

# Guide to College Success College and Career Access Pathways (CCAP)

San Diego Unified School District  
and  
San Diego Community College District

Prepared by The Office of College, Career and Technical Education



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# Welcome!

## College and Career Access Pathway (CCAP)

This year you are enrolled in a San Diego Community College course offered through the CCAP Program. The course is offered at your high school campus or online.

San Diego Unified School District and the San Diego Community College District have a joint partnership to offer college courses to high school students. The program goals are to develop seamless pathways for students from high school to community college. (EC 76004)

Your high school counselors are also here to support you as you engage in your college course work. Our counselors tailor course offerings to your specific interest while also meeting high school graduation requirements and college transfer course requirements.

This guide will provide support to ensure success in your college course.



# Benefits of a College Course



CCAP enrollment allows high school students to enroll in college courses and receive college credit in addition to high school credit towards graduation.



According to Board Policy, 10 college courses may count toward graduation credit, it is recommended students consider two CCAP courses in 10th grade, four courses in 11th grade and four courses in 12th grade.



Course enrollment and textbooks are free for SDUSD students enrolled in a CCAP course.

# The Ins and Outs of CCAP

## Why prioritize my CCAP classes?

1. CCAP courses are academically rigorous.
2. Students will need to practice self-advocacy and time management.
3. Grades become a part of a student's official permanent college record.
4. Receiving a W/D/F in a college class as a high school student can impact your financial aid after high school.

## What if my CCAP class isn't working out for me?

It is your choice to take a CCAP class as part of your course selection process. If you feel like the course isn't working out for you, please speak with your college professor. The professor's want to make sure you are making the best decision for you and will troubleshoot any concerns with you to see if staying in the class is a good option. Before dropping the course, you will need to discuss it with your high school counselor. Since your CCAP course fulfills both college and high school requirements, you will need to address the possible change in your high school schedule and graduation requirements.

# CCAP Course Options

CCAP enrollment allows high school students to enroll in college courses and receive college and high school credit.

The College and Career Access Pathways (CCAP) program allows students to take a college course taught at their high school as part of their regular school day. The course enrollment and textbooks are free for SDUSD students enrolled in a CCAP course.

## CCAP Sample Course Options:

- Accounting
- Administration of Justice
- Biotechnology
- Business
- Child Development
- Computer Science
- English
- Entrepreneurship
- Fire Technology
- General Education
- History
- Political Science
- Psychology, Sociology & Social & Behavioral Science
- Transportation

# CCAP: High School vs. College

## How is college different than High School?

The main element that contribute to the differences between high school and college is that college is designated for adult learners who make the choice to pursue their education. We recommend you read through this [comparative chart by CSU, Chico](#) that breaks down the key differences between high school and college. Your college professors work to support your transition from high school learners to college learners.

<p><b>Following the Rules in High School:</b> You will usually be told what to do and corrected if your behavior is out of line.</p>	<p><b>Choosing Responsibility in College:</b> You are expected to take responsibility for what you do and don't do, as well as for the consequences of your decisions.</p>
<p><b>Going to High School Classes:</b> You will usually be told to be in class and what you need to learn from assigned readings.</p>	<p><b>Succeeding in College Classes:</b> It's up to you to read and understand the assigned material; lectures and assignments.</p>
<p><b>High School Teachers:</b> High school is a teaching environment in which you acquire facts and skills.</p>	<p><b>College Professors:</b> College is a learning environment in which you take responsibility for thinking through and applying what you have learned.</p>
<p><b>Tests in High School:</b> Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.</p>	<p><b>Tests in College:</b> Mastery is often seen as the ability to apply what you've learned to new situations or to college new kinds of problems.</p>

# Getting Started-Steps to Complete



## New CCAP/ACP SDCCD Students: Process to Access the mySDCCD Portal, Email and SDCCD Canvas

### Step 1: Complete the SDCCD application

Once completed, you will receive a User ID (10-digit college ID number) within 48 hours.

Information: Once you receive the User ID, students must set up their mySDCCD portal, to login to their mySDCCD Portal, college email/ Microsoft applications.

Step 2: To set up your mySDCCD portal, follow this link and complete the prompts. [Create mySDCCD Account](#)

Once that is done you should have your password and security question setup, and will be able to login to your mySDCCD account.

### Step 3: Set up your SDCCD student email.

1. In mySDCCD Portal-Student Message Center, you will receive a message about your student email.
2. Within a day you will [receive an email inviting](#) you to setup your [M365/Student Email account](#)
3. The password you set for your mySDCCD account will be the same you use for Microsoft apps and your student email.
4. If you have not activated your SDCCD 'Student Email' and Microsoft Office 365 account, please visit [myAPPS](#) to set up your account today.
5. When you first log in, you will be required to set up your Multi-Factor Authentication (MFA) for your security. Visit ['how to setup your student email'](#) for complete instructions.
6. While we encourage students to use their SDCCD student email, you have the option to "auto-forward" emails to your personal email account. Please visit here for instructions: [How to set up "auto-forwarding"](#).

Step 4: Access your college course in the [SDCCD Canvas](#).

**We encourage you to set up your SDCCD email before accessing your SDCCD Canvas account.**

1. Log in with your 10-Digit User ID and Password
  - a. First time login for Canvas is their 8-digit birthdate ex (oo/00/0000)
  - b. Student can change the password to Canvas after they logged in to match the mySDCCD Password
2. Once on the dashboard, select courses and select your course



# Getting Started: MySDCCD Portal

## What is mySDCCD portal?

myportal is where you can see your college classes, check grades, request transcripts and access the SDCCD Canvas site. It is all done here through mySDCCD account.

## How to create your myportal account?

To get started, go to [myportal.sdccd.edu](http://myportal.sdccd.edu)

Link to activate account: <https://sdpss.sdccd.edu/enroll/>

Video available at: <https://youtu.be/fdiBxmBHKWk>



Tip: When prompted, use a password you can remember!

View your class schedule:

Your class schedule is available under “My Classes.” There will be semester links available, so you can see past, current and future enrollments.

The screenshot displays the 'College Student Dashboard' interface. On the left is a navigation menu with options: College Student Dashboard, My Academics, My Classes, My Finances, My Financial Aid, My Personal Information, College Student Dashboard, College Faculty Dashboard, Employee Dashboard, and Finance Dashboard. The main content area features a teal header 'College Student Dashboard' and a large teal box titled 'Welcome to Mesa College Test!'. Below this is a 'My Classes' section with tabs for 'My Classes' and 'My Grades'. A message states: 'You are not enrolled in any classes at this time. Open Enrollment for Summer 2019 is 05/28/2019'. Links for 'Enroll | Class Search | My Planner | View Unofficial Transcript' are provided, along with a 'Last Updated: 04/27/2019 04:18 PM' timestamp. Below the 'My Classes' section is a 'My Financial Aid' section with a message: 'You do not have any awards.'

# mySDCCD: Accessing Information

## How to Check your Schedule in mySDCCD

Log-in via <https://myportal.sdccd.edu>

mySDCCD Login

By logging into mySDCCD, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is prohibited.

User ID: j000000000

Password: Password

Sign In

Forgot your Password?

Regular system maintenance takes place between 04:00 and 06:00 AM PST on Thursday mornings. During this period certain sections of the system may not be available for use.

Need Assistance? [Student Help](#) | [Employee Help](#)

10-digit college ID

If you forgot your password you can reset it

If you forgot your College ID you can request it using a photo ID

View your schedule on the Dashboard or by clicking **My Classes** in the left panel

Welcome to Mesa College, !

My Classes

My Classes My Grades

You are not enrolled in any classes at this time.

Open Enrollment for Fall 2021 is 07/19/2021

Enroll | Class Search | My Planner | View Unofficial Transcript | Tutoring Center

Last Updated: 08/24/2021 11:50 AM

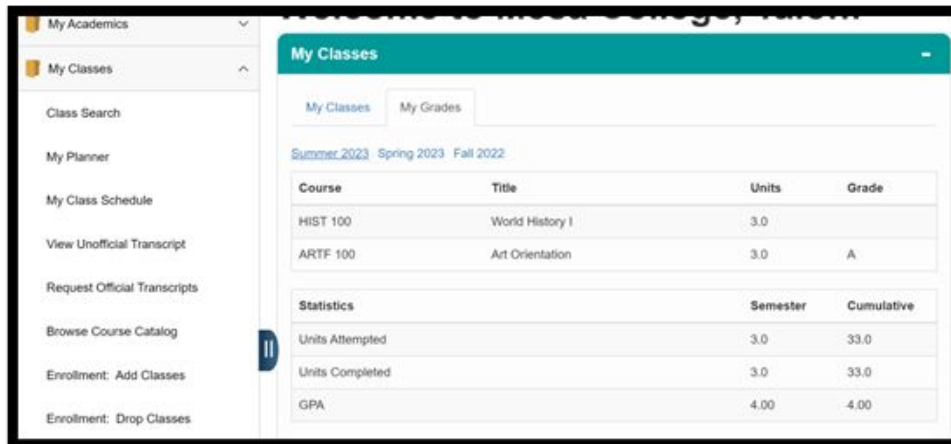
For more information on mySDCCD please visit:

<https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/281903176/mySDCCD+Portal+Basics>

# mySDCCD: Grade & Transcript Information

## Accessing Final Grades

After the end of each semester, you will be able to view your final grades in your myportal at the “Grades” tab under “My Classes.”



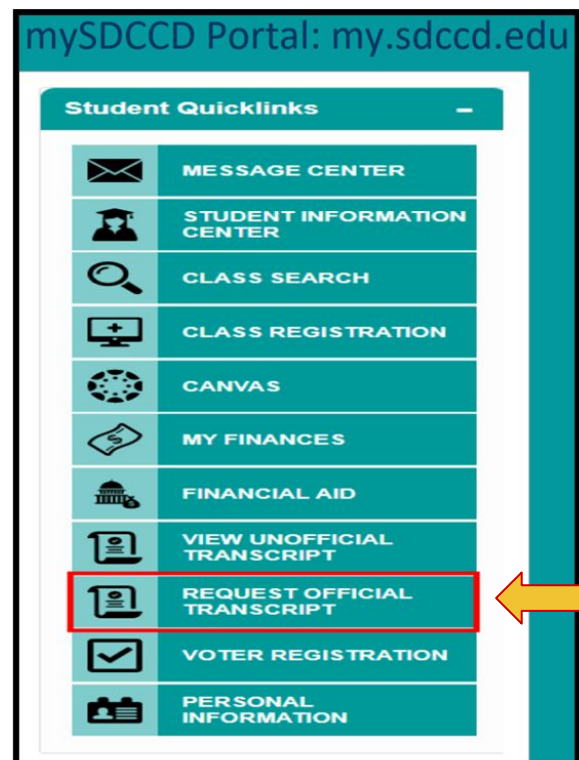
Course	Title	Units	Grade
HIST 100	World History I	3.0	
ARTF 100	Art Orientation	3.0	A

Statistics	Semester	Cumulative
Units Attempted	3.0	33.0
Units Completed	3.0	33.0
GPA	4.00	4.00

## Requesting Transcripts

You can request transcripts at any point, but remember that you will need to follow up after the end of each semester with the most up to date grades posted. Both official and unofficial transcripts can be requested through the same link in your myportal account. Look under the “Student Quicklinks” for the “Request Official Transcripts” button.



mySDCCD Portal: my.sdccd.edu

**Student Quicklinks**

- MESSAGE CENTER
- STUDENT INFORMATION CENTER
- CLASS SEARCH
- CLASS REGISTRATION
- CANVAS
- MY FINANCES
- FINANCIAL AID
- VIEW UNOFFICIAL TRANSCRIPT
- REQUEST OFFICIAL TRANSCRIPT**
- VOTER REGISTRATION
- PERSONAL INFORMATION

# mySDCCD: Transcript Information

All coursework completed at San Diego City, Mesa or Miramar College is included on one transcript. There is no need to request a transcript from each (City, Mesa, Miramar) college. The first two transcripts issued are free of charge. Thereafter, transcripts cost five dollars each.

- **Current students** may order transcripts through mySDCCD portal: [mySDCCD Login](#)
- Transcripts ordered online will be mailed in 1-2 business days.
- If the receiving institution accepts electronic transcripts, the transcript will be sent electronically the same day.

**NOTE:** Transcripts sent from the college to another institution are considered to be official. Transcripts presented by a student are considered to be unofficial unless sealed and noted to be official on the outside of the envelope.

## Official Transcript:

<https://www.credentials-inc.com/CGI-BIN/dvcglt.pgm?ALUMTROOO8895>

**Unofficial Transcript:** <https://unofficialtranscript.sdccd.edu/>

You may send an email to [transcripts@sdccd.edu](mailto:transcripts@sdccd.edu)

Status of your transcript: [www.transcriptsplus.net/order](http://www.transcriptsplus.net/order)

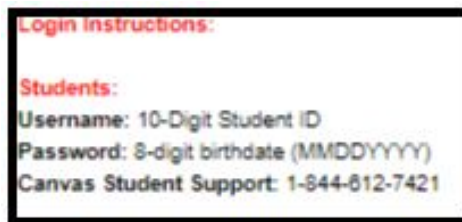
- Select: "Check the Status of My Order"
- You will need your original order number as well as the Student ID number or Social Security number that you entered on your order.

# How to Access the SDCCD Canvas

Once the Community College enrolls you in the course, you will see your Canvas Dashboard page. Don't worry if you don't see your classes on your canvas dashboard yet, most faculty will make their virtual classrooms available when classes start.

Click on the name of the course to access it. It is **not** the same canvas site as SDUSD canvas site.

Please login at: SDCCD [Canvas Login](#) or [sdccd.instructure.com](http://sdccd.instructure.com)



Enter your login credentials:

- **Username** = 10-digit User ID
- **Password** = mmddyyyy (birthdate with no hyphens, slashes, or spaces)

For example: March 6, 2005 would be 03062005

*Returning online students, use your current password*

## How to Login to Canvas

SDCCD Canvas tutorial video link if you would like more information: [Video](#)

Canvas Support is available 24/7 to assist you. Please [click here to chat with Canvas online](#) or call toll-free 1 (844) 612-7421

# SDCCD Canvas Information

**How do I change my default email address in my user account as a student?**

Your default email address is used as your main contact method in Canvas and is added when creating your Canvas account. Email addresses are used to create [Canvas notifications](#); they are not used as a contact method for other Canvas users.

If you [add another email address](#) as a contact method, you can change your default email address in Canvas.

[Link](#) to change the default email address in the Canvas user account.

# SDCCD Canvas Information

After logging in, you will see your Canvas Dashboard page. **Don't worry if you don't see your classes on your canvas dashboard yet, most faculty will make their virtual classrooms available when classes start.** Click on the name of the course to access it.

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

Steps for a successful online learning experience:

1. Make sure your technology is ready: [Technical Requirements](#)
2. Complete the [Online Student Training and Orientation](#) which includes
3. [Readiness Assessment](#)
4. [Tips for Success](#)
5. [Explore Video Tutorials](#)
6. [Student Practice Course](#)

Some pointers:

- *If you recently added the course, it can take up to 5 hours to appear in Canvas, so you may not see it when the session starts.*
- Some instructors open their virtual classrooms early, but many do not make them accessible until the first day of the session. If you still do not see your course, confirm you are enrolled in the class by checking in [mysDCCD](#).
- Your course may not appear on your dashboard, to make sure to select courses>all courses. You can see your course listed there whether it is published or not. If you see the course listed but cannot access it, it means the instructor has not yet made it available to students.

# SDCCD Student Email

## Update Your Email

SDCCD **cannot interact with the sandi.net** emails. It is important that you set up your official SDCCD email which will also be linked to your Canvas.

## Student Email Account

Your @student.sdccd.edu email account is hosted by Microsoft 365 and also provides you with access to Word, Excel, and OneDrive with 1 TB storage.

Your @student.sdccd.edu email will be the official form of communication for all campus business. Students are expected to check their official email address on a frequent basis in order to stay current with college communications. The college recommends checking email daily since certain communication maybe time critica.

## How?

1. Search the email you used on your application for a letter from City, Mesa or Miramar College with instructions for accessing your SDCCD email. Your password will be the same as your myportal password.
2. Follow the instructions.



# SDCCD Student Email -Continued

## Access MyApps, Student Email, Student Help

<https://www.sdccd.edu/about/departments-and-offices/human-resources/it/office-365/myapps-sdccd.aspx>

## Sample Student Email:



### SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

August 31, 2022

Dear [REDACTED],

Congratulations! Your SDCCD Office 365 account has been activated. Students with an Office 365 account will have access to the following while attending college:

- Student Email
- Office Apps (Word, Excel, PowerPoint, etc.)
- OneDrive Cloud Storage (1 TB)

To access your apps and email, please visit <http://myapps.sdccd.edu>. When you first login, you will be required to setup your Multi-Factor Authentication (MFA) for your security.

Your email (and login for Office 365) is [REDACTED]@student.sdccd.edu

Your password will be the same password you use for mySDCCD.

**Note:** You will still use their 10-digit student ID ([REDACTED]) to login to mySDCCD.

### Need Assistance?

If you have issues accessing your email, please visit <https://www.sdccd.edu/students/student-email.aspx> for more information and support.

Sincerely,

San Diego Community College District

San Diego Community College District | 3375 Camino Del Rio South | San Diego, CA 92108  
[sdccd.edu/students](https://www.sdccd.edu/students)  
[my.sdccd.edu](https://www.sdccd.edu/my.sdccd.edu)

# SDCCD Student Email –Continued

## How to set up "auto-forwarding" to have emails forwarded from your SDCCD student email account to your personal email account?

Starting June 28th, 2023, all communications from San Diego Community College District (including messages from instructors) will be sent to your @student.sdccd.edu email address.

If you prefer to use your personal email account, you can set up "auto-forward" in your SDCCD student email account.

1. Log in to your student email.
2. Click on the "gear" icon on the top right-hand corner of the page.
3. The "Settings" panel should pop up on the left. Click on "View all Outlook settings" at the bottom of the panel.
4. The full "Settings" menu is now expanded. Click on "Forwarding".
5. Click on the checkbox for "Enable forwarding".
6. Enter your personal email address in the "Enter an email address" field. Note that all communications from San Diego Community College District will be sent to the email address that you enter.
7. You can also click the checkbox for "Keep a copy of forwarded messages" if you wish to keep copies of the email messages.
8. Once you are done, remember to click "Save" to save your changes.
9. Your emails in your SDCCD student email account will now be forwarded to your personal email address!

[Directions](#)

# Tutoring Services

San Diego Community College tutoring services are available for CCAP students. These services help students become more effective and confident independent learners and citizens. The goal is to serve the entire campus community by offering many programs, services, and courses. This is a great opportunity for students who need additional support.

City College Academic Success Center: [Tutorial/Learning Center](#)

Miramar College Academic Success Center: [ASC Website](#)

Miramar College ASC's Tutoring Services: [Video on ASC](#)

Mesa College Tutoring Services: [Tutoring Services](#)

# DSPS

Disability Support Programs and Services (DSPS) department offers a variety of services for students with verified disabilities. Examples include students with learning disabilities, impairments in vision, hearing, and mobility, mental health conditions, acquired brain injuries, and other medical disabilities.

The DSPS Office can assist students with the following:

- Identify individual accommodations
- Recommend appropriate disability management strategies
- Assist with understanding legal rights and responsibilities
  - Students that have High School IEP's and 504's don't always translate to college level support services
  - Will need to apply separately though DSPS and have a formal intake with DSPS

Students complete the SDCCD DSPS application to establish services and set up a welcome appointment

City College DSPS Program: [DSPS](#)

Mesa College DSPS Program: [DSPS](#)

Miramar College DSPS Program: [DSPS](#)

# Health & Wellness Services

Students have access to general and intake services, but treatment plans would need to have parent authorization given they are minors.

## City College:

Mental Health Counseling offers a wide range of services to enrolled students including: Individual counseling, Couple counseling, Family counseling, Group counseling, Case management, Community referrals, & Crisis intervention. Visits do not go on your academic record. [Site](#)

## Mesa College:

Mesa College's Student Health Services provides a safe and private place for you to discuss your mental health concerns with a caring professional. Make an appointment to receive free, one-on-one counseling for issues including stress, anxiety, depression, loneliness, questions about identity, and other issues you may be experiencing. [Site](#)

## Miramar College:

We provide short-term clinical services to help students to optimize their learning and growth and help students decrease stress for academic and personal success [Site](#)

**Call**  
Mon - Fri  
8am-5pm\*

\*Hotline is closed on  
District holidays

# Health & Wellness Hotline

for  
STUDENTS | STAFF | FAMILIES

760-334-7878

SAN DIEGO UNIFIED  
SCHOOL DISTRICT

# Time Management

Time management has been identified as one of the most important skills by current graduating college students. It can be challenging to develop, but good time management skills can help alleviate stress and anxiety while also making students more successful in their classes.

## **What is my time commitment to a CCAP class?**

While there are some additional caveats, the basic time expectation for college courses is 2-3 hours outside of class for each hour of class time. This means that a 3 unit class will have 3 hours of in class time with an additional 6 to 9 hours outside of class time.

## **How am I supposed to use that time?**

Depending on the course and the instructor, sometimes there will be assignments that you will need to complete during that time and submit. Other times, the assignments is reading. That reading is necessary to be prepared for the next class period and to be able to participate in class discussions.

## **How do I manage my time?**

One of the biggest shifts between high school and college is that in college you become responsible for your time. The best way to take responsibility for your time is to schedule time for all of your activities, both work time and chill time. Pick a calendar or planning appl that appeals to you and use

# Study Tips

There is a myth out there that some people are good at studying and some people are bad at studying. In reality, some people have learned how to study, while others have not. These resources provide some overlapping and unique perspectives on how to best study to be successful in college.



## What is there to know about studying?

The City College General Tutoring Center Resources website has several pages dedicated to study strategies.

[City College Resources](#)

[Mesa College Resources](#)

[Miramar College Resources](#)

[NPR article](#) College is important. So is mental health. Here's how to study without burning out

# STUDY SKILLS

## TIME MANAGEMENT & TEST PREPARATION

### TIME MANAGEMENT:

1. Make a weekly or daily to-do list
2. Use a calendar or planner
3. Get up early to get stuff done
4. Read the syllabus and make plans from it
5. Prioritize and schedule what you need to do – be realistic!
6. Set aside study/class work hours each day
7. Have a spot where all studying takes place
8. Meet with your professor during office hours for support

### TEST PREPARATION:

1. Make flashcards
2. Rewrite/re-read your notes; reorganize into categories
3. Get help if you need it
4. Don't cram!
5. Know the test format
6. Get all of your questions answered
7. Take advantage of extra credit



# STUDY SKILLS

## NOTE-TAKING & READING

### NOTE TAKING:

1. Copy professor notes
2. Review your notes
3. Create your own abbreviations
4. Jot down any ideas that the professor repeats
5. Notice verbal cues – “Now this is important”
6. Highlight your book/class materials
7. Write down all examples

### READING:

1. Read more than once
2. Highlight and take notes
3. Don't put off assignments until the last minute!
4. Make a glossary of terms
5. Pace yourself
6. Pay attention to key concepts and end of chapter reviews

# Academic Resources

## **Essay Format and Citing Sources:**

- Examples of MLA, APA and Chicago Formatting
- Writing Tips

[Welcome to the Purdue Online Writing Lab - Purdue OWL® - Purdue University](#)

## **SDCCD Plagiarism and Academic Honesty:**

Students are expected to be honest and ethical at all times in the pursuit of academic goals. Students who are found to be in violation of [Administrative Procedure 3100.3 Honest Academic Conduct](#), will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with [Administrative Procedure 5520, Student Disciplinary Procedures](#).

# Communicating with Your Professor

This is your education. you need to make sure you are getting what you need from it. Our faculty are here to support your learning. This is their job. You are not bothering them when you send an email or join them during their office hours. You should utilize any of the platforms provided by your professor to make contact when you need something.

## What are office hours?

Office hours are a designated time slot when your professor is available to you. If you have a quick question, drop in for a minute. If you need help understanding a concept, then plan for a longer chat. Check your class syllabus or ask your professor when their office hours will be held. For CCAP classes, the majority of these will likely be virtual due to the high school class schedule, but occasionally, some are held in person. Either way, these hours are for you. Check out NPR's "[How to Make Office Hours Less Scary](#)" because they shouldn't be scary.

# Communicating with Your Professor

## How do I write an effective email?

Some students are comfortable composing clear emails, while other students find this an anxiety inducing process. Here is an email template for emailing your professor from "[How to Email Your Professor](#)" The article provides an explanation for each of the numbered items in the template.

Dear [1] Professor [2] Last -Name [3],

This is a line that recognizes our common humanity [4].

I'm in your Class Name, Section Number that meets on This Day [5]. This is the question I have or the help I need [6]. I've looked in the syllabus and at my notes from class and online and I asked someone else from the class [7], and I think This Is The Answer [8], but I'm still not sure. This is the action I would like you to take [9].

Signing off with a Thank You is always a good idea [10].

Student First and Last Name

# SDCCD Drop & Withdrawal Process

If a student would like to drop or withdrawal from a CCAP course, the student should consult with their Professor and High School Counselor. It is important to consult with the High School Counselor to ensure there are no graduation implications.

Once the student has consulted with their High School Counselor, they need to self drop through the SDCCD MyPortal.

Link to login into the student portal: [MyPortal SDCCD Login](#)

Guide on how to drop/withdraw from classes in the portal: [Guide](#)

Video on how to drop/withdraw from classes in the portal: [Video](#)

# College Course Drop Process

If a student would like to drop or withdrawal from a CCAP course, the student should consult with their Professor and High School Counselor.

Steps	Completed	Description
<b>Student discusses with HS Counselor</b>	X	<ul style="list-style-type: none"><li>• Graduation requirements</li><li>• Change in schedule</li><li>• Interventions</li></ul>
<b>Student informs college professor</b>	X	<ul style="list-style-type: none"><li>• Improves communication</li></ul>
<b>Student drops course in the SDCCD MyPortal</b>	X	<ul style="list-style-type: none"><li>• Recommended before drop date (without W/F- Grades of W/D/F limit future college courses)</li><li>• Removes student from college roster</li></ul>

# How to Opt Out of Student Rep Fee

If a student would like to opt out of the Student Representation Fee, students can follow the steps below.

Login to <http://my.sdccd.edu> and click on the "College Student Dashboard"

Click on the "**My Finances**" folder

From the "**My Finances**" folder, click on "**Tuition and Fees**"

Click on the "**Account Services**" tab

Click on "**Grant Permissions**"

[How to Opt Out of the Student Representation Fee](#)

# College Course Information

## What to Expect when enrolled in a college course:

- College courses are academically rigorous
- Students will need to practice self advocacy and time management
- Grades become a part of a student's official permanent college record
- Grades become a part of a student's high school record
  - Grades for CCAP/ACP/MOU courses will be shared with SDUSD and added to the high school transcript.
- Receiving a W/D/F/ in a college class as a high school student may have financial aid implications & may result in being disqualified from taking additional college courses while in high school.



# SDCCD Campus Resources

You can continue your education at The San Diego Community College District. San Diego Community College District serves students at its three credit college campuses and seven campuses of San Diego Continuing Education.

## San Diego Community College District Campus Locations

[San Diego City College](#)

[San Diego Mesa College](#)

[San Diego Miramar College](#)

[San Diego Continuing Ed](#)



# Additional Resources

San Diego Unified School District and the San Diego Community College District, provide additional resources for students participating in college courses while in high school.

SDUSD Youth Advocacy:

<https://youthadvocacy.us/>



# Additional Resources

The San Diego Community College District has provided helpful videos to authenticate student email accounts and how to set up email auto-forwarding.

MFA with Microsoft Authenticator App:

[Video](#)

MFA with Text Messaging:

[Video](#)

Auto-Forwarding:

[Video](#)



# mySDCCD Portal-High School Hold

Features inside the mySDCCD Portal

*\*All high school students will have a hold on their account indicating that they are a high school student. The college will enroll high school students in courses.*

*Once you graduate from high school, SDCCD will remove the hold.*

## My Classes

My Classes

My Grades

**You have a registration hold on your record, please [check your holds](#).**

# Student Rights and Responsibilities

The San Diego Community College District and all of its campuses are committed to an educational environment that is free from interference and disruption, and that fosters equity and mutual respect. Students may file a complaint when they believe that a College faculty member has violated Board Policies.

It is important to know when your rights and responsibilities as a SDCCD student. These apply to all students enrolled at SDCCD, event those that meet elsewhere, like our high school sites. Below are a few links to pdfs that highlight some of the key components to student rights and responsibilities.

## What to Know

[The Student Rights, Responsibilities, Campus Safety and Administrative Due Process Policy](#)

[Student Disciplinary Procedures](#)

[Student Grievance Procedures](#)

[Honest Academic Conduct Procedure](#)

[Non-discrimination Policy](#)

[Prohibition of Harassment Policy](#)

# California College Promise Grant

The California state funded California College Promise Grant (CCPG) provides funds to help students pay the enrollment fee. Students may apply for the CCPG in one of two ways:

- Submit a [FAFSA](#) or a [California Dream Act application](#), or
  - Apply for the [California College Promise Grant](#) during the application window.
- The CCPG is for California residents only, as determined by your College Admissions Office. To determine if you qualify for the CCPG Waiver, review the [Financial Aid Bulletin](#) or contact your College [Financial Aid Office](#).
  - The CCPG only applies to enrollment fees. It does not pay the Health Fee or any other educational costs. If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a Free Application for Federal Student Aid (FAFSA) or a California Dream Act application.
  - Note: Under the provisions of AB 131, students who are exempt from paying nonresident tuition under Education Code Section 68130.5 (AB 540) will become eligible to participate in the California College Promise Grant program as of January 1, 2013.
  - For additional information: [SDCCD Promise](#)

## YOU SHOULD APPLY IF:

- ✓ You've lived in California for at least one year, or
- ✓ You've been determined a California resident homeless youth by the Financial Aid Office, or
- ✓ You're eligible for non-resident tuition as an AB 540 or AB 1899 student, or with a "T" or "U" visa.

# FERPA

## What is FERPA?

In accordance with the California Education Code and Family Educational Rights and Privacy Act of 1974 ([FERPA](#)), parents of students taking college classes, regardless of age, do not have a right to access their student's record without written permission from the student

## How is it different for college than high school?

As a college student, your educational information is between you and your college. This means your parents/legal guardians do not have access to your college records nor are they able to discuss your progress with your college instructors.

## Important points to this:

- FERPA applies regardless of where the course is taught, at the college campus and/or the high school site
- College class instructors are not required to communicate with parents, even with permission of the student
- If a student has a concern about their college class, all inquiries should be directed to the college instructor or the college and need to come from the student, not the parent/legal guardian

# SDUSD College Course Support

If you need additional support with your college course, please contact your High School Counselor.

**We wish you a successful semester!**

WELCOME

TECHNOLOGY

SERVICES

TIPS FOR SUCCESS

PROCESSES

RESOURCES





**San Diego Unified School District**  
**Prepared by the Office of College, Career and Technical Education**