



Student Accessibility Services (SAS)

1 Barnard Drive, Oceanside CA 92056 (760) 795-6658

Checklist and Resources for New Students

- Apply for Admissions** to MiraCosta College online at: miracosta.edu/admissions-and-aid/index.html. You will receive a welcome email from MiraCosta College, with your **SURF ID**. Please set up your log in for SURF as this is the student portal you will be using to register for classes, check your financial aid status, pay for classes, and complete other items on your “to do” list.
SURF ID: W _____ Password (keep secured): _____
The welcome email also contains your math and English placement. Your placement is based upon self-reported high school GPA and course completion (with “C” or higher). Students without this information can contact testing@miracosta.edu or call 760-795-6685 for more information about the course placement process.
- Apply for Financial Aid** online by completing the Free Application for Federal Student Aid (FAFSA) fafsa.ed.gov or the California Dream Act Application dream.casac.ca.gov.
- Complete Spartan Prep** (online orientation and advisement). Students completing all steps will receive priority when enrolling in classes! Access Spartan Prep here: miracosta.edu/student-services/sssp/spartan-prep.html.
- Submit an online SAS Program Application** at miracosta.edu/sasapplication. Attach verification of disability to the application or send by email to sas@miracosta.edu. If you do not have any documentation/verification of disability, please reach out so we can explore how we can support you.
- Schedule a Welcome Meeting** with a SAS counselor. During the Welcome Meeting, a SAS counselor will engage with you in an interactive process to identify necessary services and accommodations to ensure equitable access to programs and services. Allow for one hour for this meeting. It can be conducted in person, via phone or on zoom. Counselors available at all campus locations by appointment (OCN, SAN and CLC).
- After your Welcome Meeting the counselor will email you your **Accommodation Letters** for your course(s) that outline the accommodations that have been approved. Please note, the letters are course and semester specific, you will need to reach out to sas@miracosta.edu or call 760-795-6658 if you add a course or start a new semester, to request updated letters. **Please forward the Accommodation Letters to your instructors as soon as possible**, we recommend doing this at the start of the semester.
- Students that have been authorized the use of **Alternate Media**, need to schedule an appointment with our Access Specialist Aaron Holmes. Email sas@miracosta.edu or call 760-795-6658 for an appointment.
- During your welcome meeting you get a brief overview of the enrollment process and may have a chance to discuss course advisement. We recommend scheduling a follow-up appointment if you would like more time for **Academic Counseling**. Please note that you must meet with a counselor to create an **Education Plan** before the end of your second semester. Email sas@miracosta.edu or call 760-795-6658.
- Register and Pay for classes via SURF:** surf.miracosta.edu.

Promise Program and Reduced Course Load: If you are applying to the MiraCosta College Promise program and do not feel you can manage a full-time (12 units) course load in your first semester/year, please contact SAS to speak with a Counselor. You may be eligible for a waiver, allowing you to remain eligible for the MiraCosta College Promise at a reduced course load. To schedule an appointment, please contact us at sas@miracosta.edu or (760) 795-6658.

Need Access to Technology? You can borrow a laptop and hot spot from MiraCosta. Please complete a technology request form. Available until supplies run out: <https://library.miracosta.edu/techloan>.

Complete 2-3 weeks before each semester begins:

- Purchase your books from the bookstore and/or check out the textbook loan program: <https://www.miracosta.edu/student-services/eops/textbook-loan-program.html>
- If you have been approved for Alternate Media, contact SAS Access Specialist asap. Email sas@miracosta.edu and please be sure to attach proof of purchase, rental, or ownership to your message.
- Request accommodation letters for each new class by contacting the SAS office at sas@miracosta.edu or (760) 795-6658.

Exam Accommodations: If you are enrolled in a class this semester that has timed exams (in-person or on zoom), and you have been approved for an extended time accommodations, please be sure to schedule your exam in ClockWork with at least a 7-day notice for regular exams/tests/quizzes and 14-day notice for your final exams.

- SAS Proctoring page: <https://miracosta.edu/student-services/sas/proctoring-clockwork.html>
- Student login for ClockWork: <https://clockwork.miracosta.edu/clockwork/custom/misc/home.aspx>
- Link to video "How to Schedule SAS Exams": <https://youtu.be/13VUW3n4L3k>

Additional MCC Student Resources:

- Keep track of important dates and deadlines: <https://www.miracosta.edu/student-services/admissions/important-dates.html>
- Resources for Taking Online Classes: <https://miracosta.edu/online>
- Tutorials to help navigate SURF: <https://miracosta.edu/tutorials>
- Technical Issues with your MiraCosta Accounts: <https://www.miracosta.edu/student-services/student-help-desk/index.html>
- Looking for tips to survive and thrive as an online student? Workshops here: <https://www.miracosta.edu/student-services/tutoring-and-support/student-success-workshops.html>
- Canvas Student Support Hub (must click Login to view full page): <https://miracosta.instructure.com/courses/16981>
- Personal or academic barriers, including food resources: <http://miracosta.edu/care>
- Free Individual and Group Mental Health Counseling: <https://www.miracosta.edu/student-services/health-services/counseling-and-mental-health-services.html>
- Are you undocumented or know a student who is? <http://miracosta.edu/uprise>
- MiraCosta EOPS Office: <http://miracosta.edu/eops>
- MiraCosta Admissions Office: <https://miracosta.edu/admissions>
- MiraCosta Financial Aid Office: <https://miracosta.edu/financialaid>