERVICES ARE AVAILABLE IN STUDENT HEALTH?
For current City College students, we offer most all services that your family doctor’s office can provide: assessment, diagnosis, first-aid, referrals, lab work, prescriptions, over-the-counter medications, blood Pressure monitoring, immunizations, and TB tests. If it is a service we do not offer, we help you find a location that can help. We have RNs, Nurse Practitioners and a MD in our City College Student Health Services Clinic.

SH2. DO I NEED AN APPOINTMENT?
Walk-ins are welcome at Student Health Services (SHS). Once you arrive, you will be evaluated by a RN. After your assessment you may or may not need to see the Nurse Practitioner (NP) or Physician (MD). To see the NP or MD, appointments are scheduled at the student’s convenience.

SH3. WHERE DO I PAY MY STUDENT HEALTH FEE?
At the Accounting Window right next to DSPS.(A114)

SH4. ARE THERE FEES OR COSTS TO USE STUDENT HEALTH SERVICES (SHS)?
Medications and lab work is provided at very low cost. Other services are provided free of charge to current City College students (with paid Student Health fees).

SH5. DOES CITY COLLEGE OFFER STUDENT HEALTH INSURANCE?
City College does not offer 24/7 health insurance. Student Health Services has brochures in the clinic and can also direct you to websites to research companies to find the one that best matches your needs.

SH5. I AM HUNGRY. WHERE CAN I GET FOOD?
Both SHS (A-116) and Mental Health Counseling (A221) have lists of food banks and charitable organizations nearby. In addition we have lunch packs made up for the hungry student. These lunch packs are also available at the Emergency Food Pantry in L-206.

SH6. WHERE CAN I GET FEMININE HYGIENE PRODUCTS?
In the ladies restrooms and in SHS in room A-116.

SH7. WHERE ARE THE COUNSELING OR MENTAL HEALTH SERVICES LOCATED?
Mental Health Services: A-221.
Academic Counseling Services: A-110

SH8. WHERE ARE THE RESTROOMS?
Restrooms are located in most of the buildings in the campus, including the cafeteria. In the A-bldg, Women’s restrooms are on the 2nd floor at end of hallway by A-105, and also just down the hallway from student Health services is the men’s restroom. A women’s restroom is up the stairs across from the men’s restroom also.
TUTORIAL/LEARNING CENTER ● L-205

T1: WHAT SUBJECTS DO YOU TUTOR?
We tutor most of the subjects offered on campus with the exception of English and Philosophy.

T2: WHO IS ELIGIBLE FOR TUTORING?
Students must be currently enrolled in the course for which they request tutoring. Tutoring is not available for placement tests, making up an “incomplete”, 2nd semester open entry/exit courses, or adult center (CET) classes.

T3: HOW DO I APPLY FOR TUTORING SERVICES?
Come to room L-205. Fill out the Tutor Request form and provide us the referral code sticker issued by your instructor if you need tutoring in Math.

T4: WHERE ARE YOU LOCATED?
The Tutorial/Learning Center is located in room L-205, on the 2nd floor, inside the new Academic Success Center (ASC), also known as the L-Building.

T5: WHAT ARE YOUR HOURS OF OPERATION?
Fall/Spring
Monday – Thursday  9:00 AM – 6:00 PM
Friday                     9:00 AM – 1:00 PM

T6: WHAT DO I NEED TO BECOME A TUTOR
If you enjoy helping fellow students while reinforcing your own knowledge and skills, pick up an application at the Tutorial/Learning Center. Tutors are currently paid $9.00 to $10.00 per hour depending on education and experience. Tutors may be able to set their own schedule.

T7: WHAT ARE THE TUTOR REQUIREMENTS?
1) Have attained a grade of A or B in courses he/she is tutoring
2) Be dependable, patient, and able to work well with diverse student population and staff
3) Have good communication and interpersonal skills
4) Enroll and participate in mandatory Education 100 – Tutor Training course (1 unit, credit/no credit course, 2 Saturdays, 8:00 a.m. – 12:30 p.m., transferable to CSU).

T8: CAN YOU HELP ME WITH HOMEWORK?
Yes. We will assist with your homework, however we will not do your work for you. Our goal is to help you becoming an independent learner.

T9: CAN YOU HELP ME WITH A TAKE HOME TEST OR QUIZ?
No. We cannot help anyone with a take home test or quiz.

T10: CAN WE FORM A STUDY GROUP WITH THE ASSISTANCE OF A TUTOR?
Yes. We encourage students to form study groups and we will assign a tutor to assist you, if one is available. Ask the front desk for more information.

*Need Help! Contact us at (619) 388-3685

-END-