

SAN DIEGO MIRAMAR COLLEGE

NEW STUDENT RESOURCE GUIDE





NEW STUDENT RESOURCE GUIDE

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CONNECT WITH US!



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Welcome to Miramar College!

We value our diverse student body. Our students are both full- and part-time, of all ages and all backgrounds. You have a place at Miramar College!

San Diego Miramar College offers over 160 degrees and certificates. Whether you're looking for a different career, to transfer to a four-year program, or get a refresh on skills in your current job, Miramar always has something to interest you.

Purpose of this guide

We understand that college can feel overwhelming. However, the key is to be proactive, become informed, and ask for help when you need it.

This guide serves as a resource to your journey as you transition to Miramar College. We hope it equips you with the tools to start on the right path!

Instructions

Please click on each underlined word to navigate to the appropriate link.

[WATCH VIDEO FOR MORE INFORMATION](#)



DO YOU IDENTIFY WITH ONE OF THE FOLLOWING GROUPS?

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[Youtube](#)

Look for these icons as you read through this guide and learn about resources/information made specifically for you or that may be especially useful in your transition to our college.

Click on icons to learn more about the department/service.



Dreamers - undocumented students (AB540, DACA, mixed-status families)



Military/ Veterans



EOPS/ CARE/ NextUp/ CalWORKS - (Students who are current/former foster youth, single parents, first-generation, Cash Aid recipients, low-income, first generation, have English as their second language, are refugees, and/or are formerly incarcerated)



Disability Support Programs and Services, DSPS (Students with verified disabilities)

IF YOU DO NOT, DO NOT WORRY. CONTINUE TO EXPLORE ALL THAT MIRAMAR HAS TO OFFER!

TRANSPORTATION

The MTS Transit Center allows students from all around San Diego to have access to our campus. For students who drive to campus, there are several parking lots and two structures to choose from.

Bus & Trolley Passes

Students who are enrolled in a minimum of 7 college units may purchase a monthly bus and trolley pass. The monthly bus and trolley passes are available at the Miramar Accounting office.

Access Via Car

Parking permits **are required** to park in all student lots. Student parking permits are available for purchase during registration on the mySDCCD portal and can be picked up at the Campus Police Office after purchased.

Hourly and all-day parking permits may be purchased at the parking permit machines.

For more information on permit and pass fees and requirements, please visit the [Student Accounting Office](#) or email them directly at mmaracctgesdccd.edu.



Parking Lot & Structure Locations

Students with proper parking permits are allowed to park at any of our on-campus parking lots or structures. There are currently 3 lots and 2 structures (garages) found on the north and south side of campus. Please see the map below for additional details.

Street parking may be available in the local areas as well. Please follow property guidelines if you choose to park on a site off-campus.

Campus Map

[Download the map \(PDF\)](#)

[Click here to access the interactive map on our campus website](#)

SAN DIEGO MIRAMAR COLLEGE
10440 Black Mountain Road • San Diego, CA 92126 • sdmiramar.edu



● COLLEGE TERMS TO KNOW

College lingo can feel a little overwhelming, so let's go over some common terms and definitions. These terms will provide a better idea of what you may encounter throughout your journey at Miramar College.

Add a Class

After submitting an application, you will receive an appointment each semester to register for your classes.

Add Code/ Permission number

A 6-digit code issued by the professor to add a desired class on or after the start of the semester/session or for a restricted class. It is processed by the student through the mySDCCD portal prior to the add deadline.

Advisories

Departmental recommendations to be completed prior to enrolling in the course. This does not prevent a student from enrolling in a class.

California Dream Act

Application to apply for financial aid for undocumented and non-resident students. Awards may consist of state and private-funded loans and scholarships.

Canvas

A platform used by SDCCD to provide online classes at all campuses. Use your 10-Digit Student ID and your date of birth to login. Courses appear on the dashboard the first day of class.

Certificate of Achievement/ Performance

Awarded for the completion of the core requirements in vocational majors.

Certificates do not require completion of general education or district requirements.

Closed Class

The class is closed to further enrollment when a course has reached the maximum capacity of student registration.

Class Number (CN)

The 5-Digit course number that identifies each class section for the semester. Required for registration.

Crash a Class

A method of adding a closed class to your schedule after the semester has started by attending the class during the add period and obtaining an add code/permission number from the instructor.

Corequisites

Courses that are required to be taken the same semester as another course.

Drop a Class

You may officially drop a class through mySDCCD portal. A dropped class will not be reflected on an official transcript if dropped before deadline.

Full-Time vs. Part-time Student

A full-time student is enrolled in at least 12 units in a semester. A part-time student is enrolled in less than 12 units.

Free Application for Federal Student Aid (FAFSA)

Application to apply for financial aid for U.S. citizens. Awards may consist of grants, work-study, loans and scholarships.

● COLLEGE TERMS TO KNOW – CONT.

Intersegmental General Education Transfer Curriculum (IGETC)

A general education pattern that will fulfill all lower-division general education requirements at all CSU campuses and most UC campuses.

Loan vs. Grant

Both are forms of financial aid that can be used to pay for tuition, books, and other school related expenses.

The difference: A loan is money that you must pay back. A grant is free money that you do not have to pay back.

Major

A pattern of courses within a specific area of study. Majors for the Associate degree require a minimum of 18 units.

MySDCCD Portal

The SDCCD Portal is the platform where students view registration date/time, enroll for classes, view payments, and find important deadlines. Allows access to the student's personal student database.

Prerequisites

Courses that must be completed with a "C" or better prior to registration in a specific course.

Tuition/Enrollment Fees

Cost per unit a student is enrolled in, this does not include books or supplies. This is different for in-state residents and out-of-state students.

Withdrawal

Occurs when a student drops a course after the drop deadline. You must officially withdraw through SDCCD prior to the withdrawal deadline. Withdrawals will be reflected on your official transcript with a 'W.'



ENROLLMENT STEPS

Key Dates & Deadlines



1

APPLY

Create a CCCApply account then complete the Miramar application. **[Click here to begin!](#)**

2

FINANCIAL AID

Apply for FAFSA at **fafsa.gov** or Dream Act at **dream.csac.ca.gov**

3

ORIENTATION

Complete the online orientation to learn about Miramar programs, support services, & academic expectations to be successful!

4

SEP SESSION

Sign up for a New Student Educational Plan at the Counseling Office website.

5

MYSDCCD

Create MySDCCD account at **sdps.sdccd.edu**

6

ENROLL

Enroll & pay for classes on your registration date/time at **my.sdccd.edu**

ENROLLMENT STEPS — FREQUENTLY ASKED QUESTIONS

STEP 1 — Apply

What is CCCApply?

An admissions application site for California Community Colleges, where students need to complete an account in order to complete the college application.

Does Miramar College provide a college email account?

Yes. Starting June 28th, 2023, student will be able to receive a college email address. In order to receive a college email address, You, the student, will need to register in at least 1 unit. Around 2 hours after registering, you will receive an email about it in your personal email address' inbox.

How do I know if I submitted an application?

Please search your email inbox (and spam) for the SDCCD welcome email. If you can't find the email you may have not submitted one. You can also follow up with the [Admissions Office](#) for more information.

How do I recover my college ID number?

Go to the [mySDCCD Support Desk](#), select UserID/Password/Login Help and enter your information to submit a help ticket. Please note, it will require verification of identity. For questions about this process, please email miraadmesdccd.edu.

I have a CCCApply ID number, is this my college ID number?

No, in order to receive a 10-digit college ID, you must complete the Miramar College application. If you have a CCCApply ID it means you created a CCCApply account and it looks something like "BW12345".

When will I receive my college ID number?

Students should receive their college ID number within 24 hours via email after completing the college application. Student ID's are 10-digits, no letters, for example, 0001234567 or 5550001234.

Return to the CCCApply login website by [clicking here](#), click sign in, login, and continue to the college application.

*Students can pick up their **physical student ID cards** at the Office of Admissions once they enroll!

How do I submit transcripts to SDCCD?

Students should submit official transcripts from all Colleges and Universities attended. All transcripts and AP/IB scores need to be submitted directly to the district, not the campus.

Please review the [Miramar Evaluations page](#) or the [District transcript page](#) for details on each process.



ENROLLMENT STEPS — FREQUENTLY ASKED QUESTIONS (CONT.)

STEP 1 — Apply (Cont.)

If I apply to Miramar College, can I only take classes at Miramar?

No! Students are allowed to take classes at any of our SDCCCD campuses, which include City and Mesa College.



On the college application, what college enrollment status do I select?

“First time college student (after leaving high school)” - if you are still in high school and you are planning to graduate before the college term you applied for or you already graduated but never went to college.

“First time at this college (SDCCD); have attended another college” - if this is your first time at either City, Mesa, and/or Miramar but you attended a different college in the past.

“Returning student to this college after absent for a main term” - if you were previously a college student but were absent from classes during the fall and/or spring semester.

“Enrolling in adult school and authorized to enroll in college at the same time” - enrolled in adult school (like CE High School) or similar GED/Adult HS program and enrolled in college classes at the same time. Haven't earned a HS diploma or equivalent but want to take college classes.

“Enrolling in high school (or a lower grade) and college at the same time” - if you're in CCAP or if you are currently in high school and plan to take college classes at the same time.

ENROLLMENT STEPS — FREQUENTLY ASKED QUESTIONS (CONT.)

STEP 2 — Financial Aid

Do I need to complete both FAFSA & Dream Act applications?

No, you only need to complete one. It depends on your citizenship/residency status.

- You are eligible to complete the FAFSA at fafsa.gov if you are a: U.S Citizen, Permanent Resident, Eligible non-citizen, or T Visa holder.
- You are eligible to complete the CADAA at dream.csac.ca.gov if you are: Undocumented, Have a valid or expired DACA, U Visa holders, or Have Temporary Protected Status (TPS). 🦋

Does Miramar offer scholarships?

Yes! SDCCD offers scholarships on a yearly basis. For more information, visit the [Miramar Scholarship website](#).



How long does it take to process my financial aid application?

Application processing may take 4–6 weeks. If required, you will be notified via email by the Financial Aid Office if additional information is needed, which may delay processing further. For more information and to chat with staff, visit the [Miramar Financial Aid website](#).



STEP 3 — Online Orientation

What is the Online Orientation?

The [Online Orientation](#) provides students general information about the programs and resources offered at San Diego Miramar College. It takes approximately 45 minutes to 1-hour to complete. Time varies per student.

How do I receive credit for completing the online orientation?

Complete the survey at the end and receive credit within 72 hours. Please enter your 10-digit college ID, this is not to be confused with a high school ID.



ENROLLMENT STEPS — FREQUENTLY ASKED QUESTIONS (CONT.)

STEP 4 — Student Education Plan (SEP)

What's the purpose of an SEP?

It stands for Student Educational Plan. It's a plan/outline of classes developed with the help of a counselor students should follow based on their educational/professional goal.

It's important to receive this before enrolling so that you register into the appropriate classes & follow the requirements needed for you to transfer, receive your degree/certificate, or accomplish your goal.

I am a new student, how do I schedule a counseling appointment?

Visit the [Counseling Office website](#) and click on New Students. Ensure you have completed all the prior enrollment steps and criteria before scheduling.

Students may experience a “fully booked” notice, in which case, you will need to follow up the following morning or week for open appointments or use the other drop-in features on their page.

When can I request to speak with a counselor?

You can schedule a counseling appointment as soon as you have your 10-digit college ID number. It's best to speak with them sooner rather than later so you can receive an educational plan to know which classes to enroll in and become connected to campus resources.

Is there anything I need to know before my first counseling appointment?

Your counselor is going to ask you some important questions, like the ones listed below. Don't worry if you're undecided, our counselors are there to guide and support you through your process at Miramar.

- Do you know what your major is going to be?
- Are you planning to transfer, and if so, to which school(s)?
- Are you planning to get an Associate Degree, which one?



ENROLLMENT STEPS — FREQUENTLY ASKED QUESTIONS (CONT.)

STEP 5 — mySDCCD Portal

What is the SDCCD Portal?

The [SDCCD Portal](#) is the platform where students view their registration date/time, enroll for classes, view payments, and find important deadlines.

Click here to visit the [mySDCCD Youtube Channel](#) for mySDCCD Student Help Video Tutorials.

How do I change my password and security questions?

Contact the Help Desk by clicking here for [login help](#).

How do I create a mySDCCD account?

The link to the mysdccd portal will be sent to the email address you submitted in the college application. If you haven't received an email, check if your application was submitted by contacting the [Admissions Office](#) at miraadm@dccd.edu.

Once you have confirmed, enter your information at the [mySDCCD account creation page here](#) and follow the steps from this [video tutorial](#).



STEP 6 — Enroll

Where can I find my registration date and time?

You can find your date/time on your mySDCCD portal college student dashboard under "My Classes".

Here is a video tutorial on [How to Register for Classes!](#)

I can't sign up for a class because of a prerequisite, how do I know if I fulfilled those requirements?

On the mySDCCD portal, click on the class, under Enrollment Information, there will be a list of prerequisites. If you have fulfilled the requirements, follow the process of clearing prerequisites found on the [prerequisite page](#).

I have a hold on my account, where do I go to find what the hold is?

On your mySDCCD portal, go to the left hand tab, click My Personal Information, then Holds, and see hold details.

For additional hold questions, contact the Admissions Office at miraadm@dccd.edu.

A class is asking for a permission number, where can I find one?

You will need to contact the professor for the course that you are trying to enroll into to obtain one. Click here for [Campus Directory](#). Then follow the instructions found on the [mySDCCD help videos here](#).

EDUCATIONAL PATHS

At Miramar College, we offer over 160 different degrees & specialized certification tracks for our students and aim to create the best environment for each student's career goals.

To understand what's best for your academic goals, we highly recommend scheduling a counseling appointment and/or paying a visit to Career Services.

[Check out our list of programs!](#)

Associate's Degrees

Aims to give students the foundational knowledge and technical skill for their chosen field & future employment opportunities. *General education is required for completion of all degree tracks.*

Associate of Arts & Associate of Science

- Minimum of 60 units required
- GPA of 2.0 in major/area of emphasis
- Completion of general education curriculum

Associate Degree for Transfer (ADT)

For students who plan to complete a bachelor's degree at a CSU campus

- Maximum of 60-transferable CSU semester units
- GPA of 2.0 in major/area of emphasis. Higher GPA may be needed to be competitive.
- Completion of a minimum 18 units in major/area of emphasis
- Completion of CSU general education pattern

Transferring

Many of our students complete their lower division courses & GEs and then obtain their Bachelor's degree at 4-year institutions!

If you're interested in transferring, it's never too early to become informed about the transfer process. Connect with a counselor or contact our [Transfer center](#).

Career Education (CE) & Certificates

CE offers students a direct track into their desired career field & provides them with in-field experience.

Certificates enable our students to obtain entry-level positions and return to or move up in specialized career fields. *No general education is required for completion of certificate tracks.*



SUCCESS TIPS FOR COLLEGE

1: Enroll in classes on your given registration date!

Your registration date should be in your mySDCCD portal or emailed to you. Waiting too long could result in fewer classes being available.

2: Pay attention to class details!

When looking for a class to enroll in, some classes are only 8 weeks instead of the full 16, so you want to pay attention and check the date and time it starts. Also make sure you know whether it's online or in-person.

3: Utilize free academic tutoring!

Miramar College, and the other colleges in the SDCCD, offers students free academic tutoring for multiple subjects including math, English and science classes!

4. Join the Student Support Hub

Canvas Shell! Once you add a Miramar class, you will be able to access a Student Support Canvas Shell that provides students easy access to frequently requested information and services. 🦋 🇺🇸 👥 🧑



5: Get engaged!

In the campus and in your class! There are so many campus events that happen throughout the semesters! These event are full of helpful and useful information to help you succeed as a student, make friends, and stay involved on campus!

6: Utilize free mental health care!

Sometimes the course load, life and work can be draining. That is why we offer free mental health resources and services! Reach out for support and help! Add their Mental Health Canvas page to your Canvas Dashboard.

7: Be aware of all deadlines for the semester!

Deadlines are very important to be up to date with. Utilize a planner or reminder system. Being aware of these deadlines could help you avoid stress. Review dates & deadlines here.

8: Transferring starts day!

If you are looking to transfer to a 4-year institution, it's never too early to meet with a counselor to discuss the process. To access services and receive important announcements add the Transfer Canvas page to your Canvas Dashboard.

9: Don't be afraid to be your authentic self!

In college you are able to be who you set out to be, and work towards becoming the person you want to see in this world. You're on a journey other people dream about, do your best to be your best and that's all anybody is asking for. Get out of your comfort zone because it's time to walk your own path!

FINANCIAL AID

How to pay for college

FAFSA

- Application opens every October 1
- Must be completed on a yearly basis
- Applies to federal & state grants, work study, and loans

Dream Act

- Application opens every October 1
- Must be completed on a yearly basis
- Applies to state-funded & private scholarships





DO'S

- Fill out your application early even if you think you're not eligible for any aid
- Double-check your answers
- Write down your FAFSA/ Dream Act password & login information

DONT'S

- **Don't** send your application to only one school. You can choose up to 10 you are interested in.
- **Don't** enter the wrong school code. Double check the code before submitting.
- **Don't** assume submitting an application is the last step. Important emails may be sent to you after submission to request additional documents or actions.

Forms of Aid

- Grants
 - Need-based
 - Based on your FAFSA/Dream Act application
 - For more information, visit the [Miramar Financial Aid Department website](#).
- Miramar Annual Scholarship Drive
 - When does it take place?
 - Mid-late Fall semester - Beginning of Spring semester
 - Merit-based (*some may require some level of need)
 - Deadlines & application dates vary for each scholarship - be sure to check out the [Miramar Scholarship website](#) for updates.
   
- Federal Work Study (FWS)
 - Allows you to earn part of your financial aid by working an assigned job (on-campus or off-campus)
 - Eligibility is determined by your FAFSA application as it's based on financial need. Ensure you answer yes to the question that asks if you are interested in FWS!
 - Receive paycheck once a month.

For more information, visit the [Federal & State Program page](#).

SAN DIEGO PROMISE PROGRAM



The San Diego Promise (Not to be confused with the *California College Promise Grant, CCPG*) is a two-year completion program designed to ensure students complete their educational goal. Whether it be to earn a certificate of completion and enter the workforce, complete an associate degree, or transfer to a university.

Benefits

- Up to two years of free tuition and health fees
- Book grants for eligible students (based on financial need)
- Access to Peer Mentors/Retention Counselors
- Individualized counseling and guidance support to help you complete your educational goals

Eligibility

- Must be a first-time college student OR identify with one of the following groups:
 - Foster Youth Student
 - Veteran of U.S. Armed Forces
 - Formerly Incarcerated Student
 - Undocumented Student
- OR be a returning SDCCD student (did not take classes in any SDCCD campus for at least 3 semesters)
- Must be in the recent high school graduating class (H.S. Diploma or GED)
- Must be a California resident or AB 540 eligible
- Must enroll in and maintain a minimum of 12 units each semester
- Must maintain a 2.0 college GPA

***Unit requirement does not apply to DSPS students with eligible academic accommodation**

Apply

- 1) Apply to SDCCD: Complete an admissions application to Miramar, Mesa, or City
- 2) Complete a FAFSA/Dream Act Application (ensure Miramar is entered as your #1 school)
- 3) Complete a Promise application
- 4) Complete the Miramar Onboarding process at www.sdmiramar.edu/future-student
- 5) Attend a Promise Orientation & sign your Promise contract

Requirements

- Enroll in 12 units each fall and spring semester
- Maintain a 2.0 GPA
- Complete a comprehensive education plan by the end of the first year
- Participate in a campus engagement event

[SDCCD Promise Website](#)
[Miramar College Promise Website](#)



SUPPORT PROGRAMS & RESOURCES

Admissions & Records

Offers application help, petition & evaluation forms, resources for international students, and more!



Access their chat!

Department email:
miraadmesdccd.edu

Academic Support Resources **Academic Success Center (ASC),** **The Writing and English Language** **Lab (WELL) & Math Lab**

Dedicated to providing academic support services to students in math, writing, and more. **Services are available online and in-person via drop-in hours and by appointment.**

Career Services

Provides a variety of resources and programs to help students explore major/career options and gain real-world experience.



Access their Chat!

Department email:
mirajobsesdccd.edu

Counseling

Academic advising is available for both short term and long-term planning. Assists students in developing an educational plan based on the student's academic and career plans.



Access their chat!

Department email:
miraoundeskesdccd.edu

Disability Support Programs and Services (DSPS)

Offers a variety of services to students with verifiable disabilities such as individualized educational planning and classroom accommodations.

Quick Connect Live Chat available!

Department email:
miradspesdccd.edu

Dreamers Support Services

Provides academic, personal, and career support services to undocumented students and assists students in applying for the CA Dream Act/Financial Aid.

Department email:
miradreamers@sdccd.edu

Extended Opportunity Programs and Services (EOPS)/CARE/CalWORKs/NextUp

Provides counseling and financial support services to low income students that have been educationally disadvantaged. Offers support to eligible foster youth and single parents on CashAid through NextUp and CARE. We encourage students that are first generation, have English as their second language, are refugees, face homelessness, are Dreamers, are unaccompanied youth, and/or are formerly incarcerated to apply.

Visit their page to access their Online Front Desk Support!

Department email:
miraeopsesdccd.edu

SUPPORT PROGRAMS & RESOURCES (CONT.)

Financial Aid

Available to guide students through the financial aid process, explore different types of aid and scholarship opportunities.



Access their chat!

Department email:

miraaid@sdccd.edu

Food Security Programs

San Diego Miramar College has a variety of resources to assist those facing Food Insecurity by providing nutritious meals to students and identifying resources to nutritious food.

For more information, please email:

CMorgan@sdccd.edu



Health Services

Provides primary health care services to students such as health promotion, illness prevention, referrals, health, and nutrition education. ***Mental Health counseling and community referrals are also available.***

Phone visits are available for medical, nursing, and mental health questions at **(619) 388-7881**. Medical emergencies should be routed directly to 911.



LGBTQ+ Resources

Learn about resources, opportunities, and ways to become involved. All members of the LGBTQ+ community and allies are welcome.

Transfer Center

Dedicated to supporting students through the transfer process, meeting specific university requirements, applications and appeals.

Quick Connect Live Chat available!

Department email:

miratrans@sdccd.edu

Veterans Affairs



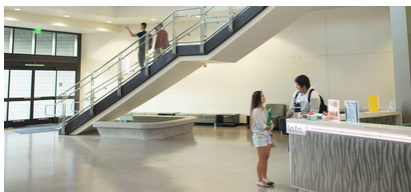
Get information on VA & military educational benefits!



Access their chat!

Department email:

miramaveterans@sdccd.edu



● GET INVOLVED

Associated Student Government (ASG)

ASG is the voice for topics and issues affecting the student body on campus. This group serves as the student representation in events, committees, and other activities.

Become a part of ASG & make a change!

Athletics

By joining a sport, students have the opportunity to play competitively and represent the campus. As SDCCD students, they are able to practice a sport in any of the sister colleges (Mesa, City, and Miramar). Moreover, they can continue building on their skills which can take them beyond their time at Miramar.

Connect with a coach & learn more!

Student Clubs & Organizations

Whether a student would like to improve their leadership skills, or meet peers that share common interests, student clubs and organizations are a great way to become connected to the campus community.

Consider joining or starting one of your own!



Student Employment

An advantage to having a job through the college is the flexibility because these positions very often are mindful of the student and work life balance. There are several offices and departments that may have openings.

A good resource to connect with is Career Services. Become part of their online job board and/or become informed about other job opportunities on campus.

Career Services Email:
mirajobs@sdccd.edu

Check out additional services they provide at the [Career Services Website](#).



OUTREACH & SCHOOL RELATIONS

WHO WE ARE

The San Diego Miramar Outreach Office develops strategies and implements services designed to help prospective students gain awareness of the programs and resources available. We help make a smooth transition from high school to college, from college to career, and/or re-entry from work to school.

REACH OUT FOR HELP!



Ask Jimmy the Jet!
[sdmiramar.edu/
services/outreach](https://sdmiramar.edu/services/outreach)



Check out our
[Virtual Tour!](#)



miraoutreach@sdccd.edu



[@MiramarOutreach](#)

Join our email list to receive monthly updates:
tinyurl.com/joinmiramar

WHAT WE DO

The office provides presentations, campus tours, coordinates webinars and matriculation services to local high schools and the community. We ensure students have the right tools to complete the matriculation process.



QUICK LINKS



- [Campus Directory](#)
- [Canvas Login Support](#):
 - For technical assistance, our help desk staff are standing by 24/7.
- Call toll-free (844) 612-7421 or email: support@instructure.com
- [College Catalog](#)
- [Dates & Deadlines](#)
- [MySDCCD Help Center](#)
- [MySDCCD YouTube Channel](#)
- [SDCCD Online Class Search](#)
- [SDCCD Academic Calendar](#)