



Message From Vice Chancellor, Educational Services

Greetings! I hope you are doing well as we near the end of the semester and that you are looking forward to restful break.

As we continue delivering our services online, one of our main priorities is communication and ensuring you have the information needed to do your job and help our students. With that in mind, you will notice in the coming months that the format of “This Month in Campus Solutions” will be changing. We want to make sure you have the most up to date information on Campus Solutions, useful links and relay important information that may impact you and/or our students.

I welcome your questions, concerns and suggestions.
Please send them to: VCES@sdccd.edu

Thank you all for your work in educating, empowering, and transforming our students and helping them pursue their dreams.

Susan Topham, Ed.D.

Excused Withdrawal (EW)

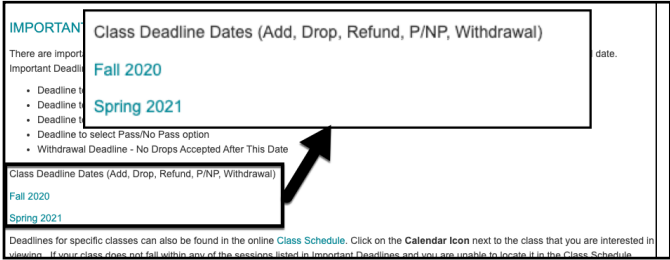
As approved by the California Community College Chancellor’s Office, we will still be accepting Excused Withdrawal (EW) petitions with a COVID reason. This will be effective until 12/31/2020 unless the Chancellor’s Office extends the deadline. However, this will not be an automatic process. Students who are eligible should file a petition with the following form:
<https://www.sdccd.edu/students/forms-and-documents.aspx#admissions>
(Student Petitions -> Petition for Excused Withdrawal due to COVID-19)

As stated in the catalog, a symbol of “EW,” Excused Withdrawal, may be assigned when a student is permitted to withdraw from a course(s) due to specific circumstances beyond the control of the student affecting their ability to complete a course(s).

- Excused withdrawal will not be counted in progress probation and dismissal calculations.
- Excused withdrawal will not be counted as an enrollment attempt.
- No refunds will be provided for Excused Withdrawals.
- If approved for an excused withdrawal, the EW will be applied to the entire semester, unless extenuating circumstances pertain specifically to one class.
- Excused withdrawals will not be accepted for classes completed prior to Spring 2018.

Important Update for Drop for Non-Payment

Drop for Non-Payment: There will be no Drop for Non-Payment for Spring 2021. More information will be shared on the proposed drop for non-payment process for Summer 2021 as soon as it becomes available.

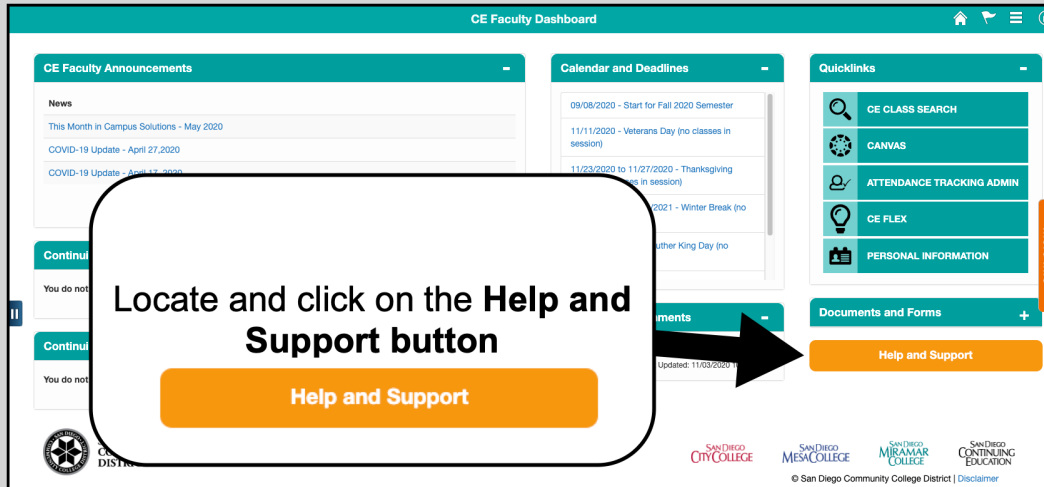
Academic Calendar - College	https://www.sdccd.edu/docs/acadcal/college/20202021.pdf
Academic Calendar - CE	https://www.sdccd.edu/docs/acadcal/coned/20202021.pdf
Class Schedule Production Timeline	https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/curriculum-services/publications/class_schedule.aspx
Class Deadline Dates	https://www.sdccd.edu/students/dates-and-deadlines/index.aspx 
Registration Calendar - Fall 2020 and Spring 2021	https://www.sdccd.edu/about/departments-and-offices/student-services-department/calendars-and-hours/registration-calendars.aspx

Quick Links

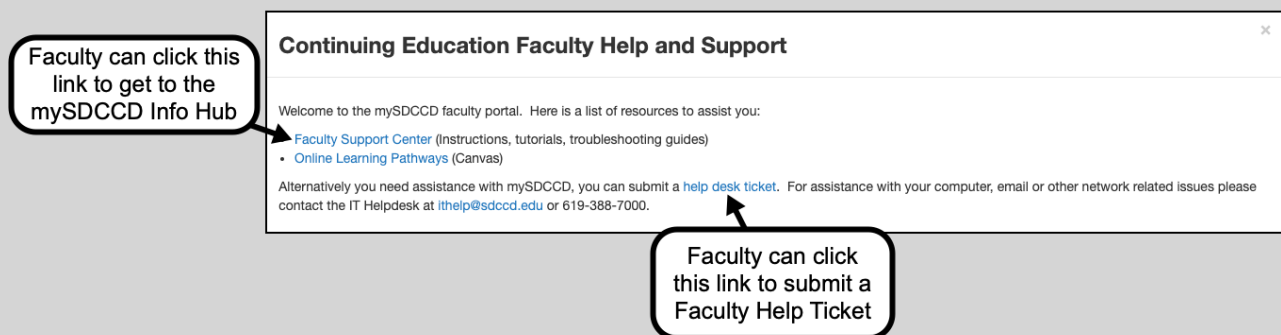
Student Services Council Meeting Minutes	https://www.sdccd.edu/about/departments-and-offices/student-services-department/meetings-minutes-notes/2020-student-services-council-meetings.aspx
Institutional Research and Planning - Research Report	https://www.sdccd.edu/about/departments-and-offices/student-services-department/meetings-minutes-notes/2020-student-services-council-meetings.aspx
2020-2021 Faculty Resource Handbook	https://www.sdccd.edu/docs/StudentServices/faculty/facultyhandbook.pdf
2020-2021 Instructional Improvement Handbook (College Flex)	https://faculty.sdccd.edu/docs/flex%20handbook.pdf

For Faculty:

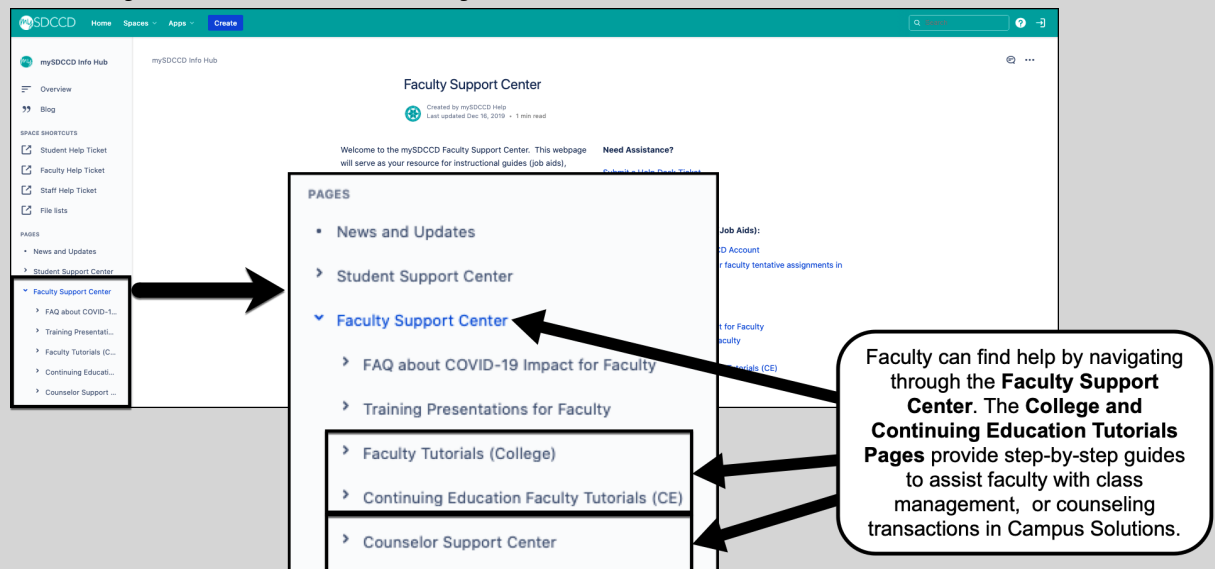
1. Log into your College or Continuing Education Faculty Dashboard.



2. After clicking on the Help and Support button, you will see a pop-up on your screen.



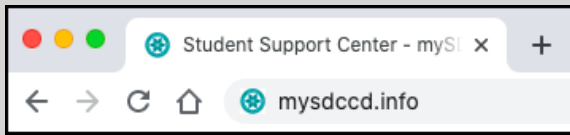
3. Faculty will be directed to mySDCCD Info Hub.



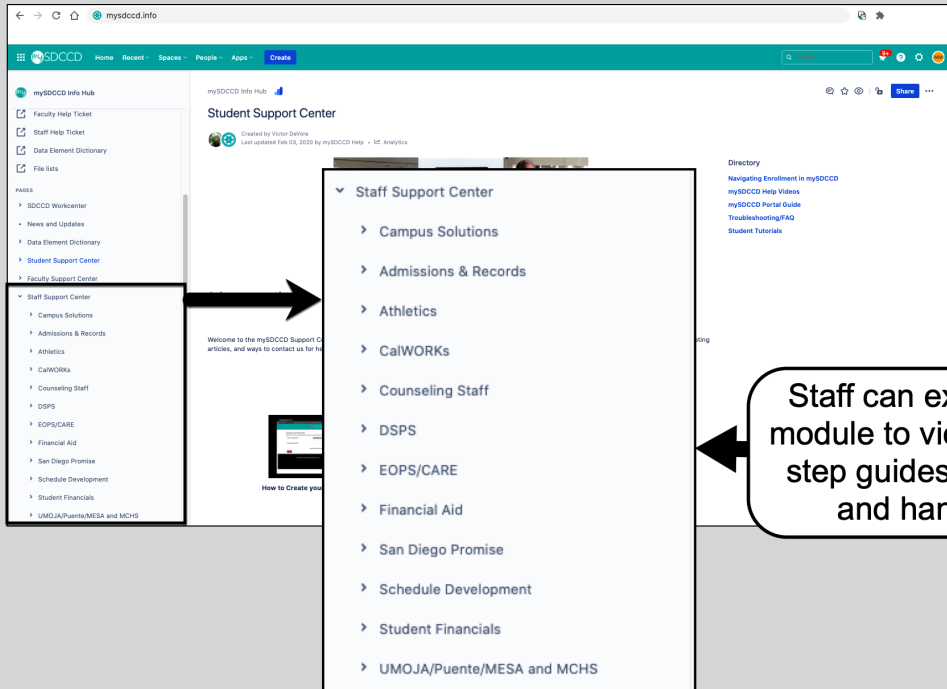
Faculty can find help by navigating through the **Faculty Support Center**. The **College and Continuing Education Tutorials Pages** provide step-by-step guides to assist faculty with class management, or counseling transactions in Campus Solutions.

For Staff:

1. Enter mysdccd.info into your preferred browser's URL box.

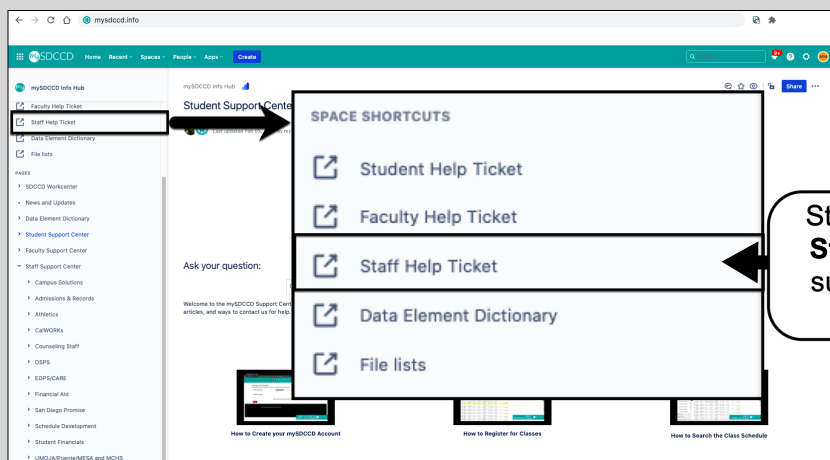


2. Step-by-step guides are sorted by modules.



Staff can expand any module to view step-by-step guides (job aids) and handouts.

3. If staff cannot find help from the Job Aids available, file a Staff Help Tickets by clicking on the Staff Help Ticket link.



Staff can click on the **Staff Help Ticket** to submit a request for assistance.

For Students:

1. Log into your College Student Dashboard.

Welcome to Mira Margarita!

You have 4 items pending.

My Classes

Class No.	Course	Title	Status
43811	BLAS 110	Black Music	Enrolled
43811	Music WEB	Online (No Set Meeting Times)	TBA
43810	BLAS 101	Business Mathematics	Enrolled
43810	City WEB	Online (No Set Meeting Times)	TBA
43809	NUTR 110	Nutrition and Fitness	Enrolled
43809	Music WEB	Online (No Set Meeting Times)	TBA

My To-Do List

You currently have no to-do items.

My Finances

Total Charges Due: \$100.00

Account Inquiry | Payment Plan Info | Refund Info | 1099 T Tax Info

Student Quicklinks

- MESSAGE CENTER
- STUDENT INFORMATION CENTER
- CLASS SEARCH
- CLASS REGISTRATION
- CAMPAIGN
- MY FINANCES
- FINANCIAL AID
- VIEW (UN)OFFICIAL TRANSCRIPT
- REQUEST OFFICIAL TRANSCRIPT
- VOTER REGISTRATION
- CONTINUING ED. APPLY & ENROLL
- PERSONAL INFORMATION

Documents and Forms

My Student Store

- Associated Student Membership
- Student ID
- Bus Pass
- Parking Permit

Help and Support

2. After clicking on the Help and Support button, you will see a pop-up on your screen.

College Student Help and Support

If you need assistance using mySDCCD please visit our [mySDCCD Student Support Center](#). The Support Center contains tutorials, important information and resources to help you navigate the new student portal.

Need help with the portal?

- Click here to [submit a help ticket](#)

Students can click this link to get to the mySDCCD Info Hub

Students can click this link to submit a Student Help Ticket

3. Students will be directed to mySDCCD Info Hub.

mySDCCD Info Hub

Student Support Center

PAGES

- News and Updates
- Student Support Center
- Navigating Enrollment...
- mySDCCD Help Vid...
- mySDCCD Portal G...
- Troubleshooting/FAQ
- Student Tutorials

Students can find help by navigating through the **Student Support Center**. The **Student Tutorials Page** provides step-by-step guides to assist students with enrollment in Campus Solutions.

How to Create your mySDCCD Account

How to Register for Classes

How to Search the Class Schedule

For Faculty:

1. Log into your College or Continuing Education Faculty Dashboard.

The screenshot shows the 'College Faculty Dashboard' interface. It features several sections: 'Faculty Announcements' with news items, 'College Faculty Schedule' with a table of courses, 'Calendar and Deadlines' with a list of dates and events, 'Faculty Quicklinks' with various tool icons, and 'Documents and Forms' with expandable sections for 'Documents' and 'Forms'. A callout box with the text 'Locate and click on the Forms button' points to the 'Forms' button in the 'Documents and Forms' section.

Term	Course ID	Course Name	Enrollment
Spring 2020	29647	CBTE 120-7001 Beginning Microsoft Word	Enrolled: 0 of 0
		City WEB	02/03/2020 - 06/01/2020 TBA
		Online (No Set Meeting Times)	

This screenshot shows the 'Forms' dropdown menu expanded from the 'Documents and Forms' section. The menu lists several options: 'Submit Faculty Forms Online', 'Application for Independent Study', 'Assignment of In-Progress Form ("IP")', 'Assignment of Incomplete ("I")', 'Change of Course Level within a Discipline or Section', and 'Consent to Release Confidential Student Information by Faculty'. A callout box with the text 'Select Submit Faculty Forms Online or navigate through the forms available.' points to the 'Submit Faculty Forms Online' option.

2. You will be redirected to mySDCCD Support Desk to upload the forms.

mySDCCD

WELCOME
Please follow us on twitter @mysdccd for status updates and maintenance alerts.

mySDCCD Help Center / mySDCCD Support Desk

F **Faculty Forms**

Faculty must use their @sdccd.edu email address when submitting forms to verify identity.

Term *

Form is being submitted for which semester.

Employee ID *

Please enter your 10-digit ID. This is what you use to login to mySDCCD.

First Name *

Last Name *

Attachment *

Drag and drop files, paste screenshots, or browse

Browse

Please upload the form, including all documentation necessary. Make sure when selecting which form you are submitting it matches the attachment.

Email confirmation to *

Log in

Fill into the fields and upload all necessary forms

Where Can I Find Help in mySDCCD Info Hub?

Faculty (How to view rosters, attendance, assign grades, etc.)	https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/308609026/Faculty+Support+Center
Staff (How to view enrollment, search classes, etc.)	https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/162136080/Staff+Support+Center
Students (How to enroll in classes, view dashboard, etc.)	https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/244514900/Student+Support+Center