INSTRUCTIONS FOR UPLOADING PROOF OF VACCINATION CARDS

Find these instructions online with more links for information and assistance at:
https://www.sdccd.edu/students/covid19/

The San Diego Community College District (SDCCD) passed a resolution authorizing the Chancellor to develop and implement a COVID-19 vaccination requirement for students, staff, and faculty. SDCCD has implemented the following:

- **Proof of Vaccination for Classes on Campus:** San Diego Community College District (SDCCD) will require all students to present proof of full COVID-19 vaccination (per CDC guidelines) in order to enroll in face-to-face (in-person) classes.

- **Proof of Vaccination for Student Services Appointments:** In-person services to students, prospective students, and the public reasonably expected to last 15 minutes or more will be conducted by appointment. All student appointments require verification of vaccination.

- **Face Masks Still Required on Campus:** All employees, students and campus visitors must continue to wear masks on campus regardless of vaccination status.

- **COVID-19 Testing Requirements:** Students with an approved medical exemption will be required to comply with COVID-19 testing requirements. Students must test within seventy-two (72) hours of class meetings. Students who fail to comply with testing requirements will not be permitted to attend class.

- **Effective Fall 2022:** Due to the efficacy of boosters against COVID-19 and the Omicron variant, SDCCD will require students to receive the booster vaccine. Please consult the CDC website for information on when you should get your booster shot.

SDCCD is using Cleared4 to provide students an easy way to upload their vaccination cards, make a testing appointment, and verify COVID-19 vaccination and testing compliance.

HOW TO UPLOAD YOUR VACCINATION CARD IN 3 EASY STEPS

Watch this short video with the steps on uploading your proof of vaccination card: https://youtu.be/R-vk3dBvoJY

1. Prior to the beginning of class, you should have received a link from Cleared4 from no-reply@cleared4work.com inviting you to your personal dashboard. **If not, you can retrieve your link by visiting:**

   https://www.c4wrk.com/K8pN9RUu2iv4t67F7

2. Accept the disclaimer, upload your insurance information if you are required to test.

3. Once on your dashboard, click on **Enter Your Vaccination Data** to upload your vaccine card and information.
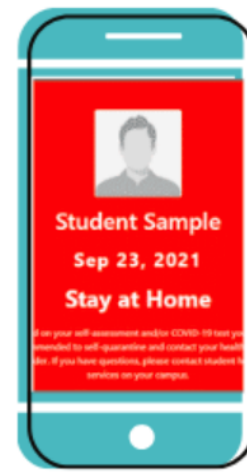
Please note the following:

- Students who already uploaded their vaccination cards will have their information brought into the Cleared4 system. No need to re-upload your vaccine information.
- Students who are required to meet weekly testing requirements will be able to book appointments for COVID-19 tests on campus or upload test results from third party testing sites.
- SDCCD will use the Pass system to provide students an easy way to verify they meet COVID-19 vaccination and testing requirements.

THE PASS SYSTEM

Once you gain access to Cleared4 and setup your account, you will be provided one of two possible passes:

1. Students who have met vaccination requirements will be issued a **Blue Pass**. The pass will show the current date, student's name and "**Cleared For College.**"

2. Students with an exemption will be provided a **Green Pass** when they have met COVID-19 testing requirements. Green Passes are valid for 72 hours of test. The pass will show the current date, student's name and "**Cleared For College.**"

3. Students with a **Red pass** are not cleared to be on campus. Students:

- Have not complied with COVID-19 vaccination/testing requirements
- Tested positive for COVID-19
- Exhibit flu-like symptoms are recommended to stay at home.

You may also contact Student Services at the Mid-City Campus at 619-388-4500 for assistance. If you prefer in-person assistance, the Mid-City Campus (3792 Fairmount Ave., San Diego, CA 92105) is open Monday through Friday during the following hours:

8:30 a.m.--7:00 p.m. Monday-Thursday
8:30 a.m.--4:00 p.m. Friday

The Virtual Support Center is also available on Mondays and Fridays at: **https://sdcce.edu/services/online-student-assistance-and-services**