SUMMER/FALL EMAILS SENT FROM CS

Subject: No Application Required

January 1, 2019

Dear fld\_FIRST\_NAME fld\_LAST\_NAME,

Thank you for submitting your application. <?xdofx:if CAMPUS=’CITY’ then ‘San Diego City College’ else if CAMPUS=’MESA’ then ‘San Diego Mesa College’ else ‘San Diego Miramar College’ end if?> is one of three colleges (City, Mesa, and Miramar College) within the San Diego Community College District where you can enroll in classes at all three colleges within the district.

**Our records indicate that you already have an active application on file. No changes have been made to your file.**

If you are having trouble logging into [mySDCCD](file:///\\sdccd.loc\dofiles\DOFILEVOL1\DATA\STUSERV\Emails%20-%20Student\my.sdccd.edu):

* Refer to your original “Welcome to mySDCCD” email.

Your 10 digit user ID: **A.EMPLID** is needed to log into [mySDCCD](file:///\\sdccd.loc\dofiles\DOFILEVOL1\DATA\STUSERV\Emails%20-%20Student\my.sdccd.edu).

* If you have never set up your mySDCCD account and security questions, you may do it here: <https://sdpss.sdccd.edu/enroll/>
* If you have forgotten your password, you may answer your security questions to [reset your password](http://sdpss.sdccd.edu/reset/).
* If you are still having issues logging into mySDCCD you may submit a [help ticket](https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/11/create/71):

If you need to make any changes to your student record, please contact the Admissions and Records Office.

**City College Enrollment Services**

<http://sdcity.edu/future-students/admissions/index.aspx>

* Admissions: [cityadmissions@sdccd.edu](mailto:cityadmissions@sdccd.edu%20)
* Residency: [cityres@sdccd.edu](mailto:cityres@sdccd.edu)
* Records: [cityrecords@sdccd.edu](mailto:cityrecords@sdccd.edu)
* VA: [cityva@sdccd.edu](mailto:cityva@sdccd.edu)

**Mesa College Admissions**

<http://www.sdmesa.edu/admissions/index.shtml>

* Admissions: [SDMesaAdmissions@sdccd.edu](mailto:SDMesaAdmissions@sdccd.edu)
* Residency: [SDMesaResidency@sdccd.edu](mailto:SDMesaResidency@sdccd.edu)
* VA: [sdmesavets@sdccd.edu](mailto:sdmesavets@sdccd.edu)

**Miramar College Admissions & Records**

<http://www.sdmiramar.edu/campus/admissions>

* Admissions: [MiraAdm@sdccd.edu](mailto:MiraAdm@sdccd.edu)
* VA: MiramarVeterans@sdccd.edu

If you wish to change or declare a program of study or education goal, please contact your College Counseling Office at:

**City Counseling Office**

<http://www.sdcity.edu/students/counseling/index.aspx>  
619-894-6188  
Office A-366

**Mesa Counseling Office**

<http://www.sdmesa.edu/student-services/counseling/>  
619-800-4619

619-797-5009  
Office I4-303

**Miramar Counseling Office**   
<http://www.sdmiramar.edu/campus/counseling>

Office K-203

You can also make changes by signing onto the student portal at [mySDCCD](http://my.sdccd.edu/).

Sincerely,

Student Services

Subject: Finish enrolling: Classes are in your shopping cart, but you are not enrolled.

January 1, 2019

Dear fld\_FIRST\_NAME:

We noticed there are classes in your shopping cart. You may not be aware that enrollment is a three step process, or you may be waitlisted in a class that has started.

1. **‘CRASHING A CLASS’ (**Adding a class after the class has started) requires a Permission Number. **WAITLISTED students attempting to add a class after the class has started will also need a permission number.**

Ask the instructor for a **Permission Number** by email. **Instructor emails are located here:** <https://www.sdccd.edu/mysdccd/faculty-directory.aspx>.

Permission numbers must be processed in mySDCCD prior to the add deadline, they will not override prerequisites, and Instructors will not issue them after the published deadline for the class. ***You must drop yourself from the waitlist PRIOR to attempting to add the class with a permission number.***

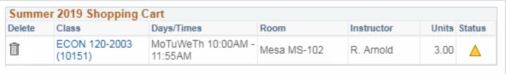
1. **Enrollment is a three step process**: You may not be aware that placing classes into the shopping cart is only the first step of enrollment; you must finish the three step enrollment process before you are officially registered in these classes.



**Enrollment is a three step process:**



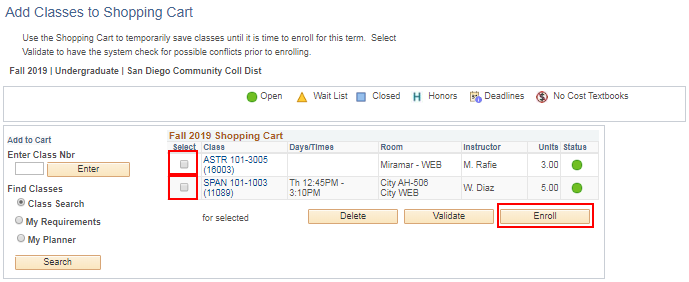
1) Add classes to shopping cart.



2a) From **ENROLLMENT: ADD CLASSES**, click the "Proceed to step 2 of 3" button:



2b) From **CLASS SEARCH SHOPPING CART**, check the boxes next to the classes in the shopping cart and then click the **“Enroll”** button:



3) Finish **enrollment** transaction by clicking the **“Finish Enrolling”** button.

**You must complete all steps to register for classes.**

If you need help, this tutorial will walk you through the steps necessary to register for classes: [How to Register for Classes](https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/317489259/How+to+Register+for+Class)

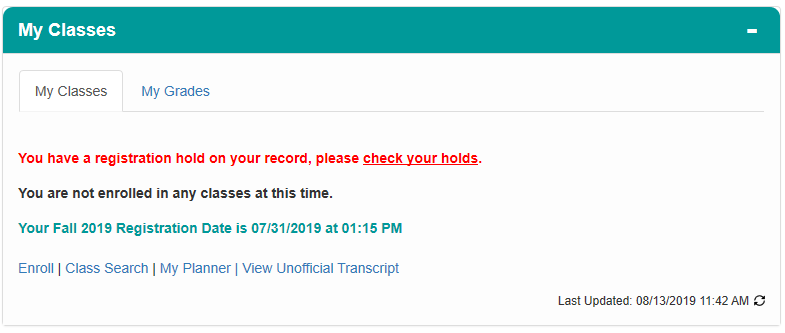
If the class is full, you can add yourself to the waitlist if the class has not started.

If you register for co-requisite classes, you must add both classes into your shopping cart and finish enrolling in them **at the same time**.

**Registration Holds will impact your ability to register**



If you happen to have a registration hold, a message will display in the **My Classes** section in red. Use the **check your holds** link to see information about your hold and the department you should contact to have it removed.



**City College Enrollment Services**

<http://sdcity.edu/future-students/admissions/index.aspx>

Admissions: [cityadmissions@sdccd.edu](mailto:cityadmissions@sdccd.edu%20)

Residency: [cityres@sdccd.edu](mailto:cityres@sdccd.edu)

Records: [cityrecords@sdccd.edu](mailto:cityrecords@sdccd.edu)

VA: [cityva@sdccd.edu](mailto:cityva@sdccd.edu)

**Mesa College Admissions**

<http://www.sdmesa.edu/admissions/index.shtml>

Admissions: [SDMesaAdmissions@sdccd.edu](mailto:SDMesaAdmissions@sdccd.edu)

Residency: [SDMesaResidency@sdccd.edu](mailto:SDMesaResidency@sdccd.edu)

VA: [sdmesavets@sdccd.edu](mailto:sdmesavets@sdccd.edu)

**Miramar College Admissions & Records**

<http://www.sdmiramar.edu/campus/admissions>

Admissions: [MiraAdm@sdccd.edu](mailto:MiraAdm@sdccd.edu)

VA: MiramarVeterans@sdccd.edu

Pay for your classes in the **My Finances** section of the student dashboard.

**Remember**: Even if you have financial aid, you may still be responsible for additional fees including health fees.



Need another class? Search for an Open Class here: <https://www.sdccd.edu/students/class-search/search.html>

Thank you,

Student Services

Subject: Congratulations! Welcome to SDCCD!

January 1, 2019

Dear fld\_FIRST\_NAME fld\_LAST\_NAME,

Congratulations on taking the first step in your educational pathway towards success. <?xdofx:if CAMPUS=’CITY’ then ‘San Diego City College’ else if CAMPUS=’MESA’ then ‘San Diego Mesa College’ else ‘San Diego Miramar College’ end if?> is one of three colleges within the San Diego Community College District. With one application, you can enroll in classes at all three colleges within the district.

Your User ID: **A.EMPLID**

Soon (2 – 4 hours) you will receive an email indicating your **mySDCCD** account is ready to be activated.

**Please read this entire email as it contains important information about your application to <?xdofx:if CAMPUS=’CITY’ then ‘San Diego City College’ else if CAMPUS=’MESA’ then ‘San Diego Mesa College’ else ‘San Diego Miramar College’ end if?>.**

**On your application you indicated the following as your educational goal and major:**

Application Goal: I.EDGOALDESCR

Application Major: D.ACADDESCR

**RESIDENCY INFORMATION**

Your responses on your application have classified you as a <?xdofx:if G.RESIDENCY=’RES’ then ‘California Resident’ else if G.RESIDENCY=’INTL’ then ‘International Student’ else ‘Non Resident’ end if?>. <?if:G.RESIDENCY=’NR’ or G.RESIDENCY=’INTL’?>Non Residents are required by state law to pay a non-resident fee of $290.00 per unit in addition to the $46.00 per unit enrollment fee.

<?if:G.RESIDENCY=’NR’ or G.RESIDENCY=’INTL’?><?if:F.CES\_ACTIVE\_DUTY\_P=’Y’ or F.CES\_ACTIVE\_RSRVE\_P=’Y’ or F.CES\_NAT\_GUARD\_F=’Y’ or F.CES\_VETERAN\_P=’Y’?>**SPOUSE / DEPENDANT OF ACTIVE DUTY PERSONNEL**

Our records indicate you may be a spouse or dependent of an active duty military member. In order to be eligible for California in-state tuition the following must apply:

* Military service member must be stationed in California
* Military spouse or dependent must have current military ID
* Dependents must be under the age of 19

[Please click here for step-by-step instructions](https://www.sdccd.edu/students/veterans-active-duty/) <?end if?> <?end if?>

If you believe this to be in error, please contact the Admissions and Records office at your campus by email and include your legal name and student ID. We will reply as soon as possible.

* City: [cityres@sdccd.edu](mailto:cityres@sdccd.edu)
* Mesa: [SDMesaResidency@sdccd.edu](mailto:SDMesaResidency@sdccd.edu%20)
* Miramar: [miraadm@sdccd.edu](mailto:miraadm@sdccd.edu)

For more information, please visit: <https://www.sdccd.edu/apply/residency.asp> or contact the Admissions and Records office on your campus for more information. <?end if?>

<?if:H.X\_AD\_HS\_EDU\_LEVEL =’1’ or H.X\_AD\_HS\_EDU\_LEVEL =’2’ or J.ADMIT\_TYPE=’Y’ or J.ADMIT\_TYPE=’YR’?>**IMPORTANT INFORMATION FOR HIGH SCHOOL STUDENTS**

You have indicated on your application that you are currently enrolled in high school and wish to take college courses at the same time. High School students must submit a high school authorization form that permits you to take college classes as a high school student. This form must be submitted prior to the start of the semester before you are allowed to register for classes.

**Attending college classes taught on your high school campus:** A college representative will register you in the classroom.  Students will be directed to complete their Supplemental Application via DocuSign.

**Attending college classes taught on the college campus:** Be sure to submit your online [Supplemental Application for High School Students](https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/11/create/77) form, with approved course(s), to the Admissions Office in time before staff will be able to register you for course a few weeks prior to the start of the semester.

Please visit <https://www.sdccd.edu/future-students/high-school-students.aspx> for more information and a link to the form.

As a High School student, you have a Registration Hold preventing you from enrolling in classes on mySDCCD. Follow the steps listed [here](https://www.sdccd.edu/future-students/high-school-students.aspx) and submit the necessary form and your College Admissions Office can register you in a class. Note that the [**online Supplemental Application for High School Students**](https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/11/create/77) must be done each term.

Refer to the Academic Calendar for dates to ensure you have enough time to register.

<https://www.sdccd.edu/students/forms-and-documents.aspx>

**REGISTRATION INFORMATION**

* Students may enroll in fewer than 12 units and have their enrollment fees waived.
* High School students will be assessed ALL enrollment fees if enrolled in more than 11 ½ units (only for classes taught on college campus)
* **All holds must be cleared prior to registration.**
* Prerequisites will be enforced.  Students must provide documentation to clear all prerequisites prior to registration.
* Enrollment in Physical Education classes will not be permitted.
* Enrollment in Exercise Science and Dance/Activity classes will not be permitted.
* The course must be advanced scholastic or technical (college degree applicable).
* Students will be given college credit for all courses. **Grades will be part of the student's permanent college record.**

**ACADEMIC STANDARDS**

* Students will be given college credit for all courses.
* **Grades will be part of the student's permanent college record.**
* Students are required to adhere to all Academic Standards for college courses including add, drop, and withdrawal deadlines – exceptions will not be made.
* Students who do not pass college courses with a “C” or better will not be permitted to enroll in a college course in a future semester while in high school.

**RECENT HIGH SCHOOL GRADUATES**

If you have already graduated high school, and plan on attending San Diego City, Mesa, or Miramar College,you **must**submit the [Change of High School Graduation Status form](https://www.sdccd.edu/docs/StudentServices/Forms/Change%20of%20High%20School%20Grad%20Status_Fillable.pdf), and a copy of your High School diploma or appropriate documentation to the college Admissions Office via the SDCCD Student Support Site. (The [Online Forms and Documents support page](https://www.sdccd.edu/students/forms-and-documents.aspx) has instructions and a Video Walkthrough on how to submit a form online.)

<?end if?><?if:E.X\_RES\_FST\_PRI\_REG =’Y’?>

**IMPORTANT INFORMATION FOR FOSTER YOUTH**

You have indicated that you are a current or former foster youth. Per state regulations you are afforded the opportunity for priority registration. To qualify, you must submit appropriate documentation to the Financial Aid Office. Documentation may include: court papers, letter from the County, or documentation from the State Department of Health and Human Services. Please contact the [EOPS](https://www.sdccd.edu/students/support-services/eops.aspx) or [Financial Aid Office](https://www.sdccd.edu/students/financial-aid-scholarship/index.aspx) on your campus for more information.

<?end if?> <?if:E.X\_HOMELESS\_YOUTH =’Y’?>

**IMPORTANT INFORMATION FOR HOMELESS STUDENTS**

You have indicated that you are a current or former homeless student. <?xdofx:if CAMPUS=’CITY’ then ‘San Diego City College’ else if CAMPUS=’MESA’ then ‘San Diego Mesa College’ else ‘San Diego Miramar College’ end if?> provides students who are homeless or transitional living arrangements access to on-campus services such as financial aid, access to showers, support services and per state regulations you are afforded the opportunity for priority registration. To qualify, you must submit appropriate documentation to the Extended Opportunity Programs and Services (EOPS) or the Financial Aid Office. Please contact the [EOPS](https://www.sdccd.edu/students/support-services/eops.aspx) or [Financial Aid Office](https://www.sdccd.edu/students/financial-aid-scholarship/index.aspx) on your campus for more information.

<?end if?> <?if:(F.CES\_ACTIVE\_DUTY=’Y’ or F.CES\_ACTIVE\_RESERVE=’Y’ or F.CES\_NAT\_GUARD=’Y’ or F.CES\_VETERAN=’Y’)?>**IMPORTANT INFORMATION FOR ACTIVE DUTY PERSONNEL/VETERANS**

You have indicated that you are either currently serving in the Armed Forces or have served in the Armed Forces. Per state regulations you are afforded the opportunity for priority registration. <?if:(F.CES\_MIL\_VERIFIED!=’Y’)?>

To qualify, you must submit appropriate documentation to the Admissions and Records Office. Documentation may include: DD-214 or current active duty military ID card. For more information, please contact the Admissions and Records office on your campus by email and include your legal name and student ID. We reply as soon as possible.

* City: [cityadmissions@sdccd.edu](mailto:cityadmissions@sdccd.edu)
* Mesa: [sdmesaadmissions@sdccd.edu](mailto:sdmesaadmissions@sdccd.edu)
* Miramar: [miraadm@sdccd.edu](mailto:miraadm@sdccd.edu)

Students utilizing **Chapter 33: Post 9/11 GI Bill or Chapter 31: Veterans Vocational Rehabilitation Program** must submit their Certificate of Eligibility (COE) to the college Veterans Office and sign a Statement of Understanding in order to have enrollment fees deferred.

Students utilizing Chapter 33 or Chapter 31 must complete the following steps in order to have to have tuition and fees deferred:

* Register for classes
* Bring your Certificate of Eligibility (COE) to the campus Veterans Office.
* Sign a Statement of Understanding, semester worksheet, and deferment contract acknowledging acceptance of the responsibilities associated with the deferred fee payment.

<?end if?><?end if?>**COLLEGE FINANCING PLAN**

As part of our commitment to the Principles of Excellence, of <?xdofx:if CAMPUS=’CITY’ then ‘San Diego City College’ else if CAMPUS=’MESA’ then ‘San Diego Mesa College’ else ‘San Diego Miramar College’ end if?> provides all prospective students with a standardized federal notice designed to simplify financial aid information and cost of attendance at of <?xdofx:if CAMPUS=’CITY’ then ‘San Diego City College’ else if CAMPUS=’MESA’ then ‘San Diego Mesa College’ else ‘San Diego Miramar College’ end if?>. The College Financing Plan is intended to provide families and prospective students with a tool to compare the “Net Cost” (total cost minus grants and scholarships) at each institution.

[Please click here](https://www.sdccd.edu/students/financial-aid-scholarship/index.aspx) to access the College Financing Plan for <?xdofx:if CAMPUS=’CITY’ then ‘San Diego City College’ else if CAMPUS=’MESA’ then ‘San Diego Mesa College’ else ‘San Diego Miramar College’ end if?>. Students who apply for federal student aid and complete the application process will receive an individualized College Financing Plan.

**NEXT STEPS**

Your email address fld\_EMAIL\_ADDR, will be the primary method of communication from the college. Most college business can be completed online through our online student portal: **mySDCCD**.

Your User ID:**A.EMPLID**

Soon you will receive an email indicating your mySDCCD account is ready to be activated. Please be sure to follow the directions in that email to activate your account. The mySDCCD portal is your one-stop shop for registration, financial aid, class schedule, grades, transcripts and other student related activities.

**If you are a current CE or CE High School Student and have already activated your mySDCCD account, you may simply go to** [**my.sdccd.edu**](http://my.sdccd.edu/) **and login with your User ID to see the new ‘College Student Dashboard’ tile.**

Once you activate your mySDCCD account, all students are encouraged to follow these steps prior to registering for classes:

* Complete an online application for financial aid if you have not already done so: <https://fafsa.ed.gov>   
    
  When asked for your college code, use: <?xdofx:if CAMPUS=’CITY’ then ‘001273’ else if CAMPUS=’MESA’ then ‘001275’ else ‘014172’ end if?>
* New students to <?xdofx:if CAMPUS=’CITY’ then ‘San Diego City College’ else if CAMPUS=’MESA’ then ‘San Diego Mesa College’ else ‘San Diego Miramar College’ end if?> should complete the New Student Orientation: <?if:CAMPUS=’CITY’?>[City College Orientation](http://www.studentpathway.com/SDCity/)<?end if?><?if:CAMPUS=’MESA’?>[Mesa College Orientation](http://www.sdmesa.edu/orientation/index.shtml)<?end if?><?if:CAMPUS=’MIRA’?>[Miramar College Orientation](http://www.sdmiramar.edu/campus/counseling/orientation)<?end if?>
* You will receive notification of your English and math milestones (placement levels) in a separate email. Some students may be required to take our online Placement Assistant tool. This will help determine what level of English and math you should take and is required for classes with English and math prerequisites.
* Make an appointment with counseling to create your education plan. This is your roadmap to success.

**City Counseling Office**

<http://www.sdcity.edu/students/counseling/index.aspx>  
619-894-6188  
Office A-366

**Mesa Counseling Office**

<http://www.sdmesa.edu/student-services/counseling/>  
619-800-4619

619-797-5009  
Office I4-303

**Miramar Counseling Office**   
<http://www.sdmiramar.edu/campus/counseling>

Office K-203

Welcome to <?xdofx:if CAMPUS=’CITY’ then ‘San Diego City College’ else if CAMPUS=’MESA’ then ‘San Diego Mesa College’ else ‘San Diego Miramar College’ end if?>, we look forward to helping you achieve your academic goals.

Thank you,

Student Services

Subject: Drug and Alcohol Prevention Program

January 1, 2019

Dear fld\_FIRST\_NAME,

San Diego City, Mesa and Miramar Colleges and Continuing Education are committed to providing a drug-free workplace and campus environment for students and employees.  The institutions also prohibit the use of tobacco products and electronic delivery devices on campus or at college/ district-sponsored events.  In accordance with Board Policy, our institutions and programs shall be free from all illegal drugs, as well as from the unlawful possession, use or distribution of controlled substances and alcoholic beverages. The use, sale, manufacture, distribution or possession of any controlled substance on district premises is illegal under local, state and federal laws.  The San Diego Community College District Police strictly enforce such laws and violators are subject to disciplinary action, criminal prosecution, fines and/or imprisonment.

District prohibitions relating to drug and alcohol abuse are contained within the *Student Code of Conduct*, the relevant section of which is posted at:  [*Drug & Alcohol Abuse Prevention Program – Standards of Conduct*](http://www.sdccd.edu/students/daapp.aspx).  Violations of this policy by may result in disciplinary action up to and including dismissal of students and referrals for prosecution.

Information regarding possible legal sanctions for violation of federal, state, or local laws pertaining to alcohol or illegal drugs is available at: [*Drug & Alcohol Abuse Prevention Program – Legal Sanctions*](http://www.sdccd.edu/students/daapp.aspx#legal)

Alcohol and drugs are toxic to the human body.  Substance abuse may result in a wide array of serious health and behavioral problems and has both long and short-term effects on the body and the mind. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which can occur for first-time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.  A list of additional Health Risks can be found at the following link. [*Drug & Alcohol Abuse Prevention Program – Health Risks*](http://www.sdccd.edu/students/daapp.aspx#health)

The colleges provide information on drug and alcohol treatment and prevention through seminars, courses, or through Student Health Services. Contact your college Student Health Services, or the college Vice-President of Student Services office for additional information. You can also view a list of campus-based Alcohol Prevention Programs and community-based programs on Student Web Services at: [*Drug & Alcohol Abuse Prevention Program – Resources*](http://www.sdccd.edu/students/daapp.aspx#resources)

In addition to the above, San Diego City, Mesa and Miramar Colleges and Continuing Education have provided an online prevention and intervention program for alcohol and marijuana abuse called e-Checkup to Go. To view this training, including a full-copy of the Drug & Alcohol Abuse Prevention Program, visit the DAAPP website at: <http://www.sdccd.edu/students/daapp.aspx>.

Note that the possession, use or distribution of Marijuana and alcoholic beverages by a student, District employee and any and all visitors is strictly forbidden and NOT permitted under any circumstances on San Diego Community College District property or at district-sponsored events.  
  
If you have any questions, please contact your college Dean of Student Affairs/Services at:

|  |  |  |  |
| --- | --- | --- | --- |
| City College: | 619-388-3498 | Marciano Perez | mperez@sdccd.edu |
| Mesa College: | 619-388-2699 | Victoria Miller | vmiller@sdccd.edu |
| Miramar College: | 619-388-7313 | Cheryl Barnard | cbarnard@sdccd.edu |
| Continuing Education: | 619-388-4920 | Stephanie Crosby | [scrosby@sdccd.edu](mailto:scrosby@sdccd.edu) |

Sincerely,

Student Services

Subject: Confirmation of Classes - {Term Descr}

January 1, 1901

Dear fld\_FIRST\_NAME,

There was registration activity on your class schedule recently. Please log onto [mySDCCD.edu](http://my.sdccd.edu/) to verify these changes on your DESCR class schedule.

Thank you,

Student Services

Subject: SDCCD Online Course Login Information

January 1, 2019

**Welcome to SDCCD!** We use Canvas as our online classroom platform. Canvas provides class communication, discussion, assignments tools, and grades to help complete your online education. Please use the information below to access your class(es).

Login to Canvas at: <https://sdccd.instructure.com>.

**Username:** 10-digit Student ID

**Password:** 8-digit birthdate (MMDDYYYY)

*For example:    0009010101 (ID number used at registration)  
                       06031980 (password for birthdate June 3, 1980)*

Returning online students, use your current password.

After logging in, you will see your Canvas Dashboard page with your courses listed. Click on the name of the course to access it. If you have any questions or do not see your class listed, please contact your instructor.

Your instructor expects you to login on the first day of instruction and follow the directions in the Syllabus.

Online courses may use proctoring services in Canvas to monitor student examinations in various ways.  These services can capture video, audio, and surroundings, which may be reviewed by your instructor to ensure academic integrity.

Please take a moment to prepare yourself and your Laptop/PC/Tablet/Smart Phone to use Canvas. Instructions and helpful links are below.

Steps for a successful online learning experience:

1. Make sure your computer is ready for online learning at: [Technical Requirements](https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/students/technical%20requirements%20for%20online%20learning.aspx)
2. Disable pop-up blockers.
3. Complete the [Online Student Training and Orientation](https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/students/student%20training.aspx).

Canvas Support is available 24/7 to assist you. Please call toll-free 1 (844) 612-7421

If you registered after the first day of class, you will not see the class appear in your canvas account until four hours after enrollment.

Thank you,

SDCCD Online Learning Pathways

Subject: Unable to Enroll from Waitlist

January 1, 1901

Dear fld\_NAME,  
  
This message is to notify you that [mySDCCD](http://my.sdccd.edu/) is attempting to automatically enroll you from the wait list for fld\_CLASS\_NBR, SUBJECT CATALOG\_NBR for the STRM\_DESCR term. However, you do not meet the enrollment requirements.

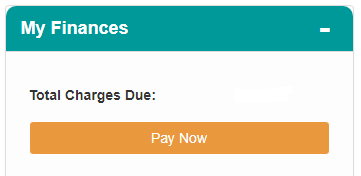
Possible reasons are:

* A hold that prevents enrollment
* There is not a 10-minute passing time with another class in which you are already enrolled
* You no longer meet the requisite for the class.

**Your waitlist seat will be held for you for 3 business days**. You should view [mySDCCD](http://my.sdccd.edu/) for any holds that you may have or view your class schedule.

Check your balance due to determine if Financial Aid has been applied or if there are any remaining (or Prior Term) tuition fees or health fee that you must pay.

[mySDCCD](http://my.sdccd.edu/) accepts Credit Cards (Visa/MasterCard) at [http://my.sdccd.edu](http://my.sdccd.edu/), Click the ‘College Student Dashboard’, select ‘My Finances’ and ‘Make a Payment’ or click the "**Pay Now**" button.

****

Once you are eligible to enroll, the system will attempt to automatically enroll you. If the 3 day time period passes, you will be dropped from the wait list.  
  
Thank you,

Student Services

Subject: Waitlist Class

January 1, 1901

Dear fld\_FIRST\_NAME,

Recent activity indicates that you have placed your name on the Waitlist for a closed class. This message is to inform you that Waitlisted students are given first priority to add the class should an opening occur during the registration process. Following is how the Waitlist works:

* Students may place their name on **only one Waitlist** for a specific subject and course number.
* Students must meet course prerequisites to be placed on the Waitlist.
* **Students who are on a Waitlist and later choose to enroll in another class section of the same subject and course number will be required to remove themselves from the Waitlisted class before they can ADD the similar class section.**
* Students can check their Waitlist Position on [mySDCCD](http://my.sdccd.edu/).
* Students have the option to remove themselves from the Waitlist at any time.
* There is a limit to the number of students allowed on each Waitlist.
* When a space becomes available in the waitlisted class and a student is next in line:
  + Waitlisted students will automatically be added to the class if a space becomes available **and they are eligible to enroll.** An email will be sent to students after they have been added to the class.
  + When adding the class will cause the student to exceed the maximum term limit, the student will be removed from the waitlist.
  + When students are **not** eligible to enroll due to a hold or time conflict, the student will be given three (3) business days, including the day of notification, to resolve the issue. If students do not add their Wait Listed class within the 3-day period, they will be removed from the waitlist.
* It is the students' responsibility to check their e-mail or [mySDCCD](http://my.sdccd.edu/) for the status of their Waitlisted class(es) in order to pay fees in a timely manner. (Fees will need to be paid prior to the drop for non-payment date or the class start date if sooner.)
* Students remaining on the Waitlist after classes begin, MUST contact the faculty member by email to have their Waitlist priority considered by the instructor. For an online faculty directory, please visit: <https://www.sdccd.edu/mysdccd/faculty-directory.aspx>

**IMPORTANT NOTE:**Being on the Waitlist does not guarantee a position in the class.

Thank you,

Student Services

Subject: <TERM> Priority Registration Information

January 1, 1901

**Priority Registration Information**

New/First-Time students can receive an earlier registration date if they have completed orientation, Math & English Placement levels (Milestones/Skill Levels), and have an Abbreviated or Comprehensive education plan on file before next semester’s deadline.

Be sure to contact your college Counseling, Assessment or First Year Services Office to complete these important services and start reaching your education goals, as well as to receive priority registration.

College Orientationprovides important information about the programs and services available at the colleges, as well as strategies for student success. To complete online orientation please visit the appropriate college website:

City College: [First Year Services](http://www.sdcity.edu/students/fys/index.aspx) and [Orientation](http://www.studentpathway.com/SDCity/)

Mesa College:           <http://orientation.sdmesa.edu/>

Miramar College:     <http://www.sdmiramar.edu/campus/counseling/orientation>

Active Duty Military and Veterans who were discharged within the past 15 years may be eligible for priority registration.  *(For information, contact the college Admissions or Veterans Office for required verification.)*

Foster and Homeless Youth under the age of 25 may be eligible for priority registration.  *(For information, contact the college Financial Aid or Admissions Office**for required verification.)*

**Online Student Support Services:**

* CITY: [http://www.sdcity.edu/students/services/online.aspx](http://email.sdccd.edu/ls/click?upn=5eRmU1E2PsZufSDx1kmAldiXbCQJukHwMfJzFmSZNoyn1BcL4sqDPfeAS-2F1l1YHBdciuyqHTjYxFU6VBUEiAhA-3D-3DgXq-_7CmX4JuOUHIDN5bGHGLrynJQLRoQQ2M5TFskHRkCGGXdFU2FqkINCSJlVMLRQoLTyadLlsbfrVL-2F2kT-2FD-2BnqiPR-2BeYFJ7m-2FrDYV2tazfn3PcwXOK7R4Dp6rDjbyuH-2F3tzqZxOcL0U9iaogwBepxhnPinoD4HS6G5T9jBSzg-2BGsl59hIfb4bIenhJ7JYOQJnElNEjH6q2Ad-2FiJzcmM-2BJlpw-3D-3D)
* MESA: [http://sdmesa.edu/student-services/online-student-support-services.shtml](http://email.sdccd.edu/ls/click?upn=77qRdw2-2FTK7QTOOVWTFPp2OhMHtvQ-2BmCkAaX1ML7Ep1kv4r4FVxpxq5dLTtQ3ANXMOcI61fWCCkCVCk1zHDkN37sYt7psJ8E-2BYXN42goUfo-3DLN-l_7CmX4JuOUHIDN5bGHGLrynJQLRoQQ2M5TFskHRkCGGXdFU2FqkINCSJlVMLRQoLTVveHaPLA5XhFW3fhFhrCZhHiPMdSOAqHJ-2FbnlZ0KgMmPJUG3sWtPRMJftMgM734jNtJqusKr-2Fp4wDT3H6JRlTIGDOELUbZYOxNScLPse1ZTWntesIUNf0daPrImE9bvCF7T8wP8IPSFjE-2FBINRrhgA-3D-3D)
* MIRAMAR: <http://www.sdmiramar.edu/resources>

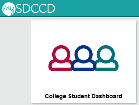
Students participating in a special program such as EOPS/DSPS/CalWorks, should contact their special program counselors.

**Instructions to view your mySDCCD online registration date & time:**

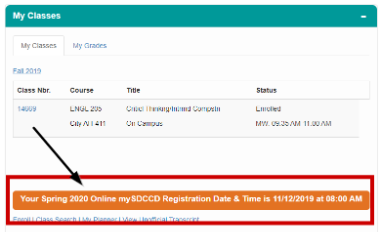
**If this is your first time logging into** [mySDCCD](http://my.sdccd.edu/)**, please refer to your mySDCCD invitation email for login instructions or reference the online tutorial at:** [mySDCCD: Creating Your mySDCCD Account](https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/243466241/mySDCCD%3A+Creating+Your+mySDCCD+Account).

**Computers and Laptops:**

**After logging into** [mySDCCD](http://my.sdccd.edu/), **Click on the College Student Dashboard tile:**

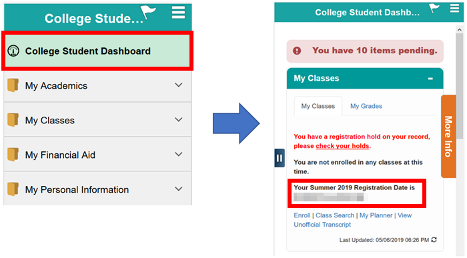


**View your ONLINE registration date and time under your “My Classes” section. This is not an “in-person” appointment.**



**Mobile devices:**

**Click on the College Student Dashboard tile and then click on the College Student Dashboard bar. Next, click on ‘My Classes’ to view your registration date and time (This is NOT an “in-person” appointment):**



**If this is your first time logging into** [mySDCCD](http://my.sdccd.edu/)**, please refer to your mySDCCD invitation email for login instructions or reference the online tutorial:** [mySDCCD: Creating Your mySDCCD Account](https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/243466241/mySDCCD%3A+Creating+Your+mySDCCD+Account).

Be sure to check out the online registration guide to help you get ready for next semester: [Navigating Enrollment in mySDCCD](https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/335839234/Navigating+Enrollment+in+mySDCCD)**.**  
  
For a complete list of services including policies, **important deadlines**, hours of operations, and the Student Guide to College, please refer to the [Forms & Documents](https://www.sdccd.edu/students/forms-and-documents.aspx) section of [www.sdccd.edu](http://www.sdccd.edu/students)

Thank you,

Student Services

Subject: You have been enrolled from the waitlist

Dear fld\_PREF\_FIRST\_NAME,

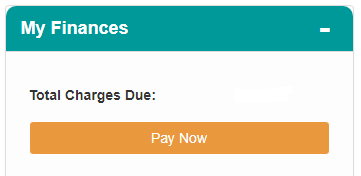
You that you have been added from the Waitlist to SUBJECT CATALOG\_NBR (Class Number fld\_CLASS\_NBR) for the DESCR term.

Log into [mySDCCD](http://my.sdccd.edu/) to pay your tuition fees and the health and insurance fees now.

***Health Service Fees are NOT waived for students with Financial Aid, or with a Community College Promise Grant (CCPG) and therefore MUST be paid by the student.***

**NOTE:** It is always the student’s responsibility to drop the class they are not attending. **Failure to drop within the refund deadline will incur a financial obligation to the college**, and you may receive a negative grade of “F” or “NP” or mark of “W”.

Financial Aid students should check their balance due to determine if Financial Aid has been applied and if there are any remaining (or Prior Term) tuition fees or health fee that you must pay.

****

Below are the three Payment Options:

1. **Pay with Credit Card**: [mySDCCD](http://my.sdccd.edu/) accepts Credit Cards (Visa/MasterCard) at [http://my.sdccd.edu](http://my.sdccd.edu/), Click the ‘College Student Dashboard’, select ‘My Finances’ and ‘Make a Payment’ or click the "**Pay Now**" button.
2. **Payment Plan:** Eligible for students who owe at least $250 and do **not** have anticipated financial aid or veteran’s benefits or are an international student. (If you sign up for a Payment Plan and are later awarded Financial Aid or Veteran’s Benefits, the awards will pay down the remaining balance on the payment plan but *the $25 fee is not refundable*.)

**Full details are available at** <https://www.sdccd.edu/students/fees.aspx>

1. **Cash/Check Payments**: Cash payments are not being accepted at this time. Checks can be mailed to the Accounting office listed below. Please email the college Accounting Office to notify them of this mailing.

City College: Room A-256 - 619-388-3458 [cityacctg@sdccd.edu](mailto:cityacctg@sdccd.edu)

Mesa College: Room I4-106 - 619-388-2704 [mestuact@sdccd.edu](mailto:mestuact@sdccd.edu)

Miramar College: Room K1-205 - 619-388-7326 [mmaracctg@sdccd.edu](mailto:mmaracctg@sdccd.edu)

Thank you,

Student Services

Subject: Eligibility for transfer level <Math> or <English>

fld\_COMM\_DT

Dear fld\_FIRST\_NAME fld\_LAST\_NAME,

Congratulations on taking the first step in your educational pathway towards success.

Students who apply to <?xdofx:if CAMPUS=’CITY’ then ‘San Diego City College’ else if CAMPUS=’MESA’ then ‘San Diego Mesa College’ else ‘San Diego Miramar College’ end if?> are highly recommended to complete the following three steps prior to registering for classes:

1. New students should complete the New Student Orientation at the college they applied to:

<?if:CAMPUS=’CITY’?>[City College Orientation](http://www.studentpathway.com/SDCity/)<?end if?>

<?if:CAMPUS=’MESA’?>[Mesa College Orientation](http://www.sdmesa.edu/orientation/index.shtml)<?end if?>

<?if:CAMPUS=’MIRA’?>[Miramar College Orientation](http://www.sdmiramar.edu/campus/counseling/orientation)<?end if?>

1. Make an appointment with counseling to create your education plan. This is your roadmap to success.

<?if:CAMPUS=’CITY’?>**City College Counseling**:

<https://www.sdcity.edu/students/counseling/index.aspx><?end if?>

<?if:CAMPUS=’MESA’?>**Mesa College Counseling**:

<http://www.sdmesa.edu/student-services/counseling/index.shtml><?end if?>

<?if:CAMPUS=’MIRA’?>**Miramar College Counseling**:

<http://www.sdmiramar.edu/campus/counseling><?end if?>

This email is to inform you of your placement into English and math classes, also known as milestones. You can also find your placement results in your mySDCCD portal under “My Success Path” and click on “Milestones.”

<?if:X\_AD\_SDCCD\_LANG=’N’?>

**ENGLISH LANGUAGE ACQUISITION (ELAC)**

ELAC classes are for students who are non-native speakers of English. If you are interested in taking ELAC classes, please take our self-guided assessment tool: [ELAC Go](https://www.sdccd.edu/future-students/placement/elac/index.html) at <https://bit.ly/sdelacgo>

If you have questions, please contact the ELAC Program Chair.

<?if:CAMPUS=’CITY’?>

|  |  |  |
| --- | --- | --- |
| **Campus** | **Assessment & Testing** | **ELAC Program Chair** |
| City | [Assessment Center](https://www.sdcity.edu/students/assessment/index.aspx) Room A-201 [cityassessment@sdccd.edu](mailto:cityassessment@sdccd.edu) | Jennifer Boots [jboots@sdccd.edu](mailto:jboots@sdccd.edu) [City ELAC Program](https://www.sdcity.edu/academics/schools-programs/arts-humanities-comms/elac.aspx) |

<?end if?><?if:CAMPUS=’MESA’?>

|  |  |  |
| --- | --- | --- |
| **Campus** | **Assessment & Testing** | **ELAC Program Chair** |
| Mesa | [Assessment Center](http://www.sdmesa.edu/student-services/testing-center/) Room I4-201 [testing@sdccd.edu](mailto:testing@sdccd.edu) | Chris Sullivan [csulliva@sdccd.edu](mailto:csulliva@sdccd.edu)  [Mesa ELAC Program](https://www.sdmesa.edu/academics/schools-departments/english/elac.shtml) |

<?end if?><?if:CAMPUS=’MIRA’?>

|  |  |  |
| --- | --- | --- |
| **Campus** | **Assessment & Testing** | **ELAC Program Chair** |
| Miramar | [Assessment Center](http://www.sdmiramar.edu/index.php/campus/assessment) Room K2-108 [miratesting@sdccd.edu](mailto:miratesting@sdccd.edu) | Ken Reinstein [kreinste@sdccd.edu](mailto:kreinste@sdccd.edu)  [Miramar ELAC Program](http://www.sdmiramar.edu/programs/english-speakers-other-languages-elacesol) |

<?end if?><?end if?>  
<?if:X\_AD\_SDCCD\_LANG=’Y’?>

**IMPORTANT**

You have been assigned a placement level in English and mathematics as noted below based upon your high school performance reported on your Application for Admission. <?end if?>

**ENGLISH/ELAC AND MATH PLACEMENT**

The following are your English (and/or ELAC) and math placement pathways based on your milestones below:

**English Milestone: <?R\_SKILL?> / <?W\_SKILL?>**

<?if:L\_SKILL = ‘L19’ or L\_SKILL = ‘L20’ or L\_SKILL = ‘L30’ or L\_SKILL = ‘L40’?>

**ELAC Milestone: <?L\_SKILL?>**

<?end if?>

If you have questions regarding your milestone, please contact Counseling. Milestones help determine which English and/or ELAC classes you should register in. Please consult the website below to determine which course may be appropriate for you. Be sure to reference your milestones when asked on the page below:

<?if:CAMPUS=’CITY’?>[**City College English Pathway**](https://www.sdccd.edu/future-students/placement/english-city.aspx)<?end if?>

<?if:CAMPUS=’MESA’?>[**Mesa College English Pathway**](https://www.sdccd.edu/future-students/placement/english-mesa.aspx)<?end if?>

<?if:CAMPUS=’MIRA’?>[**Miramar College English Pathway**](https://www.sdccd.edu/future-students/placement/english-miramar.aspx)<?end if?>

<?if:W\_SKILL = ‘W50’ or W\_SKILL = ‘W60’?>

You may be eligible to enroll in the Honors Program. For more information, please click on the link: <?if:CAMPUS=’CITY’?>[City College Honors Program](https://www.sdcity.edu/AcademicPrograms/HonorsProgram)<?end if?><?if:CAMPUS=’MESA’?>[Mesa College Honors Program](http://www.sdmesa.edu/academics/academic-support-programs/honors/index.shtml) <?end if?><?if:CAMPUS=’MIRA’?>[Miramar CollegeHonors Program](http://sdmiramar.edu/campus/honors)<?end if?><?end if?>

**Math Milestone: <?M\_SKILL?>**

Based on the information you provided you received a **M\_SKILL** milestone. Click on the link below and choose **M\_SKILL** when asked for your milestone to find out which math courses you should enroll in:

<?if:CAMPUS=’CITY’?> [**City College Math Pathway**](https://www.sdccd.edu/future-students/placement/math-city.aspx)<?end if?>

<?if:CAMPUS=’MESA’?> [**Mesa College Math Pathway**](https://www.sdccd.edu/future-students/placement/math-mesa.aspx)<?end if?>

<?if:CAMPUS=’MIRA’?> [**Miramar College Math Pathway**](https://www.sdccd.edu/future-students/placement/math-miramar.aspx)<?end if?>

**WHAT TO DO NEXT?**

1. If you have not already done so, click on the link below to find out more about our college orientation:

<?if:CAMPUS=’CITY’?>**City College Orientation**: <http://www.studentpathway.com/SDCity/> <?end if?>

<?if:CAMPUS=’MESA’?>**Mesa College Orientation**: <http://www.sdmesa.edu/orientation/index.shtml> <?end if?>

<?if:CAMPUS=’MIRA’?>**Miramar College Orientation**: <http://www.sdmiramar.edu/campus/counseling/orientation><?end if?>

Once you have completed your orientation, all students are advised to meet with a counselor to discuss their unique academic, career, and transfer goals.  Different academic majors have different requirements and even the same major may have different requirements at individual transfer institutions, so meeting with a counselor is essential.  The counselor will assist you in determining the most appropriate English and math course selections that align with your goals.

**ACADEMIC ACCOMMODATIONS and DSPS SERVICES**

During your previous education, if you were supported with Special Education classes, lower level remedial English or math support classes, used academic accommodations or if you have a documented medical condition that affects your academic performance, you are encouraged to contact **Disability Support Programs and Services (DSPS)** to discuss your academic history and to receive recommendations for the best certificate, associate degree or transfer pathway options for English and math. Campus contact information for DSPS is provided below.

1. Make an appointment with counseling to create your education plan. Please click on the link below to learn how to schedule an appointment.

<?if:CAMPUS=’CITY’?>**City College Counseling**: <https://www.sdcity.edu/students/counseling/index.aspx><?end if?>

<?if:CAMPUS=’MESA’?>**Mesa College Counseling**: <http://www.sdmesa.edu/student-services/counseling/index.shtml><?end if?>

<?if:CAMPUS=’MIRA’?>**Miramar College Counseling**: <http://www.sdmiramar.edu/campus/counseling><?end if?>

**DSPS students should contact DSPS Services for Counseling:**

<?if:CAMPUS=’CITY’?>**City College DSPS** - Room A-122: <http://www.sdcity.edu/students/services/dsps/><?end if?>

<?if:CAMPUS=’MESA’?>**Mesa College DSPS** - Room 14-405: <http://www.sdmesa.edu/student-services/disability-services/Index.shtml><?end if?>

<?if:CAMPUS=’MIRA’?>**Miramar College DSPS** - Room K1-204: <http://www.sdmiramar.edu/campus/dsps?surl=dsps><?end if?>

On behalf <?xdofx:if CAMPUS=’CITY’ then ‘San Diego City College’ else if CAMPUS=’MESA’ then ‘San Diego Mesa College’ else ‘San Diego Miramar College’ end if?>, welcome to the San Diego Community College District.

Sincerely,

Student Services

Subject: Invite to Placement Assistant

January 1, 2019

Dear fld\_FIRST\_NAME fld\_LAST\_NAME,

<?if:(X\_AD\_HS\_EDU\_LEVEL!=’6’)?>

Congratulations on taking the first step in your educational pathway towards success.

 One of the steps to admission is to complete the online Placement Assistant. This tool will assess your English and math placement levels based on your high school performance. Be sure to have the following information handy when completing Placement Assistant:

* **ID:** **fld\_EMPLID**
* High School GPA
* Highest High School English Course Completed (C- or better)
* Highest High School Math Course Completed (C- or better)
* HiSET or GED score (if applicable)

**Click on this link to complete the Placement Assistant:**

[**http://bit.ly/sdplacementassist**](http://bit.ly/sdplacementassist)

<?end if?> <?if:X\_AD\_HS\_EDU\_LEVEL=’6’?>

Congratulations on taking the first step in your educational pathway towards success.

You have indicated on your application that you graduated from a high school outside of the United States. Please visit the Assessment Center at <?xdofx:if CAMPUS=’CITY’ then ‘San Diego City College’ else if CAMPUS=’MESA’ then ‘San Diego Mesa College’ else ‘San Diego Miramar College’ end if?> to determine the appropriate placement pathway for you. Students who do not feel comfortable reading and/or writing in English may benefit from taking English Language Acquisition courses. <?end if?>

**ENGLISH LANGUAGE ACQUISITION (ELAC)**

**If English is not your native language**, you may benefit from taking an ELAC class before a college-level English class. [Learn more about our English Language Acquisition (ELAC) program](https://www.sdccd.edu/future-students/placement/elac/index.html) to see if it is a right fit for you or contact our ELAC Program Chair for more information:

<?if:CAMPUS=’CITY’?>

|  |  |  |
| --- | --- | --- |
| **Campus** | **Assessment & Testing** | **ELAC Program Chair** |
| City | [Assessment Center](https://www.sdcity.edu/students/assessment/index.aspx) Room A-201 [cityassessment@sdccd.edu](mailto:cityassessment@sdccd.edu) | Jennifer Boots [jboots@sdccd.edu](mailto:jboots@sdccd.edu) [City ELAC Program](https://www.sdcity.edu/academics/schools-programs/arts-humanities-comms/elac.aspx) |

<?end if?><?if:CAMPUS=’MESA’?>

|  |  |  |
| --- | --- | --- |
| **Campus** | **Assessment & Testing** | **ELAC Program Chair** |
| Mesa | [Assessment Center](http://www.sdmesa.edu/student-services/testing-center/) Room I4-201 [testing@sdccd.edu](mailto:testing@sdccd.edu) | Chris Sullivan [csulliva@sdccd.edu](mailto:csulliva@sdccd.edu)  [Mesa ELAC Program](https://www.sdmesa.edu/academics/schools-departments/english/elac.shtml) |

<?end if?><?if:CAMPUS=’MIRA’?>

|  |  |  |
| --- | --- | --- |
| **Campus** | **Assessment & Testing** | **ELAC Program Chair** |
| Miramar | [Assessment Center](http://www.sdmiramar.edu/index.php/campus/assessment) Room K2-108 [miratesting@sdccd.edu](mailto:miratesting@sdccd.edu) | Ken Reinstein  [kreinste@sdccd.edu](mailto:kreinste@sdccd.edu)  [Miramar ELAC Program](http://www.sdmiramar.edu/programs/english-speakers-other-languages-elacesol) |

<?end if?>

**ACADEMIC ACCOMMODATIONS**

During your previous education, if you were supported with Special Education classes, lower level remedial English or math support classes, used academic accommodations or if you have a documented medical condition that affects your academic performance, you are encouraged to contact Disability Support Programs and Services (DSPS) to discuss your academic history and to receive recommendations for the best certificate, associate degree or transfer pathway options for English and math. Campus contact information for DSPS is provided below:

<?if:CAMPUS=’CITY’?>

|  |  |
| --- | --- |
| **DSPS Location** | **Website** |
| City DSPS Office Room A-122,  1313 Park Boulevard,  San Diego, CA 92101 | [www.sdcity.edu/dsps](http://www.sdcity.edu/dsps) |

<?end if?><?if:CAMPUS=’MESA’?>

|  |  |
| --- | --- |
| **DSPS Location** | **Website** |
| Mesa DSPS Office Room 14-405,  7250 Mesa College Dr,  San Diego, CA 92111 | [www.sdmesa.edu/dsps](http://www.sdmesa.edu/dsps) |

<?end if?><?if:CAMPUS=’MIRA’?>

|  |  |
| --- | --- |
| **DSPS Location** | **Website** |
| Miramar DSPS Office Room K1-204,  10440 Black Mountain Rd, San Diego, CA 92126 | [www.sdmiramar.edu/dsps](http://www.sdmiramar.edu/dsps) |

<?end if?>

On behalf <?xdofx:if CAMPUS=’CITY’ then ‘San Diego City College’ else if CAMPUS=’MESA’ then ‘San Diego Mesa College’ else ‘San Diego Miramar College’ end if?>, welcome to the San Diego Community College District.

Sincerely,

District Student Services

Subject: SDCCD Direct Deposit

January 1, 1901

Dear <?fld\_FIRST\_NAME?>,

Our records indicate you have created/modified your bank account information but you have not yet signed up for Direct Deposit.

Please be sure to complete steps 6 to 9 on our Signing up for Direct Deposit tutorial: <https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/706871301/How+to+signup+for+Direct+Deposit>

**Note: You must sign up by Thursday at 11:59 p.m. to have your direct deposit take effect for financial aid disbursed that week. This deadline may change if holidays take place on Fridays.**

Thank you,

Student Services

Subject: Confirmation of Direct Deposit

Dear <?fld\_FIRST\_NAME?>,

This email is to confirm that you have signed up for direct deposit for the current semester.  This is just a notification; no further action is necessary.

Your next financial aid refund will be deposited in the bank account you listed for Direct Deposit.

Important Information:

* If your bank account information is not correct, direct deposit will fail and will cause up to a 2-week delay of your financial aid or potential loss of financial aid funds if an incorrect account number was provided.
* If you need to cancel your direct deposit, and you wish to receive your financial aid via paper check, please contact your student accounting office on campus.
* Changes to your direct deposit must be completed by Thursday at **11:59pm**.  Note that the deadline will be earlier if there is a holiday on Thursday and/or Friday.
* You can always change/update your bank account information by logging into mySDCCD Monday to Thursday.

Thank you,

Student Services

Subject: Confirmation of Bank Account Information for Direct Deposit

January 1, 1901

Dear <?fld\_FIRST\_NAME?>,

This email is to confirm your direct deposit bank account information for the current semester.

<BANK INFO>

Please be sure this information is correct.  If this is not correct, please login to mySDCCD to update your bank account information.  Account information can be changed Monday to Thursday.

Please note: The first Pell disbursement for the Fall 2020 semester is on Friday, September 4th.  If you are eligible for the Pell you have until Thursday, September 3rd to make any changes if needed.

Thank you,

Student Services

Subject: SDCCD: Gainful Employment Disclosure

January 1, 1901

Dear fld\_FIRST\_NAME fld\_LAST\_NAME,

Federal regulations require us to report certain information about students who enrolled in Financial Aid eligible (Title IV) educational programs that lead to gainful employment (GE) in a recognized occupation, also known as GE programs.

San Diego City, Mesa, and Miramar Colleges are required to disclose to prospective students certain information about the institution’s GE programs. For a complete list of all of our GE programs along with:

* Name of Program
* Type of Award
* Cost of Program
* Financing Options
* Success Rates
* Job Outcomes

Please visit [Gainful Employment](http://www.sdccd.edu/about/departments-and-offices/instructional-services-division/gainful-employment/index.aspx).

For more information on the programs, please visit the college website or view the college catalog:

|  |  |  |
| --- | --- | --- |
| **San Diego City College** | **San Diego Mesa College** | **San Diego Miramar College** |
| [Academic Programs](http://www.sdcity.edu/academics/academic-programs/index.aspx) | [Academic Programs](http://www.sdmesa.edu/academics/academic-programs/) | [Academic Programs](http://www.sdmiramar.edu/programs) |
| [College Catalog](http://www.sdccd.edu/students/college-catalogs/index.aspx) | [College Catalog](http://www.sdccd.edu/students/college-catalogs/index.aspx) | [College Catalog](http://www.sdccd.edu/students/college-catalogs/index.aspx) |

Thank you,

Student Services

Subject: Welcome to mySDCCD

January 1, 1901

Dear fld\_FIRST\_NAME fld\_LAST\_NAME,

**You’re invited to create your mySDCCD account!**

By creating your ***mySDCCD*** student portal account you gain access to key information such as your class schedule, education planner, grades, financial aid, and much more.

When you create your ***mySDCCD*** account, you will be asked to verify your identity.  Here is the **10-digit User ID** you will use to create and access your account:

**User ID:** **fld\_EMPLID**

To create your mySDCCD account, visit [mySDCCD Account Creation](https://sdpss.sdccd.edu/enroll/) at <https://sdpss.sdccd.edu/enroll/> and follow the on-screen instructions.

**Note:** If you already created your mySDCCD account, then just login using your 10-digit User ID and password at <http://my.sdccd.edu>.

**For a tutorial on how to use mySDCCD, please visit the** [**mySDCCD Support Hub**](https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/244514900/mySDCCD+Support+Hub)**.**

If you need assistance creating your account or logging in to mySDCCD, please contact us at the [mySDCCD Help Desk](https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/11) or email us at [myhelp@sdccd.edu](mailto:myhelp@sdccd.edu).

Thank you,

Student Services

Subject: San Diego Continuing Education: Welcome to mySDCCD

January 1, 1901

Dear fld\_FIRST\_NAME fld\_LAST\_NAME,

**You're invited!**

San Diego Continuing Education has launched the new student portal called: ***mySDCCD***. Students are able to use ***mySDCCD*** to register for classes, view the class schedule, look at their previous courses and view unofficial transcripts.

Here is the 10-digit User ID you will use to create and access your ***mySDCCD*** account:

**User ID: fld\_EMPLID**

To create your ***mySDCCD*** account, visit [mySDCCD Account Creation](https://sdpss.sdccd.edu/enroll/) at <https://sdpss.sdccd.edu/enroll/> and follow the on-screen instructions.

**Note:** If you have already created your mySDCCD account, then just log in using your 10-digit User ID and password at <http://my.sdccd.edu>.

**For a tutorial on how to use mySDCCD, please visit** [**mySDCCD Support Hub**](https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/244514900/mySDCCD+Support+Hub)**.**

If you need assistance creating your account or logging in to mySDCCD, please contact us at [mySDCCD Help Desk](https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/11) or email us at [myhelp@sdccd.edu](mailto:myhelp@sdccd.edu).

Thank you,

Student Services

Subject: A class you are registered for was cancelled.

January 1, 2019

Dear fld\_FIRST\_NAME,

Please be advised the A.DESCR section of **C.SUBJECT****TRIM\_CATALOG\_NBR – C.DESCR (Class Nbr** **C.CLASS\_NBR)** at **San Diego D.DESCRSHORT College** was **CANCELED** on **1/1/1901** and your enrollment for this course was *automatically dropped* from your class schedule. Please login to [mySDCCD](http://my.sdccd.edu) and click on the Class Search Quicklink to search for and select other classes.

For questions regarding tuition and fees, login to [mySDCCD](http://my.sdccd.edu) and click on the My Finances Quicklink.

Thank you,

Admissions & Records

Subject: A class you are registered for was cancelled.

January 1, 2019

Dear fld\_FIRST\_NAME,

Please be advised the A.DESCR section of **C.SUBJECT TRIM\_CATALOG\_NBR – C.DESCR (Class Nbr C.CLASS\_NBR)** at **San Diego** **D.DESCRSHORT College** was **CANCELED** on **1/1/1901** and your enrollment for this course was *automatically dropped* from your class schedule. Please login to [mySDCCD](http://my.sdccd.edu) and click on the Class Search Quicklink to search for and select other classes.

For questions regarding tuition and fees, login to [mySDCCD](http://my.sdccd.edu) and click on the My Finances Quicklink.

Thank you,

Admissions & Records

Subject: EOPS - Notification of Ineligibility

Fld\_comm\_dt

Dear fld\_FIRST\_NAME fld\_LAST\_NAME,

Thank you for submitting your application and your interest in the Extended Opportunity Programs and Services (EOPS).

Unfortunately, we are not able to process your application for the following reason(s):

F fld\_CHKLST\_ITM\_DESCR E

If you are required to submit documents, please be sure to bring appropriate documentation to the EOPS office. If you feel there is an error in your EOPS eligibility, please contact us.

Warmly,

EOPS Team  
<?if:CAMPUS=’CITY’?>

**San Diego City College EOPS**

**Website**: <http://www.sdcity.edu/students/services/eops/index.aspx>

**Phone**: 619-388-3209

**Location**: Academic Success Center, L-117

<?end if?>

<?if:CAMPUS=’MESA’?>

**San Diego Mesa College EOPS**

**Website**: <http://www.sdmesa.edu/student-services/eops-care/>

**Phone**: 619-388-2706

**Location**: Room I4-309, 3rd Floor

<?end if?>

<?if:CAMPUS=’MIRA’?>

**San Diego Miramar College EOPS**

**Website**: <http://www.sdmiramar.edu/campus/eops>

**Phone**: 619-388-7869

**Location**: K1-305

<?end if?>

Subject: Attend the City College Virtual Student Services Fair!

September 19, 2020

Dear fld\_FIRST\_NAME,

Welcome to the fall 2020 semester! We are pleased that you have chosen San Diego City College as your place of study.  We see you, believe in you, and hope that you will maximize the resources available to you.

**Attend the City College Virtual Student Services Fair!**

With strong faculty, caring staff and a commitment to support students, we invite you to attend our City College Student Services Virtual Resources fair.  As a City College Knight, you will learn more about the many programs and services available for students.  With services such as Counseling and Financial Aid available on hand, you will learn where to go to get the answers you need.  From affinity programs like Umoja, Puente and City Women Rock, to academic support programs including DSPS, EOPS and CalWORKs, we offer many opportunities to help you excel at City.

**When:                       Tuesday, September 22, 2020 – 3:30-5:00 PM**

**Zoom ID:**[**https://cccconfer.zoom.us/j/95769248079**](http://email.sdccd.edu/ls/click?upn=YT7HNxIDmYUV-2F5UMHNDr51ifhoodLRhMuwKIg0wmjdEDKViDWsYXVNfwp51pyK2xW68P_mfeuPPrS2LOZeaO33A8q3BBTvQfzc-2BUfjNrSqVPfWXgClrjYb4tHWjVe-2FQCpaJeBbU36JilNGYyUaVLE3jHMSvUMtCavkYdmlzfcWkm7u6-2FggAWBA-2FOMkrRYQan7zwj3BPOHibwrRCnQ9H9rPhZnyhCyvtdmjpSLcLGtXApK29kC7Qa-2FMER3vhlk7Gwn8QXCSfyleFtiost0sAPEIE9F3g-3D-3D)

We recognize for many, meeting basic needs are a challenge.  Visit our [basic needs website link](http://email.sdccd.edu/ls/click?upn=77qRdw2-2FTK7QTOOVWTFPp8f9-2FsPU5UvSqdRzwelr9s5emT1b7Zdozs-2F2-2FBnALxgbkJt52Jk-2FM91gCVM2apOqVA-3D-3Dimk3_mfeuPPrS2LOZeaO33A8q3BBTvQfzc-2BUfjNrSqVPfWXgClrjYb4tHWjVe-2FQCpaJeBfMtu3z1zll3aHBzXK2Ly-2F9dTl2fW2c3P-2Bpt6LgmyYlq3X4cFgF8La029LNcHyCWixqPMxfBt8RwvwLxH4POzyn8B3lQ-2FShJ4RqtOL1DE5tDL1DFS-2B0z83pf-2BtouJ0-2BpJBiq3-2BFHI7S282Sl4lx3wfw-3D-3D) to learn more about what we offer, as well as community resources in the way of food, technology, housing and other resources.

Wishing you a fantastic fall semester!

San Diego City College Student Services

**Check us out!**

Be sure to visit our [remote online student services](http://email.sdccd.edu/ls/click?upn=5eRmU1E2PsZufSDx1kmAldiXbCQJukHwMfJzFmSZNoyn1BcL4sqDPfeAS-2F1l1YHBdciuyqHTjYxFU6VBUEiAhA-3D-3DpQZ4_mfeuPPrS2LOZeaO33A8q3BBTvQfzc-2BUfjNrSqVPfWXgClrjYb4tHWjVe-2FQCpaJeBgiDCgTWgiYi9T2O-2F62Svjo6aTyxR04xtNsWGo5QGTJCJjxfTMzBjd7E-2Fe5K3x-2BaI7fqSqYClpTZCFsvY6PZ7LnDeEjRuu3sqyvnad16LCiUt5fKv6s2pZMfb24oRTesqpctgOmx9U6KREd8Oc8YzaA-3D-3D) link!

There you will find a calendar of events, and more information on support services.

Subject: United Way of San Diego Grant - Survey

September 14, 2020

Dear fld\_FIRST\_NAME,

You are being contacted because you have received a United Way of San Diego grant through San Diego City, Mesa and Miramar College and San Diego Continuing Education.  The United Way of San Diego is interested in hearing how the grant has impacted your studies or personal situation.

Please take a few moments to fill out this survey.  You may also elect to be contacted by the United Way of San Diego to provide testimonials.

[**https://forms.gle/DgxzsEso8RgFkoRU8**](http://email.sdccd.edu/ls/click?upn=AsHoeuNCNpGaTK9P6GqAEswDOWhXGaPc6Nq3Zp0zuV1SJGJmt-2BXAhRpD293G-2FtbOrap7_mfeuPPrS2LOZeaO33A8q3BBTvQfzc-2BUfjNrSqVPfWXhQ5NV6eVFm0Gq-2F3QQ82zOXMgB5SGkW9h7aoJQWnebNIOFPe3HumHOF4o8ZPRFygsMDXSHyjzWi62ilikIqEYs9b4OD5MhTtO9O-2Bh0bny4uZhvQhrp2-2BHHPf9fK77-2FrvC87K5Y09lG4dp-2FERCsHToXw9xOb35JdFt2tbh84NNDt3Q-3D-3D)

Thank you,

District Student Services