

CUYAMACA COLLEGE

FALL 2019 CLASS SCHEDULE



Fall Start Date Options:

- Fall Semester and 1st 8-Week Classes Begin August 19
- 2nd 8-Week Classes Begin October 14

TO APPLY AND/OR
REGISTER GO TO
WWW.CUYAMACA.EDU



CUYAMACA COLLEGE: YOUR PASSION, YOUR PATH!

Dear Students:

Congratulations on being part of the Cuyamaca College community in San Diego's East County region. As you will no doubt find, Cuyamaca College is your extended family where everyone here is dedicated to your success and making sure you reach your goals.

Cuyamaca College has been transforming the lives of our students since we first opened our doors in the fall of 1978. Indeed, in addition to our award-winning course offerings and student support services, Cuyamaca College is an Hispanic Serving Institution, providing a rich campus life imbued with



cultural awareness. So while you're here, enjoy listening to some of the world's leading classical musicians

through the new ECHO Chamber Music Series at the Samuel M. Ciccati Performing Arts Center. Take part in our ongoing series of topical discussions through the Diversity Dialogues. Visit the Heritage of Americas Museum. Be inspired by the Water Conservation Garden.

At Cuyamaca College, we are here for you. And we hope your experiences here will be with you for the rest of your life.

Julianna Barnes, Ed.D.
President
Cuyamaca College

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CLASS SCHEDULE

Go to [WebAdvisor](#) to view the Class Schedule online. The online class schedule is constantly updated to reflect current class offerings and enrollment. You can search for specific courses. Disciplines offered for Fall 2019 include:

American Sign Language	Communication	Geography	Philosophy
Anthropology	Computer and Information Science	Geology	Physics
Arabic	Computer Science	Graphic Design	Political Science
Aramaic	Counseling	Health Education	Psychology
Art	Economics	History	Real Estate
Astronomy	Education	Humanities	Religious Studies
Automotive Technology	Electronics Technology	Mathematics	Science
Biological Sciences	Engineering	Music	Social Work
Business	English	Native American Languages	Sociology
Business Office Technology	English as a Second Language	Nutrition	Spanish
CADD Technology	Environmental Health & Safety Management	Oceanography	Surveying
Center for Water Studies	Exercise Science	Ornamental Horticulture	Theatre Arts
Chemistry		Paralegal Studies	Water/Wastewater Technology (see Center for Water Studies)
Child Development		Personal Development - Special Services	Work Experience

CODE OF ETHICS

Cuyamaca College, as a public community college and in the fulfillment of its mission, embraces a code of conduct for students, faculty, classified staff, and administrators. We recognize the value and dignity of each individual within the framework of the campus community.

We strive in all our affairs to:

- ✦ respect the opinions, values and traditions of others,
- ✦ be responsible for our own behavior,
- ✦ be honest, open and trustworthy,
- ✦ be fair and equitable in our treatment of others, and
- ✦ promote democratic principles, good citizenship and the standards of academic freedom.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT GOVERNING BOARD:

Elena Adams; Linda Cartwright; Bill Garrett; Debbie Justeson; Brad Monroe STUDENT MEMBERS: Sonia Mendoza-Reyes; Amy Bianchi
CHANCELLOR: Cindy L. Miles, Ph.D. CUYAMACA COLLEGE PRESIDENT: Julianna Barnes, Ed.D.

Cuyamaca College does not discriminate on the basis of ethnic group identification, race or ethnicity, color, national origin, religion, age, gender, gender identity, gender expression, physical or mental disability, medical condition, pregnancy, genetic information, ancestry, sexual orientation, marital status, or military and veteran status in any of its policies, procedures or practices. Please see the Grossmont-Cuyamaca Community College District Board policy BP 3410 Nondiscrimination for a full statement of the college's non-discrimination policy: www.gcccd.edu/governing-board/documents/policies/ch3/BP%203410.pdf

Apply & Enroll

Welcome to Cuyamaca College! We are delighted that you have decided to explore your higher education options with us. Just follow these simple steps to enroll at the most beautiful community college in the region.

And remember: we are here to support you in every way possible.

Step 1 - Apply Online

- Before you can register for classes, you must fill out an [application](#) to the college. This can be done online and it is free!
- Start early! See the [Academic Calendar](#) for important deadlines.
- Visit the [Admissions and Records](#) website to find out additional information about being admitted to Cuyamaca College.

Step 2 - Send Your Transcripts

- If you have attended another college, have your official transcripts or documents sent to the [Admissions & Records office](#) at Cuyamaca College to [clear prerequisites](#), and to [award prior credit](#) for degrees and certificates.
- If you took AP classes in high school, please have the [College Board](#) send your test scores to the [Admissions & Records office](#).

Step 3 - Online Orientation

- To get the earliest new student registration date, you must complete the Online Orientation (Step 3), Assessment (Step 4), and Online Advising (Step 5) in that order.
- Watch a video to [learn how to use WebAdvisor](#).
- Complete the Online Orientation:
 1. Login to [WebAdvisor](#)
 2. Click Students
 3. Under Orientation/Assess/Advising, click **Online Orientation**
- See the [Counseling website](#) for more information.

Step 4 - Get Placed into English and Math

- English as a Second Language (ESL) students should contact the assessment office at 619-660-4426 for assistance.
 1. Login to [WebAdvisor](#)
 2. Click Students
 3. Under Orientation/Assess/Advising, click **Assessment/Placement Questionnaire**
- See the [Assessment website](#) for more information.

Step 5 - New Student Advising

- If you are exempt from taking the Assessment, and have course work from another institution, you may see a counselor.
- Complete New Student Advising:
 1. Login to [WebAdvisor](#)
 2. Click Students
 3. Under Orientation/Assess/Advising, click **Online Advising**
- Completion of steps 3-5 will earn you an earlier registration date.

Step 6 - Register and Pay Fees

- Register for classes online using [WebAdvisor](#) on your registration date and time.
- [WebAdvisor online tutorials](#) are available to assist you.

- Your registration is not complete until your tuition and fees are paid. **Students are dropped for non-payment of fees.**

Step 7 - Attend Classes

- Find your classrooms on the [campus map](#).
- Online classes are accessed through [Canvas](#) on the day the class starts.

Help Lines for Registration

- Admissions and Records (assistance registering, applying) (619) 660-4275
- Cashier's Office (assistance completing fee payment step) (619) 660-4256
- Counseling (clearing prerequisites) (619) 660-4429
- Disabled Student Services (hearing impaired) (619) 660-4386
- Financial Aid (Help pay fees) (619) 660-4201
- Assessment, New Student Orientation/Counseling (619) 660-4426

Quick Tips for Registration

Register for classes online using [WebAdvisor](#):

Log in at <https://wa.gcccd.edu>

Registration: June 24 - August 18

Hours: Monday-Saturday 7am-10pm

Semester starts: August 19

To Register:

- **New and Returning students** must have an application on file to register. Apply on the web at www.cuyamaca.edu or in the Admissions and Records Office for assistance.
- **June 7, 2019** - Deadline for new students to file an application and participate in matriculation (assessment and orientation/advising) in order to receive a registration appointment for Fall 2019. Students who apply after this date will be assigned to open registration.
- You may register at or after your registration date and time.
- **Prerequisites** should be cleared with the Counseling Center before registering. Please visit www.cuyamaca.edu/counseling for more information or call (619) 660-4429.
- **Fee payment** is expected at the time of registration. Failure to pay will result in a hold on your records. Students are dropped from classes for non-payment of fees. No bill will be mailed.
- **For more information** on admissions including residency, veterans and transcripts, please visit www.cuyamaca.edu/services/admissions/default.aspx.

Wait Lists:

- Priority Wait Lists for all classes begin the instant classes close due to full enrollment. If seats become available, students on Priority Wait Lists will be automatically enrolled and notified by email if successfully added to a class from the Priority Wait Lists. Please note that once classes begin, all Wait Lists are no longer available and will not show on [WebAdvisor](#). Your spot on the waitlist is still maintained and you will be added at the discretion of the instructor.

More detailed information begins on page 4.

FALL 2019 CALENDAR

Deadlines are for SEMESTER-LENGTH classes. For a complete listing of short-term class deadlines (add/drop, withdrawal, P/NP, refunds), please visit www.cuyamaca.edu/services/admissions/deadlines.aspx

Registration..... June 24 - August 18
 Payment Deadline for Registration Fees..... July 31
 Professional Development - Organizational Meetings..... August 12 - 16
Regular Day & Evening Classes Begin August 19
 Program Adjustment August 19 - September 1
 Last Day to Add Semester-Length Classes September 1
 Last Day to Drop Semester-Length Classes Without a "W" Appearing on Transcripts..... September 1
 Last Day to Apply for Refund for Semester-Length Classes September 1
 Holiday (Labor Day)..... September 2
 Census Day (Semester-length Classes) September 3
 Last Day to Apply for P/NP Semester-Length Classes September 20
 Last Day to Apply for **Fall 2019 Degree/Certificate** October 11
 End of First 8-Week Session October 12
Second 8 - Week Session Begins October 14
 First 8-Week Session Instructor Grade Deadline October 17
 Last Day to Drop Semester-Length Classes November 10
 Holiday (Veterans Day) November 11
 Holiday (Thanksgiving) November 28, 29, 30
End of Second 8-Week Session..... December 9
 Final Examinations.....December 10, 11, 12, 13, 14, and 16
 Close of Fall Semester.....December 16
 Instructor Grade Deadline December 20
 Winter Recess.....December 17 - January 26
 College and District Offices Closed December 24 - January 1*
 *College and District Offices closed.
 Dates listed are subject to change. Please see www.cuyamaca.edu/current-students/academic-calendars/2019fa-calendar for the most current calendar.

COLLEGE HOUR

Becoming involved with campus activities is a great opportunity to supplement your overall classroom experiences, meet new students, and network with campus faculty, staff, and administrators. There are a variety of ways to become involved with events on campus.

For a listing of campus events, you can access: www.cuyamaca.edu/current-students/connect

Events during the Fall Semester include:

- Chaldean Culture & Traditions College Hour
- Welcome Week
- Student Organization Club Activities
- Free Food Giveaway Activities
- Kickball Tournaments
- Diversity Dialogues
- Latino Heritage Celebration
- Constitution Day
- Cultural Competency Student Institute
- Wheelchair Basketball Game: College Hour
- Halloween Festival
- Halloween Pumpkin Event
- Native American Heritage Celebration: College Hour
- Destress Events

FREE EMAIL!!!

Every student registered during the current semester has an email account accessible from ANYWHERE in the world! For more information go to www.gcccd.edu/it/email. If you have questions, feel free to visit the **Tech Mall**, Room E-121 in the Business & Technology Building for personal assistance or call (619) 660-4395.

IMPORTANT INFORMATION

Due to the passage of the Student Success Act of 2012 and numerous changes to federal, state and local guidelines, the Grossmont-Cuyamaca Community College District has created a

web page to raise awareness on how these changes may affect you. Please be sure to read each section to learn how they will impact your studies here at Cuyamaca and Grossmont College.

www.cuyamaca.edu/admissions/changes

STUDENT WITHDRAWAL & GRADE RESPONSIBILITY

You are held responsible for all classes in which you register. If you decide to withdraw from a class, it is your responsibility to drop using **WebAdvisor**. The official date of withdrawal is the date you drop your class using **WebAdvisor**. If this is not done, you may receive a grade of "F." If you withdraw from a semester-length class by the end of the second week, the class will not appear on your transcript. If you withdraw from a semester-length class between the third and twelfth

week, a grade of "W" is issued. If you are still enrolled in a semester-length class past the end of the twelfth week, you will receive a grade other than a "W." For classes which are scheduled for eight weeks, classes will not appear on the transcript for classes dropped during the first week and a "W" will be awarded only for withdrawals for weeks 2 through 6. (Deadline dates are listed on the calendar above.)

For other short-term classes contact the Admissions and Records Office for date and please visit www.cuyamaca.edu/services/admissions/deadlines.aspx

WITHDRAWAL & GRADE RESPONSIBILITY TIMELINE



CUYAMACA COLLEGE - FALL 2019 FINAL EXAMINATION SCHEDULE

Days/Times of Regularly Scheduled Classes	Date/Time of Final Exam	Days/Times of Regularly Scheduled Classes	Date/Time of Final Exam
TUESDAY, DECEMBER 10		FRIDAY, DECEMBER 13	
TTh	6:30 or 7:00 a.m. 7:00 a.m.-9:00 a.m.	F	8:00 a.m..... 8:00 a.m.-10:00 a.m.
TTh	9:00 or 9:30 a.m. 9:30 a.m.-11:30 a.m.	F	9:00 a.m..... 9:00 a.m.-11:00 a.m.
TTh	11:30, 12:00 or 12:30 p.m..... 12:00 p.m.-2:00 p.m.	F	12:00 p.m..... 12:00 p.m.-2:00 p.m.
TTh	2:00 or 2:30 p.m. 2:15 p.m.-4:15 p.m.	F	1:00 p.m..... 1:00 p.m.-3:00 p.m.
TTh	4:00 or 4:30 p.m. 4:30 p.m.-6:30 p.m.	SATURDAY, DECEMBER 14	
T	6:00 or 6:30 p.m. 6:45 p.m.-8:45 p.m.	S Normal Class Hours	
TTh	6:00 or 6:30 p.m. 6:45 p.m.-8:45 p.m.	MONDAY, DECEMBER 16	
T	7:00 p.m..... 7:00 p.m.-9:00 p.m.	MW	6:30 or 7:00 a.m. 7:00 a.m.-9:00 a.m.
WEDNESDAY, DECEMBER 11		MW	9:00, 9:30 or 10:00 a.m. 9:30 a.m.-11:30 a.m.
MW	7:30, 8:00 or 8:30 a.m. 8:00 a.m.-10:00 a.m.	MW	12:00 or 12:30 p.m. 11:45 a.m.-1:45 p.m.
MW	10:30, 11:00 or 11:30 a.m.... 10:30 a.m.-12:30 p.m.	MW	2:00 or 2:30 p.m. 2:00 p.m.-4:00 p.m.
MW	1:00 or 1:30 p.m. 12:45 p.m.-2:45 p.m.	MW	4:00 or 4:30 p.m. 4:15 p.m.-6:15 p.m.
MW	3:00 or 3:30 p.m. 3:00 p.m.-5:00 p.m.	M	6:00 or 6:30 p.m.. 6:30 p.m.-8:30 p.m.
MW	5:00 or 5:30 p.m. 5:15 p.m.-7:15 p.m.	MW	6:00 or 6:30 p.m.. 6:30 p.m.-8:30 p.m.
W	6:00 or 6:30 p.m. 6:00 p.m.-8:00 p.m.	M	7:00 p.m..... 7:00 p.m.-9:00 p.m.
MW or W	7:00 p.m..... 7:30 p.m.-9:30 p.m.	
THURSDAY, DECEMBER 12		Use the first class hour of the week as the key to examination times.	
TTh	7:30, 8:00 or 8:30 a.m. 7:30 a.m.-9:30 a.m.	Full-term Saturday classes will hold examinations on Saturday, December 14 at normal class hours.	
TTh	10:00, 10:30 or 11:00 a.m.... 10:00 a.m.-12:00 p.m.	Short-term classes (including 1st and 2nd 8-week classes) will hold finals on the last class meeting.	
TTh	1:00 or 1:30 p.m. 12:30 p.m.-2:30 p.m.		
TTh	3:00 or 3:30 p.m. 2:45 p.m.-4:45 p.m.		
TTh	5:00 or 5:30 p.m. 5:00 p.m.-7:00 p.m.		
Th	6:00 or 6:30 p.m. 6:00 p.m.-8:00 p.m.		
TTh or Th	7:00 p.m..... 7:15 p.m.-9:15 p.m.		

ADMISSION AND REGISTRATION

*** PLEASE REFER TO PAGES 13-20 FOR WEB REGISTRATION INSTRUCTIONS (no live links) ***

ADMISSION REQUIREMENTS

Cuyamaca College strives to provide educational opportunities that meet the needs of the community. Anyone may attend Cuyamaca College if they have a high school diploma or the equivalent or are at least 18 years of age and have the ability to benefit from a community college experience. High school students who have completed the 10th grade and are at least 14 years old may also attend Cuyamaca College with permission of their parent and the high school counselor or principal.

ADMISSION APPLICATION

Applications are available online at www.cuyamaca.edu/services/admissions/application-information.aspx

REGISTRATION INFORMATION

REGISTRATION DATE AND TIME

All new and readmit students who apply by June 7, 2019 and all continuing students, will be sent a Registration Appointment. Those who apply after June 7, 2019 will be

able to register during open registration. Students may register on or after their registration date and time.

REGISTRATION AND FEE PAYMENT DATES/HOURS

WebAdvisor availability: **Monday-Saturday, 7am-10pm**

INTERNET REGISTRATION AND FEE PAYMENT

Students may register via the Internet using **WebAdvisor** from Cuyamaca College's web page at www.cuyamaca.edu. Registration fees are expected at the time of registration. You will be held to all fees incurred. Students may be dropped from classes for non-payment of fees. Failure to pay will result in a hold on your records. Refund deadlines vary by class; see page 2 and www.cuyamaca.edu/services/admissions/deadlines.aspx. It is the student's responsibility to drop any classes that they do not plan to attend.

USER ID AND PASSWORD

Your User ID and Password are needed to access **WebAdvisor**. Your User ID is generally your firstname.lastname (all lowercase), and your password is initially your birth date (MMDDYY). You will be prompted to change your password the first time you log in. If you have difficulties logging into **WebAdvisor**, please visit www.cuyamaca.edu/services/admissions/webadvisor-help.aspx

PRIORITY WAIT LISTS

Wait lists for all classes begin the instant that classes close due to full enrollment. Once the class begins, wait lists are no longer available. Students cannot add themselves to a wait list before their registration appointment date. Students are added to the wait list for a class on a first-come, first-served basis. If seats become available, the students on the wait list will automatically be enrolled into the class. Students will be billed immediately once the student is successfully registered into the class.

Students cannot be placed on a wait list for class if they are already enrolled in another section of the same class. Also, students cannot be placed on a wait list for more than one section of the same class. If a wait list is full, the student will not be able to add themselves to the list.

On the first day of class, instructors will determine the number of open seats. Spaces will be offered to students who are on the wait list in the order that names were added to the wait list. **Be sure to attend the first class meeting** to obtain authorization from the instructor.

CHANGES AFTER REGISTRATION

Once you have registered, you may change your schedule by adding or dropping classes via [WebAdvisor](#):

Before the class has started, you may:

- Add an open class.
- Drop a class.
- Add your name to the Priority Wait List if the class has closed.

Once the class has started, you may:

- Add once the instructor grants you authorization.
- Drop without a 'W' by the 'no W' drop deadline.
- Drop with a refund by the refund deadline.
- Drop with a 'W' by the drop deadline.

REGISTRATION POLICIES

DEADLINE DATES AND STUDENT RESPONSIBILITY

Not all classes have the same deadline dates. Deadline dates vary depending on the length of the class. Be sure to pay careful attention to the deadline dates; see page 2 and www.cuyamaca.edu/services/admissions/deadlines.aspx. Each class has a specific refund deadline, as well as a specific deadline to Add, Drop without a 'W' and Drop with a 'W'. **It is the student's responsibility to drop a class; do not rely on the instructor to do so. All deadlines are strictly enforced. Always verify your class schedule on WebAdvisor.**

MAXIMUM UNITS

You may enroll in a maximum of eighteen (18) units during fall and spring semesters and eight (8) units during the summer session districtwide. If you wish to enroll in more units, you will need to obtain an overload authorization form from Counseling Services.

DUPLICATE CLASSES

You may not enroll in two sections of the same course.

REPEATING CLASSES

Students are allowed to repeat a course two times if they received a substandard grade (D, F, or NP) or withdrew from the class with a "W." Students may not repeat a class if they received a satisfactory grade (A, B, C, or P) unless stated in the Cuyamaca College Catalog. Please visit www.gcccd.edu/colleges-important-changes/course-repetition.html#details for more information on course repetition.

PREREQUISITES, COREQUISITES, RECOMMENDED PREPARATIONS, AND LIMITATIONS ON ENROLLMENT

A *prerequisite* is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

A *corequisite* is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

An *advisory or recommended preparation* is a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Limitations on enrollment are conditions for enrollment in Honors courses or courses which include public performance or intercollegiate competition.

All courses shall be open for enrollment to any student who has been admitted to the college, except that students may be required to meet necessary and valid prerequisites. In addition, the District may also limit enrollment in a course based on health and safety considerations, facility limitations, or legal requirements imposed by statute or regulations.

COURSE PREREQUISITES

Cuyamaca College fully enforces prerequisites and corequisites for all courses as stated in the [college catalog](#). Prerequisite courses taken at other colleges are not automatically cleared and must be requested by the student two weeks (10 business days) prior to your registration date. Please note: Courses taken at Cuyamaca or Grossmont College are automatically used to clear prerequisites where appropriate.

Prerequisites may be cleared through the following two options:

- I. To clear a prerequisite based on course work:
 - You have taken an equivalent course at another college and have the appropriate documentation, i.e., transcripts, grade reports, AP/IB test scores.
 - You have successfully passed an appropriate Advanced Placement, International Baccalaureate or CLEP exam.
 - You have an English and/or math assessment test from another local area college.
- II. To clear a prerequisite based on criteria other than course work, this is known as "challenging a prerequisite." The challenge process is designed for students who believe they have met a course prerequisite through means other than what is listed above. You may challenge a prerequisite based on one or more of the following:
 1. You have acquired through work or life experiences the skills and knowledge that is presupposed in terms of the course or program for which it is established.
 2. You will be subject to an undue delay in attaining the goal in your educational plan because the college has not made the prerequisite or co-requisite course reasonably available.
 3. You can demonstrate that you do not pose a threat to yourself or others in a course that has a prerequisite established to protect health and safety.
 4. The prerequisite has not been established in accordance with the District's process for establishing prerequisites and co-requisites, and has not been established in accord with Title 5.
 5. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

Prerequisite Clearance/Challenge Process:

1. Fill out and complete the "Prerequisite Clearance/Challenge Form" located on the Counseling web page: www.cuyamaca.edu/services/counseling/default.aspx
2. Attach any supporting documentation to your form when submitting your petition.
3. You will be notified within five (5) working days from the date the form is submitted regarding the result of your petition.
4. If approved, you will be able to register in your class on **WebAdvisor**. If you are having difficulty please contact the Counseling Department at 619-660-4429

AUDIT POLICY

A student may audit the following designated, approved college courses under specific conditions:

- ARAM 120 - Aramaic I
- ARAM 121 - Aramaic II
- ARAM 220 - Aramaic III
- FREN 120 - French I
- FREN 121 - French II
- FREN 220 - French III
- FREN 221 - French IV
- FREN 250 - Conversational French I
- FREN 251 - Conversational French II
- HIST 132 - Kumeyaay History I
- HIST 133 - Kumeyaay History II
- HUM 116 - Kumeyaay Arts and Culture
- MUS 106 - Music Theory and Practice II
- MUS 127 - Class Guitar II
- MUS 209 - Rock, Pop and Soul Ensemble
- MUS 253 - Concert Band
- MUS 257 - Jazz Ensemble
- MUS 259 - Chorus
- MUS 291 - Performance Studies
- NAKY 120 - Kumeyaay I
- NAKY 121 - Kumeyaay II
- NAKY 220 - Kumeyaay III

AUDITING COURSES

1. Audit enrollment will not be permitted until students have completed the allowable number of repeat courses. Courses are determined through agreement between the department and the appropriate administrator. Priority class enrollments are given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until the day following census.
2. A nonrefundable audit fee of \$15 per unit plus any required student fees or instructional materials fee (e.g. student health fee, representation fee and student center fee) shall be payable at the time of enrollment as an auditor. **Fees are not refundable.**
3. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer units per semester. If the student drops below the 10-unit level, the \$15 per unit audit fee will be assessed.
4. Audit enrollment will be based on "seats available" and will not be used to count toward minimum enrollment requirements. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit students. Instructor discretion is strongly recommended.
5. No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for that course.
6. Permission to audit a class is done at the discretion of the instructor and with the instructor's signed permission.

7. No credit will be received for auditing a course. The College will not maintain any attendance or academic records for MIS reporting.

AUDITING PROCESS

- 1) Obtain the Course Audit Application form from the Admissions and Records Office.
- 2) Verify you have a current application on file. Student must be eligible to enroll in for-credit courses in the semester they wish to audit a course.
- 3) Obtain approval from the instructor to audit the course. Form cannot be submitted prior to Monday of the third week of instruction.
- 4) Submit the form to the Admissions and Records office. Upon verification of audit requirements, student will pay required fees and will be registered in the course.

Alert!

You are responsible for all appropriate fees unless you drop your class and return your parking sticker before the refund deadline.

WHAT DOES IT COST TO ATTEND?

The Grossmont-Cuyamaca Community College District is part of the California public school system and requires enrollment, health, and student center construction fees of all students. Nonresident and international students must additionally pay tuition. **All fees incurred must be paid in full at the time of registration.**

REGISTRATION FEES

The last step in registration is fee payment. Registration fees are expected at the time of registration. You will be held to all fees incurred. Students are dropped from classes for non-payment of fees. Registration is NOT complete until fees have been paid. Failure to pay will result in a hold on your records. Refund deadlines vary by class; see page 2 and www.cuyamaca.edu/services/admissions/deadlines.aspx. It is the student's responsibility to drop any classes that they do not plan to attend. Students attending both Cuyamaca and Grossmont Colleges pay parking fees and health fees on ONE CAMPUS ONLY. Enrollment and health fees for these students are calculated on a district basis.

Enrollment Fee (Mandatory).....	\$ 46.00 per unit
(fees are subject to change)	
Parking Permits:	
Auto Parking Permit.....	\$ 40.00
Motorcycle Parking Permit.....	\$ 20.00
One Day Permit	\$ 2.00
* Student Benefit Sticker	\$ 12.00
** Health Fee (Mandatory)	\$ 20.00
Student Center Construction Fee.....	\$ 1.00 per unit
(Mandatory)	to a maximum of \$5.00
Student Representation Fee	\$ 1.00
(Mandatory)	
Nonresident Students -above fees plus....	\$265.00 per unit
International Students -above fees plus ...	\$265.00 per unit

***Student Benefit Sticker:** A Student Benefit Sticker may be purchased for \$12. This sticker entitles students to free admission to all college-sponsored athletic events, 10% off all supplies from the College Bookstore (excluding textbooks), as well as special college and community discounts. The Student Benefit Sticker also helps the Associated Student Government of Cuyamaca College

NEED MONEY FOR COLLEGE?

The Financial Aid Office is here to help!

www.cuyamaca.edu/services/finaid/default.aspx
(619) 660-4201 or visit us at the One-Stop Center, A300

Did you know that:

- \$ Applying for financial aid is EASY AND FREE through the FAFSA (Free Application for Federal Student Aid) or through our website
- \$ Our website has a list of FINANCIAL AID WORKSHOPS on campus and information on scholarships

**ASSISTANCE IS AVAILABLE
APPLY TODAY!**

DEADLINES AND IMPORTANT DATES

September 2, 2019 – Priority deadline to apply for a 2019-2020 Cal Grant, you must file your financial aid application (FAFSA) & GPA verification.

October 1, 2019 – Financial aid application (FAFSA) for 2020-2021 available, apply early.

(ASGCC) to support various activities and programs on campus. The Student Benefit Sticker can be picked up in room I-120 starting the first day of the semester. For additional information, please call (619) 660-4612.

****Health Fee:** The mandatory health fee supports the Health and Wellness Center and provides for insurance coverage should a student be injured during a supervised, on-campus or college-related activity. Students who depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Office of Student Affairs. Requests for exemption will be reviewed by the Vice President of Student Services and the Dean for Student Affairs. For additional information, please contact the Vice President of Student Services at (619) 660-4301.

Fees may be paid by check, Visa, MasterCard, American Express or Discover on WebAdvisor. Payment may also be made using cash, personal check, cashier's check or money order. Make checks payable to: GCCCD or Cuyamaca College. The student's assigned student I.D. number must be clearly written on the front of checks and money orders. Checks or credit card transactions returned by the bank will result in a \$10 returned item charge.

Checks or money orders can also be mailed to: Cashier's Office, Grossmont-Cuyamaca Community College District, 8800 Grossmont College Dr., El Cajon, CA 92020.

Delinquent Debt Collection Charge: If a delinquent debt is sent to the Chancellor's Office Tax Offset Program, a 33% penalty charge will be added to the balance owed.

While every effort has been made by Cuyamaca College and our District to present complete and accurate fee information, changes may occur after publication of fee schedules. You will be liable for amounts that become due as a result of such changes. Fees are computed each year in accordance with a state mandated formula and are therefore subject to change.

Students who are classified as international or non-resident are required to pay tuition in addition to other enrollment fees. For policy information regarding

residency requirements, please refer to the Cuyamaca College Catalog or contact the Residency Specialist in Admissions and Records (619) 660-4725.

Students needing financial assistance are encouraged to contact the Financial Aid Office at (619) 660-4201.

GROSSMONT-CUYAMACA PROMISE PROGRAM

FREE college! Go to MyCollegePromise.net to find out how! See page 12.

Zero Textbook Cost sections, designated as "0" in the PDF version of the class schedule, do not require students to purchase a textbook. These sections may have recommended (but not required) books, or may use free, openly licensed teaching and learning resources, such as Open Educational Resources (OER). ZTC sections may have a fee for items such as lab supplies, calculator, test forms, etc. but no conventional textbook fees.

Open Educational Resources (OER) are teaching, learning, and research resources that reside in the public domain or have been released under an open license. OER are legally available and free of cost to students. Class sections using OER with no textbook costs are designated as "0" in the class schedule.

LEARNING RESOURCES

Computer Access: Cuyamaca College has open computer labs available for student use in the following locations:

- Tech Mall, E-121
- STEM Center, H-Building First Floor
- Writing Center, B-167

Support: The Tech-Mall/Helpdesk located in E-121 is your best resource for troubleshooting technical difficulties associated with your student network account (computer access, e-mail and free Wi-Fi access) as well as WebAdvisor and Canvas accounts.

Phone: (619) 660-4395 or Email: c-helpdesk@gcccd.edu
Visit www.cuyamaca.edu/academics/support/computer-labs/tech-mall for more information.

Tutoring: Cuyamaca College offers tutoring at no cost to enrolled students. Tutoring is available in a variety of subjects in both Academic and Career Technical

Cuyamaca TUTORING **We Make Good Students Better**

Come and use our FREE tutoring services. Learn, share knowledge and become an active participant in your learning process.

Academic Resource Center (ARC)
Library Building, C-102 • 619-660-4306

STEM Center
H Building first floor • 619-660-4396

Writing Center
(Reading, Writing, and ESL)
Communication Arts Building B-167
619-660-4463

Please visit our website for more information and current days/times:
www.cuyamaca.edu/tutoring

Education programs. There are three tutoring centers on campus:

- Reading Writing, and ESL Center
- Science Technology Engineering and Math (STEM) Achievement Center
- Academic Resource Center (ARC)

Online tutoring is also available.

Visit www.cuyamaca.edu/tutoring for current hours, locations and access requirements.

Library: Cuyamaca College has numerous resources available via the library to support student learning needs. Visit www.cuyamaca.edu/library to discover the resources, services, hours and staff.

HYBRID AND ONLINE COURSES

Save commuting time and eliminate parking problems by taking a hybrid or online course.

Is online learning for you? Learn more, including which departments are offering hybrid and/or online courses, at www.cuyamaca.edu/services/online-success/default.aspx.

GENERAL INFORMATION

OBTAINING YOUR GRADES

Grades are not mailed. Students may obtain their grades online through **WebAdvisor**.

UPDATING YOUR RECORDS

- **Address/Email/Phone Changes:** Please notify the Admissions and Records Office if you have moved. You may change this information online through **WebAdvisor**. Or, you may complete a Change of Address form in the Admissions Office or send us a signed letter or fax at (619) 660-4575 notifying us of your changes.
- **Major Code:** Update your major by completing a Student Data Update form online at www.cuyamaca.edu/services/admissions/forms.aspx.

IMPORTANT EMAIL INFORMATION

Email is our primary method of communication for sending out notifications regarding admissions, holds, VA and residency issues, etc. It is important that you make sure your email is up to date and that you add gcccd.edu to your safe senders list. To find out how to add gcccd.edu to your safe senders list, please visit www.cuyamaca.edu/admissions/safesender.asp

STUDENT PICTURE I.D. CARD

A Student Picture I.D. Card is required for access to library check-out services, the Fitness Center, Tutoring Center, and may be required for some laboratory classes. After you have completed the registration process and paid your fees (new students must wait 24 hours), please come to one of the two Student Picture I.D. Offices for this FREE card. You must present a valid government issued identification card. The offices are located in the Admissions and Records office A-300, and the Tech Mall (Room E-121, Business & Technology Building). Every Cuyamaca College student is allowed one Student Picture I.D. Card while attending Cuyamaca College. Phone: (619) 660-4275.

REFUND SCHEDULES

See page 2 and www.cuyamaca.edu/services/admissions/deadlines.aspx for refund deadline dates. Refunds are available from the College Cashier's Office. Please bring a valid picture I.D. Refunds from credit card payments will be credited back to the credit

card account. Contact the Cashier's Office at (619) 660-4256 to initiate a credit card refund. **Refunds are only payable to the student and will not be given to any other individual.**

REFUNDS

To be eligible for a refund students are responsible to drop classes by the refund drop deadline. Classes dropped after the refund deadline either by student or instructor are not eligible for refund.

A refund is payable only to the student and can only be requested and paid directly to them. A request to know how much a student has as a refund can only be done by the student.

CASHIER OFFICE REFUNDS:

- **Cash refunds:** Can be processed for Cash Payments. There is a maximum cash refund limit set by the Cashier Offices.
- **Credit Card Refunds:** After a 2-day processing period, a refund can be processed and posted back to the credit card used.

FOR OTHER STUDENT PAYMENTS: PAYMENT PLAN, WIRE TRANSFER, ACH, E-CHECK, CREDIT CARD, ETC.

- 1st semester refund will be processed approximately the second week of the semester after the refund drop deadline. Monthly refunds will then be issued till the end of the semester.
 - Refund checks will be issued to the address on record.
 - Credit Card refunds will post to the credit card used.

All student payments will be processed using our 3rd party processor. **Want your refund faster? Sign up for BankMobile today!**

For Questions contact:

Cuyamaca Cashier 619-640-4256
Grossmont Cashier 619-644-7660

WITHDRAWALS AND REPAYMENT OF FINANCIAL AID FUNDS

Effective July 1, 2000, students receiving federal financial aid who *withdraw from all of their classes during the first 60% of a term* may be required to repay a portion of the federal grants they have received. This is because a student must "earn" their financial aid. Financial aid is "earned" for each day you are enrolled in the semester. Students who stay in classes until 60% of the term is completed may not owe anything back to the federal government. **Please note: If you fail all of your classes in a term, you will have only earned 50% of the Pell, SEOG or loan that you received and you will be billed for the amount you did not earn. This rule applies even if you were enrolled in classes for the whole term.** If you are required to repay funds to the federal government, you will be billed and will have 45 days to repay the funds in full. You will be ineligible for any further financial aid at any college until you have repaid the funds in full.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

The EOPS Program at Cuyamaca College is designed to recruit, inform and assist students who have been identified as economically and educationally disadvantaged. Eligible students are provided with the necessary academic and personal support services to enable them to succeed at Cuyamaca College. Services

may include, but are not limited to, personal and academic counseling, transfer and career advising, peer advising, financial assistance through book grants, as funding allows, student orientations, workshops and courses for student success such as counseling (COUN) and work experience (WEX), priority registration, instructional support and advocacy services.

The EOPS Office is located in the Student Services One-Stop Center, Bldg A300. Contact us at (619) 660-4204. More information can be found at www.cuyamaca.edu/eops.

RESOURCES FOR IMMIGRANT STUDENTS IN EDUCATION (RISE)

The Resources for Immigrant Students in Education (RISE) Project provides services via campus partnerships established to support and address the needs of our students who have an undocumented status. Cuyamaca College is committed to equity by standing with and supporting all students who have an undocumented status. Our commitment is focused on providing these students access to all of our available resources, such as admissions and financial assistance, academic and personal counseling, tutoring, mentoring, and a supportive and safe learning environment to achieve their academic goals. The RISE team uses a collaborative process to provide campus wide support and respond quickly to the evolving needs of RISE students given recent changes to and uncertainties about DACA and AB540/SB 68 policies, develop and scale-up promising practices and emerging resources to better serve RISE students, and resolves any challenges RISE students experience that may hinder their success at Cuyamaca College.

All students with an undocumented status have unique needs and Cuyamaca College strives to address these needs through a collective institutional effort. RISE program is located in Annex Building Two. Please contact RISE staff at 619-660-4615.

UNLIMITED POTENTIAL! (UP!) PROGRAM

The UP! Program, sponsored by EOPS and Financial Aid, is designed to assist students who have been in foster care or guardianships and students experiencing homelessness. In addition to EOPS and/or CARE services, students are eligible for intensive counseling case management, personalized financial aid assistance, resource referrals, mentoring, life skills workshops, and cohort-building events and orientations.

The UP! program is in the EOPS Office located in the Student Services One-Stop Center, Bldg A300. Contact UP! at (619) 660-4204. More information can be found at www.cuyamaca.edu/eops.

PATHWAY ACADEMY

The mission of the Pathway Academy is to provide LatinX students with a clear guided pathway to reach their academic goals during their first and second year of college. Pathway Academy supplies students with the proper academic resources and support services to insure a positive first time college experience. Participating student will also receive personalized academic advising, enjoy priority registration, have an assigned student peer mentoring, and be a part of campus engagement activities to enhance the educational experiences of LatinX students at Cuyamaca College. By providing a holistic approach, students will be able to attain their career and technical education certificates, associate's degrees or transfer to a four-year college.

The Pathway Academy office is located in Annex Building Two. Please contact Pathway Academy with any questions

at 619-660-4628. More information can be found at www.cuyamaca.edu/pathway.

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state-funded program designed to recruit and assist EOPS eligible single parent recipients of CalWORKs, or students with a dependent child who receives CalWORKs assistance. CARE provides intensive support services such as counseling, student success workshops, an annual food pantry, childcare study time grant awards and transportation assistance, if needed, to enable academic success and to assist students in attaining their career and vocational goals. The CARE program is in the EOPS Office located in the One-Stop Student Services Center, Bldg A300. Contact CARE at (619) 660-4293. More information can be found at www.cuyamaca.edu/eops.

NEXTUP/CAFYES

NextUp, also known as CAFYES (Cooperating Agencies Foster Youth Educational Support) is a subdivision of the EOPS program. NextUp provides additional services and support to eligible current or former foster youth who were in the Department of Social Services at the age of 16 and are under the age of 26. The services provided are: priority registration, academic/career/personal counseling, book and academic supply awards, cohort building events, independent living and financial literacy skills support, frequent in-person contact, transportation assistance, unmet need grants, referrals to health services, mental health services, housing assistance, and other related services as funding allows. The CAFYES program is in the EOPS Office located in the Student Services One-Stop Center, Bldg A300. Contact CAFYES at (619) 660-4689. Eligibility requirements and more information can be found at www.cuyamaca.edu/eops.

CALWORKS S.T.E.P.S.

S.T.E.P.S. (Success Through Education Produces Self-Sufficiency) is Cuyamaca College's CalWORKs program. This program provides comprehensive support services for students who receive family cash assistance. We assist eligible students with achieving individual educational goals as well as learning employable skills with the ultimate goal of increased wage-earning power to become economically self-sufficient. Services include counseling, preparation of the student educational plan (SEP), childcare assistance, tutoring referrals, self-sufficiency planning, referrals to on-campus and off-campus resources, on-campus paid work study, assistance with county and school paperwork, and assistance with books and supplies. The office is located in the Student Services One-Stop Center, room A-109. Call 619-660-4340 for further information. Let us be your liaison with the County CalWORKs Welfare-to-Work program.

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Disabled Students Programs and Services provide support services to students with disabilities who request affiliation with DSPS services to enhance their probability for success. Students who have a verified disability may require special services, equipment, disability-related counseling, registration assistance, transportation assistance, high tech lab usage, interpreters for the deaf, readers for the blind, note-takers, learning disability assessment, one to one student assistance, special

classes, speech language cognitive strategies, referrals, and test proctoring. DSPS determines accommodations for students with verified disabilities. Accommodations do not compromise the student's course of study or the integrity of the student's degree. Questions regarding accessibility, Title 5 regulations, CTE, ADA, Section 504, and other laws regarding rights for disabled students should be addressed with the DSPS Coordinator. Contact DSPS at (619) 660-4239, or (619) 660-4386 (TTY), located in room A114, Student Services One-Stop Center.

HEALTH AND WELLNESS CENTER

To promote the health and well-being of students, the Health & Wellness Center is maintained by three registered nurses and support staff (peer outreach workers) who evaluate, educate and care for the health needs of Cuyamaca College students and staff. Located on the lower level of the Student Center in room I-134, services are available on a confidential basis and include: health screenings (body composition analysis and blood pressure); tuberculosis clearance testing; basic first-aid and illness/injury assessments; and referrals to community health resources. The Health & Wellness Center is also a health education resource providing up-to-date information on topics related to stress management, nutrition, exercise, sexual assault prevention, substance abuse, birth control, communicable disease control and prevention, and more. Additional available services include short-term mental health counseling to explore feelings, values and behavior with the assistance of a counselor and a Contemplation Room to de-stress, meditate and relax. Lactation accommodations are available in the Health & Wellness Center for students and staff during open hours to include a private, secure room and sink for lactation purposes. The Health and Wellness Center also offers a free food program for students. For appointments call (619) 660-4200.

The mandatory health fee which supports these services also provides for insurance coverage should a student be injured during a supervised, on-campus or school-related activity. Insurance forms are available at the Health and Wellness Center.

VERIFIED HOMELESS YOUTH

STUDENT HOMELESSNESS, HEALTH, AND HUNGER (WISHHH)

Cuyamaca College has established the Wellness Interventions for Student Homelessness, Health, and Hunger (WISHHH) program to assist students in transition. The WISHHH program helps coordinate the following services which all current Cuyamaca or Grossmont College students have access to:

- **Use of Shower Facilities:** Shower usage is available in the Athletic Complex as follows: Monday through Friday, 7:00 a.m. – 7:00 p.m. (except during intercollegiate athletic competitions). Hours are posted at the shower facility and are subject to change.
- **Food Pantries:** EOPS (Student Services One Stop Center, A300), and the Health and Wellness Center (Student Center, I-134).

VETERAN SERVICES

Cuyamaca College Veterans Services is a comprehensive student success program that includes multi-departmental coordination between Admissions and Records, Financial Aid, Disabled Students Programs and Services, and Counseling. With a strong focus on serving the educational needs of military veterans, Cuyamaca College

earned recognition as one of the nation's "best of the best" veteran-friendly schools in 2014 by U.S. Veterans Magazine. The Veterans Services office is located in the Student Services One Stop Center, room A-201. For more information regarding services to student veterans, call 619-660-4282.

NO SMOKING POLICY

In accordance with Board Policy 3570, Cuyamaca College is a smoke-free/tobacco-free facility. Violation of this policy will result in appropriate disciplinary penalties for both students and employees.

CAMPUS SAFETY

POLICE SERVICES at the District are provided by the San Diego County Sheriff's Department. A sheriff's sergeant and four deputies are assigned to the Cuyamaca and Grossmont college campuses. If necessary, the District also has access to Sheriff's Department specialized units that investigate crimes such as illegal drug sales, domestic violence, auto theft or gang-related crime.

In addition, a team of Campus and Parking Services (CAPS) specialists provides services such as automobile assistance, lost & found, and safety escorts. CAPS also enforces parking regulations on campus.

The Public Safety Office is located at the Cuyamaca One-Stop A100 building.

PUBLIC SAFETY CONTACT INFORMATION

Call **911** in an emergency or **(9)911** from a campus phone

- Life-threatening situation
- Medical emergency
- Crime in progress
- Fire
- Major disturbance

Call **(619) 644-7800** to contact law enforcement for a non-emergency

- Crime report
- Suspected suspicious activity

Call **(619) 644-7654** for Campus and Parking Services

- Automobile assistance
- Parking
- Lost & found
- Safety escort

Additional Public Safety information is available on the district website at www.gcccd.edu/public-safety.

PARKING & TRAFFIC REGULATIONS

All vehicles must display a valid college parking permit while parked on campus property. The responsibility of finding a legal parking space, as well as knowing where and when a parking permit is valid, rests with the vehicle operator. The purchase of a parking permit does not guarantee a space to park. For the safety of the college community, all California Vehicle Codes are enforced. All community members (students, staff, faculty and visitors) are primarily responsible for their own safety and property. For further information, contact Campus and Parking Services at (619) 644-7654. Permit Parking is enforced on all district property:

- Monday thru Thursday - 7:00am to 10:00pm
- Friday thru Saturday - 7:00am to 4:00pm

DISPLAYING PARKING PERMIT ON CAMPUS

The Parking Permit must be displayed so that the color and expiration date is clearly visible. The Parking Permits are only valid when properly displayed:

1. Affixed to the front windshield either side, inside the lower corner.
2. Vehicles with dark tint on the windows must completely affix the permit to an area without tint.

STUDENT PARKING PERMITS

Student parking permits are purchased through WebAdvisor at www.cuyamaca.edu. It will link you to Credentials, Inc., to purchase your parking permit. You may pay by credit card online or if you choose to pay by cash or check you may BRING in your **PRINTED ORDER FORM** to the College Cashier's office and we will process your payment so that your parking permit can be mailed.

Refunds for parking permits – You must physically return your parking permit to the College Cashier's office WITHIN the REFUND DEADLINE for your class/es to receive a refund. If you paid by credit card, we will process your transaction and you will receive a credit to your card from Credentials, Inc. If you paid by cash or check, we will refund your money to you after cancelling your parking permit through Credentials, Inc.

For help with purchasing your permit you may call the Customer Service number of Credentials, Inc., at 1-800-646-1858.

FACULTY & STAFF PARKING PERMITS

Permits are available at each campus.

CAPS Office (619) 644-7654

CALL BOXES AND LOCATIONS

Emergencies and requests for motorist assistance can be reported to the District Police at (619) 644-7654 or by using one of the Call Boxes located in each parking lot and inside all campus elevators.

PAY STATIONS

Daily Permits for students and visitors may be purchased from the Pay Stations located in Parking Lots: 1, 2, 4, 5.

Please use exact change, use one dollar bills only, or any major credit/debit card. No refund or change is given. Pay stations permits are only valid in student parking lots.

Business visitors may obtain a parking pass from the machines located in each lot.

DISABLED PARKING PERMITS

All vehicles utilizing Disabled parking spaces must display a state issued identification placard, i.e. DMV issued placard, DP or DV plates. Applications for Placards/Plates are available at the Department of Motor Vehicles or can be picked up at Disabled Student Services. Disabled Permits are also valid in student lots.

Students, visitors, faculty, or staff members who legally possess a current California Disabled Placard, which must be displayed, are required to purchase a parking permit.

SPECIAL EVENTS PARKING

Please contact the hosting department for parking details. Parking request for special events or large groups are available through previous arrangements, for detailed information contact Campus and Parking Services at (619) 644-7654.

REPLACEMENT FOR LOST OR STOLEN PERMITS

There are no refunds or replacement of lost or stolen parking permits.

MOTORCYCLE PARKING

Motorcycles, scooters, segways, and mopeds **MUST BE PARKED** in designated motorcycle areas. A motorcycle permit is required. Permits may be purchased at the

cashiers offices. Motorcycles parked in auto parking spaces are subject to citation.

ALTERNATIVE TRANSPORTATION OPTIONS

Bicycle racks are available throughout campus.

The college Metropolitan Transit System (MTS) pass is a great way to avoid parking hassles, car expenses, and to have access to unlimited rides throughout the semester. Semester MTS passes are available at the Cashier's Office (A-301). For more information please visit the MTS website at www.sdmts.com

MOTORIST ASSISTANCE

Contact Campus and Parking Services at (619) 644-7654 for the following services:

- Unlocking vehicle
- Battery jump start

PARKING CITATION FINES

Parking citation fines are to be paid within 21 days of issue date or 14 days of delinquent notice. Failure to pay fines on time results in a delinquency fee.

PARKING CITATION PAYMENTS

Fees resulting from citations are payable at the College Cashier Office or online at: www.paymycite.com/gcccd.

Citation status changes will not be processed until the full payment of all applicable fees.

Unpaid citations are subject to a \$75.00 delinquent fee. Payment failure will eventually result in a DMV hold on the vehicle's registration, and a hold on the student's account.

CITATION APPEAL PROCESS

You may appeal your citation at: www.paymycite.com/gcccd within **21 calendar days** of the citation's issued date. You will receive a response to your request by mail within 2-3 weeks.

Public Safety Office is located at Cuyamaca One-Stop A-building.

Additional public safety information is available at our home page www.gcccd.edu/public-safety

ADDITIONAL SERVICES

LOST AND FOUND

Lost and Found items should be returned to Public Safety. To check if an item has been turned in, call or stop by the CAPS office.

NONDISCRIMINATION NOTICE

The Grossmont-Cuyamaca Community College District (GCCCD) is committed to providing learning and working environments that ensure and promote diversity, equity, and inclusion. People of diverse backgrounds, perspectives, socioeconomic levels, cultures, and abilities are valued, welcomed, and included in all aspects of our organization. GCCCD strives to provide an educational environment that fosters cultural awareness, mutual understanding, and respect that ultimately also benefits the global community.

No person shall be unlawfully subjected to discrimination or denied full and equal access to District programs or activities on the basis of ethnic group identification, race or ethnicity, color, national origin, religion, age, gender, gender identity, gender expression, physical or mental disability, medical condition, pregnancy, genetic information, ancestry, sexual orientation, marital status, or military and veteran status, 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. District programs and activities include, but are not limited to any that are administered or funded directly by or that receive any financial assistance from the California Community Colleges Chancellor's Office.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall be used for membership or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with the District, to any private organization whose membership practices are discriminatory on the basis of groups mentioned above. (Board Policy 3410)

Inquiries regarding the equal opportunity policies, the filing of grievances or for requesting a copy of the college's grievance procedures may be directed to:

- **Dr. Lauren Vaknin**, Dean, Student Affairs, Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019 619-660-4295
- **Dr. Jessica Robinson, MSW**, Vice President, Student Services Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019 619-660-4301
- **Tim Corcoran**, Vice Chancellor, Human Resources, Title IX Coordinator, 8800 Grossmont College Drive, El Cajon, CA 92020 (619) 644-7572

Cuyamaca College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Disabled Students Programs and Services department at 619-660-4239 (TTY 619-660- 4386), room A-113, to obtain information on programs and services, activities and facilities on campus and for a geographical accessibility map.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the college's compliance with those provisions may also be directed to:

Office for Civil Rights

U.S. Department of Education 221 Main Street,
Suite 1020, San Francisco, CA 94105

SEXUAL ASSAULT

For sexual assault emergencies, contact 911.

If you are a victim of sexual assault (rape, sexual violence or stalking), please contact the Office of Student Affairs at 619-660-4295 or visit the Student Affairs Office (Student Center, I-120). Student Affairs will provide students with the resources and support needed during this time. In addition, students will be provided guidance on reporting options.

Additional resources can be found at: www.cuyamaca.edu/college-info/consumer/files/Sexual-Assault-Policies.pdf

For all emergencies, please contact 911.

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on Grossmont-Cuyamaca Community College District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures (AP3540).

SEXUAL HARASSMENT

Legal Background: Guidelines of Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. "Sexual harassment like harassment on the basis of color, race, religion or national origin, has long been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civil Rights Act as amended" (Federal Register, April 11, 1980). Interpretation of Title IX of the Education Amendments similarly delineates sexual harassment as discriminatory and unlawful.

Definition: Sexual harassment is defined in GCCCD Policy 3430 as the following:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- Submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment; or
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

Process: Complaints must be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days (California Code Regulations, Title 5, Section 59328e).

If the alleged harasser is a student, initial action on the complaints shall be the joint responsibility of the Dean, Student Affairs, and the Director of Employee and Labor Relations.

If the alleged harasser is an employee, initial action on the complaint shall be the joint responsibility of the employee's immediate supervisor and the Director of Employee and Labor Relations.

STUDENT CODE OF CONDUCT

FOUNDATIONS FOR DISCIPLINARY ACTION (Please refer to www.cuyamaca.edu/campus-life/student-affairs/conduct.aspx to access the Student Code of Conduct Policies & Student Grievance & Due Process Procedures.)

DISCLAIMER: CHANGES TO THE CLASS SCHEDULE

Grossmont-Cuyamaca Community College District and Cuyamaca College have made every reasonable effort to determine that everything stated in this schedule is accurate. Courses offered, together with other matters contained herein, are subject to change without notice and at the discretion of the administration of the Grossmont-Cuyamaca Community College District or Cuyamaca College for matters related to student enrollment, level of financial support, or for any other reason. The District and the College further reserves the right to add, amend or repeal any of their rules, regulations, policies and procedures.

FREE COLLEGE?

GROSSMONT CUYAMACA COLLEGE PROMISE

- Be a first-time college student
(California resident or AB540 eligible)
- Review and sign the Promise Pledge
MyCollegePromise.net
- Complete and submit a FAFSA
(Free Application for Federal Student Aid) OR
California Dream Act application
- Complete the college onboarding process
at Grossmont or Cuyamaca College
(Application, Orientation, Assessment, and Education Plan)
- Attend as a full-time student at
Grossmont or Cuyamaca College
(At least 12 units per semester)
- Maintain a 2.0 college grade point average
(to remain eligible)

MyCollegePromise.net



GROSSMONT
COLLEGE



CUYAMACA
COLLEGE



WEB REGISTRATION INSTRUCTIONS



Sign on at www.cuyamaca.edu and click on **WebAdvisor**

How to Sign In:



Click on Log In & follow the steps

Type in your user ID.
Your user ID is your
firstname.lastname
All lowercase

Sign In

User name

Password

Type in your password.
The first time you log in
your password is your
birthdate in **(MMDDYY)**.
You will then be
prompted to change your

WEB REGISTRATION INSTRUCTIONS

Change Password

Please enter your user name, current password, and new password.

Your password has expired. Please choose a new password.

User name
yousif.kiryakous

Current password

New password

Confirm new password

**Your 6 digit DOB
(MMDDYY)**

Your new password must be 6 to 9 characters in length and include both letters and numbers.

Change Password

Welcome You!!!

Students and Faculty must [Log In](#) then select a point of entry to the right.

[Search Class Schedule](#)

[List of Open Sections](#)

Self Service Tutorial for Registration [English](#), [Spanish](#), [Arabic](#), [Farsi](#)

Click on Student → Students

Faculty

Account Information | I'm New to WebAdvisor | What's My Password?

CHANGE PASSWORD LOG OUT MAIN MENU CONTACT US

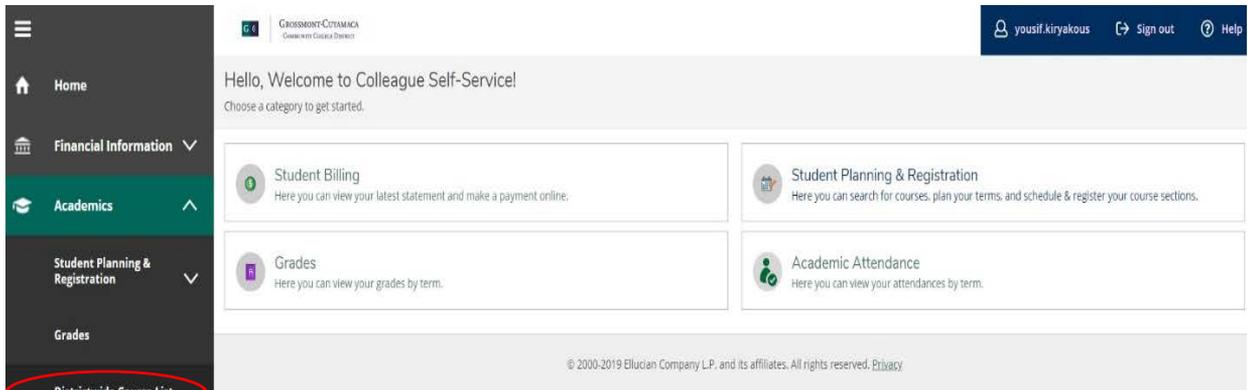
The following links may display confidential information. Please note that payment is due at time of registration.

Click Search, Plan & Register

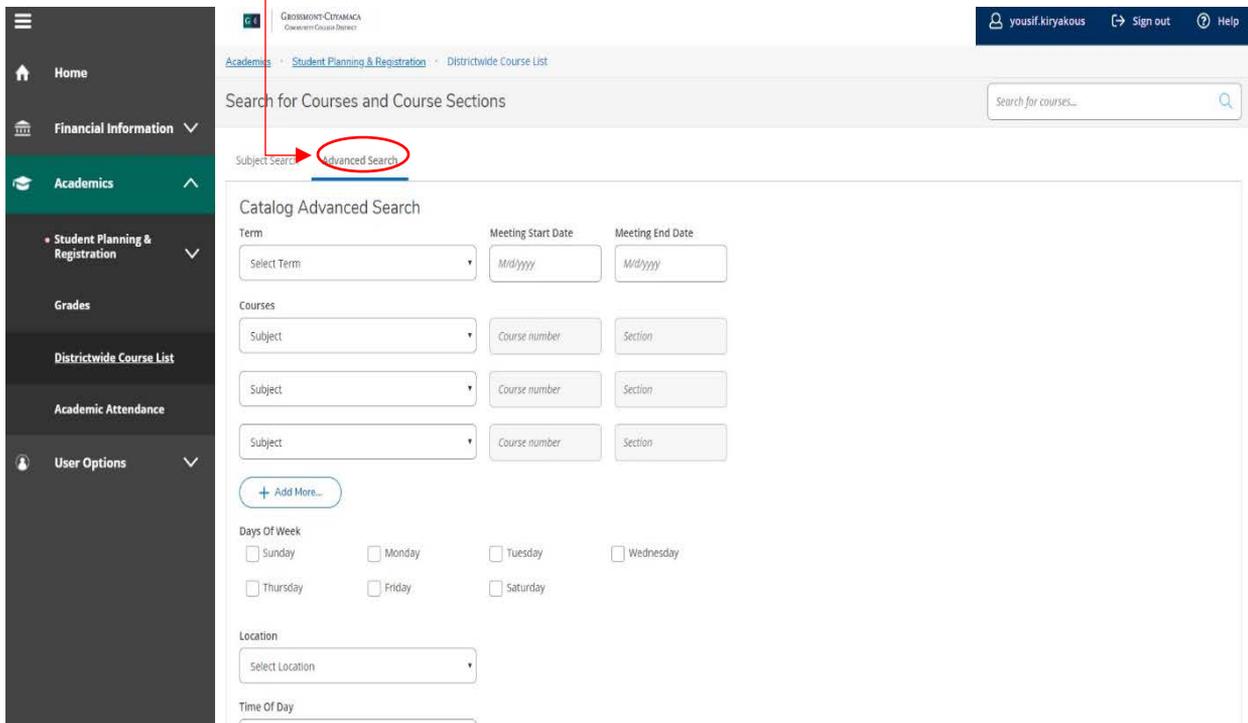
<p>User Account</p> <p>I'm New to WebAdvisor What's my User ID? What's my password Change Password Update Personal Information What's My Student ID / Colleague ID?</p>	<p>Registration</p> <p>**Search, Plan and Register** Search, Plan and Register Registration Date and Time List of Open Sections My Class Schedule Manage My Waitlist FAQ's for Wait List Process Express Registration</p>
<p>Make A Payment</p> <p>Make a Payment (Payment due at time of registration) Payment Detail Registration Statement (Charges, Payments, Classes) Payment Plan Enroll/Manage Drop for Non Payment Important Information</p>	<p>Academic Profile</p> <p>**Search, Plan and Register** Grades by Term Academic History</p>
<p>Financial Aid</p> <p>Grossmont Financial Aid Cuyamaca Financial Aid</p>	<p>Other Services</p> <p>Parking Permit/Benefit Card My Text Books Transcript Request FAQ for 1098-T Forms</p>
<p>Orientation/Assess/Advising</p> <p>Step One - Online Orientation Step Two - Assessment/Placement Questionnaire Step Three - Online Advising Schedule Appointment with Assessment Assessment/Placement Results Cuyamaca Pre-Requisite Clearance Grossmont Pre-Requisite Clearance Title IX Student Training</p>	

WEB REGISTRATION INSTRUCTIONS

How to Register:

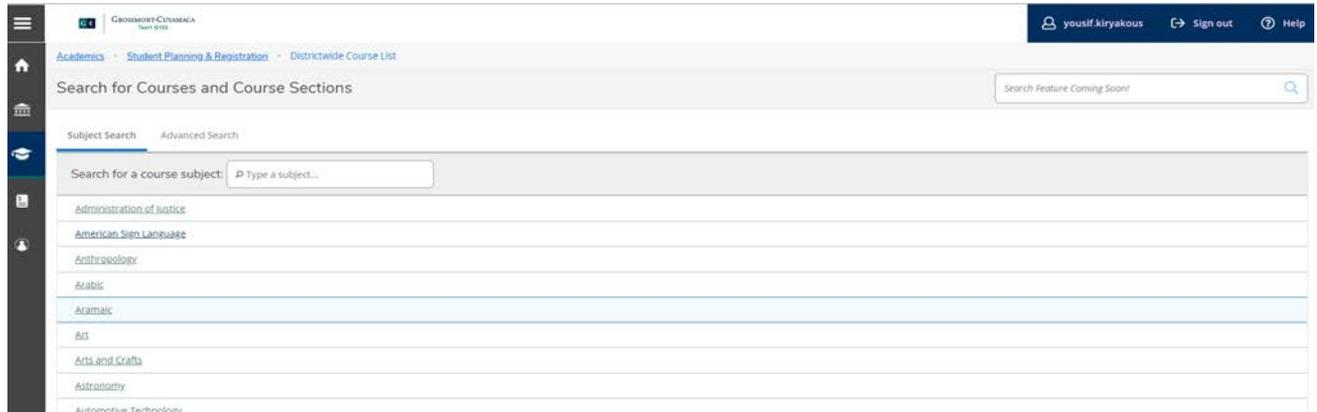


Click on **Academics** and **Districtwide Course List** to get to **Advanced Search**. "Similar to Search Class Schedule via Web"



WEB REGISTRATION INSTRUCTIONS

OR Search by subject:



Plan & Schedule:

The screenshot shows the 'Plan & Schedule' section of the web registration interface. A callout box with a yellow background and black text says: "You may use **Filter Results** to narrow down your search." An arrow points from this box to the 'Filter Results' button, which is circled in red. Below the 'Filter Results' button is a sidebar with various filter categories: Availability, Subjects, Locations, Show All Terms, and Days of Week. Each category has a list of options with checkboxes. Another callout box with a yellow background and black text says: "Select **View Available Sections.**" An arrow points from this box to the 'View Available Sections for MATH-160' button, which is circled in red. The main content area shows details for 'MATH-160 Elementary Statistics (4 Credits)', including a description, prerequisites, and locations. A blue banner indicates that the course was attempted or already completed. Below this banner, there is another 'View Available Sections for MATH-160' button, also circled in red.

WEB REGISTRATION INSTRUCTIONS

Scroll through the available sections and find the best fit for your schedule

MATH-160 Elementary Statistics (4 Credits)

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.

Requisites:

Prerequisite: "C" grade or higher or "Pass" in MATH 096 or 103 or 110 or equivalent. - Must be completed prior to taking this course.

Locations:

Cuyamaca College

[Add Course to Plan](#)

View Available Sections for MATH-160

Spring 2019

Elementary Statistics 0495

Runs from 1/28/2019 - 6/5/2019

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
45	M/W 8:30 AM - 10:20 AM 1/28/2019 - 6/5/2019	Cuyamaca College, Health Sciences High & Middle HSHM Lecture	Ahsan, M

Elementary Statistics 1158

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
42	M/W 11:00 AM - 12:50 PM 1/28/2019 - 6/3/2019	Cuyamaca College, Bldg H 134 Lecture	Ruderman, S

Elementary Statistics 1542

Runs from 1/28/2019 - 3/23/2019

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
45	1/28/2019 - 3/23/2019	Cuyamaca College, Distance Education/Online WEB Internet 100%	Elliott, B

Elementary Statistics 4293

[Add Section to Schedule](#)

Seats	Times	Locations	Instructors
-------	-------	-----------	-------------

Once you have selected a section, a window will open with course information on the section you selected.

Section Details

MATH-160-0142 Elementary Statistics

Summer 2019

Instructors

Ruderman, S [\(shelly.ruderman@gcccd.edu\)](mailto:shelly.ruderman@gcccd.edu)

Meeting Information

M, T, W, Th 6:00 PM 8:50 PM
6/10/2019 - 7/18/2019
Cuyamaca College, Bldg H 134 (Lecture)

Dates

6/10/2019 - 7/18/2019

Seats Available

42 of 42 Total

Credits

4

Grading

Graded ▾

Requisites



Prerequisite: "C" grade or higher or "Pass" in MATH 096 or 103 or 110 or equivalent. - Must be completed prior to taking this course.

Course Description

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.

Books Total

Transfer Status

Transfers to both UC/CSU

Close

Add Section

If you would like to schedule this course, select **Add Section**.
If not, select **Close** and repeat the previous steps until you have selected the course you want to schedule.

WEB REGISTRATION INSTRUCTIONS

Selecting **Add Section in the previous step only adds the course as a planned course. In order to complete the **Registration Process**, you must select **Plan and Schedule** from the Student Planning drop down at the top of the screen.**

The screenshot shows the 'Academics' menu with 'Student Planning & Registration' selected. The 'Plan & Schedule' option is highlighted in red. Below, the course details for MATH-160-0142: Elementary Statistics are shown as 'Planned'. The schedule grid shows four sections of this course on Tuesday, Wednesday, Thursday, and Friday from 6pm to 8pm.

The course you previously planned should appear. If you are satisfied with this course, select **Register.**

If you have more than one course planned and you would like to schedule them all at one time, select Register ALL Scheduled Courses.

The screenshot shows the same course details for MATH-160-0142: Elementary Statistics. The 'Register' button is highlighted in red. The schedule grid shows four sections of this course on Tuesday, Wednesday, Thursday, and Friday from 6pm to 8pm.

Registered courses will appear in green.

The screenshot shows the course details for CHEM-120-1441: Prep for General Chemistry. The status is now 'Registered, but not started' and the 'Drop' button is visible. The schedule grid shows four sections of this course on Monday, Tuesday, Wednesday, and Thursday from 10am to 12pm.

WEB REGISTRATION INSTRUCTIONS

How to drop a section:

Academics · Student Planning & Registration · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Summer 2019

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 4 Credits Waitlisted: 0 Credits

CHEM-120-1441: Prep for General Chemistry

Registered, but not started

Credits: 4 Credits
Grading: Graded
Instructor: Ghimire, S
6/24/2019 to 8/1/2019

Meeting Information

Drop

View other sections

9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6am

Sun Mon Tue Wed Thu Fri Sat

CHEM-120-1441 CHEM-120-1441 CHEM-120-1441 CHEM-120-1441

CHEM-120-1441 CHEM-120-1441 CHEM-120-1441 CHEM-120-1441

Register Now

youusif.kiryakous Sign out Help

If you decide to drop a course prior to the semester start date, select **Drop.**

Register and Drop Sections

You have elected to drop: CHEM-120-1441 (4 Credits)

Select sections to drop:

CHEM-120-1441 (4 Credits)

Cancel Update

Click **Update to proceed with **Drop****

Academics · Student Planning & Registration · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Summer 2019

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 4 Credits Waitlisted: 0 Credits

CHEM-120-1441: Prep for General Chemistry

Planned

Credits: 4 Credits
Grading: Graded
Instructor: Ghimire, S
6/24/2019 to 8/1/2019
Seats Available: 26

Meeting Information

Register

View other sections

9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6am

Sun Mon Tue Wed Thu Fri Sat

CHEM-120-1441 X CHEM-120-1441 X CHEM-120-1441 X CHEM-120-1441 X

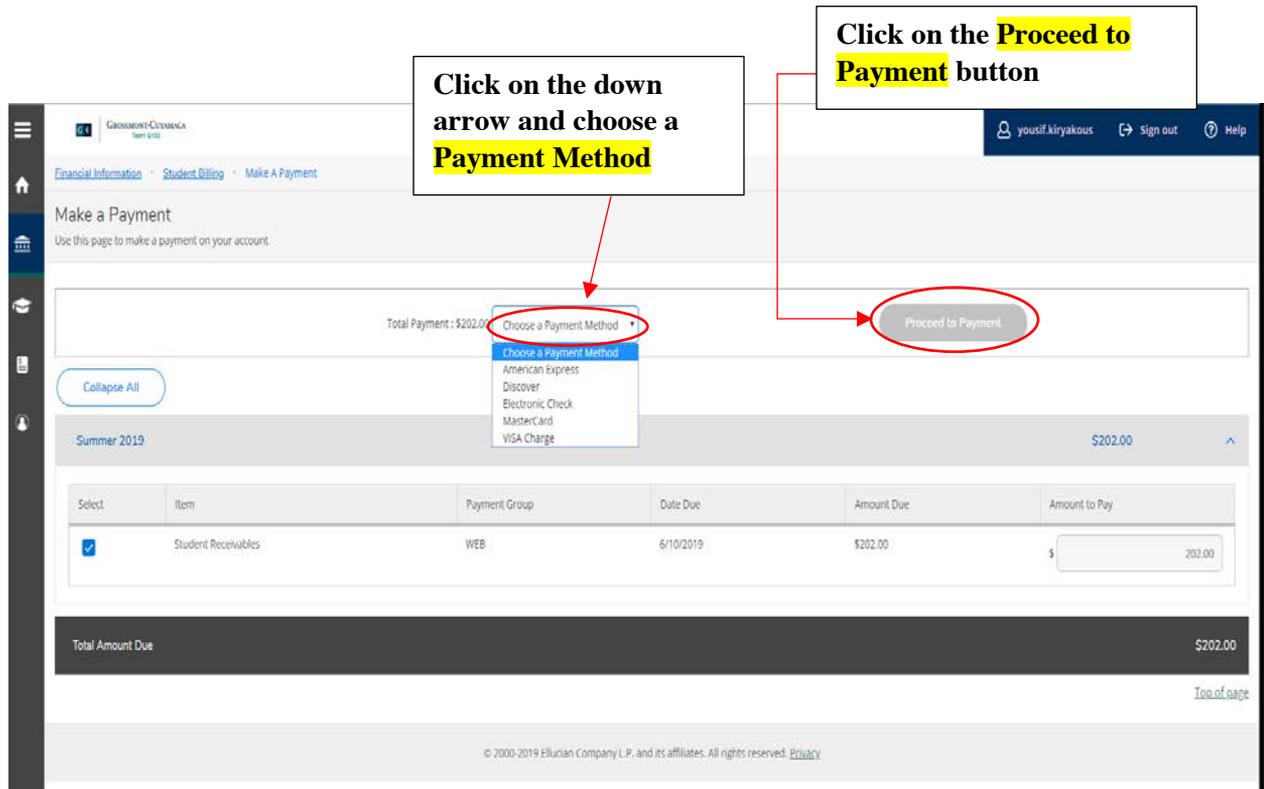
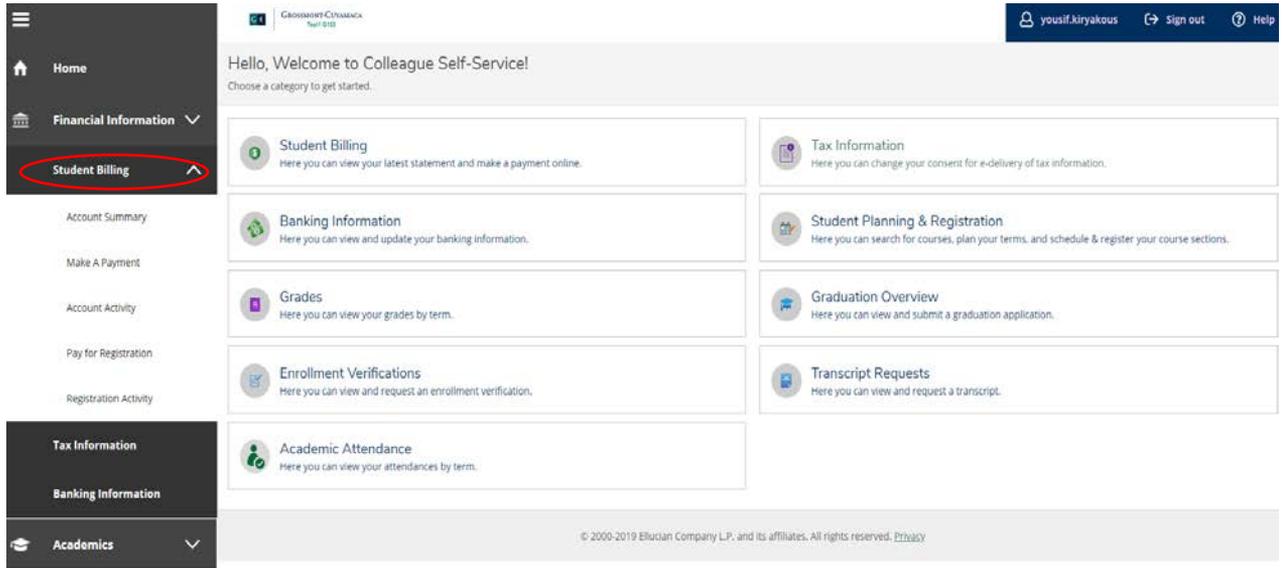
CHEM-120-1441 X CHEM-120-1441 X CHEM-120-1441 X CHEM-120-1441 X

youusif.kiryakous Sign out Help

After you **Drop the course in Self-Service, it is placed back as a planned course. To remove it from planned, click the **X**.**

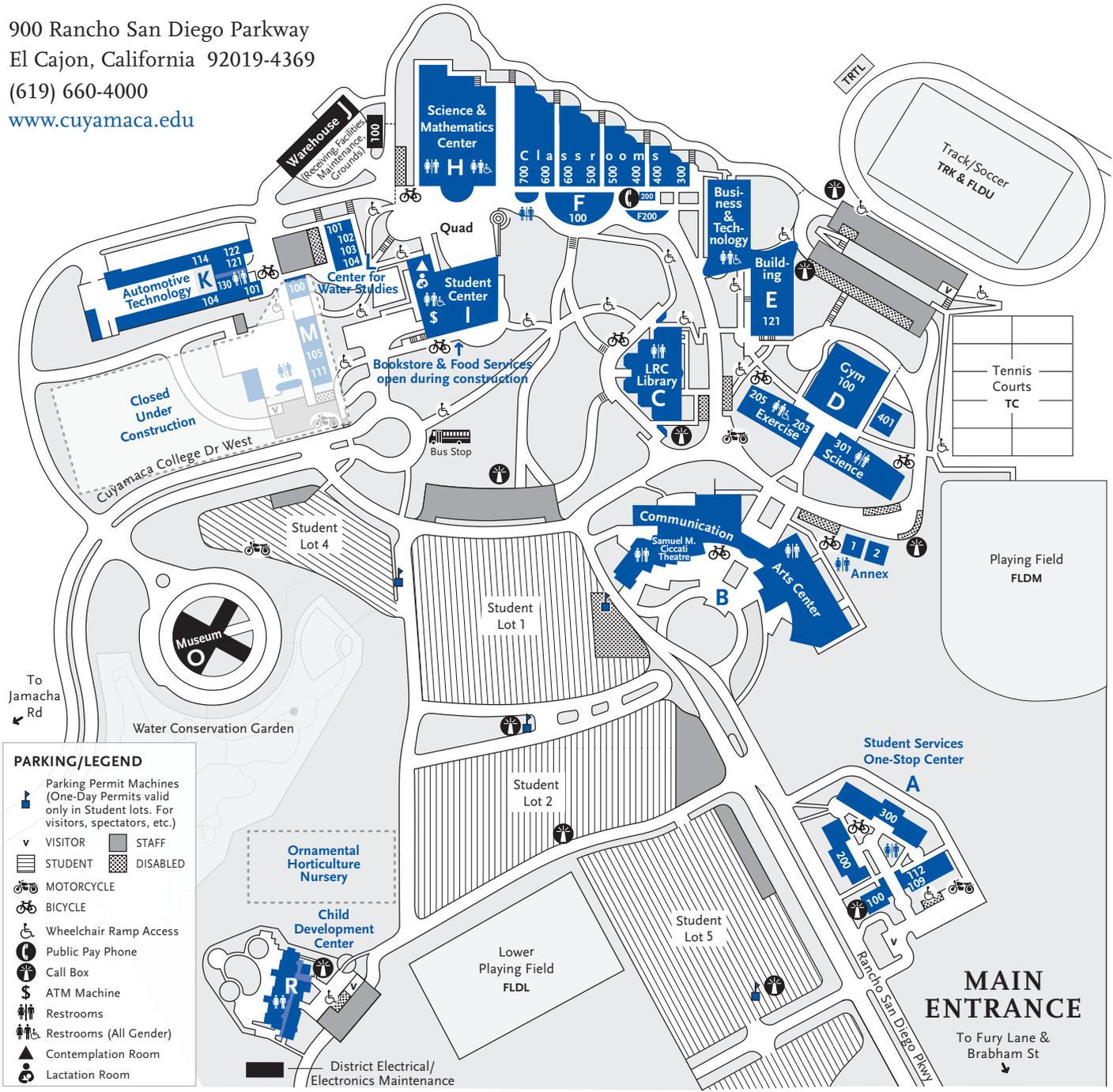
WEB REGISTRATION INSTRUCTIONS

How to pay your fees:



CUYAMACA COLLEGE

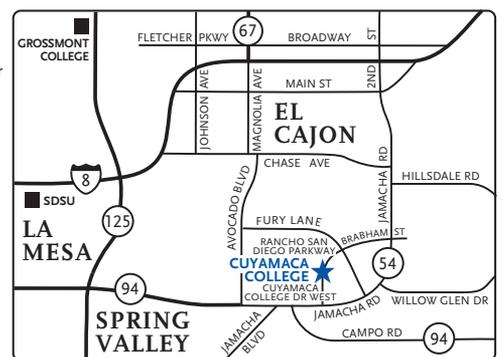
900 Rancho San Diego Parkway
 El Cajon, California 92019-4369
 (619) 660-4000
www.cuyamaca.edu



Academic Resource Center - C Bldg
 Adjunct Faculty Offices - B, E and F Bldgs
 Administration - F Bldg
 Admissions & Records - A Bldg
 Assessment Center - A Bldg
 Automotive Technology - K Bldg
 Bookstore - Student Center
 CalWORKS S.T.E.P.S. - A Bldg
 CAFYES - A Bldg
 Campus & Parking Services (CAPS) - A Bldg
 CARE - A Bldg
 Career/Placement Center - A Bldg
 Cashier - A Bldg
 Center for Water Studies - L Bldg
 Child Development Center - R Bldg
 Computer Labs/Tech Mall (Student use) - E Bldg

Counseling - A Bldg
 DSPS - A Bldg
 DSPS Learning Lab - C Bldg
 Duplicating (Faculty Support Services) - F Bldg
 Environmental Training Center (ETC) - F Bldg
 EOPS - A Bldg
 Facilities Office - J-100
 Financial Aid - A Bldg
 Fitness Center - D Bldg
 Food Services - Student Center
 Gym - D Bldg
 Health & Wellness Center - I Bldg
 Heritage of the Americas Museum - O Bldg
 High School & Community Relations - A Bldg
 Institutional Effectiveness, Success & Equity - E Bldg

Library (LRC) - C Bldg
 Mailroom - F Bldg
 Nursery (Plant Sales) - by R Bldg
 Ornamental Horticulture - closed for construction
 Pathway Academy - Annex 2
 Samuel M. Ciccati Performing Arts Center - B Bldg
 Sheriff's Office - A Bldg
 STEM Achievement Center - H Bldg
 Student Affairs - A Bldg
 Student Center - I Bldg
 Switchboard - F Bldg
 Transfer Center - A Bldg
 UPI! - A Bldg
 Veterans Resource Center - Annex 1
 Veterans Services - A Bldg
 Writing Center - B Bldg
 Word Processing (Faculty Support Services) - F Bldg



GROSSMONT-CUYAMACA PROMISE PROGRAM:

Free College!

Go to mycollegepromise.net

FINANCIAL AID IS AVAILABLE!

Before you write that check
or charge your fees to your
credit card, why not apply
for financial aid?

DID YOU KNOW THAT:

\$ Multiple types of **FINANCIAL AID** (including a fee waiver) are available to many students to help pay for enrollment fees, books and supplies, transportation and other expenses while attending college, even if you enroll part-time.

\$ You can apply for financial aid assistance including help to pay enrollment fees by filling out a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.

\$ You can access the online Promise Grant application through WebAdvisor at <https://wa.gcccd.edu> under the Cuyamaca Financial Aid link.

\$ See inside on pages 6 and 7 for more information.

\$ You have **NOTHING** to lose!
It's **EASY** and **FREE!** Apply **TODAY!**

✓ **APPLY & ENROLL NOW! IT'S EASY!**

Submit a **FREE** Application for Admission by applying online at www.cuyamaca.edu

✓ **PLAN AHEAD!**

June 7, 2019 is the deadline for new students to file an application and participate in matriculation (assessment and orientation/advising) in order to receive a registration appointment for Fall 2019. Students who apply after this date will be assigned to open registration.

✓ **NOT SURE IF YOU QUALIFY FOR ADMISSION?**

If you are either 18 years old or have a high school diploma, and have the ability to benefit from a college experience, **YOU ARE ELIGIBLE** to attend **CUYAMACA COLLEGE**.



900 Rancho San Diego Parkway, El Cajon, CA 92019-4369

Located in Rancho San Diego

Main entrance: Rancho San Diego Parkway off Fury Lane

Alternate entrance: Cuyamaca College Drive West off Jamacha Rd.



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· C O L L E G E ·



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