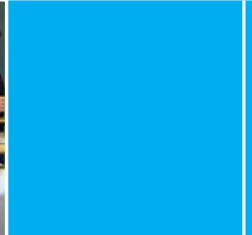


2013-2014 STUDENT HANDBOOK



SAN DIEGO MESA COLLEGE

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THINK BIG. WORK HARD. ACHIEVE.



WE ARE *Mesa*

VISION - What we strive to be.

San Diego Mesa College shall be a key force in our community to educate our students to shape the future.

MISSION - Why we exist.

To inspire and enable student success in an environment that is strengthened by diversity, is responsive to our communities, and fosters, scholarship, leadership and responsibility.

VALUES - What we believe in.

- Access
- Accountability
- Diversity
- Equity
- Excellence
- Freedom of Expression
- Integrity
- Respect
- Scholarship
- Sustainability

PERFORMANCE INDICATORS

Equity/Access, Engagement/Retention, Persistence, Success, Institutional Effectiveness

GOALS

- To deliver and support exemplary teaching and learning in the areas of transfer education, associate degrees, career and technical education, certificates, and basic skills.
- To provide a learning environment that maximizes student access, success and equity.
- To respond to and meet community needs for economic and workforce development.
- To cultivate an environment that embraces and is enhanced by diversity.
- To cultivate an environment for employee engagement, professional development, leadership, and personal well-being.

A MESSAGE FROM THE PRESIDENT

Dear Mesa College Olympian:

Congratulations on making San Diego Mesa College your college home. We want it to be just that, a destination full of learning, growing, and helping you reach your educational goals and beyond.

You will find that you have made an excellent choice. Mesa College is one of the finest community colleges in California and in the nation. It is highly regarded for its excellent and comprehensive academic, career, and technical programs distinguished faculty, diversity, and array of effective student services.

Mesa College has an impressive record of successfully transferring students to the University of California, California State University, and many other public and private four-year colleges and universities. The college enjoys an excellent reputation for preparing students for various careers, and contributions to the region's workforce.

Our work as faculty, staff and administrators at Mesa College is to support and facilitate your success. This handbook has been developed to inform you of your rights and responsibilities as a student, to acquaint you with pertinent policies and procedures, and to provide you with names of persons who can assist you with various matters. We hope that this handbook will serve as a valuable resource and guide for your success.

Best wishes for a productive and enjoyable stay at San Diego Mesa College—your home for learning, growing and reaching your highest potential.

Sincerely,

Pamela T. Luster, Ed.D.

President

San Diego Mesa College



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www.sdmesa.edu



INTRODUCTION

This student handbook is your reference guide. It will help you to become familiar with the wide variety of programs, services, and extracurricular activities at Mesa College. Keep it in a handy place for quick and easy reference.

San Diego Mesa College is part of the San Diego Community College District, 7250 Mesa College Dr., San Diego, California 92111-4998; 619-388-2600.



- Mesa colors: royal blue and white
- Mesa team: the Olympians
- Mesa mascot: the Olympian

Mesa College opened in 1964 with an enrollment of 1,900 students. Since then, it has grown to become one of the largest and finest community colleges in the state and in the nation. It now serves approximately 22,000 students on a spacious campus of 104 acres.

The more than 160 programs and 2,200 classes at San Diego Mesa College are designed to meet the needs of students with various backgrounds, interests, and educational goals. Courses are provided in general education, lower-division transfer programs, occupational, and developmental education.

San Diego Mesa College is accredited by the Western Association of Schools.



A PARTNERSHIP FOR SUCCESS

Matriculation is a process that brings you and the college into an agreement for the purpose of achieving your goals. We ask you to enter into a partnership with us to ensure your success. In other words, we ask you to commit yourself to an educational goal, and we promise to help you succeed.

THE MATRICULATION PROCESS

STEP 1 Admissions—Submit an application to Mesa College. Don't forget to have transcripts sent from colleges you previously attended.

STEP 2 Online Orientation—Take an orientation session that will provide you with:

- Your test results with interpretation
- Directions on selecting courses/degree requirements
- College procedures, deadlines, and policies
- Outline of student rights and responsibilities
- An overview of campus support services and resources
- A planning folder, which includes the Student Handbook

STEP 3 Assessment—Take the English and Math Assessment Tests.

STEP 4 The Student Education Plan (SEP)—Make an appointment to meet with a counselor to design a personal education plan outlining your complete course requirements for your degree/transfer. Periodic updating of this plan is encouraged.

Note that before scheduling an appointment, you must have the following:

1. Mesa College Application on file.
2. A valid CSID number
3. Math and English assessments completed
4. Official transcripts of all colleges attended on file
5. Official transcripts must be evaluated for course equivalency (see a staff person in counseling)

Counseling appointments are scheduled on a first-come, first-serve basis. Appointments may be scheduled by telephone or in person. Due to the high demand for counseling appointments, you should contact us as early in the morning as possible to book your appointment.

STEP 5 Follow-up — Students encountering academic difficulties are referred to appropriate college services by counselor/instructor intervention and follow-up activities. Please check your own progress to ensure success by being aware of areas where you might be experiencing difficulties. Seek help and use all student support services when necessary. If you're not sure what to do, visit the Counseling Office, and we'll help direct you to the proper service.

The following students are exempt from the matriculation process:

- Students with the following educational goals: preparation for a new career, advancement in their current job or career, maintenance of a certificate or license, educational development, or
- Students enrolled in apprenticeship programs
- Students who have an Associate degree or higher
- Students currently enrolled at a four-year college
- Note: Students who have taken the assessment test within the last three years are exempted from Step 2

COMPAÑEROS PARA EL EXITO

La matrícula es un proceso que les lleva a usted y al colegio a un acuerdo para alcanzar sus metas educativas. Queremos entrar como socios en este convenio para asegurar su éxito. A este fin le pedimos que se comprometa a dedicarse a su propuesto programa de estudios. Por nuestra parte, nos comprometemos a ayudarle lo más posible para que logre sus metas.

LOS TRAMITES DE MATRICULA

PASO 1 Admisión—Complete y presente el Formulario de Solicitud de Admisión a Mesa College.

Debe presentar también los Actas de Calificaciones oficiales de los colegios y universidades previamente asistidos.

PASO 2 Asesoría—Dé los exámenes de evaluación de inglés y matemática.

PASO 3 Orientación en línea - Tomar una orientación en línea que le proporcionará:

- Los resultados de sus exámenes y una explicación de ellos
- Instrucciones para la selección de cursos, y los requisitos para los títulos y grados otorgados por Mesa College
- Las normas del Colegio, los procedimientos y los plazos para cumplir con ellos
- Una explicación de los derechos y las responsabilidades del alumno
- Una lista de los recursos y servicios de apoyo del Colegio
- Un folleto de planificación, que incluye la Guía para Alumnos (Student Handbook)

PASO 4 El Plan de Educación del Alumno (Student Education Plan, SEP)—Obtenga una cita y visite a un consejero para definir su Plan de Educación personal. En este Plan se detalla los requisitos que hay que cumplir para recibir su título o transferirse a otra institución. Se le recomienda revisar su Plan periódicamente y ponerlo al día.

PASO 5 Los alumnos que se encuentren con problemas académicos pueden valerse de los servicios especiales de apoyo del Colegio. Acérquese a la Oficina de Asesoría (Counseling Office) para obtener informaciones sobre estos servicios. También puede acudir a su profesor o consejero, y se le dirigirá al servicio apropiado. Para lograr el éxito en su carrera, Ud. debe revisar periódicamente el desarrollo de sus estudios y tomar conciencia de las áreas en las cuales debe mejorarse. Solicite ayuda cuando sea necesario, para beneficiarse de todos los servicios de apoyo estudiantil.

Los siguientes grupos de alumnos están exentos de los trámites de matrícula:

- Los alumnos que quieren prepararse para una nueva carrera o avanzar en su carrera actual; los que quieren mantener vigente un certificado o licencia; los que no tienen la intención de completar un título y desean seguir su desarrollo educacional solamente por motivos personales; y los que desean completar sus estudios secundarios
- Los alumnos que están matriculados en programas técnicos de aprendizaje
- Los alumnos que poseen el grado de Asociado, o un grado mayor
- Los alumnos que están matriculados en una universidad
- Nótese que los alumnos que han completado los exámenes de evaluación dentro de los últimos tres años no están obligados a seguir el Paso 2

成功的伙伴

大學入學申請(Matriculation)是您升大之前必須與校方作出協議的一個過程。我們要求您和校方進入合伙關係，是為了保證您學業成功。換言之，我們要求您對自己的教育目標作出承擔之餘，更保證協助您學業有成。

入學程序

第一步

入學許可 - 向「美夏社大」呈交申請表。別忘了把你以前上過的大學之成績單直接由該校寄來。

第二步

評估 - 接受英語和數學測驗。

第三步

新生入學指導 - 提供下列材料與資料：

- ▲ 測驗結果說明；
- ▲ 選課和選學位的必要條件；
- ▲ 社大各項手續的程序，各截止日期及有關政策；
- ▲ 學生的權責簡述；
- ▲ 校園輔助設施和服務；
- ▲ 計劃講義夾，包括學生手冊。

第四步

講習班 - 參加一項有關你選擇的目標之講習活動，以便取得下列資料：

- ▲ 選修符合學位要求的科系之指南；
- ▲ 轉入四年制大學的一般課程要求；
- ▲ 第一學期的課程綱要；
- ▲ 入學指導主題詳請。

第五步

學生教育計劃 (SEP) - 和一位輔導約談以決定進修計劃，包括未來轉學或進修學位課程所需學分。必須按時修訂計劃。

第六步

保持聯繫 - 學生在學業上有困難時，將由輔導或教授規定接受院方提供的適當服務，並參與加強效果的活動。學生自己也應判斷有否困難和難處在哪裡。然後選定所需的幫助和服務。如果不知道應做什麼，可以到輔導室詢問，我們會為你安排適當的輔導。

下列學生可以豁免以上六項程序：

- ▲ 有以下教育目標的學生：新事業準備，增進職業知識和技能，持有一張有效執照或許可證，教育發展，或修畢高中畢業證書所需求學分。
- ▲ 學徒班的學生。
- ▲ 已取得準學士或更高資格的學生。
- ▲ 正在四年制大學進修的學生。
- ▲ 注意：學生如在過去三年之內接受過評估測驗，上述第二步可以豁免。

MỘT CÔNG TÁC ĐỂ THÀNH CÔNG

ự tuyển vào đại học là một quá trình để đưa bạn và trường đại học vào một hợp đồng nhằm mục đích để đạt những mục tiêu của bạn. Chúng tôi yêu cầu bạn bắt đầu một công tác với chúng tôi để bảo đảm sự thành công của bạn. Nói cách khác, chúng tôi yêu cầu bạn cam kết vào mục tiêu giáo dục, và chúng tôi hứa để giúp bạn thành công.

THỦ TỤC GHI TUYỂN NHẬP HỌC

THỨ NHẤT

Ghi danh - Nạp đơn xin nhập học vào trường Đại Học Mesa. Nhớ xin chuyển tới trường tất cả phiếu điểm của các trường cũ đã theo học.

THỨ HAI

Thi Xếp Lớp - Thi trắc nghiệm Anh Văn và Toán để được xếp lớp.

THỨ BA

Hướng dẫn ở trên mạng - Lấy định hướng dẫn ở trên mạng để giúp bạn với:

- ▲ Biết kết quả bài thi trắc nghiệm với sự giải thích,
- ▲ Hướng dẫn việc lựa chọn lớp học / văn bằng đòi hỏi,
- ▲ Biết thủ tục, thời hạn chót và chính sách của nhà trường,
- ▲ Hiểu quyền lợi và trách nhiệm của sinh viên,
- ▲ Biết tổng quát những dịch vụ và cơ quan yểm trợ sinh viên của trường,
- ▲ Cấp cho một tài liệu để hoạch định bao gồm cả cuốn Cẩm Nang của sinh viên.

THỨ TƯ

Dự Thảo Học Trình của Sinh Viên (SEP) - Làm hẹn với Giáo Sư Huấn Đạo để phát họa một bản Dự Thảo Học Trình thích hợp cho riêng Bạn, trong đó liệt kê đầy đủ những lớp học đòi hỏi cho văn bằng hay cho việc chuyển trường. Thỉnh thoảng Bạn nên cập nhật Bản Dự Thảo Học Trình này.

THỨ NĂM

Theo Dõi việc học - Những sinh viên gặp khó khăn trong việc học vấn sẽ được Giáo Sư Huấn Đạo hay Giáo Sư giới thiệu tới những cơ quan có những dịch vụ thích hợp của trường để được giúp đỡ, can thiệp và theo dõi kết quả. Hãy tự kiểm điểm sự tiến bộ của mình để chắc được thành công bằng cách lưu tâm đến các lãnh vực mà Bạn cảm thấy có thể gặp khó khăn. Tìm kiếm sự giúp đỡ và tận dụng mọi dịch vụ yểm trợ sinh viên mỗi khi cần thiết. Nếu không biết chắc, Bạn hãy đến Văn Phòng Huấn Đạo, ở đó nhân viên sẽ hướng dẫn giới thiệu Bạn tới những dịch vụ thích hợp.

Thành phần sinh viên sau đây được miễn thủ tục ghi tuyển nhập học trên:

- ▲ Sinh viên theo đuổi những mục tiêu học vấn sau đây: chuẩn bị cho một nghề mới, thăng tiến trong công việc hay nghề nghiệp hiện tại, duy trì chứng chỉ hay bằng hành nghề, phát triển kiến thức, hay hoàn tất tín chỉ cho văn bằng tốt nghiệp trung học.
- ▲ Sinh viên ghi học trong những chương trình huấn nghệ.
- ▲ Sinh viên đã có văn bằng AA hoặc cao hơn.
- ▲ Sinh viên đang ghi học tại một trường đại học 4 năm.
- ▲ *Lưu ý:* Những sinh viên đã thi trắc nghiệm trong vòng 3 năm qua sẽ được miễn thủ tục thứ hai của việc ghi tuyển nhập học trên.

A PARTNERSHIP FOR SUCCESS

Matriculation is a process that brings you and the college into an agreement for the purpose of achieving your goals. We ask you to enter into a partnership with us to ensure your success. In other words, we ask you to commit yourself to an educational goal, and we promise to help you succeed.

The Matriculation Agreement: Our Partnership

The college agrees to:

- Assess your basic educational skills and career goals
- Orient you to the college's programs, services, and policies
- Provide top-quality instruction
- Provide a wide variety of courses
- Offer services to support your education
- Follow up your progress toward your goal

You agree to:

- Declare an educational goal
- Attend classes
- Work hard to complete assignments and courses
- Meet with a counselor to discuss your choices
- Seek out support as needed
- Strive to make progress toward your goal

COMPANEROS PARA EL EXITO

La matrícula es un proceso que les lleva a usted y al colegio a un acuerdo para alcanzar sus metas educativas. Queremos entrar como socios en este convenio para asegurar su éxito. A este fin le pedimos que se comprometa a dedicarse a su propuesto programa de estudios. Por nuestra parte, nos comprometemos a ayudarlo lo más posible para que logre sus metas.

El Convenio

El colegio propone:

- Evaluar el nivel de su preparación y ayudarlo a definir sus objetivos profesionales
- Proveer orientación a los programas, servicios y reglamentos del colegio
- Proveer instrucción de primera calidad
- Proveer una amplia variedad de cursos
- Ofrecer servicios especiales de apoyo para nuestros programas
- Guiarle y evaluar continuamente su progreso

Usted convieno en:

- Especificar el programa de estudios que quiere seguir
- Asistir a la clases, sin faltar
- Completar los cursos y las tareas en el tiempo apropiado
- Reunirse con un consejero para informarse sobre las opciones que sean disponibles en su programa
- Buscar los servicios de apoya, si es necesario
- Hacer siempre el máximo esfuerzo para lograr su objetivo

SỰ HỢP TÁC ĐỂ THÀNH CÔNG

Việc tuyển chọn sinh viên là một diễn tiến giúp cho Bạn và nhà trường có được một sự đồng ý về mục đích để hoàn thành mục tiêu của Bạn, Nhà trường đòi hỏi Bạn phải hợp tác với chúng tôi để bảo đảm đem lại sự thành công cho Bạn. Nói cách khác, chúng tôi đòi hỏi Bạn phải theo đuổi chính xác mục tiêu học vấn của Bạn, và chúng tôi sẽ giúp Bạn được thành công.

Hợp Đồng Của Chúng Ta Hợp Đồng Hợp Tác...

Nhà Trường đồng ý:

- ▲ Lượng giá khả năng học vấn và mục tiêu học vấn của Bạn.
- ▲ Hướng dẫn Bạn đạt được chương trình, dịch vụ và chính sách chung của nhà trường.
- ▲ Cung ứng một nền giáo dục hoàn hảo.
- ▲ Cung ứng nhiều môn học khác nhau.
- ▲ Cung ứng các dịch vụ hỗ trợ sự học hỏi của các Bạn.
- ▲ Theo dõi thành quả so với mục tiêu của Bạn đã đặt ra.

Bạn Đồng Ý:

- ▲ Ấn định mục tiêu học vấn.
- ▲ Tham dự các lớp học.
- ▲ Học chăm chỉ để hoàn tất bài vở và môn học đã ghi danh.
- ▲ Tiếp xúc với giáo sư Huấn Đạo để thảo luận về sự lựa chọn môn học của Bạn.
- ▲ Tìm kiếm các dịch vụ trợ giúp khi cần thiết.
- ▲ Cố gắng trong việc học để đạt được mục tiêu của Bạn.

ACCOUNTING OFFICE

14-106, 619-388-2704

The Accounting Office coordinates the collection of fees and provides related services to students.

- Collection of registration and related fees
- Refunds for classes dropped by refund deadline
- Issuance of printed grade report
- Accept transcript requests
- Accepts and process payments for:
 - Fines for library, chemistry, and biology
 - Financial aid repayments
 - Credit by exam fee (form available in the Evaluations Office)
 - Parking permits
 - Duplicate diplomas
- Collect childcare fees and NSF checks
- Sell semester and monthly bus passes
- Provide copies of duplicate receipts and 1098T.
- Credit card problems related to registration and miscellaneous fees
- Verification of fees paid
- Accept and process administrative deferments after approval from Financial Aid or Student Affairs
- Third-party transactions
 - Military tuition assistance
 - Disabled Veterans, State Department of Rehabilitation
 - Scholarships and others
 - Miscellaneous third parties
- Maintenance of campus fiduciary trust accounts
- Associated Students Government accounts

Office hours: M-Th 8 am–6 pm,
F 8 am - 12noon; Closed on Fridays -
June/July.

Accounting Supervisor: Lynn Dang
Sr. Accounting Tech: Nikki Smith

ADMISSIONS OFFICE

14-102; 619-388-2682

The Admissions Office coordinates the application and registration process for students.

- General inquiries regarding admission
- Residency requirements and documentation, 619-388-2688



New Student Services Center

- International students admissions requirements and I-20 validation
- Petitions to Challenge prerequisites and corequisites on enrollment limitations
- Student petitions, 619-388-2682
- Special admissions programs, 619-388-2684
- Pass/No Pass option process
- Applications are accepted online at <http://studentweb.sdccd.edu>
- Submit completed applications online; you will then receive an online registration date and time.

Office hours: M-Th 8 am–6 pm,
F 8 am - 12noon; Closed on Fridays -
June/July.

Admissions and Records Director:
Ivonne Alvarez

Admissions Supervisor: Cheri Sawyer
Records Supervisor: LaWanda Foster

ASSESSMENT/ TESTING OFFICE

14-201; 619-388-2718

The Assessment/Testing Office schedules and administers placement tests for students.

- English and Math assessment tests for new and continuing students and non-native speakers
- Orientation for all students

Matriculation requires that all new

students be tested in basic skills if they are planning to pursue any of the following educational goals:

- Transfer to a four-year institution
- Earn a degree or certificate
- Enroll in a basic english class, and/or other courses with english or math prerequisites
- Are undecided about their educational goal

Students are exempt from the English and math placement tests if they have earned an Associate in Arts Degree or higher or have completed English and math courses, or have received a qualifying score on the College Board Advanced Placement English Exam, SAT, ACT, EPT, ELM, or EAP within the last two years. Please contact the Testing Office if you feel you may have satisfied the testing requirements.

The testing session will help determine which English and math classes you are prepared to take. Prepare by reviewing sample test questions available at <http://www.sdmesa.edu/testing-center/links.cfm> or visit the Testing Office.

Office hours: M 8 am–6 pm, T-Th 8 am-5 pm,
F 8 am - 12 noon;

June/July; M-Th 8 am - 6 pm,
closed Fridays

Supervisor: Barbara Plandor

ASSOCIATED STUDENT GOVERNMENT(ASG)

14-409; 619-388-2903

The Associated Student Government(ASG) is a significant component of Mesa College's shared governance. The ASG represents student needs and concerns. It encourages academic excellence, leadership, and community involvement among students. It is your voice in campus issues.

ASG members must be officially enrolled at Mesa College. Membership entitles students to many benefits. The cost of membership is \$8 per year. Membership packets are available at the Student Affairs Office, 14-408.

ASG Membership Benefits

ASG membership is your key to a wide variety of valuable benefits, including:

- Free gift
- Scholarships
- Eligibility for ASG office
- Book loans, emergency loans (\$5-10)
- Free scantrons
- Discounted fax service
- Club funding, assistance
- Free admission to athletic events

ASG Services and Activities

Here's what the ASG does for students:

- Represents students on campus issues
- Provides leadership opportunities
- Offers scholarship opportunities
- Provides club matching funds program
- Donates to campus events and activities
- Funds leadership conferences

ASG Events

A major part of the Mesa ASG budget helps to support events that greatly benefit all students, including:

- Club Rush Week
- Club events
- Multicultural receptions
- Campus outreach programs
- Math, short story, and poetry contest
- Scholarship Awards Banquet
- Commencement
- Campus publications
- Leadership development seminars

- Honors and awards programs
- Food and clothing drives
- Special assistance programs

You Are the Associated Students!

The money that funds ASG programs is students' money. Input and participation by students are needed in the decision-making process. The perspective of Mesa ASG members on the many issues affecting the campus is important. Student support is crucial to make certain Mesa College continues to provide the excellence in education demanded by students. The ASG welcomes any ideas, concerns, or suggestions that will benefit you as a student.

Student Government

The student government is comprised of the ASG president, vice-president, treasurer, executive council, fifteen senators, three student judicial review board members, ICC representative, and student volunteers.

Business meetings are held twice a week, Monday and Wednesday, 12:45–1:45 pm. To express concerns about the campus, promote new ideas, help with activities, or make new friends, please attend the meetings. Participation in student government is recognized by colleges, universities, and prospective employers as an indication of commitment and accomplishment.

Representation of student perspectives on committees as a volunteer is another way of being involved. An hour a week as an ASG volunteer is a great way to make a difference on campus. Get involved! It's fun!

ASG Goals and Objectives

The ASG of San Diego Mesa College is the government of students for students. It is dedicated to the following mission:

- To empower students by advocating and safeguarding their rights, including guaranteeing representation across cultural lines on critical issues
- To develop a more inclusive and responsive campus climate, and to facilitate open communication with students, faculty, and administration
- To develop and implement student activities
- To develop a team spirit among Mesa students
- To improve communication among student, faculty, and administration
- To increase and improve financial resources and services to students
- To provide information on financial aid and scholarships

President: 619-388-2907

Vice President: 619-388-2905





ATHLETICS

Athletics Department:
L-101; 619-388-2737

The athletic program at Mesa College is the largest in San Diego County. It offers competitive opportunities for students on 20 intercollegiate teams.

- **Fall sports:** men's basketball, women's basketball, men's cross country, women's cross country, football, men's soccer, women's soccer, women's volleyball, men's water polo, women's water polo
- **Spring sports:** women's badminton, baseball, softball, men's swimming/diving, women's swimming/diving, men's tennis, women's tennis, men's track and field, women's track and field, men's volleyball
- **Athletic conferences:** American Conference (football), Pacific Coast Athletic Conference (all sports other than football)

Office hours: M-F 7:30 am–5 pm

Dean-Athletic Director: Dave Evans

Asst. Athletic Directors: Dave Fager, Kim Lester, Kevin Hazlett

Physical Education Chair: Jan Ellis

Physical Education Asst. Chair: Kevin Hazlett

Sports Facilities

Pool

The aquatic activities program is comprised of a variety of courses that offer instruction and conditioning in all aspects of aquatics.

Instruction is intended to provide a carry-over value for leisure life. Students must be enrolled in an aquatic activity to use the pool.

- Outdoors, 80-83 degrees year-round temperature
- 25-yard length
- 8 swimming lanes
- 3 diving boards: 2 one-meter, 1 three-meter
- Beginning and adaptive swimming in shallow section
- Deep section 6-13 feet
- Intercollegiate swimming, diving, water polo

Tennis Courts

Mesa College has eight lighted standard courts. The courts can be used when classes are not in session.

Facilities are available for student use primarily through registration in appropriate classes or participation in intercollegiate athletics. The men's and women's intercollegiate tennis teams use the courts. Private use of facilities during non-instructional time and weekends can be arranged through the athletic department office. Fees may apply. For information contact the School of Physical Education.

Other Facilities:

- Racquetball courts (five indoor courts), available for student use when classes are not in session.

- Gymnasium
- Weight training (four fully equipped rooms). Students must enroll in a weight training class to use the equipment.
 - Free weights
 - Universal gyms
 - Stairmasters
 - Lifecycles
- Upper field: softball
- Merrill Douglas Stadium: artificial "Field Turf" football field, all-weather "Mondo" track, football, track and soccer
- Baseball field
- Men's and women's locker rooms

BOOKSTORE

H-110; 619-388-2715

The Bookstore, which is owned and operated by the District Auxiliary, provides essential books, supplies, and services to support the educational endeavors of students, faculty, and staff.

- Textbooks and school supplies
- USB Flash drives, disks, software
- Clothing, gift items
- Used texts buy-back program

Students are advised to buy books for registered classes only. To avoid the beginning-of-classes rush and to have a better selection of used books, purchase textbooks the week before classes begin.

Hours: M-Th 7:45 am–7 pm, F 7:45 am–12 pm, S 9 am–1 pm, closed Sunday; hours may vary

You can order your books online at:
www.bookstore.sdccd.edu.

Supervisor: Carol Rohe

BOX OFFICE (APOLLIAD THEATRE)

Students may purchase tickets for Mesa College Theatre productions at the Apolliad Theatre, by calling 619-388-2621. The Mesa Drama Department will call and confirm your reservation. Pick up your tickets 15 minutes before the show starts; only cash and checks are accepted. The price of the tickets are:

- Mesa students, staff, and neighbors: \$5
- General admission: \$10
- Seniors, military, and all other students: \$8

BRIDGES TO THE BACCALAUREATE

B-107; 619-388-2895

Website: www.sdmesa.edu/bridges

The Bridges to the Baccalaureate Program at San Diego Mesa College is a science education program designed to support the success of community college students from underrepresented groups or populations affected by health disparities, who plan to transfer and earn a bachelor's degree in biomedical, behavioral or related sciences.

The program is funded by National Institutes of Health (NIH) and National Institute of General Medical Sciences (NIGMS).

The goals of the program are to:

- increase the overall transfer admission rate of underrepresented minorities majoring in the biomedical or behavioral sciences by ten percent per year, and
- transfer at least seventy percent of the Bridges students to a four-year university, and
- ensure that seventy-five percent of Bridges students will earn a bachelor's degree in the biomedical or behavioral sciences.

Several activities have been designed to support these goals.

The primary component of the program is an eight-week, fulltime summer internship at our partner institution, University of California, San Diego (UCSD). Please visit our website to review eligibility requirements.

*Program Director: Edward Alexander, Ph.D.
Professor, Dept. of Chemistry
Program Coordinator: Jodi Corliss, M.S.
Counselor and Faculty Emeritus*

CAREER CENTER

14-306; 619-388-2777

Website: www.sdmesa.edu/career-center

The Career Center provides on-site and online resources and services for job searching and career exploration for Mesa College students. These include:

- career assessments,
- interview assistance
- resume critiques



- industry exploration
 - job postings
 - career links
 - workshops, in person and online
 - career counseling
 - free online job board for students:
 - spring and fall job fairs
- <http://jobconnect.sdccd.edu>
- Online services at www.sdmesa.edu/career-center
- Office hours:** M-TH 8 am-5 pm; F 8 am - 12 noon; Closed on Fridays June/July
- Supervisor: Monica Romero*

CHILD DEVELOPMENT CENTER

R; 619-388-2812

The Child Development Center and Neighborhood House Association Head Start join in providing a developmentally appropriate program for preschool children. The center is the lab school for the campus child development program. The teachers and staff meet California credentialing requirements.

- Child care for day-time students with preschoolers ages 2 to 5
- Hours: M-Th 7:30 am-4:00 pm, F 7:30 am-12:00 noon
- Educational programs for each age group
- Students with children are required to enroll in a specific child development course series that supports the operation of the children's program

Office hours: M-F 7:30 am-4 pm
Directors: Ida Cross and Cassandra Bloomberg
Facility license number: 372005155

COMPUTER AIDED DRAFTING (CAD) LAB

IBM and Macintosh systems

Z-301 and Z-302
Mesa College Design Center

The Department of Architecture and Environmental Design houses the following programs: architecture, landscape architecture, interior design, and building construction. There are numerous certificate and degree options within each program.

The training of architecture and environmental design students is supported with two Windows-based CADD labs, each equipped with 25 manual and computer drafting stations. The labs provide real-world training in design, detailing, and drafting by integrating the most current versions of Autocadd, ArchiCad, Sketchup, Photoshop, and Illustrator into a variety of courses.

Lab hours: M-F 7 am-10 pm,
Sat 8 am-4 pm, hours may vary

Chair of Architecture: Ian Kay

COMPUTER LAB

K-300, K-400; 619-388-2880

The Academic Computing Center provides instructional and technological support for students.

- 9 labs with 250 IBM PC compatible computers running Microsoft Windows.
- Lab tech on duty at all times.
- Computer Business Technology (CBTE) "Open-Entry, Open-Exit" program in K-402, K404, and K-405 (Please note regularly scheduled lecture classes may be held in K-404 at different times during the week).
- Windows, Microsoft Office, Keyboarding (in CBTE only).
- Regularly scheduled classes in computer programming in C, C++, C#, Java, and Visual Basic in Windows and/or Linux-based environments in K-301, K-401, and K-406.
- Regularly scheduled classes in Multimedia and GIS applications in K-303 and K-403.
- Regularly scheduled classes in English and Journalism in K-302.
- Students must be currently registered

and have their Student ID card to get a network account for access to the computers in the K-300 and K-400 buildings. Please go to the front counter in K-401 to get this account.

- Printing is limited to class assignment only.

Lab hours: M-F 7 am– 6 pm,

CBTE Lab closes at 2 pm on Saturdays. Saturday lab hours vary for other disciplines.

Supervisor: Michael Davis

COMPUTER LAB FOR STUDENTS WITH DISABILITIES — HIGH TECH CENTER

LRC 1ST FLOOR; 619-388-2893

The High Tech Center (HTC) provides evaluation and specialized computer instruction to facilitate access in the use of adaptive software and hardware. The HTC also assists students with disabilities in the operation of computers for the application of specialized instruction, including software for basic skills, cognitive retraining and access to printed materials.

Lab hours: M T Th 9 am–4 pm,

W 10 am-7 pm

LANGUAGE LAB

LRC-229; 619-388-2906

The Multimedia Language Acquisition Center is a state-of-the-art, computer-based language laboratory. From individual digital audio and video material, interactive multimedia programs, the Internet, and other software programs as they relate to foreign-language study and practice.

COUNSELING DEPARTMENT

I4-303; 619-388-2672

Academic counselors are available on campus both day and evenings to assist students with their educational, career, and personal needs. Individual and group counseling sessions are offered throughout the year. Transfer workshops and personal growth classes (Student Success and Career Planning courses) are listed in the class schedule. Visit the Counseling Office for workshop updates and to have a counselor help you with:

- Developing an educational plan

- Selecting courses to meet degree requirements
- Selecting courses to meet transfer requirements
- Selecting courses to meet prerequisites
- Identifying educational and careers goals and options
- Selecting a major area of study
- Receiving referrals to appropriate support services
- Petitioning for graduation

Plan to meet with a counselor periodically to stay informed of changes in requirements related to your educational goals.

Counseling appointments are scheduled on a first-come, first-served basis. Appointments may be scheduled by telephone or in person. Due to the high demand for counseling appointments, you should contact us as early in the morning as possible to book your appointment.

Note: Students need to have all college transcripts on file, and have requested that they be evaluated, before scheduling educational planning sessions with counselors.

Office hours: M-Th 8 am - 6 pm,

F 8 am - 12 noon,

Closed on Fridays June-July

Chair: Ailene Crakes

Supervisor: Barbara Plandor

DISABILITY SUPPORT PROGRAMS AND SERVICES (DSPS)

I4-405; 619-388-2780

(tty only, 619-388-2409)

www.sdmesa.edu/dsps

The mission of the DSPS Department is to eliminate, as mandated by Section 504 of the Rehabilitation Act of 1973, the educational barriers that are unique to students with disabilities. The goal is to provide reasonable accommodations in a timely manner. DSPS strives to support Mesa College in the inclusion of students with disabilities as independent, responsible, and productive members of the community.

DSPS accomplishes its mission by offering specialized counseling and support services that enable students with disabilities to participate as fully as possible in college programs and activities.

Special classes and programs also are offered to those who may need to augment their program with specialized instruction. Services include:

- Accessible Parking
- Alternate Media Production
- Community Agency Referrals
- Disability Management Counseling
- Equipment Loans
- LD Eligibility Assessment
- Mobility Orientation
- Note Taking Assistance
- On-Line DSPS Orientation
- Priority Registration
- Real Time Captioning & Typewell
- Sign Language Interpreting
- Test Proctoring
- and other services available based on individual need.

All disability information provided by students is kept strictly confidential.

To apply for services and to assure timely assistance, or to obtain further information, contact the DSPS office as soon as possible.

Office hours: M-Th 8 am - 4:30 pm,

F 8 am - 12 noon;

Closed on Fridays June/July

Coordinator: Jill Jansen

E-GRADES

<http://studentweb.sdccd.edu>

E-Grades provides students easy access to grade and transcript information online at the website listed above. Students may use e-Grades to access grades for any semester.

EOPS AND CARE PROGRAM FOR SINGLE PARENTS

Cooperative Agencies Resources of Education; I4-309; 619-388-2706

The CARE program within the EOPS department provides supportive services to meet the challenges of single parents attending San Diego Mesa Community College.

Program services include:

- Supplemental care grants
If funding is available.
- Academic, career, and personal counseling

- Single parent support group
- Child care and community referrals

Coordinator: Karen Geida

ENROLLMENT VERIFICATION

I4-102; 619-388-2686

The Admissions Office provides student enrollment verification for:

- Insurance
- Employment
- Student loan deferment
- Welfare eligibility and benefits
- Child care eligibility and benefits
- Housing

Office hours: M-Th 8 am–6 pm,
F 8 am–12 noon; Closed on Fridays
June/July

Supervisor: Cheri Sawyer

EQUAL EMPLOYMENT OPPORTUNITY AND SITE COMPLIANCE OFFICE

619-388-2440

- Discrimination complaints
- Sexual harassment complaints
- Information on Mesa policies and procedures regarding discrimination and harassment

Office hours: Call for an appointment

Site Compliance Officer:
TBA

EVALUATIONS OFFICE

I4-306; 619-388-2680

www.sdmesa.edu/evaluations

The Mesa College Evaluations office provides services, including information and technical support, to help students achieve their certificate, degree, and transfer goals. Working closely with students and in coordination with the District, Mesa Evaluations processes graduation petitions, general education certifications for transfer and other

petitions related to academic standards and program completion

Office hours: M-Th 8 am - 5 pm,
F 8 am - 12 noon; Closed on Fridays
June/July

Supervisor: Monica Romero

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

I4-309; 619-388-2706

EOPS is a retention program that provides counseling and support services to students who experience educational and financial challenges. The mission of the program is to increase admission, graduation, transfer and academic success rates of low-income populations. Program services include:

- Financial assistance: grants and emergency loans if funds are available
- New student intake session
- Online, continuing-student intake sessions
- Personal, career, and academic counseling
- Academic success workshops
- Support services for single parents through the CARE program
- Priority enrollment
- Transition services

Office hours: M-Th 8 am - 5 pm,
F 8 am - 12 noon; Closed on Fridays June/
July

Pedro Olvera, Acting Director

FINANCIAL AID OFFICE

I4-107; 619-388-2817

The Financial Aid Office coordinates the processing and awarding of a variety of financial aid programs available to students.

- Grants: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Cal Grant B or C, Chafee Program

- Board of Governors Waiver (BOGW)
- Federal Work Study
- Federal Direct Student Loan program

Office hours: M-Th 8 am–6 pm,
F 8 am–12 noon, Closed on Fridays
June/July

Director: Gilda Maldonado

Supervisor: Maria del Pilar Ezeta

*For financial aid opportunities,
see page 17.*

FOOD SERVICES

H-105; 619-388-2560

Owned and operated by the District Auxiliary, food services include:

- An a la carte menu for breakfast, and lunch including grill, pizza, deli, espresso bar, soup and snacks
- A convenience store offering grab and go salads and sandwiches, snacks, candy, sodas and beverages.
- During non-academic periods, a light menu of beverages, salads, sandwiches, pizza, and soup are offered in the C-Store.
- There are several Espresso Cafes around campus where beverages, snacks, and grab & go items can be purchased. Find them in the LRC, Student Services Center, and Allied Health building. Hours vary by location.
- Catering for special events and meetings.
- Vending machines dispensing snacks and beverages can be found at locations around the campus.

Food Service Availability Spring, fall semesters

Mon-Thur: 7 am-8:30 pm

Fri: 7 am-1:30 pm

Summer sessions

Mon-Thurs: 7 am- 7:30 pm

Fri: 7 am - 1:30 pm

Intercession and all other periods

Mon-Fri: 7 am-1:30 pm in the C-Store only. *Hours may vary during non-academic periods. The Mesa Café will be closed during spring break.*





HONORS PROGRAM

G-301; 619-388-2341

sdmesa.edu/honors

- Honors courses are for the highly motivated, providing exceptional and intense learning experiences in classes that are highly interactive. They offer students the opportunity to develop critical-thinking and writing skills.
- Honors courses and honors contracts may qualify you for priority registration at SDSU and for its honors program
- Honors contracts may be available in non-honors classes.
- Please see the current class schedule for a listing of honors classes and the enrollment requirements.

Coordinators: Wendy Smith, Leticia Lopez, Alison Primoza.

HONORS SOCIETIES

Phi Theta Kappa, Beta Beta Upsilon Chapter

- International honor society
- Qualifications: completion of 12 semester units, 3.5 cumulative GPA
- International recognition for academic excellence



Advisors:

Professor Beate Bermann-Enn

G-219, 619-388-2203

Elizabeth Hueneber,

F-266H, 619-388-2301

Psi Beta

National honor society in psychology for community and junior colleges

- National honor society for students with an interest in psychology
- Qualifications: cumulative GPA of 3.25 or a ranking in the top 35 percent of enrollment, completion of one psychology course, and 12 semester hours total college credit
- Lifetime membership fee: \$50

Advisor: Jaye Van Kirk, 619-388-2290

FINANCIAL AID OPPORTUNITIES

I4-107; 619-388-2817

San Diego Mesa College's financial aid program can assist in paying a student's educational expenses—enrollment fees, books, transportation, room and board, and other related costs. All federal and California financial aid programs are awarded subject to funding limitations. For more information stop by the Financial Aid Office or visit the Student Services pages at **www.sdmesa.edu**.

To be considered for all the programs listed, you should **apply early**. Applications are available in January prior to the award year for which you are applying.

If you qualify for any of the programs, (with the exception of the Board of Governors Enrollment Fee Waiver), to be eligible for payment you must meet basic eligibility requirements and be making satisfactory academic progress according to our published standards. If you have not made progress in the past, have attempted 90 units or more, or have earned an associate or higher degree, you are not eligible to receive aid. However, there is an appeal process available to all students. Also, you must have academic transcripts on file from all colleges you have attended to date before your application for aid can be considered. The transcript must be



evaluated by an official SDCCD evaluator. For more information on these policies, please contact the Financial Aid Office.

Hours, Financial Aid Office: M-Th 8 am–6 pm, F 8 am–12 noon

Important note regarding repayment:

If you receive financial aid and withdraw, drop, or fail to complete/attend all of your units for any reason you may need to repay a portion of the financial aid that you received. In addition, if you do not attend a late-start class for which you have been paid, you may need to repay a portion of the aid received. The Financial Aid Office will determine how much you need to repay by using a federally mandated formula. You will be notified by mail of the amount due. Contact the Financial Aid Office for additional information.

INFORMATION AND SWITCHBOARD

K-203; 619-388-2600

- General campus information
- Help with locating specific areas
- General events and activities
- Directs incoming phone calls

Office hours: M-F 8 am–5 pm



The Financial Aid Office is located on the first floor of the I-400 Building.

TYPE OF AID	AMOUNT	ELIGIBILITY	APPLICATION	DEADLINE
Pell Grant (<i>federal grant</i>)	Up to \$5,550	Need based; valid EFC received by last day of attendance or the end of the term, whichever is first. Has maximum lifetime eligibility of 12 semesters of aid as a full-time student.	Free Application for Federal Student Aid (FAFSA) and supplemental documents	June 30 annually or before your last day of attendance, whichever ever is first.
Federal Supplemental Educational Opportunity Grant (FSEOG)	Up to \$600	Need based; enrolled at least half time	FAFSA and supplemental documents if required	April 15 prior to the award year applying
Cal Grant B (<i>state grant</i>)	Up to \$1473	California resident; financial need, low income; eligibility determined by CSAC	FAFSA and GPA verification form	March 2 or Sept. 2 for community colleges
Cal Grant C (<i>state grant</i>) — <i>must be enrolled in vocational program</i>	Up to \$547	Need based	FAFSA and supplemental documents	April 15 prior to the award year applying
Federal Work-Study Program (<i>self-help</i>)	Up to \$5000	Need based	FAFSA and supplemental documents	April 15 prior to the award year applying
William D. Ford Federal Direct Loan	Up to \$3500 for first-year students; up to \$4500 for second-year students (completion of more than 24 units)	Need based; enrolled at least half time	FAFSA and supplemental documents	At least five business days before the last Friday of the semester or your last day of attendance which ever comes first.
Parent Loan for Undergraduate Students (PLUS) — <i>fixed interest rate</i>	Cost of attendance minus any financial aid per loan period	Parents must meet credit check; student enrolled at least half time; meets citizenship criteria; not in default or grant over-payment status with the Department of Education	FAFSA and supplemental documents	At least five business days before the last Friday of the semester or the student's last day of attendance whichever comes first.

INTERNATIONAL STUDENTS PROGRAM

I4-102; 619-388-2717

The International Student Office coordinates the application and registration process for students with F-1 visas and provides services for students abroad to ensure a successful American educational experience at Mesa College.

- Educational, personal, and immigration advising
- Issuance of I-20

Office hours: Call for International Student Advisor walk-in hours; Residency and International Student admissions, M-Th 8 am–6 pm, F 8:00 am–12 pm; Closed on Fridays June/July.

International Student Advisor:

Adrienne Aeria Dines

International Student Asst.: Debbie Powell

Admissions and Records Director:

Ivonne Alvarez

Residency, International Student Admissions

Assts: Ebony Tyree

LRC: LIBRARY, LANGUAGE LAB AUDIOVISUAL DEPARTMENT & THE CENTER FOR INDEPENDENT LEARNING

The four-story Learning Resource Center

(LRC) consists of the Library (Floors 1-3); the Audiovisual Department (Floor 4); and the Center for Independent Learning (Floor 4). The office of the Dean of Learning Resources and Technology is located on the fourth floor.

Hours: M-Th 7 am–10 pm, F 7 am–5 pm, closed Sat & Sun

Hours summer session: M-F 7 am–5 pm, F 7 am–5 pm; closed Sat, Sun

Library

LRC, Floors 1&3; 619-388-2695

www.sdmesa.edu/library

The library offers a wide variety of print and computerized sources of information, and its staff assists students in accessing and utilizing these resources. There are also facilities for large and small group study, individual study, and library instruction for Mesa College classes.

The library's resources and facilities include:

- Reference and circulating books; periodicals; pamphlets; Course Reserve Collection
- Internet access.
- Online books, magazines, journals and newspapers
- Career Collection (college catalogs and information on jobs, colleges and careers)

- Photocopiers and printers for (includes a page charge)
- Add-value stations for copier/printing services
- WiFi Connectivity
- LRC Café Commons
- Microfiche/microfilm readers and reader/printers

Dean: TBA

Department Chair: Jean Smith

Supervisor, Library and Audio Visual Services: Charlotta Robertson

Language Laboratory

LRC 229, ext. 7906

The Language Laboratory offers students state-of-the-art, computer based language acquisition tools. From individual stations, students are able to access digital audio and video material, interactive multimedia programs and the Internet.

Audiovisual Services

LRC, Fourth Floor; 619-388-2690

The Audiovisual Department provides faculty with audiovisual equipment and materials for classroom use. It also offers guidance and production assistance to students who are preparing audiovisual materials for classroom presentations. With their instructor's permission, students may also use the Audiovisual Department's materials and equipment in their classroom.



Mesa College each year welcomes non-immigrant F-1 visa students who meet eligibility requirements. Assistance is offered through the International Student Admissions Office.

The Audiovisual Department's resources, services and facilities include:

- Videotapes, DVDs and CDs
- Audiovisual equipment
- Preview and practice booths
- Production of posters from flyers (includes charges for materials)

Supervisor: Charlotta Robertson

Steve Manczuk, Web Developer (P.M. Supervisor)

AV Librarian: Devin Milner

Center for Independent Learning

LRC, Fourth Floor; 619-388-2769

The Center for Independent Learning (CIL) provides students with 140 computers connected to a network, providing classroom-related software for individualized learning. The software programs are designed to assist students in improving academic skills, augment in-class activities or facilitate in-depth study for reports or research projects. CIL materials, services and facilities include:

- Student computer lab with numerous networked instructional programs
- Internet access, word processing, spreadsheets and computer graphics
- Audiocassettes, slides, videocassettes, computer software
- Scanners and printers (black/white and color)

- Print stations and photocopiers for students
- Change machine for copiers
- Add-value stations for copier/printer services
- WiFi Connectivity
- Production of overhead transparencies (includes charges for materials)

Instruc. Support Supervisor: Paul Gomez

LOST AND FOUND

Check for lost items, or drop off items that have been found at the College Police Office, Q-100.

MESA ACADEMY/UMOJA

I4-303; 619-388-2536

Mesa Academy/UMOJA is a retention program designed to promote student academic success, graduation and/or transfer to four-year institutions. Mesa Academy/UMOJA is open to all students, offering programs and services which emphasize African American experience. The Academy seeks to expand students' cultural horizons while honoring their respective cultural backgrounds.

Mesa Academy/UMOJA works in conjunction with a number of college departments to meet the program aims of recruitment, orientation, retention,

and graduation, in addition to academic, personal, professional and cultural development of students. In all, these foster skills and strategies for success at Mesa College and beyond.

The Mesa Academy course curriculum emphasizes reading from African American literature and addresses the day to day issues that affect individuals of African descent. Mesa Academy is part of the Learning in Communities (LINC) consortium. Academy students and their respective learning communities will enroll in the following courses:

Fall	Spring
Personal Growth 120	Personal Growth 140
English 48	English 101
English 49	Black Studies 140B
Black Studies 140A	Comm 103

Coordinator-Counselor: Michael Temple

Coordinator-Teacher: Chris Sullivan





The four-level Parking Structure and Police Substation provides parking for 1,200 cars.

PARKING AND TRANSPORTATION

Please Note: Construction projects are on-going. Sporadic detours and lot closures can be expected.

Please visit www.sdmesa.edu/parking for the most up-to-date parking and construction information.

Parking Information

619-388-6415

- Parking is enforced on the first day of classes. No exceptions.
- Parking permits are required on campus. Automobile: \$35; carpool: \$30; motorcycle: \$17.50
- Parking without a valid permit may result in a citation
- Park in designated student areas only; parking in unauthorized areas can result in a citation or towing.
- Purchase parking permits in the Accounting Office or through reg-e at www.sdccd.edu, tty 619-388-6534
- Permits paid for before the semester starts will be mailed. All others can be obtained in Campus Room, room Q-100, 619-388-2749.
- Temporary parking permit can be obtained at J-202 or at a ticket machine for \$1 per hour/\$5 maximum in lots 1, 2, 3, 4 and every level of the parking structure. Machines take cash and coins only.
- Vehicles that accumulate five or more unpaid parking citations may be immobilized (booted) or impounded.

- Permits are required 7 am - 10 pm M-F.
- Disabled parking is available to students with disabilities. Students must have a state placard. These students do not need to purchase a Mesa College parking permit. Temporary disabled parking is also available; for information contact DSPS, 619-388-2780.

Bicycles

- Use designated bike racks only.

Carpooling

- Students are encouraged to carpool
- Carpool permits are issued on a semester basis and require three riders in the pool. Applications for carpool permits are available at Campus Police, Q-100.
- Carpool parking is in front of the A Building, on Mesa College Circle near the tennis courts, and in Lot 1. It is designated by an orange curb and signs.
- For further information visit the campus police office.

Public Transit

- Discounted bus passes and schedules are available in the Accounting Office
 - San Diego Transit Bus Route 4 stops on campus next to the parking structure
 - Route 41 stops at the corner of Genesee and Marlesta

Traffic Rules and Regulations

- Campus speed limit is 15 mph on roads and 5 mph in parking lots and structure.
- Bicycles, skateboards, roller skates, scooters and similar devices may not be used on campus pathways.
- Bicycles must only be used on roads open to vehicular traffic.

POLICE

Q-100; 619-388-6405

The College Police Department is comprised of sworn peace officers who provide personal safety to students, staff, and the general public. The objective of this department is to maintain a safe, secure, and tranquil campus environment. Services:

- First aid
- Issuance of parking permits
- Processing of complaints and tickets
- Lost and found
- Emergency assistance
- Accident reporting
- Information on personal safety and crime statistics
- Escort service: students who wish to be escorted to their vehicles should call 619-388-6405 or go to the College Police at Q-100
- 24-hour police dispatch for after hours, 619-388-6405

Office hours: M-Th 8 am - 8 pm
F 8 am - 12 noon

Call boxes are located in parking lots, classrooms and in front of the police station for emergency use.

For more information visit us at: <http://police.sdccd.edu> or email us at police@sdccd.edu

PUENTE PROJECT

I4-303; 619-388-2420

The Puente Project, co-sponsored by the University of California and the California Community Colleges, focuses on Latino/Chicano literature and experience while students enhance their writing skills and increase their educational success with eventual transfer to the UC. Students benefit from such exciting opportunities as:

- Building strong writing and reading skills
- Developing a solid educational plan for transfer and being exposed to the professional career world through mentoring activities
- Exploring careers through mentoring by community professionals who are concerned with the Latino/Chicano community experience.

Coordinator Counselor: Guillermo Marrujo

REG-E

Enrollment Helpline: 619-388-2500

Reg-e is our district-wide online registration system that allows students to enroll, add and drop classes, pay fees using credit cards, and verify enrollment. Students receive an online registration date and time via email. Students can register on or after the scheduled appointment time up until the week before the class begins or until it is full, whichever comes first. If you have a Friday deadline for the payment of fees and are coming onto campus to pay them, payment must be received by 12:00 pm or it is considered late.

Reg-e hours: M-F 7 am–12 midnight,
S 8:00 am–1:30 pm

SCHOLARSHIPS

I4-408; 619-388-2699

- The Student Affairs Office is the scholarship clearinghouse for Mesa College Foundation Scholarships.
- Mesa College Foundation Scholarship applications are available in late fall on the Student Affairs Office section of the Mesa College website, <http://www.sdmesa.edu/student-affairs>.
- Recipients are selected in April
- Awards are issued in spring at the annual Scholarship Awards Banquet
- Community and private scholarship applications are available throughout the year in the Student Affairs Office

SUPPLEMENTAL FINANCIAL ASSISTANCE

Loans and Scholarships

Making ends meet is becoming more and more difficult for many students; having the resources to pay for fees, books, supplies, food, and other daily necessities has become very challenging. Financial planning is the key to ensure adequate financial resources for educational needs. Planning should include timely application for financial aid grants, scholarships, and other programs that provide supplemental assistance such as EOPS, STAR, veterans programs, and CARE for single parents.

There are several programs on campus that provide supplemental assistance. Since funds are limited, students should inquire into these programs early to

determine eligibility and to complete the application process.

Emergency Loans

- \$5-\$10 food/gas emergency loans are available on a walk-in basis for AS cardholders. (Student Affairs Office, I4-408, 619-388-2699)
- EOPS emergency loans are available. (EOPS Office, I4-309, 619-388-2706;
- Program-based emergency funds are available for programs such as EOPS, EOPS/CARE and Physical Therapy Assistant. Contact program coordinators.

Book Loans

- Associated Students Book Loan: Loans up to \$50 per student are available to AS cardholders. First come, first served, beginning with the first day of classes of each semester.
- Program-based book loans for eligible students in EOPS.

Scholarships

- Mesa College Foundation Scholarships funded by the college and the Mesa College Foundation, these scholarship applications are available in the fall semester.

Categories include:

- * Academic
- * Community Service
- * Departmental
- * Disabled Students
- * Financial Need
- * General
- * Honors Society/Student Clubs
- * Leadership
- * Memorial
- * Programs

One of the highlights of the school year is the Scholarship Banquet, sponsored by the Mesa College Foundation and San Diego Mesa College.

- Associated Students Scholarship: funded by the Associated Students, up to \$12,000 of total scholarship monies are set aside for AS cardholders.
- Private and Community Based Scholarships: Various scholarship opportunities are available to students. Soroptimist scholarships for women and the Building Industry Scholarship for architecture and engineering students are examples.
- All USA Academic Team: academic competition sponsored by the American Association of Community Colleges, Phi Theta Kappa International Honor Society, and USA Today. Students who are selected as First Team winners receive \$2,500.

Awarded by faculty and staff.
(partial listing)

- Animal Health Technology
- Art
- Architecture and Environmental Design
- Biology
- Ceramics
- Chemistry
- English
- Fashion Design
- Interior Design
- Medical Assisting
- Physical Education
- Radiologic Technology
- San Diego Braille Transcribers Guild Scholarship Endowment: for visually impaired students.
- San Diego County Hotel-Motel Association Endowment: for hospitality management majors.

For a full list of scholarships visit
www.sdmesa.edu/scholarships



STUDENT ACADEMIC RECORDS

I4-102; 619-388-2805

The Records Office maintains the following student academic records:

- Educational plan
- Other pertinent academic documents
- Transcripts from other colleges or universities

Office hours: M-Th 8 am–6 pm,
F 8 am–12 noon; Closed on

Fridays June/July

Supervisor: LaWanda Foster

STUDENT AFFAIRS

I4-408; 619-388-2699

Provides programs and services that promote the retention and success of students, enrich the quality of campus life, and support classroom instruction.

- Support for student government
- Leadership development programs and activities for all students
- Coordination and administration of college and privately sponsored scholarships
- Administration of Policy 3100—student rights, responsibilities, and code of conduct
- Assistance in resolution of student complaints and faculty concerns
- Coordination of student activities
- Support for all student clubs
- Information on programs and services
- Processing of enrollment fee deferment applications and requests
- Coordination of graduation
- Coordination of special events
- Scholarship information
- Fax service

Office hours: M-F 8 am–5 pm,
Fridays in Summer: 8 am–12 noon

Dean: Ashanti Hands

Senior Secretary: Kathy Fennessey

STUDENT DEVELOPMENT

I4-401; 619-388-2896

The Student Development Office has the primary responsibility for directing programs and services related to student support. These include recruitment, orientation, counseling-advising, assessment, follow-up, student employment, transfer programs and career services.

The matriculation process is designed to enable students to identify and attain their educational goals—a certificate, Associates Degree, or transfer. The components of the matriculation process at Mesa College are as follows:

- Admission to college
- Assessment for student success and placement
- Orientation to college programs and services
- Counseling and advising in developing an education plan
- Follow-up, review of academic progress

Office hours: M-F 8 am - 5:00 pm,

Fridays in Summer: 8am-12 noon

Dean: Susan Topham

Senior Clerical Assistant: Angie Avila

STUDENT HEALTH SERVICES

I4-209; 619-388-2774

Health services are available to all students enrolled at Mesa College. A nurse practitioner is on duty daily; a medical doctor and therapists are available by appointment. Nurse practitioner and physician visits are free. Therapist appointments are also free. Medical procedures and medications require a minimum fee.

These services are provided: general medical care, nursing assessment and management, limited lab and prescription services, first aid and emergency care, TB testing, health counseling, blood pressure screening, substance abuse treatment, sexually transmitted infection care, women's health and family planning, nutritional counseling, and smoking cessation.

Office hours: M-Th 8 am - 5 pm,

F 8 am - 12 noon; Closed on

Fridays June/July

Director: Suzanne Khambata, FNP, MSN

STUDENT ID CARD

I4-102

- Student identification (CSID) cards are required when conducting college business or upon request of college staff.
- Picture ID cards will be issued to new and returning students who have not received a CSID at no charge in the Admissions Office upon verification of enrollment fee payment.
- Continuing students who have not previously had their picture taken must

do so in the Admissions Office to receive a picture CSID card.

- There is a \$5 charge for replacement cards.

STUDENT SERVICES VICE PRESIDENT

I4-401; 619-388-2678

- Administrator responsible for all student services departments and programs
- Facilitates non-instructional issues and concerns of students

Office hours: M-F 8 am - 5:00 pm,

Fridays in Summer: 8am-12 noon

Vice President: Julianna Barnes, Ed.D.

Administrative Secretary: Trina Larson

TRANSFER CENTER

I4-306; 619-388-2473

www.sdmesa.edu/transfer-center

The Transfer Center provides resources and services to plan for a successful transfer to a 4-year college or university. These include:

- Transfer admission guarantee programs
- Reference materials
- Catalogs
- Brochures
- Small group planning sessions
- University representative visits
- Application assistance
- Computer stations
- Major events related to transfer



Office hours: M-Th 8 am–5 pm,
F 8 am - 12 noon; Closed on

Fridays June/July

Coordinator: Leroy Johnson

Supervisor: Monica Romero

TUTORIAL PROGRAMS AND SERVICES

Need help with homework? Need help with improving study habits? Resources are available to help you to succeed in college. All services are free for Mesa College classes.

Academic Skills Center

(formerly Tutoring Center)

I4-203 61-388-2898

www.sdmesa.edu/tutoring-center

The Academic Skills Center provides free tutoring in a variety of subject areas for Mesa College classes including any writing assignments. The service is available on a first-come, first-served basis. Some subject areas may require an advanced appointment. Tutors help you to learn and understand concepts, course content, and improve as a student. For additional information, please contact the Academic Skills Center or visit our web page.

Bridging Lab Academic Skills Center

I-207(M), 619-388-2869

An open-entry facility free of charge to Mesa students interested in improving and developing academic skills.

- Individualized instruction for English and ESOL assignments
- Computer lab
- Guided independent study to aid students in developing skills in essay planning, writing, grammar, punctuation, spelling, ESL, and math

- Preparation for CBEST, TOEFL, and college placement tests

- Counselor available

Office hours: M-Th 8:30 am–1:30 pm

Instructor-Director: Ingrid Greenberg

Instructor: Carl Luster and Ann Gianola

STAR TRIO Program (Student Tutorial and Academic Resources)

I4-308, 619-388-2481

STAR is a federally funded TRIO Student Support Services retention program. Participants must meet eligibility requirements. The goals are to increase the academic success, graduation, and transfer rates of program participants.

Services include:

- Individualized tutoring
- Peer mentoring
- Counseling
- Social support network
- Learning and study skill assessment
- Academic success workshops
- Computer and printer access
- Graphic calculator loaners

Office hours: M-Th 8 am - 5 pm,

F 8 am - 12 noon; Closed on

Fridays June/July

Director-Counselor: Marichu Magaña

VETERANS AFFAIRS AND COUNSELING

I4-102; 619-388-2805

The Veterans Affairs Office provides assistance and service to veterans, reservists, and others who are eligible to receive benefits. Counseling services include:

- VA Educational Benefit Orientation
- Educational plans for A.A. and A.S.

- Transfer requirements for four-year schools
- Military school evaluations
- Veteran educational benefits
 - Chapter 30 (services beginning after 7-1-85)
 - Chapter 31 (vocational rehabilitation)
 - Chapter 32 (services beginning between 1-1-77 and 6-30-85)
 - Chapter 33 (services beginning between 1-1-77 and 6-30-85)
 - Chapter 35 (post 9/11)
 - Chapter 1606 (selected reserve)
 - Chapter 1607 (REAP)

Applications are available in the office for eligible students.

Office hours: M-Th 8 am–6 pm;

F 8 am–12 noon; Closed on

Fridays June/July

Supervisor: LaWanda Foster

WORK EXPERIENCE (CO-OP)

S-300; 619-388-2647

www.sdmesa.edu/work-exp

- Earn college credits while working or interning
- No weekly attendance or books required
- Units transfer to SDSU
- Enroll early; limited space
- General Occupational Work Experience (270): employment or internship must be related to the student's educational or occupational goal. Required in some vocational programs
- Visit the website for more information.

Office hours: hours vary; call for more information

Contact: Danielle Williams at 619-388-2647



ART GALLERY

D-101, 619-388-2829

The Art Gallery and Museum Studies Program presents a comprehensive schedule of regional and international art exhibits, ranging from painting and sculpture to installation and photography. Students completing two semesters of rigorous coursework in museum studies are placed in a supervised internship at a museum gallery. The Mesa Gallery is open to the public. Admission is free. The gallery is open during the school year. Closed school holidays. For exhibit information go to www.sdmesa.edu/art-gallery.

Hours: M-W 11am - 4 pm

Thurs. 11 am- 8 pm

Closed weekends and school holidays

Career Day

www.sdmesa.edu/career-center

An annual Spring event sponsored by the Career Center to provide career and employment information to current and

prospective students.

- Career workshops
- Recruiters from various employment agencies and corporations
- Industry information
- Resumé critiques

Contact: Career Center,
619-388-2777, I4-306,

Chicano/Latino Heritage Annual Events

A celebration exploring and recognizing the rich Chicano/Latino heritage and Mexican culture.

- Educational presentations
- Food
- Music
- Dancing
- Arts and crafts

Commencement

www.sdmesa.edu/commencement

A celebration of success! This important annual event takes place toward the end of the Spring semester.

- Honors students who have completed Associate of Arts, Associate of Science, and Certificate Programs
- Faculty, staff, friends, and families are encouraged to attend
- Applications and deadlines for graduation are available in the Counseling Office, I4-303, and on the web at <http://studentweb.sdccd.edu/evaluations>

- Graduation: Jenny Craig Pavilion, University of San Diego, 5998 Alcalá Park, San Diego

For more information:

Festival of Colors

A popular Spring event that celebrates diversity at Mesa.

- International food fair
- Crafts fair, showcasing different handmade artifacts representing different cultures
- Multicultural entertainment
- Workshops highlighting different cultures
- Usually held in late April

Contact: Humanities Institute and Diversity Committee

619-388-2797

Financial Aid Information Fair

The Student Services Fair is an open-air, one-stop shop for students seeking information about support services and instructional programs available at Mesa College. It usually is held in the fall and in the spring.

Contact: Gilda Maldonado or designee at 619-388-2817, I4-107

Humanities Institute Programs and Events

619-388-2371, fax 619-388-5814

<http://www.sdmesa.edu/humanities-institute>

Mesa College's Humanities Institute was founded in 1991. The Humanities Institute plans, stages, and supports educational and multicultural events for the faculty, students, and the community. Events include:

- An ongoing film series, featuring documentaries and movies that instructors often use to provide extra credit opportunities for students
- Well established campus events
- Speakers and lecturers, including visiting faculty from other colleges and universities and representatives from various community organizations
- Authors and artist-presenters, such as feminist activist group, Guerilla Girls, and muralist Judith Baca.

Faculty Coordinator: Denise Rogers, Ph.D.
derogers@sdccd.edu

Mesa College Scholarship Awards Banquet

Student Affairs Office, 619-388-2699

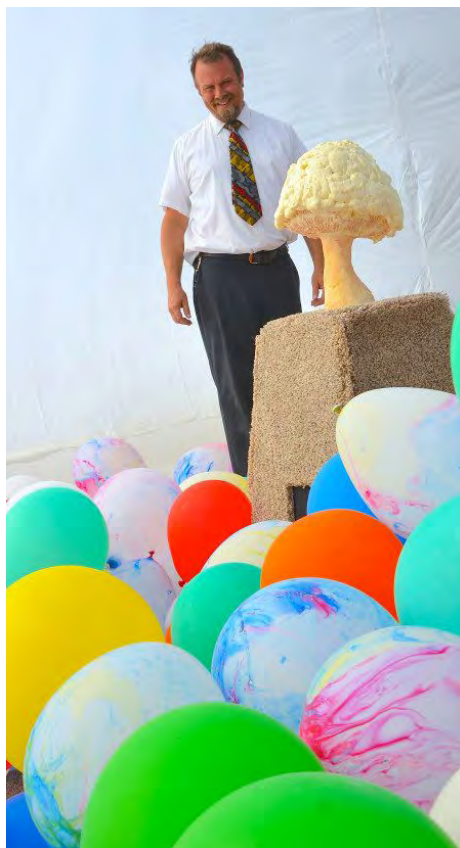
Sponsored by Mesa College and the Mesa College Foundation, this annual Spring event recognizes both the deserving scholarship recipients and the donors who contribute to the scholarship fund.

- 80-90 scholarships are awarded, ranging from \$250 to \$2,500
- Mesa College Foundation Scholarship applications are available in the Student Affairs Office, I4-408
- Application period: December-February.
- Recipients are selected in April

Transfer Day

www.sdmesa.edu/transfer-center

The Mesa College Annual Transfer Day brings more than 30 four-year university representatives to the campus to meet with students, to discuss transfer opportunities,



and to help students prepare for their futures.

Contact: Transfer Center, 619-388-2473, I4-306

Transfer Recognition Luncheon

www.sdmesa.edu/transfer-center

The annual Transfer Recognition Luncheon recognizes the achievements of students who have been accepted to universities for transfer. Held in May each year, this celebration brings together students, family, friends, faculty, staff, and administrators to celebrate the success stories of our Mesa College Transfers.

Contact: Transfer Center, 619-388-2473, I4-306

Other Events

In addition, Mesa College sponsors special programs, celebrations and learning opportunities such as:

- Asian Pacific Heritage Month
- Black History Month
- International Student Departure Ceremony
- STAR Student Athletic Awards Ceremony
- Transfer Awareness Month
- U.S. Constitution Day
- Women's History Month

COMMUNITY EVENTS AND SERVICE OPPORTUNITIES

Mesa College actively supports various community events. Students and staff are invited and encouraged to participate in these events as representatives of the college and as concerned community members.

AIDS Walk

AIDS Walk is a community-sponsored walkathon in support of persons afflicted with AIDS. The event raises funds for the Aids Foundation, increases people's level of

awareness about AIDS, and rallies support for persons with AIDS. To participate call 619-388-2774 or stop by I4-209.

Canyon Day

Canyon Day at Mesa College is a community celebration that focuses on outreach, education and awareness around the issues of conservation of the environment and preservation of Tecolote Canyon.

Linda Vista Multicultural Fair and Parade

Mesa College participates in the Linda Vista Fair, held annually on the 6900 block of Linda Vista Road. The multicultural fair and parade are intended to promote cultural awareness and understanding within the City of San Diego through the parade, cultural exhibits, a film festival, varied ethnic food offerings and artistic performances.

Martin Luther King, Jr. Parade

Honoring the legacy of Martin Luther King, this popular community event has wide participation from all segments of San Diego. It is held in January on the Saturday before Martin Luther King Day. Mesa College has participated since 1994 and has won several, first-prize awards with floats designed and assembled by students, faculty, administrators, and staff.

Contact: Student Affairs, 619-388-2699

MUSICAL PERFORMANCES

Instrumental Ensembles

Mesa College offers three instrumental ensembles in which to play. The concert Jazz Band is one of the premier college jazz bands in San Diego and features a combination of superb college musicians and seasoned professionals. This big band

meets twice a week and is often showcased with top jazz professionals such as Louie Bellson, Clark Terry, and Bill Watrous. Membership is by audition only.

Under the direction of top San Diego jazz bassist Bob Magnusson, Mesa offers three small jazz combos for beginning, intermediate, and advanced players. This class meets twice a week and is open to those in instrumental ensemble courses.

Finally, Mesa offers a fund band called the Varsity Pep Band, which plays at all home athletic events. It is hoped that this band will grow into the first San Diego Community College marching band. The band, which has three-hour Friday meetings, is open to all instrumentalists.

Choral Ensembles

Mesa College offers two choral ensembles in which to sing. The Vocal Ensemble meets four days a week, and students are selected by audition during the first week of classes each semester. Most of the participants in this choir have had previous choral and singing experience. However, the audition is open to anyone who is interested. The College Chorus meets on Wednesday evenings. Previous choral experience and the ability to read music are required. Students are selected by audition. The choirs perform in concert each semester and present a variety of music ranging from international folk songs to works requiring orchestral accompaniment. They have attended various choral festivals and have often toured, including four international tours.

Contact: Prof. Betsy Frater, 619-388-2809

Recital Hour

The Recital Hour, held every Wednesday 12:30-1:30 pm in C-119, is both a free concert venue to students and the community as well as a course for credit to major and non-major students. Recital



Hour is an economic venue for exposure to professional quality music for both students and the community; it is a local and well connected source of information on various multicultural customs and music; and it is a forum for students to express and showcase their own musical accomplishments. The Recital Hour features skilled, professional musicians of a wide variety—Native American dance, Flamenco guitar, Afro-Cuban drumming, world-renown performers such as the late harpsichordist Igor Kipnis, jazz saxophonist Mark Vinci, and classical pianist Kevin Kenner. Faculty musicians from UCSD and SDSU also visit regularly with excellent concerts. Also performing are the Mesa Jazz Combo and other ensembles, Mesa's own music faculty, and students from composition and electronic music studio classes.

Contact: Prof. George Svoboda,
C-212, 619-388-2216

Mesa College Electronic Music Studio

The Music Department at Mesa College offers a variety of courses in the Mesa College Electronic Music Studio. The Electronic Music Studio is a facility that features various multi-track digital and analog recording devices, several computer MIDI workstations, mixers, sound processing equipment, sound modules, keyboards, and samplers. This equipment allows students to create their own original music—sequences, arrangements, live recordings, samples or breaks, lead sheets, and musical scores. This facility is available to students through a program of courses beginning with the entry-level Music 190, an introduction to the Electronic Music Studio. Students enrolled in this course or the more advanced electronic music courses have hands-on access to all of the equipment. A student may take up to nine different semesters of Electronic Music Studio courses to build up a portfolio of original work and a body of technical knowledge that would help the student in a variety of music technology related careers.

Contact: Prof. Igor Korneitchouk,
C-214, 619-388-2219

STUDENT CLUBS AND ORGANIZATIONS

Student Clubs and Organizations provide a rich and exciting multi-cultural dimension to college life at Mesa. Following is the 2012/13 listing of clubs on campus, along with the names of their faculty advisor(s). Faculty advisors serve on a voluntary basis and are appointed by the College President on an annual basis. Note that the clubs and

advisors listed below may change during the 2013/14 academic year.

Examples of student activities include:

- Arts and crafts
- Blood Drives
- Club Rush
- Community Service Activities
- Conferences
- Cultural Events/Awareness Programs
- Fashion Week
- Film Presentations
- Student Appreciation Activities
- Veteran's Programs
- Workshops

Bahai Club -

Promotes the ideals of the Bahai faith and increases the awareness of people about the necessity of unity of mankind by promoting the elimination of all prejudices, as well as promoting the principle of equal rights, opportunities and privileges for men and women. The club also advocates for the protection of the environment.

Advisor: Professor Bruce Naschak, English Department

Bringing Education and Activism Together (BEAT)

The BEAT Club was founded to create an open forum to educate and raise awareness about issues of global citizenship and responsibility on the Mesa College Campus. Advisor: Evan Adelson, English

Black Student Union -

Encourages and create a supports a more positive awareness of the Black History, Unity, and Racial Harmony by presenting activities and current events to assist the Black Student in achieving personal and academic goals.

Advisors: Professor Thekima Mayasa and Starla Lewis, Black Studies Department

Club Francais

Reinstated by students to inspire interest in both the French language and French culture. Advisor: Professor Houria Graves, Languages

El Club De Español (Spanish Club)

A student-centered forum in which students will have the opportunity to



Mesa College Robotics Club members.

practice the language in an informal, non-monitored situation and, at the same time, get familiar with different aspects of the Spanish-speaking world. Some typical activities for the Spanish club are the following: Movies and documentaries in Spanish, Tertulias (students get together to meet others and practice the language), Cultural Presentations, Exhibitions, Trips, Celebrations of important dates and festivities, Food (preparation and/or degustation), Dancing. Advisor: Dora Schoenbrun- Fernandez, Languages

Fashion Club -

The purpose of the organization is to provide education and extracurricular activities in the area of fashion that complement and extend beyond what can be covered in the classroom.

Advisor: Professor Susan Lazear, Fashion Design Program

Fencing Club -

Purpose is to seek the improvement and repair of Mesa College's fencing equipment and create a training program for professional fencers, with the foremost goal of bringing trophies back to Mesa College.

Advisor: Professor Paul Sykes, Biology Department

Honors Club -

Seeks to create a community of motivated Mesa College Students seeking to utilize the benefits of networking, augmenting

personal resumes. Most importantly to significantly increase members' preparedness and chance of admission to any university.

Advisor: Professor Alison Primoza, Language Department

Inter Club Council (ICC) -

To support the functions of the active clubs. Inform the A.S.G. matters which arise or direct or indirect action that may affect the functions of I.C.C. To establish and maintain communication among all active clubs on campus and to actively promote the creation of new clubs. To provide guidance and resources for perspective clubs and assist active clubs.

Advisor: Courtney Lee, Senior Student Services Assistant

Interior Design Club

The Interior Design Club is comprised of the Student Chapter of ASID and the Student Chapter of NKBA. The club's mission is to involve, educate, and inform the students of the benefits of the professional organizations by providing extra-curricular educational programs, community service, networking, and career development activities related to the practice of Interior Design. Advisor: Mimi Moore, Interior Design Program in the Department of Architecture & Environmental Design

InterVarsity Christian Fellowship -

Purpose of InterVarsity Christian Fellowship/USA is to establish and advance at colleges and universities witnessing communities of students and faculty who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture and God's purposes in the world.

Advisor: Professor Raul De Leon, Language Department

Iran Sara (Persian Club) -

This club was established to celebrate and bring greater awareness of Persian culture to Mesa College's students.

Advisor: Professor Jill Moreno Ikari, English

Mesa Academy Club -

To re-educate African American students about their heritage to promote and uplift Afro-centric consciousness; promoting academic, professional and cultural development of African American students; and identifying and addressing the needs and concerns of African American students through unity of action and effective communication to ordain and establish the constitution.

Advisor: Professor Michael Temple, Counseling

Mesa Japan Club -

The club shall endeavor to inspire an interest in students to learn about the Japanese culture and to get involved in local Japanese cultural events in the San Diego area. In pursuit of these goals, the club proposes to sponsor and facilitate activities and programs designed to enrich the cultural experience of all San Diego Mesa College students.

Advisor: Professor Miyoko Hamanaka-Holden, Language Department

Mesa Robotic Organization (MRO) -

The mission of the Club is to inspire and motivate curiosity, critical thinking, and generosity of both mind and spirit at Mesa College campus and the community at large.

Advisor: Professor Walter Duane Wesley, Computer Science Department

Movimiento Estudiantil Chicano De Aztlan (M.E.Ch.A.) -

Purpose is to prove a better understanding of the Chicano/Mexican race as a whole to the students and community of San Diego, and provide support for the students as well.

Advisor: Professor Cesar Lopez, Chicano Studies

Muslim Student association (M.S.A.) -

The aim and purpose of the Association is to serve the best interest of Islam and the Muslims of. The Association shall promote unity and joint action among Muslims; conduct social, cultural, religious and other activities in the best traditions of Islam; arrange and hold congregational prayers.

Advisor: Professor Starla Lewis, Black Studies Department

Ohana

Part of Hawaiian culture, ohana means "family" in an extended sense of the term, including blood-related, adoptive or intentional. It emphasizes that families are bound together and members must cooperate and remember one another. Advisors: Lisa Naungayan and Pedro Olvera, EOPS Staff

Phi Theta Kappa -

An international honor society. Encourages and supports academic achievement and service. Members are required to have completed 12 semester units and a 3.5 cumulative grade point average.

Advisor: Professor Elizabeth Hueneberg, Speech Department

Pre-Health AMSA Chapter

Purpose is to inform members about the art and science of medicine and pharmacy also to inform members about the opportunities available to them in San Diego. Encourage Pre Med/Pharm students to help each other achieve our common goals. Participate in seminars, activities, field trips and information session that will enlighten our paths. Increase awareness about the varying paths to medical/pharmacy schools, network with other pre health/med/pharm students and support each member financially/emotionally/academically in any way possible.

Advisor: Professor Farshid Zand, Chemistry Department



A national Psychology Honor Society. Encourages and supports academic achievement and service. Members are required to have completed 12 semester units and a 3.0 cumulative grade point average.

Advisor: Professor Jay Van Kirk, Psychology Department

Puente Club

A companion organization to the Puente Program at Mesa College. Advisor: Guillermo Marrujo, Counseling, and Professor Christie Allred, English

SACNAS -

To improve the effectiveness of, and to enhance the public understanding of and appreciation for Chicanos, Latinos, Native Americans, Alaska Natives, Native Hawaiians and other underrepresented minorities in science. To also provide a forum for students from a different science major and science related majors to come together for academics and community service.

Advisor: Monica Romero, Career and Transfer Center Staff

Society of Hispanic Professional Engineers (S.H.P.E.) -

A group dedicated to the support of students pursuing careers in the field of engineering.

Advisor: Professor Morteza Mohssenzadeh, Engineering Department

STAR Club -

The purpose of the STAR club will be to provide opportunities for leadership and to help encourage student participation in extra-circular activities.

Advisors: Professor Marichu Magana and Thuan Le, STAR Program

Student Veterans Organization -

The collective known as the San Diego Mesa College Student Veterans Organization is intended to be used as a mechanism for sharing ideas and tips with fellow veterans of the United States Armed Forces. The Organization will facilitate dialogue and the open exchange of information to better support the ever growing population of student veterans who are pursuing higher education.

Advisor: Professor Joe Schanberger

Women's Empowerment -

A group dedicated to the support of women attending Mesa College.

Advisors: Professor Tanya Kravatz, Sociology, Starla Lewis, Black Studies

Want to Start a New Club?

Students who do not find a club that interests them are encouraged to start a new club by contacting the Student Affairs Office, I4-408 or visiting <http://www.sdmesa.edu/campus-life/>.

Packets include the following:

- The signature of a staff or faculty member as advisor
- The club's constitution and membership list
- List of officers
- Fund-raising policy

STUDENT AFFAIRS OFFICE

H-500; 619-388-2699

The Student Affairs Office is the key information and resource center for student activities, events, services, and programs. Programs and services include:



San Diego Mesa College has three active honors organizations. They are the Honors Club, Phi Theta Kappa, and Psi Beta.

- Support for the college's student government, the Associated Students of Mesa College
- Campus club organization formation, registration, and support
- Student information center
- Inter-Club Council—Club Rush
- Leadership development
- Welcome week
- Free-speech guidelines
- Food sale guidelines
- Constitution Day
- Public transit information
- Graduation information
- Scholarship applications
- Assistance in resolution of problems and complaints
- AS emergency loans for books

These services enhance the educational experience of students and promote social and intellectual growth. The Student Affairs Office staff is strongly committed to promoting student development through active involvement in activities inside and outside of the classroom. Visit the office for more information.

Office hours: M-Th 8 am–5 pm,
F 8 am - 12 noon;
Closed on Fridays June/July



STUDENT NEWSPAPER

The Mesa Press is the campus student newspaper, published twice a month throughout the fall and spring semesters. Distributed campuswide and online, the publication provides news and information about college and community activities, and covers a myriad of other subjects relevant to students.

The newspaper provides journalism students an opportunity to participate in a functioning college news-gathering operation—offering experience in reporting, photography, advertising, graphic design, and online media. The newspaper staff is composed of students enrolled in Newspaper Production - Journalism 210A, 210B, 210C, and 210D.

Contact: Professor Janna Braun,
619-388-2338;
email, jbraun@sdccd.edu.

STUDY ABROAD

A-104; 619-388-2755

Mesa College offers students the opportunity to study in different countries around the world to develop global competencies and to increase cultural awareness, while making progress toward completion of academic goals.

Classes are held at educational institutions in the host country. Field trips, excursions, and visits to sites of cultural and historic interest are components of the program. Housing arrangements include family homestays or student apartments.

Contact: Mila Zagjanskiy, , 619-388-2755



THEATRE AND DRAMA

The Mesa College Dramatic Arts Program offers a two-year, production-based, conservatory style training program for Dramatic Arts majors. This program is referred to as the Mesa College Theatre Company. As members of the program, students will participate in a minimum of eight productions while taking formal courses in acting, scenic technology, lighting technology, costume technology, theater management, and career development.

Students will have the opportunity for hands-on experience with all aspects of theatrical production: acting, directing, scenic construction, painting, lighting, costuming, design, and publicity.

The formal coursework, combined with practical production-based coursework, will give students a solid foundation with which to pursue a career or transfer to a four-year institution.

Contact: Professor Kris Clark,
619-388-2650,
email kclark@sdccd.edu

DIRECTORY OF ADMINISTRATIVE OFFICES

This part of the handbook provides an overview of the operational structure of San Diego Mesa College, especially as it relates to instruction and student services. The instructional and student services departments are listed, as well as the names of the deans, program coordinators, and department chair.

This listing has been provided to assist students in identifying which department chair or administrator they must see for appropriate action.

EXECUTIVE CABINET



Pamela T. Luster
President



Tim McGrath
Vice President of Instruction



Julianne Barnes
Vice President
Student Services



Robert Garber
Vice President
Administrative Services

MESA COLLEGE EXECUTIVE CABINET

Pamela T. Luster, Ed.D., President

Sara Beth Cain, Executive Assistant

Jane Ponce, Senior Clerical Assistant

Patricia Davila, Clerical Assistant

A-104; 619-388-2721

Administrative Services Campus Research Office Communications Office Instruction

Student Services

Vice President	A-102	2990
Brianna Hays, Campus-Based Researcher. . .	A-104	2319
Lina Heil, Public Information Officer.	H-400	2759
Tim McGrath J.D, Vice President.	A-104	2755
Mila Zagysanskiy, Administrative Secretary... .	A-104	2755
Julianna Barnes, Vice President	I-401	2678
Trina Larson, Administrative Secretary.	I-401	2678

INSTRUCTIONAL DIVISION

Tim McGrath, J.D.

Vice President, Instruction

Mila Zagyanskiy, Administrative Secretary; Arlis Svedberg, Administrative Technician;

Brandon Terrell, Senior Clerical Assistant

A-104; 619-388-2755

*all phone
prefixes are
office 619-388-*

Articulation	Juliette Parker, Articulation Officer	A-110	2639
Business and Technology	Danene Brown, Dean	J-106	2803
	Susan Gregory, Senior Secretary		2803
Computer Science	Walter Wesley, Chair	G-331	2234
Digital Technologies	Karen Owen, Chair	G-319	2235
	Computer Business Technology • Geographic Information Systems Multimedia • Web Development		
Business Administration	Mariette Ratner, Chair	H-201B	2248
	Accounting • Business • Economics Marketing • Real Estate • Fashion • Hospitality (Hotel Management, Event Management)		
Health Sciences, Public Service	Margie Fritch, Dean	S-300A	2789
	Gloria Wilder, Senior Secretary		2789
Perkins	Danielle Williams, Senior Clerical Asst.	S-315	2666
Allied Health	Lori Covington, Chair	S-300A	2647
	Animal Health Technology • Registered Dental Assistant Health Information Technology • Medical Assisting Physical Therapist Assistant • Radiologic Technology		
American Sign Language, Interpreter Training Program.	William Clary, Chair	S-320	tty 2901
Consumer Studies	Christine DuPraw, Chair	B-106H	2208
	Child Development • Child Development Center Nutrition • Dietetic Service Supervisor Program • Culinary Arts		
Work Experience	Margie Fritch, Dean	S-300	2647
Personal Growth	Ailene Crakes, Dean	I4-303	2672
Arts and Languages	Vacant, Dean	G-201	2873
	Ruth San Filippo, Senior Seceretary		2873
	Sue Saetia, Clerical Assistant		2873
Art/Drama	Georgia Laris, Chair	G-243	2202

		<i>office</i>	<i>all phone prefixes are 619-388-</i>
Languages	Leela Bingham, Chair	G-235	2361
	Jeff Berry, Asst. Chair	C-219	2342
	• Chinese • French • German		
	• Italian • Japanese • Latin		
	• Russian • Spanish • Tagalog		
	• Vietnamese		
Music	Momilani Ramstrum, Chair	C-215	2220
	Joe Falletta, Instructional Asst.		2809
Co-Curricular Programs			
Art Gallery	Alessandra Moctezuma	G-247	2231
Drama and Evening Theater	Kris Clark	G-317	2650
Vocal and Instrumental Music	Contact Music Department		2809
Humanities	Dr. Andrew MacNeil, Dean	G-201	2797
	Carlota Vidrio, Senior Secretary		2797
	Sue Saetia, Clerical Asst.		2797
English	Jennifer Cost, Chair	G-306	2363
English • ESOL • Humanities • Journalism	John Gregg, Asst. Chair	G-309	2317
UCSD—English	Pianta, Asst. Chair	G-308	2311
Honors	Leticia Lopez	G-238	2353
Humanities Institute	Denise Rogers	G-232	2371
Communication Studies	Kim Perigo	G-212	5721
College Newspaper	Janna Braun	G-202	2630
Speech and Debate	Kim Perigo, Co-Cordinator	G-207	5721
	Linda Farnan, Co-Coordinator	G-207	2281
Learning Resources, Instructional Support	Vacant, Dean	LRC	2799
	Ginger Davis, Senior Secretary	LRC	2799
	Jean Smith, Chair	LRC	2550
Center for Independent Learning	Paul Gomez, Supervisor	LRC	2520
Computing/Telecommunications Services	Michael Davis, Supervisor	LRC-442	2510
Library and Audiovisual Services	Charlotta Robertson, Supervisor	LRC	2696
Web Development	Steve Manczuk, Supervisor	LRC	2690
Mathematics and Natural Sciences	Dr. Saeid Eidgahy, Dean	J-107	2795
	Mary I. Toste, Senior Secretary		2795
Biology	Leslie Seiger, Chair	I3-306	2425
	Anar Brahmbhatt, Asst. Chair	I3-304	2273
Chemistry	Rob Fremland, Chair	I-217	2422
Physical Science	Donald Barrie, Chair	I3-408	2942
Astronomy • Engineering • Geology			
Physical Science • Physics			

*all phone
prefixes are
619-388-*

office

Mathematics	Terrie Teegarden, Chair	H-212J	2386
	Phyllis Meckstroth, Asst. Chair	H-211C	2387
Accelerated College Program	Jared Collins, Chair	jcollins@sdccd.edu	

**Physical Education, Health Education,
and Athletics**

Physical Education	Dave Evans, Dean/Atheltic Director	L-101	2737
	Anita Lee, Senior Secretary		2737
	Ida Stark, Senior Clerical Assistant		2737
Physical Education	Jan Ellis, Chair	L-101A	2428
Health Education • Physical Education	Kevin Hazlett, Asst. Chair	L-101D	5804
Dance	Todd Curran, Fitness Certification Coord.	L-101C	2430
Inter-Collegiate Athletics and			
Co-Curricular Athletics	Dave Fager, Asst. Athletic Director	L-101M	2434
	Kevin Hazlett, Asst. Athletic Director	L101D	5804
	Kim Lester, Asst. Athletic Director	L101E	2275

**Social/Behavioral Sciences
and Multicultural Studies**

Black Studies	Dr. Charles Zappia, Dean	A-110	2801
Chicano Studies	Denise Costa, Senior Secretary		2801
Black Studies	Thekima Mayasa, Chair	G-103B	2352
Chicano Studies	Cesar Lopez, Chair	G-103D	2266
Behavioral Science	Madeline Hinkes, Chair	G-321	2234
Anthropology • Psychology • Sociology	Evan Adelson, Asst. Chair	G-340	2291
• American Indian Studies	Dina Miyoshi, Asst. Chair	G-350... ..	2289
• Asian Pacific American Studies			
Social Sciences	John Crocitte, Chair	MV-2502	2417
Geography • History • Philosophy	Donald Abbott, Asst. Chair	MV-2401	2405
Pol Science • Social Science			
Architecture, Environmental Design	Ian Kay, Chair	Z-213	2260
Architecture • Building Construction			
Interior Design			

Academic Skills Center

Dr. Andrew MacNeill, Dean	G-201	2797
Carol Sampaga, Supervisor	I4-203	2898

STUDENT SERVICES DIVISION

Julianna Barnes, Ed.D., Vice President, Student Services

Trina Larson, Administrative Secretary

I4-101; 619-388-2678

Student Support Services	<i>office</i>	<i>all phone prefixes are 619-388-</i>
Disability Support Programs and Services (DSPS) . . .Jill Jansen, DSPS Coordinator/Chair	I4-405 . . .	2780, tty 2409
High Tech Center	Erika Higginbotham	LRC 209 2893
Extended Opportunity Programs and Services (EOPS) Pedro Olvera, Acting Director, EOPS . . .	I4-309	2706
Student Tutorial Academic Resources (STAR) . . .Marichu Magaña, Grant Director, Counselor . .	I4-308	2481
Student Affairs	Ashanti Hands, Dean	I4-408 2699
	Kathleen Fennessey, Senior Secretary	
Associated Students Government	President	I4-409 2903
	Vice President	I4-409 2904
Commencement	Ashanti Hands, Dean	I4-408 2699
Financial Aid	Gilda Maldonado, Director	I4-107 2817
Outreach	Genevieve Esguerra, Cordinator	I4-101 2817
	Karla Gutierrez, Student Services Assistant	
Policy 3100, Grievance and		
Disciplinary Procedures	Ashanti Hands, Dean	I4-408 2699
Scholarships	Ashanti Hands, Dean	I4-408 2699
Student Activities	Courtney Lee, Student Services Assistant .	I4-408 2699
Student Clubs, Organizations	Ashanti Hands, Dean	I4-408 2699
	Courtney Lee, Student Services Assistant	
Student Health Services	Suzanne Khambata, Director	I4-209 2774

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prefixes are
office 619-388-

Student Development and Matriculation	Susan Topham, Dean	I4-401	2896
	Angie Avila, Senior Clerical Assistant		
Admissions, Registration, Residency	Ivonne Alvarez, Director.	I4-102	2682
	Cheri Sawyer, Supervisor		
Veterans and Records	Ivonne Alvarez, Director.	I4-102	2689
	LaWanda Foster, Supervisor.	I4-102	2805
Assessment, Testing	Barbara Plandor, Supervisor	I4-306	2718
Career Center	Monica Romero, Supervisor	I4-306	2777
Counseling.	Ailene Crakes, Chair.	I4-303	2720
	Barbara Plandor, Student Services Supervisor.		2779
Evaluations	Monica Romero, Supervisor	I4-306	2680
International Students.	Adrienne Aeria Dines, Advisor	I4-303	2717
	Debbie Powell, Student Services Ass. ...	I4-303	2672
	Ivonne Alvarez,		
	Admissions & Records Director.	I4-102	2674
Mesa Academic and Athletics Program (MAAP) ..	Kristy Carson, Advisor	I4-303	2535
Mesa Academy	Michael Temple, Coordinator/Counselor. I4-303		2536
Personal Growth	Ailene Crakes, Chair.	I4-303	2720
Puente Project.	Guillermo Marrujo, Coordinator/Counselor I4-303		2420
Transfer Center	Monica Romero, Supervisor	I4-306	2473



ACADEMIC ACCOMMODATION FOR STUDENTS WITH DISABILITIES

Policy 3105

Students with verified disabilities have the right to receive academic accommodations as specified in the Americans with Disabilities Act and Section 504 of the Federal Rehabilitation Act of 1973 (Policy 3100, Section 1.10). Students are responsible for providing written verification of their disability.

Students are encouraged to consult with a Disability Support Programs and Services (DSPS) counselor to request accommodations a few months in advance of class enrollment. Students must follow procedural requirements established by DSPS.

Students with verified disabilities who believe they need accommodations are encouraged to identify themselves to their instructors to discuss the details and time lines necessary to provide appropriate accommodations.

Accommodation Procedures, Grievance Process

The College has developed written procedures for processing requests for academic accommodation. When problems or differences occur, the persons involved should follow procedures outlined in Board Procedure 3105.1 to resolve the problem. Should the processes fail, then the student requesting accommodation may file an official grievance with the college grievance officer and use the student grievance procedures as outlined in Procedures 3105.1.

For additional information, contact the 504 Officer, Pam Chapman, (619-388-2254, Z-207), or the DSPS office, or Dean of Student Affairs.

Service Animals — Procedure 3105.2

Qualified students with disabilities may use service animals at district facilities and campuses in compliance with state and federal law. Service animals perform some of the functions and tasks that an individual with a disability cannot perform by themselves.

For additional information, refer to SDCCD Procedure 3105.2 or contact the DSPS Office (I4-405, 619-388-2780).



ACADEMIC RENEWAL

Policy 3910

Academic Renewal by Course Repetition

www.sdmesa.edu/evaluations

A student who receives a substandard grade ("D" or "F" or "NC") in a course may repeat that course two times and have a new grade replace the substandard grade in the district's computation of all GPAs. Students may receive a maximum of three letter grades or symbols in most courses. Exceptions exist for courses designated as "repeatable" in the catalog. *Exception to this policy: because of federal regulations, the Financial Aid Office does not use the recalculated GPA for its purposes. Therefore Academic Renewal will not positively affect students' financial aid eligibility or standing.*

Procedure:

- Registration for a course in which two grades of "D" or "F" or "NP" have been received will be allowed by Reg-e.

At the end of the semester, the academic renewal will automatically be processed.

Students who have taken and repeated coursework in the past for which academic renewal has not been done should submit a Petition for Academic Renewal by Course Repetition in the Evaluations Office.

Academic Renewal Without Course Repetition

A student who has a record of substandard coursework which does not reflect the student's present demonstrated ability, may petition to have the substandard coursework disregarded in the district's computation of all GPAs. A maximum of 12 units or one complete semester, whichever is greater, may be disregarded. *Exception to this policy: because of federal regulations, the Financial Aid Office does not use the recalculated GPA for its purposes. Therefore, Academic Renewal will not positively affect students' financial aid eligibility or standing.*

Procedure:

- Students must see a counselor when completing the form.
- Student files a completed "Petition for Academic Renewal Without Course Repetition" in the Evaluations Office, I4-306.
- Official transcripts from all institutions attended must be on file in the Records Office.
- Once all documentation is in order, the evaluators will determine whether all conditions for academic renewal without course repetition have been met. These conditions are listed on the petition form.

If the petition is approved the student's academic record will be annotated to indicate academic renewal for the appropriate term(s).

Students will be sent a copy of the petition indicating the decision after the process is completed.

Please Note: In all cases of academic renewal, the original courses and grades will remain on the transcript with a code in the reference column that indicates academic renewal has been applied to those courses. Once petition is approved the action is not reversible.

ACADEMIC STANDARDS POLICIES

Strategies for Academic Success

- Meet with a counselor to develop a Student Education Plan. Official transcripts from all colleges previously attended must be evaluated and on file prior to scheduling a counseling appointment.

- Enroll in Personal Growth (PERG) courses to learn effective study skills, how to better organize your life, and establish goals.
- Use the free tutoring services available on campus.
- Meet with a counselor to select your courses and enroll in an appropriate number of units.
- Form or participate in study groups.
- Students who think they may have a learning disability are encouraged to meet with Disabled Students Programs & Services.

Probation Status

Academic Probation. Students whose overall grade point average (GPA) falls below a 2.0 after completing 12 units in the San Diego Community College District will be placed on academic probation and remain there until their overall GPA reaches or exceeds 2.0.

Lack of Progress Probation. A student who has attempted 12 or more units as shown on his/her official academic record, shall be placed on lack of progress probation when the percentage of all units for which entries of "W", "I", and "NC" are recorded, reaches 40 percent.

Disqualification Status

Academic Disqualification. A student on academic probation is disqualified when his/her GPA falls below 2.0 in a subsequent semester.

Lack of Progress Disqualification. A student on probation for lack of progress is disqualified when his/her units in the subsequent semester for which entries of "W", "I", and "NC" are recorded, reaches 40 percent.

Readmission after Disqualification

Disqualified students who are readmitted and make progress in a subsequent semester will be placed back on probation until their cumulative GPA or units completed reaches college standards.

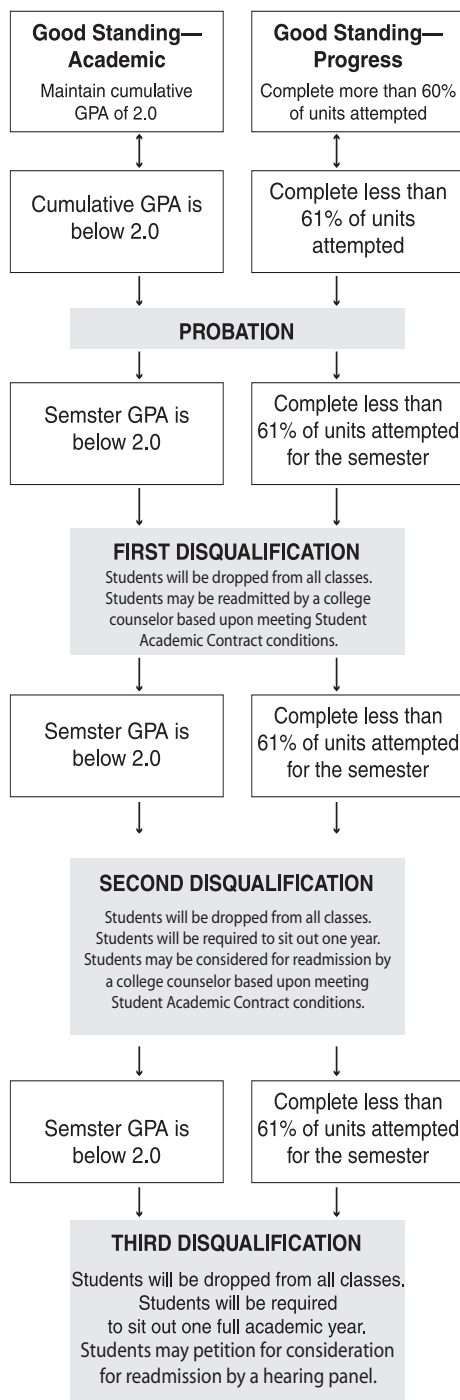
Students not be readmitted by a counselor prior to registration will be dropped from all courses in the subsequent semester.

Subsequent semester is defined as the semester immediately following the semester in which grades were posted.

ACADEMIC STANDARDS AND FINANCIAL AID ELIGIBILITY

Because of compliance with state and federal regulations, it is important to note that academic standards policies for recipients of financial aid may differ from the campus policies previously described.

Sequence of Disqualification



Questions and guidance about financial aid eligibility or status should be directed to the Financial Aid Office, 14-106, 619-388-2817.

ALCOHOL AND DRUG POLICY

The San Diego Community College District supports a drug-free environment. In accordance with federal and state laws, use, possession, or distribution of narcotics and other controlled substance is prohibited while on college and district premises. Violators are subject to disciplinary action, as well as referral for criminal prosecution under applicable federal, state, and local laws.

The college provides information on drugs and substance-abuse prevention and treatment. Contact the Student Health Center for more information.

BICYCLE AND SKATEBOARD REGULATIONS

- Bicycle riding is prohibited at all times on any sidewalk or right of way not open to public vehicular traffic.
- Riding skateboards is prohibited at all times on all San Diego Community College District property.
- Also prohibited at all times are roller skates, scooters, and devices of a similar nature.

CHILDREN IN CLASSROOM/WORKSITE POLICY

No children are allowed in any classroom or work site, and no children may be left unattended on the Mesa College campus. Exceptions will be made for instructors and other college employees during authorized programs such as the "Take our Daughters and Sons to Work" program, and then with the approval of the supervisor.

CIVILITY ON CAMPUS

We consider the creation and maintenance of a climate of civility at San Diego Mesa College to be of paramount importance. Such a climate encourages learning for students and fosters a productive work environment by creating a collaborative and positive environment among faculty, staff, and students. We are committed to building a community characterized by freedom, mutual respect, and civility.

Such a commitment to intellectual pluralism and the free exchange of ideas will inevitably encourage debates on complex and difficult issues about which individuals will disagree. It is important, then, that such discussions take place in an atmosphere of openness, tolerance, and civility. With due regard for the principles of freedom of expression and academic freedom, this policy seeks to encourage attitudes of civility necessary for meaningful exchanges between people.

CLASS ATTENDANCE POLICY

Policy 3110

All students are expected to attend each meeting of all classes for which they are registered, except when absences cannot be prevented for reasons beyond a student's control.

Rules have been established by the Board of Trustees for management of class attendance:

- Students are responsible for dropping or withdrawing from classes they are no longer attending.
- Students who remain enrolled in a class beyond the published withdrawal deadline will receive an evaluative letter grade. See the details for each class in the online schedule for these important dates.
- Students who do not attend the first class meeting may be dropped by the instructor. Students who cannot attend because of illness, religious observation, or a serious problem, should notify the instructor. Students who miss the first class meeting and do not plan to attend must log-on to Reg-e to drop the class to avoid receiving an "f" grade. IT IS THE STUDENT'S RESPONSIBILITY TO DROP BY THE PUBLISHED DEADLINES.

COMPLAINT RESOLUTION PROCESS

Academic Related Complaints

If you have complaints about academic issues, for example, concerns regarding teaching methodology, evaluation or grading criteria, you should seek to resolve your problem or complaint by contacting these people in order:

- Instructor of the class
- Department chair



- Instructional dean
- Vice-president of instruction

For information regarding names of appropriate department chairs and instructional deans, refer to the College Operational Structure section.

Non-Academic and Miscellaneous Complaints

If you have problems with non-academic staff (bookstore, student services, etc.), you should see:

- The employee
- The employee's supervisor
- The supervisor's manager
- Dean of Student Affairs

Complaints Involving Sexual Harassment and Discrimination

If you have complaints involving sexual harassment or discrimination, you should contact the Compliance Officer at 619-388-2440.

Complaints Involving Violation of Academic Accommodation for Students with Disabilities

If you have academic accommodation-related complaints, contact 504 Officer Pam Chapman at 619-388-2254 Z-207 or Disability Support Programs and Services (DSPS) at 619-388-2780, I4-405.

Complaints Involving Violations of Policy 3100, Students Rights (Section 1.0), or Student Code of Conduct (Section 3.0)

Your complaints should be directed to the Dean of Student Affairs in I4-408; phone, 619-388-2699.

Copies of Policy 3100 are available in the Student Affairs Office. The policy is summarized beginning on this page.

CREDIT BY EXAMINATION

Policy 3900.1

sdmesa.edu/evaluations/

Students who wish to receive credit for academic work completed in non-traditional ways or through non-educational sources may be able to obtain credit by taking and passing a departmental examination.

A list of courses approved for credit by examination is established by the campus and can be found in the Evaluations Office.

Examinations for courses not on the approved list must be requested from the chair of the department in which the course is offered.

Credit by examination is not available for any course that a student has audited or for which a student has received a grade or symbol of any kind on a transcript. If the student is currently enrolled in the course, no more than 20 percent of the class meeting time may have elapsed.

A processing fee equivalent to the current enrollment fee will be assessed.

Procedure for courses on the approved list:

- Student files Application for Credit by Examination in the Evaluations Office where eligibility will be determined.
- Student must indicate whether a grade of Pass/No Pass or a letter grade is to be assigned, taking into consideration graduation, major area, and departmental policies.
- Upon approval by Evaluations Office, student pays processing fee. Evaluations Office then sends approved petition to the appropriate department chair who arranges for an instructor to administer the examination
- Student is notified by mail, within 10 days of payment of the fee, of the instructor assigned to administer the examination; student contacts the instructor to arrange a time for the exam.
- Upon completion of the examination, the instructor records the results on the petition and returns it to the Evaluations Office.
- Credit is posted on the student's academic record, and the student is sent a copy of the completed petition.

Procedures for courses Not on the Approved List:

- Student takes an Application for Credit by Examination for Courses not on the Approved List to the appropriate department chair for a decision to offer an examination for a course not on the approved course list.
- After a decision is made, chairperson returns petition to Evaluations Office for verification of eligibility
- Evaluations Office notifies student of eligibility.
- If petition is approved and student is eligible, the procedures outlined for courses on the approved list are followed.

All credit by examination processes must be completed within five days of the end of the term specified on the application.

CREDIT FOR MILITARY EXPERIENCES

Policy 3900.3
sdmesa.edu/evaluations/

Students who have completed at least six months of continuous active U.S. military service have fulfilled the following requirements:

- 4 units of credit towards the associate degree which will fulfill the following two Associate degree requirements: Health Education and Physical Education.
- The California State University General Education Breadth Pattern (CSUGE) Area E requirement.

In addition, credit may be available for courses taken through the various branches of the military as recommended by *A Guide to the Evaluation of Educational Experiences in the Armed Services* published by the American Council on Education. Students must provide at least one of the following documents when requesting credit:

- DD-214 for discharged personnel and veterans
- DD-295 for active-duty personnel
- SMART or AARTS transcript
- Community College of the Air Force Transcript
- Coast Guard Institute transcript
- National Guard Bureau form 22E (NGB22E)

Procedures to receive credit for military service or military school,

- Military credit cannot be used to satisfy the American Institutions requirement or the English Composition requirement.
- Credit in the major must be approved by the department.

CREDIT FOR STANDARDIZED TESTS

Policy 3900.4
sdmesa.edu/evaluations/

Academic credit is available for students who take and pass, at the appropriate level, examinations offered through CLEP (College Level Examination Program), AP (Advanced Placement), DANTES (Defense Activity for Non-traditional Education Support) and IB (International Baccalaureate). Credit for all of these examinations is based upon the score received. A complete list of examinations, scores required, and credit allowed is in the Mesa College catalog under "Academic Credit for Non-traditional Education."

To receive credit for any of these standardized tests,

- The student must be enrolled in a college of the San Diego Community College District.
- Must have official transcripts from all other institutions on file with the San Diego Community College District.
- The student must also request official score report forms be sent directly to the campus.
- Use of this credit in a student's major requires the approval of the department.
- A cumulative maximum of 30 units of credit from standardized tests will be granted.
- When all scores and transcripts are on file an evaluation for credit for the standardized test(s) must be requested. Questions regarding credit for standardized tests can be directed to the Evaluations Office, I4-306

PASS/NO PASS GRADING OPTION

The Pass/No Pass grading option is available only for certain classes listed in the catalog. Once a student has selected the Pass/No Pass option for a class it cannot be reversed. In many cases,

a class taken Pass/No Pass will not fulfill transfer, degree, employment, or other requirements. For this reason it is important that students read the college catalog section carefully, speak with a counselor about their educational plan, and ask any questions in the Counseling Office before opting to take a class Pass/No Pass.

DISCRIMINATION

Board Policy 3410:
 Non-Discrimination

No person shall be unlawfully subjected to discrimination or denied full and equal access to, or benefits of, district programs or activities on the basis of ethnicity, national origin, religion, age, sex, gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

DISCRIMINATION COMPLAINT PROCEDURES

AP 3435:

Discrimination and Harassment Investigations

These procedures have been developed to implement the non-discrimination provisions of AP 3435: Discrimination and Harassment Investigations.

- Students may file complaints of discrimination with the Site Compliance officer at 619-388-2440 or the District Equal Opportunity and Diversity Officer.
- The complaint shall be filed within one year of the date of the alleged discrimination or within one year of the date on which the complainant knew, or should have known, of the facts underlying the allegation of unlawful discrimination.

For additional information on these procedures or to obtain a copy of the policy and procedures, please contact the Site Compliance Officer at 619-388-2440 or visit the Student Affairs office in I4-408.

DISRUPTIVE CONDUCT

Policy 3100

In accordance with Policy 3100, Student Rights, Responsibilities and Administrative

Due Process, students have the right to an educational environment free from interference or disruption. As such, students must adhere to the Student Code of Conduct. In accordance with Procedure 3100.2, Student Disciplinary Procedures:

- If a student violates the Student Code of Conduct, faculty may remove them from class for that class meeting and the following class meeting..
- Acceptance of make-up work during the removal period is at the discretion of the instructor per Policy 3110, College Class Attendance..

For more information or for a copy of Policy 3100 or Procedure 3100.2, go to www.sdmesa.edu/instruction/policy/index.html, visit the Student Affairs office in I4-408, or call 619-388-2699.

FREE SPEECH

Policy 3925

Free-speech areas have been designated on the college campuses to maximize the opportunity for free discussion and expression while minimizing the potential for disruption of classroom and college activities. Information concerning free-speech areas is available in the Student Affairs Office in I4-408. A brochure is also available online at sdmesa.edu/instruction/policy/pdf/speech.pdf.

HONEST ACADEMIC CONDUCT

Honesty and integrity are integral components of the academic process. Students are expected to be honest and ethical at all times in their pursuit of academic goals in accordance with Policy 3100, Student Rights, Responsibilities and Administrative Due Process. Procedure 3100.3 describes the academic and administrative sanctions for students who are found to be cheating. A copy of Procedure 3100.3 can be obtained in the Dean of Student Affairs Office, I4-408.

LOST AND FOUND

A person who finds lost property on campus is not required to take charge of it. If a person does take charge of lost property, then a reasonable effort should be made to identify the owner and return the property. If the owner cannot be found, the property should be turned over to the



College Police, Q-100. Lost property is held in "lost and found" for 90 days (except for textbooks, which are given to the bookstore during the last week of the session). If the property (excluding money, which is credited to the district general fund) is not claimed by the owner, the property may be claimed by a finder who is not a district employee.

PETITION REQUEST FOR MODIFICATION OF GRADUATION REQUIREMENT

sdmesa.edu/evaluations/

Any any exception to graduation requirements must be approved by the academic department under which the major falls.

Procedure:

- Obtain a "Petition for Modification of Graduation Requirement" from the Evaluations or Counseling Office
- Provide information requested, including necessary documentation.
- Obtain signature of department chair and dean. Depending on the major, other signatures, such as from the program director, may be required.
- Submit completed form in Evaluations Office.

Once the above process has been completed, the Evaluations Office will determine whether all conditions have been met and will then make the necessary

adjustments in the student's educational plan. Approved petitions are only for the Mesa campus.

PETITION FOR APPROVAL OF MAJOR-AREA ELECTIVES

sdmesa.edu/evaluations/

This petition is only applicable to the business management major at Mesa College.

Procedure:

- Student obtains the form in Evaluations Office or Counseling Office
- Student meets with counselor to select appropriate courses or major electives.
- The student and the counselor sign the form.
- The student takes the form to the department chair for approval.
- The form is returned to the Evaluations Office. The evaluator makes the necessary changes in the student's educational plan.

REQUEST FOR GENERAL EDUCATION CERTIFICATION

California State University (CSU) or University of California (UC)
sdmesa.edu/evaluations/

A student who needs certification of completion of lower-division general education requirements for transfer to UC or CSU, must complete the "Request for Certification." This form is available only in the Evaluations Office and on the Evaluations website via Student Web Services. The petition should not be filed until the student has completed all requirements and has been accepted by the receiving institution.

Procedure:

- Complete the form and indicate whether full or partial certification is requested and which type of certification is requested: UC-IGETC or CSU-IGETC or CSU-GE Breadth.
- All transcripts from other institutions must be on file in the Records Office.

If documentation is complete and the petition is filed when all coursework has been completed, the process takes two weeks.

In order for students to meet the UC IGETC Certification deadline, students must submit their requests to the college Evaluation Office by the last business day of June.

PETITION FOR GRADUATION

sdmesa.edu/evaluations/

Graduation is not automatic. Students must file a "Petition for Graduation" form to request a graduation evaluation for an AA or AS degree or Certificate of Achievement. Students can petition for graduation with a counselor or on student web services. <https://studentweb.sdccd.edu/e-grades>.

PETITION FOR GRADUATION DEADLINES:

Fall 2013

November 15, 2013 Last day to file a petition for graduation for an Associate Degree or Certificate of Achievement for Fall 2013 completion.

Spring 2014

March 28, 2014

Last day to petition to graduate and have your name appear in the 2014 Commencement program.

April 30, 2014 Last day to file a petition for graduation for an Associate Degree or Certificate of Achievement for Spring 2014 completion.*

Summer 2014

July 31, 2014 Last day to file a petition for graduation for an Associate Degree or Certificate of Achievement for Summer 2014 completion.*

**Attention CSU AA-T/AS-T transfers: Please contact the Transfer Center for the deadline to verify your AA-T/AS-T degree for transfer to the CSU system and to petition to graduate*

PETITION FOR EXCEPTION TO THE POLICY

sdmesa.edu/evaluations/

Students who believe that they have a compelling reason for an exception to a policy (i.e., any academic policy) may file a petition. There are two petitions for exception to policy:

- General Student Petition
- Petition for Exception to Course Repetition Policy

General Student Petition

The general student petition may be used for:

PREREQUISITES, COREQUISITES AND OTHER RESTRICTIONS ON REGISTRATION

All prerequisites, corequisites, and limitations on enrollment, as stated in the course descriptions of the college catalog will be strictly enforced at the time of registration. Students who do not meet the requisite requirements according to the college's records will not be permitted to register for the course.

TRANSFER WORK OR EQUIVALENT COURSES

To avoid registration delays, students who believe they have met the prerequisite at another institution are strongly advised to have all official transcripts of prior college work and other documentation on file well in advance of registration.

Students may FAX copies of unofficial transcripts, or grade reports from prior institutions strictly for the purpose of clearing prerequisites prior to registration to the San Diego Community College District, Student Services Office at (619) 388-6946. ON the fax cover sheet, students must be sure to include the course they are trying to register for, their name, ID, date of birth, and a daytime phone number.

PLACEMENT TESTING

Students may clear English and math prerequisites by taking the placement test and scoring at the required skill level. For example, if a student takes the English placement test and scores Writing (W) and Reading (R5), s/he will have met the prerequisite for English 101. Contact the Counseling Office for more information.

PREREQUISITE CHALLENGE PROCEDURE

Students who believe they have met a prerequisite through means other than course completion, such as private instruction or on-the-job training, may challenge prerequisites, corequisites, or limitations on enrollment. Contact the Admissions or Counseling Office to obtain a Petition to Challenge and a copy of procedure 5500.2. The completed petition must be filled AT LEAST 10 working days prior to the start of the primary term/semester.

Definitions

Prerequisites are courses that must be completed with a grade of "C" or better prior to registration in a specific course.

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

Limitations on enrollment are other restrictions that are stated in the course description such as "not open to students with credit in..."

Advisories are department recommendations to be completed prior to enrolling in the course. Advisories do not prevent a student from enrolling, but are strongly encouraged by the department for a student's academic success

- Extension of Time To Remove Incomplete Grades. Available in the Admissions office.
- Late Withdrawal from a Class or Semester. Available in the Admissions Office.

Process

- Obtain form and complete upper section, providing a detailed explanation for the request. Attach documentation, if appropriate.
- Obtain the signatures of the following

in sequence: counselor or instructor, department chair, instructional dean

- Return the completed form to:
 - o Admissions Office – "Extension of Time to Remove Incomplete Grades"
 - o Admissions Office – "Late Withdrawal for the Semester"
 - o Evaluations Office – "Course Substitution/Waiver of Catalog Requirement". This exception is reviewed by the Academic Review Committee.

continued

Petition for Exception to Course Repetition Policy

No course in which a “C” or better grade has been earned may be repeated. No course in which a substandard grade of “D” or “F” has been earned may be repeated more than once, unless otherwise indicated in the catalog. Students who believe that they have a compelling reason for an exception to this policy may file the Petition for Exception to Course Repetition Policy for consideration by the Academic Review Committee.

Process

- Obtain form and complete upper section, providing a detailed explanation for the request. Attach documentation, if appropriate.
- Obtain the signatures of the following in sequence: counselor or instructor, department chair, instructional dean.
- Return the completed form to Evaluations Office.

Academic Review Committee sdmesa.edu/evaluations/

The Academic Review Committee is comprised of faculty, staff, and administrators. The committee

meets once a month to review petitions for exception to the policy.

- Petitions must be submitted to the Evaluations Office at least one week prior to the scheduled Academic Review Committee meeting.
- The Academic Review Committee considers petitions at their regularly scheduled meetings, which are usually scheduled on the second Monday of each month.
- The student is informed of the committee decision in writing.



POSTING RULES AND REGULATIONS

- Posters or fliers are limited to six pieces only, and posting is limited to a maximum of one week.
- Posting is allowed only in designated kiosks and on bulletin boards.
- Absolutely no posting is allowed on painted surfaces, building pillars, or glass windows, or doors.

For additional information, contact the Student Affairs Office.

REMOVAL FROM CLASS

Policy 3100: Student Code of Conduct

If a student is asked to leave a class due to their disruptive behavior (see “Disruptive Behavior”) the student is expected to follow the directions of the instructor.

Failure to follow directions of authorized SDCCD personnel is considered a violation of the Student Code of Conduct, Section 3.11. If a student refuses an instructor’s directive to leave a class, the instructor may request the assistance of College Police.

For more information or a copy of Policy 3100, Section 3.0, Student Code of Conduct, go to www.sdmesa.edu/instruction/policy/index.html, visit the Student Affairs office in I4-408 or call 619-388-2699.

SEXUAL HARASSMENT

BP 3430 and AP 3430

The San Diego Community College District and San Diego Mesa College are committed to providing an educational environment that is free of sexual advances, request for sexual favors, and other verbal or physical conduct or communications that constitute sexual harassment as defined and prohibited by state and federal statutes. Conduct that constitutes sexual harassment may result in disciplinary action or dismissal.

AP 3430 defines that sexual harassment has occurred when:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, is made either explicitly or implicitly a term or condition of an individual's educational status or employment
- Used as a basis for educational or employment decisions affecting individuals
- Has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or working environment.
- Sexual harassment includes but is not limited to making written, verbal, physical or visual contact with sexual overtones. Written examples include but are not limited to suggestive or obscene letters, notes, invitations. Verbal examples include but are not limited to derogatory comments, slurs, jokes, epithets. Physical examples include but are not limited to leering, gestures, display of sexually suggestive pictures or objects, cartoons, or posters.

Students who have questions or concerns regarding sexual harassment are strongly encouraged to contact the College Site Compliance Officer at 619-388-2440, or District Equal Opportunity and Diversity Officer at 619-388-6591.

Students are also encouraged to read the open letter that has been prepared by Professor Sondra Frisch.

SAN DIEGO MESA COLLEGE

Celebrates a
SMOKE-FREE
Campus

SMOKING REGULATION

Mesa College became a smoke-free campus on January 1, 2007. All sites within the San Diego Community College District are also smoke-free. See Board Policy 0505 for more information.

In an effort to prevent serious health risks associated with exposure to second-hand smoke, students, faculty, staff and visitors who choose to smoke may now do so only off campus.

Please contact Mesa College's Student Health Services Office for free smoking cessation materials, help, and information. Call 619-388-2774 or stop by I4-209.

STUDENT DIRECTORY INFORMATION

Policy 3103

The Board recognizes that the privacy of students must be protected with regard to the release of student records related to attendance in district programs. The following categories of information are designated as directory information:

- Information related to officially recognized activities and sports
- Information pertaining to graduation
- Information pertaining to receipt of awards
- Information related to recruitment for the National Guard

The preceding information may be released for inclusion in programs, newspaper articles, or news media releases. When releasing the above categories of information, the following

items of information will be included: student's name, date and place of birth, address, phone number, major field of study, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent public or private school attended by the student.

If students do not wish to have directory information released, they are requested to notify the Admissions Office or the office of the Vice President of Student Services.

STUDENT RECORDS

Student's Right To Review and Privacy Act

Pursuant to the "Family Rights and Privacy Act of 1974" (Public Law 93-380) and the California Education Code:

- Students may request an opportunity to inspect all official school records, files, and data that are classified as "Student Records."
- If information in the file is inaccurate, misleading, or inappropriate, the student may request removal of the information or include a statement disputing materials that are challenged.
- No individual, agency, or organization shall have access to student records without the consent of the student, except for a limited number of persons or agencies with "legitimate educational interest" or except in cases of an emergency.

For additional information, please contact the Records Office.

STUDENT RIGHTS, RESPONSIBILITIES AND ADMINISTRATIVE DUE PROCESS

Policy 3100

It is important that all students become familiar with Policy 3100. It is an important document that outlines the rights and responsibilities of all San Diego Community College students.

The document has three parts: Section 1.0, which outlines student rights; Section 2.0, which outlines student responsibilities; and Section 3.0, which outlines student code of conduct. Also attached to the document are appropriate procedures for processing student grievance and student discipline.

Policy 3100 is published in the San Diego Mesa College Catalog and the Student Planning Guide. Copies of the policy and procedures are also available in the Student Affairs Office, I4-408. Questions or request for additional information may be directed to the Office of the Dean of Student Affairs at 619-388-2699.

Student Rights

San Diego Mesa College is strongly committed to providing a positive learning environment for all students; an environment that is free from interference and disruption and protects and respects the rights of students.

The district and the college recognize the following rights of students:

- Freedom to an impartial, objective evaluation of academic performance
- Freedom of expression
- Freedom from acts or threats of intimidation, harassment, or physical aggression
- Freedom from the imposition of disciplinary sanction without proper regard for due process
- Freedom to take reasoned exception to data or view offered in any course of study and to reserve judgment about matters of opinion
- Freedom to participate in the formation of policy affecting them

- Freedom to petition to organize interest groups or join student associations
- Freedom to invite speakers to make presentations on campus
- Freedom to develop student publications
- Freedom to receive appropriate accommodations for students with disabilities.

Student Grievance Procedure

The purpose of this procedure is to provide a prompt and equitable means for resolving student grievances. It is available to any student who believes that a district or college decision or action has adversely affected his or her rights as a student as specified in Policy 3100, Section 1.0.

An informal resolution of student grievances is recommended prior to any formal action. Informal meetings and discussions between persons directly involved in a grievance is essential at the outset of the dispute.

When informal means fail to resolve the grievance, a student must file a formal grievance with the grievance officer in order to continue the process of resolving the grievance.

For more information, contact the Student Affairs Office in I4-408, 619-388-2699.

Code of Conduct

Students are expected to adhere to the policies and procedures of the district and the college, as well as all federal, state, and local laws. Students will be subject to charges of misconduct when college or district policies and procedures; federal, state, and local laws are violated while on district or college-owned property or at district- or college-sponsored events.

The following acts are examples of violations of the Student Code of Conduct:

- Plagiarism and academic cheating
- Falsification, alteration, or misuse of documents and records
- Damage to and theft of property
- Physical and verbal disruption of activities, procedures, etc.
- Disorderly, lewd, indecent, or obscene conduct
- Assault or battery
- Participation in hazing

- Possession of deadly weapons
- Violation of federal and other laws
- Failure to comply with directions of staff members
- Smoking in area designated as non-smoking
- Possession of alcoholic beverages
- Possession of narcotics
- Violation of Manual 3200

Student Disciplinary Procedures

These procedures are designed to provide uniform standards and to assure due process when a student is charged with violation of San Diego Community College District Student Code of Conduct as defined in Policy 3100, Section 3.0.

Violations of the student code of conduct are reported to and processed by the disciplinary officer. An administrative conference, which is a meeting between the student and the disciplinary officer, provides an opportunity for the student and the disciplinary officer to resolve the matter informally.

Violations that are expected to result in either a suspension or expulsion of a student from the district are processed formally through a disciplinary hearing.

Sanctions for violation of the Student Code of Conduct include: admonition, reprimand, disciplinary probation, restitution, removal from classes by the faculty, suspension, and expulsion.

For additional information, please contact the Student Affairs Office, I4-408, 619-388-2699.

Volunteer/Visitor Conduct Expectations

All visitors and volunteers are expected to adhere to the policies and procedures of the San Diego Community College District, as well as all federal, state and local laws. Visitors and volunteers will be subject to removal from classrooms, service areas, and activities of the campus for acts specified in AP 3100.4. Note that the District does not permit classes to be audited. For additional information, please contact the Student Affairs Office, I4-408, 619-388-2699.

Academic calendar	Student Web Portal http://studentweb.sdccd.edu/
Academic renewal	Evaluations Office, sdmesa.edu/evaluations/ Catalog
Adapted computers	DSPS Office
Adding, dropping classes	Admissions Office
Articulation Agreements	Transfer Center sdmesa.edu/transfer-center
Assessment (English, Math & Orientation)	Assessment Center
Associated Student Government	ASG Office, Student Affairs Office
Athletics	Athletics Office
ATM, Automated Teller Machines	Cafeteria and LRC
Book returns	Bookstore
Bus passes	Accounting
Campus activities, clubs	Student Affairs Office
Campus outreach	Outreach Office
CARE	EOPS Office
Career Assessment	Career Center sdmesa.edu/career-center
Catalogs	Bookstore
Challenging prerequisites	Catalog, Admissions Office
Childcare services	Child Development Center
Class schedules	Outside Bookstore, Admissions Office
Commencement information	Evaluations Office, sdmesa.edu/commencement Student Affairs Office,
Course repetition	Catalog, sdmesa.edu/evaluations Evaluations Office, Counseling
Course Substitutions/ Waiver of Catalog Requirements	Evaluations Office sdmesa.edu/evaluations Counseling Office
Counseling appointments	Counseling Center, DSPS, EOPS
CSU GE sheet	Transfer Center, sdmesa.edu/transfer-center Counseling Center
Degree petitions	Counseling Center, EOPS, DSPS, Student Web Services
Disability Support Programs and Services	sdmesa.edu/dsp
Dismissal, reinstatement	Catalog
Emergencies, Accidents	College Police Station
EOPS	EOPS Office
Extension of Time to Remove Incomplete Grades	Admissions Office

Faculty mailboxes	Reprographics
Financial aid	Financial Aid Office
Foreign Transcripts	Counseling Office
General Education Certification	Evaluations Office sdmesa.edu/evaluations
Grading system	Catalog
Graduating	Counseling Office sdmesa.edu/evaluations
Health services	Evaluations Office, Health Services Office
High Tech Center	DSPS, LRC 209
Honors Program	Catalog
IGETC sheet	Transfer Center sdmesa.edu/transfer-center Counseling Center
Jobs/Internships	Career Center jobconnect.sdccd.edu
Late Withdrawal for Semester	Admissions Office
Library services	Learning Resource Center
Lost and found	College Police
List of majors	Catalog, Counseling Center
Major guides	Counseling Center
Matriculation	Catalog, Counseling Center
Medical assistance	Health Center
Multiple measures	Counseling Center, Handbook
Parking permits	Accounting Office
Pass/No Pass grading	Catalog, Admissions Office
Prerequisite, corequisite information	Catalog, Admissions Office
Probation status	Counseling Center
Refunds	Accounting Office
Grade printout	Accounting Office
Scholarships	Student Affairs Office
STAR	STAR Office
Transfer guarantee programs	Transfer Center sdmesa.edu/transfer-center
Transfer information	Transfer Center, sdmesa.edu/transfer-center Counseling Center
Transcripts (incoming)	Records Office
Transcripts (ordering SDCCD)	https://studentweb. sdccd.edu/transcript
Tutoring	Bridging Lab, STAR, Academic Skills Center
University representative visits	Transfer Center
Veteran's benefits	Veteran's Office
Web Services for Students	http://studentweb. sdccd.edu/
Withdraw from classes	http://studentweb. sdccd.edu/
Workstudy program	Financial Aid Office

FORM	PURPOSE	WHERE TO FIND
Application for Credit by Examination	For receiving credit for academic work	Evaluations Office, I4-306
Application for Credit by Examination for Course Not on Approved List	For requesting the appropriate Department Chair to make a decision about offering an examination for a course not on the approved course list	Evaluations Office, I4-306
Discrimination Complaint Procedures (Employees, Students, and the General Public) [Policy 4105.1]	For filing a discrimination complaint based on violation of Policy 4100, Equal Opportunity/Affirmative Action Employment	EEO Site Compliance Office 619-388-2440
EOPS and CARE Application	For applying to the EOPS Program; the program provides special support services to students with financial need who are also educationally challenged.	EOPS Office, I4-309
Exemption of Time To Remove Incomplete Grades	For requesting an extension, because of extenuating circumstances, to the one-year deadline to remove incomplete grades	Admissions Office, I4-102
Financial Aid Appeal Form	For requesting temporary eligibility to receive federal and state aid after failing to maintain standards of satisfactory academic progress (SAP) for financial aid recipients	Financial Aid Office, I4-107, or online (www.sdmesa.edu) by linking to Financial Aid - Forms - Academic Year
Foreign Transcript Process	Students with foreign transcripts should meet with a counselor to determine whether the completed coursework would support their current educational plans.	Counseling Office, I4-303
Free Application for Federal Student Aid (FAFSA)	For applying for grants, loans, and work-study money for your education	www.fafsa.gov
General Student Petition	To request an exemption from various regulations in the catalog.	Admissions Office, I4-102 Counseling Office, I4-303
Late Withdrawal for Semester	For requesting a withdrawal past the withdrawal deadline because of extenuating circumstances	Admissions Office, I4-102
Petition for Academic Renewal by Course Repetition	For repeating a course in which a substandard grade (D, F, or NC) has been earned. Limitations apply	Evaluations Office, I4-306
Petition for Academic Renewal Without Course Repetition	For requesting removal of substandard coursework that is not reflective of present ability. Limitations apply	Evaluations Office, I4-306

FORM	PURPOSE	WHERE TO FIND
Petition for Approval of Major Area Electives	For Business Management	Evaluations Office, I4-306 Counseling Office, I4-303
Petition for Exception to Course Repetition Policy	For requesting repetition of a course beyond policy limitations.	Counseling Office, I4-303
Petition for Graduation	For requesting a graduation evaluation for an AA or AS degree or Certificate of Achievement	Evaluations Office, I4-306 Counseling Office, I4-303 Student Web Services
Petition for Modification of Graduation Requirement	Used to request a substitution or waiver for a course or requirement for degrees and certificates. Use a General Student Petition to request an exemption from various regulations in the catalog.	Evaluations Office, I4-306 Counseling Office, I4-303 Admissions Office, I4-102
Petition for Schedule Adjustment After Deadline	For requesting schedule adjustment, e.g., reinstatement, change of section	Admissions Office, I4-102
Previous College Transcript Requests	For requesting official transcripts from all previous colleges and universities. All transcripts must be on file	Admissions Office, I4-102
Request for General Education Certification	For requesting certification of completion of UC or CSU lower-division general education patterns	Evaluations Office, I4-306
Statement of Student Grievance (SDCCD Form 3100-A589)	For filing an official grievance based on violation of Policy 3100, Section 1.0	Student Affairs Office, I4-408
Student Complaint Resolution (SCR 001)	For documenting and resolving complaints between two or more parties, e.g., student/teacher	Student Affairs Office, I4-408 Instructional Dean's Office
Student Education Plan (SEP)	Used by the Counseling Office to assist students in successfully attaining their goals	Counseling Office, I4-303
Student Tutorial and Academic Resources (STAR) Application	For official application to be accepted into the STAR program	STAR Office, I14-308
Student Waiver of Right of Disciplinary Board Hearing (SDCCD 3100-2A)	For requesting waiver to the right to appear in a disciplinary hearing and choose to resolve the matter with the Disciplinary Officer or his/her representative, and to accept the agreed upon sanction specified	Student Affairs Office, I4-408

Students are responsible for reading and adhering to the policies and procedures as outlined in catalogs, schedules, course syllabi and other official printed material.

CLASS SCHEDULES

Schedules are published three times a year prior to the registration period for each academic term: spring, summer, and fall. It is also available online at www.sdmesa.edu.

The class schedule provides a comprehensive listing of all courses offered in each of the academic departments during a specific term, including information about the faculty assigned to teach each course and room assignments.

The class schedule also contains important information regarding payment of fees, add-drop deadlines, the academic calendar, and other important information.

Class schedules are free to students and the general public.

AVAILABLE ONLINE:

www.sdmesa.edu

<http://schedule.sdccd.edu>

COLLEGE CATALOG

Published once a year at the beginning of the fall term, the college catalog provides a comprehensive description of all aspects of the college's operation. The catalog is the official documentation of programs, services, policies and procedures, and course offerings. The information in the catalog demonstrates compliance with various federal, state, and local laws pertaining to education. It also exhibits compliance to accreditation standards and mandates.

Students planning to earn an associate degree or certificate of achievement may choose to graduate under the catalog requirements in effect at the time the student began (and maintained) continuous attendance, or under the catalog requirements in effect during the term in which the student completes all graduation requirements. The catalog year is determined by the term in which continuous attendance began and was maintained. Continuous attendance is enrollment in at least one semester or session of a calendar year at a California Community College, California State University or University of California

campus. Students who do not maintain continuous attendance will have a new catalog year, determined by the term in which enrollment is resumed, and must meet any new requirements in effect in that new catalog. (Or, the student has the option of using the catalog year in which requirements are completed.)

The catalog may be purchased for \$3 at the College Bookstore.

AVAILABLE ONLINE:

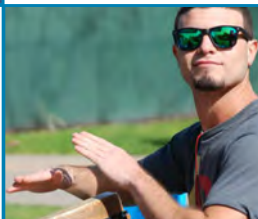
www.sdmesa.edu/academic-programs

COURSE SYLLABUS

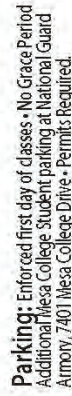
The course syllabus functions as a contract between a student and their instructor. It provides class information about the class and will often include the instructor's expectations, class assignments, assignment due dates, and learning objectives. College students are responsible for meeting course requirements as stated on their syllabi. It is recommended that students keep all of their syllabi throughout their academic career.

AVAILABLE ONLINE:

Please check with your instructor for availability.



7250 Mesa College Drive, San Diego, CA 92111-4998 • 619-388-2600 • 858-627-2600 • www.sdmesa.edu



 Mesa College is a smoke-free campus.



KEY

- A-100 Administration, President, VP, Instruction, VP, Student Services
- A-111 VP, Student Services
- B-100 Classrooms
- CT/C100 Classrooms, Apollon Theatre
- C-200 Classrooms, Offices
- D-200, D-300 Fine Arts Classrooms (Gallery, D-101) Classroom, Offices
- G-Bldg. Cafeteria, Bookstore
- H-100 Classrooms
- H-200 Classrooms
- H-300 Classrooms
- I-100 Classrooms
- I-300 Classrooms
- I-400 Classrooms

ATHLETIC FACILITIES

M1, M2, M3 Gymnasium

DS Softball Field

8 Merrill Douglas Stadium (Football, Track, Golf Field)

7 Tennis Courts

10 Swimming Pool

Upper Field (soccer/softball)

Police Escort Service 619-388-6405

PARKING

Enforced first day of classes

Student Parking with Permit Faculty/Staff Permit Parking

Student Parking also available at 700 Mesa College Drive (permits required)

Student Carpool Parking (2 or more occupants)

Parking Permit Machines: \$1 Hour/\$5 Daily; cash/cards only

Students with valid permits may utilize FLEX Parking spaces along West College Circle west of the tennis courts after 10:00 a.m. on Tuesdays and Wednesdays.

Parking Permits are required 7 a.m. to 10 p.m., Mon-Fri. See sdmesa.edu/parking.

Permits are not required Saturday, Sunday, or SDCCD holidays.

STUDENT SERVICES CENTER

Admissions, Accounting, Counseling, Assessment/Testing, Veterans & Records, Financial Aid, Career Development, Outreach, Tutoring, Student Development, Student Affairs, Student Health Services, ASG, Financial Aid, EOPS, STAR, DSP's, Operations, Offices

ATHLETIC FACILITIES

M1, M2, M3 Gymnasium

DS Softball Field

8 Merrill Douglas Stadium (Football, Track, Golf Field)

7 Tennis Courts

10 Swimming Pool

Upper Field (soccer/softball)

Police Escort Service 619-388-6405

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