

CUYAMACA COLLEGE

CLASS SCHEDULE FALL 2024



To apply and/or register go to
cuyamaca.edu

FALL START DATE OPTIONS:

Fall Semester and 1st 8-Week Classes Begin August 19

2nd 8-Week Classes Begin October 14



CUYAMACA
COLLEGE

WELCOME to Cuyamaca College!

Hello, and welcome to Cuyamaca College!

As one of the two colleges in the Grossmont-Cuyamaca Community College District, it is our pleasure to serve San Diego's East County region. Our faculty, staff, and administration take pride in providing a personalized experience for every student. Collectively, we are committed to your success and helping you to attain your goals.

Fall 2024 courses are offered online, hybrid, and in-person, and our student services continue to be offered virtually and in-person. We are here to help and you will find a number of ways to connect with us on our website at cuyamaca.edu. From email, phone,



Zoom, or a live chat, we are available and here to support you.

Cuyamaca College has been transforming the lives of our students since we first opened our doors in the fall of 1978. The faculty, classified professionals, and administration are deeply committed to the transformational benefit of higher education. Whether you are planning to transfer to a university, seeking a certificate, or looking to update or learn new skills for a job change, we are here to help you succeed.

Sincerely,

Dr. Jessica Robinson, MSW
President

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CLASS SCHEDULE

Go to **Self Service** to view the **Class Schedule** online. The online class schedule is frequently updated to reflect current class offerings and enrollment, and you can search for specific courses. Disciplines offered for Fall 2024 include:

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

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 professionals, 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, Debbie Justeson, Desiree Klaar, Brad Monroe, Julie Schorr **Student Members:** Manuel Juarez Lopez, Cesar D. Nuñez
Chancellor: Lynn Ceresino Neault, Ed.D. **Cuyamaca College President:** Dr. Jessica Robinson, MSW

Cuyamaca College does not discriminate on the basis of ethnic group identification, race or ethnicity, color, national origin, immigration status, 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/she/they 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 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: https://www.gcccd.edu/_resources/docs/governing-board/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, complete the Online Orientation (Step one), Placement (Step Two), and Online Advising (Step Three) in that order.
- Watch a video to learn how to use **Self Service**.
- Complete the Online Orientation:
 1. Login to **Self Service**
 2. Click Students.
 3. Under Orientation, Placement, and Advising, click Step One - Online Orientation

STEP 4 - ENGLISH & MATH PLACEMENT

- English as a Second Language (ESL) students should contact the placement center at 619-660-4426 for assistance.
 1. Login to **Self Service**
 2. Under Orientation, Placement, and Advising, click Step Two - Placement Questionnaire
- See the Placement Center for more information.

STEP 5 - NEW STUDENT ADVISING

- Complete New Student Advising:
 1. Login to **Self Service**
 2. Click Students
 3. Under Orientation, Placement, and Advising, Step Three - 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 **Self Service** on your registration date and time.
- **Self Service** 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. Information on how to get started in Canvas can be found at <https://www.cuyamaca.edu/student-support/technology-center/online-success/canvas-help-for-students.php>

HELP LINES FOR REGISTRATION

For detailed registration services contact information, please turn to page 12, and go to "Help Lines for Registration" information.

QUICK TIPS FOR REGISTRATION

Register for classes online using **Self Service**:

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

Registration: April 29 - 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.
- **April 12, 2024** - Deadline for new students to file an application and participate in matriculation (placement, orientation and advising) in order to receive a registration appointment for Fall 2024. Students who apply after this date will be assigned to open registration.
- You may register on or after your registration date and time.
- **Prerequisites** should be cleared with the Placement Center before registering. Please visit the **Placement Center website** for more information or call (619) 660-4539.
- **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 <https://www.cuyamaca.edu/admissions/index.php>

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 **Self Service**. 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 3.

FALL 2024 CALENDAR

Deadlines are for SEMESTER-LENGTH classes.

For a complete listing of short-term class deadlines (add/drop, withdrawal, P/NP, refunds), please visit

<https://www.cuyamaca.edu/admissions/deadlines/index.php>

Registration	April 29 - 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
First 8-week Session	August 19 - October 12
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
National Voter Registration Day.....	September 17
Last Day to Apply for Fall 2024 Degree/Certificate	October 11
Last day to Apply for P/NP First 8-Week Session	Last Day of Instruction
End of First 8-Week Session	October 12
Second 8-Week Session	October 14 - December 16
First 8-Week Session Instructor Grade Deadline	October 17
Last Day to Drop Semester Length Classes	November 9
Holiday Veterans Day	November 11 (Monday)
No Classes - Thanksgiving Week	November 25 - 30
Holiday (Thanksgiving)	November 28-29*
Last Day to apply for P/NP Second 8-Week & Semester-Length Classes	Last Day of Instruction
End of Second 8-Week Session & Semester-Length Classes	December 16
Close of Fall Semester	December 16
Winter Recess for Students	December 17 - February 2
Instructor Grade Deadline	December 20
College and District Offices Closed	December 24 - January 1*

*College and District Offices Closed.

Dates listed are subject to change. Please see <https://www.cuyamaca.edu/academics/class-schedules-catalog-and-self-service/academic-calendar/fall-2024-academic-calendar.php> for the most current calendar.

VOTER REGISTRATION

Register to Vote at

<https://registertovote.ca.gov/>

For information on voter registration, dates, and upcoming elections, please review the voter registration website at <https://registertovote.ca.gov/>. You can also access the San Diego County Registrar of Voter website at: <https://www.sdvote.com/>

FREE MICROSOFT OFFICE 365 & EMAIL!!!

Every student registered during the current semester has an email account and access to Microsoft Office 365. For more information go to <https://www.gcccd.edu/online/student/online-student-help-desk/email.php>. If you have questions, contact us at (619) 660-4395 or email helpdesk@gcccd.edu.

CONNECT WITH A COUNSELOR

Need assistance picking classes, planning for graduation/transfer or finding a career path? Schedule an appointment or send us a question! See the different ways to connect with a counselor by visiting our **Connect with a Counselor** webpage.

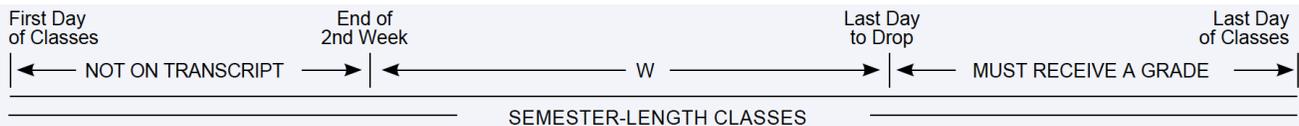
STUDENT WITHDRAWAL & GRADE RESPONSIBILITY

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 Self Service. The official date of withdrawal is the date you drop your class using Self Service. 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 <https://www.cuyamaca.edu/admissions/deadlines/index.php>

WITHDRAWAL & GRADE RESPONSIBILITY TIMELINE



Self Service www.cuyamaca.edu

ADMISSION AND REGISTRATION

* PLEASE REFER TO PAGES 15-22 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 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 <https://www.openccapply.net/gateway/apply?cccMisCode=021>

REGISTRATION INFORMATION

REGISTRATION DATE AND TIME

All new and readmit students who apply by April 12, 2024 and all continuing students, will be sent a Registration Appointment. Those who apply after April 12, 2024 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

Self Service availability:

Monday-Saturday, 7am-10pm

INTERNET REGISTRATION AND FEE PAYMENT

Students may register online using **Self Service** 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 <https://www.cuyamaca.edu/academics/class-schedules-catalog-and-self-service/academic-calendar/fall-2024-academic-calendar.php>. 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 **Self Service**.

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 **Self Service**, please visit <https://selfservice.gccd.edu/Student/Account/ForgotPassword>

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 **Self Service**:

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 <https://www.cuyamaca.edu/admissions/deadlines/index.php>. 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 Self Service.**

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 <https://www.cuyamaca.edu/student-support/counseling-center/academic-standing/grades.php> 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.

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 corequisites, and has not been established in accord with Title 5.
5. The prerequisite or corequisite 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 in the [Placement website](#).
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 **Self Service**. If you are having difficulty please visit the **Placement Center** website for more information.

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
HIST 128 - Kumeyaay History I: Precontact - 1845
HIST 129 - Kumeyaay History II: 1846 - Present
HUM 116 - Kumeyaay Arts and Culture I
KUMY 116 - Kumeyaay Arts and Culture I
KUMY 120 - Kumeyaay Language I
KUMY 121 - Kumeyaay Language II
KUMY 128 - Kumeyaay History I: Precontact - 1845
KUMY 129 - Kumeyaay History II: 1846 - Present
KUMY 220 - Kumeyaay Language III
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

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.

WHAT DOES IT COST TO ATTEND?

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

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 <https://www.cuyamaca.edu/admissions/deadlines/index.php>. 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.

Student parking permits are NOT required for Fall 2024

Enrollment Fee (Mandatory) \$46.00 per unit
(fees are subject to change)

Parking Permits:

Auto Parking Permit..... \$40.00
One Day Permit..... \$2.00

* Health Fee (Mandatory)..... \$22.00

Student Center Construction Fee..... \$1.00 per unit
(Mandatory) to a maximum of \$5.00

Student Representation Fee \$2.00
(Optional)

Nonresident Students - above fees plus \$356.00 per unit

International Students - above fees plus \$356.00 per unit

* **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 Self Service. 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:
District Accounting
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 at (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 13 and 14.

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 “” in the class schedule.

Zero Textbook Cost (ZTC) sections, designated as “” in the PDF version of the class schedule, and **Self Service**, 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.

Low Textbook Cost (LTC) sections, are designated as “” in the PDF version of the class schedule. The total cost of books, textbooks, and/or other instructional resources for this section will not exceed \$40.00.

LEARNING RESOURCES

Support: Contacting the Help desk is your best resource for troubleshooting technical difficulties associated with your student network account (e-mail) as well as **Self Service** and Canvas accounts.

Phone: (619) 660-4395 or Email: c-helpdesk@gcccd.edu
Visit www.cuyamaca.edu/helpdesk for more information.

Tutoring. Everyone needs a little help sometimes. Tutoring is FREE, and students may begin using services at any point in the semester. Learning Assistants – most of whom are current or former Cuyamaca students, themselves – help students adapt to college, learn course skills and content, refine general study skills

NEED MONEY FOR COLLEGE?

The Financial Aid Office is here to help!

www.cuyamaca.edu/financial-aid/index.php

(619) 660-4201 or email us at cuyamaca.financialaid@gcccd.edu

Did you know that:

\$ Applying for financial aid is EASY AND FREE through the FAFSA (Free Application for Federal Student Aid) www.studentaid.gov or CADA (CA Dream Act) www.csac.ca.gov or through our website

\$ Our website has information on scholarships <https://www.cuyamaca.edu/financial-aid/scholarships/index.php>

ASSISTANCE IS AVAILABLE APPLY TODAY!

Visit our website for deadlines
and important dates

<https://www.cuyamaca.edu/financial-aid/how-to-apply-for-financial-aid/important-dates-deadlines.php>

and strategies, and become more confident, independent learners. You can work with a tutor in-person, over Zoom video, or you can submit a question or writing assignment by email for tutor feedback.

Email: Cuyamaca.Tutoring@gcccd.edu

Phone: (619) 660-4525

Website: www.cuyamaca.edu/tutoring.

Library: The library supports student success by providing research assistance, quiet study spaces, and access to both print and digital information sources, as well as Reserve copies of textbooks for some courses. The library also provides access to computers and printing services. Outside our regular hours of service, the library's extensive electronic book and database collections, and our Ask a Librarian Chat service are available to students 24/7 anywhere they have Internet access. Visit us at www.cuyamaca.edu/library.

HYBRID, HYFLEX, AND ONLINE COURSES

Online, hybrid or HyFlex courses may be a good option for you. If you are balancing work, school, and/or home responsibilities, if you want to save time and money commuting to campus; or if you simply learn best when you can complete coursework on a more flexible schedule in your personal environment. Is online learning for you? Learn more, including which departments are offering hybrid, HyFlex, and/or online courses at

<https://www.cuyamaca.edu/online-students.php>. Hyflex instruction is defined as partially online - students have the choice for each class session to attend in person or via synchronous Zoom

GENERAL INFORMATION

OBTAINING YOUR GRADES

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

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 **Self Service**. 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 <https://www.cognitoforms.com/GrossmontCuyamacaCommunityCollegeDistrict/UpdateStudentDataMajorEdGoalForm2>

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 <https://www.cuyamaca.edu/admissions/safe-senders-list.php>

STUDENT PICTURE I.D. CARD

A Student Picture I.D. Card is required for access to library check-out services, the Fitness 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 the Student Picture I.D. Office for this FREE card. You must present a valid government issued identification card. The office is located in the Admissions and Records office G-102. 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/admissions/deadlines/index.php 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.

FREE CUYAMACA TUTORING

We Make Good Students Better

Learn, share knowledge, and become an active participant in your learning process while working with tutors who are current or former Cuyamaca students – just like you.

In-person, Zoom Video, and Email sessions available.
Email, call, go to our website for help and for more information.

Cuyamaca.Tutoring@gcccd.edu
(619) 660-4525
www.cuyamaca.edu/tutoring

Self Service www.cuyamaca.edu

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 until 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 619-660-4256

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 Bldg G-300. Contact us at (619) 660-4204. Email: cuyamaca.eopscounter@gcccd.edu More information can be found at <https://www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/eops/index.php>

RESOURCES FOR IMMIGRANT STUDENTS IN EDUCATION (RISE)

The Resources for Immigrant Students in Education (RISE) Program 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. You can learn more about applying to Cuyamaca College as an undocumented student here: <https://www.cuyamaca.edu/admissions/how-to-apply/undocumented-students.php>

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. Learn more about the resources for undocumented students here: <https://www.cuyamaca.edu/student-support/diversity-and-inclusion/undocumented-student-resources/index.php>

The RISE Program 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.

The RISE program is located in Annex Building Two. Please contact RISE staff at 619-660-4615. Learn more about the RISE Program here: <https://www.cuyamaca.edu/student-support/diversity-and-inclusion/undocumented-student-resources/rise-program.php>

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 located in Annex Building Two, and in Bldg G 300. Contact UP! at (619) 660-4204. More information can be found at <https://www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/eops/unlimited-potential-up-program.php>

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 students will also receive personalized academic advising, enjoy priority registration, receive an assigned student peer mentor, 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 <https://www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/pathway-academy/index.php>

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 Bldg G 300. Contact CARE at (619) 660-4204. More information can be found at <https://www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/eops/>

NextUp/CAFYES

NextUp provides services and support to eligible students who experienced foster care. Participants must have been in the foster care system at the age of 13 or older and are under the age of 26 at the beginning of the academic year. 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 NextUp program is located in Annex Bldg 2 and in Bldg G 300. Contact CAFYES at (619) 660-4204. Eligibility requirements and more information can be found at <https://www.cuyamaca.edu/student-support/additionalsupport-and-assistance-programs/eops/next-up-program.php>

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 CalWORKs office is located in Bldg G 300. Call 619-660-4340 for further information. Let us be your liaison with the County CalWORKs Welfare-to-Work program.

More information can be found at <https://www.cuyamaca.edu/student-support/additional-support-and-assistance-programs/calworks/index.php>

DISABLED STUDENTS PROGRAMS AND SERVICES

Disabled Students Programs and Services (DSPS) provide support services to students with disabilities who request affiliation with DSPS services to enhance their probability for success. DSPS Counselors/Specialists determine academic adjustments such as; disability management, academic, career and personal counseling services, registration assistance, ASL interpreting/real time captioning, specialized equipment (digital recorder/FM loop system), alternate media, assistive technology, preferential seating, note-taking booklets, cart service, College success strategies, and test proctoring services. We offer campus and off-campus referrals, liaisons to Instructional Departments, and Personal Development Success classes. Academic Adjustments

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 and/or Associate Dean of Student Services and Special Services. DSPS is located in Bldg G. Contact Main DSPS Office at (619) 660-4239, Fax: 619-660-4055, Video Phone (619) 567-4275. Email Main DSPS Office: cuyamaca.dsp@gcccd.edu High Tech Center at (619) 660-4299 and Test Proctor at (619) 660-4577. Email HTC; cuyamaca.htc@gcccd.edu & Test Proctor at cuyamaca.dspstesting@gcccd.edu.

HEALTH AND WELLNESS CENTER

To promote the health and well-being of students, the Health & Wellness Center is maintained by a registered nurse who evaluates, educates and cares for the health needs of Cuyamaca College students. Services are available on a confidential basis and include: health screenings (body composition analysis and blood pressure); tuberculosis clearance risk assessment and 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. Students are encouraged to visit the Health & Wellness Center website (<https://www.cuyamaca.edu/student-support/health-and-wellness-center/index.php>) to explore the resources available. **Short-term personal counseling** is also available, which offers students the opportunity to improve their well-being by discussing, processing, and working through challenges in their life with trained counselors. For personal counseling appointments, email cuyamacahandwellness@gmail.com, eSARS (<https://web4.gcccd.edu/ccsars/Health/eSARS.asp?WCI=Init&WCE=Settings>) on the personal counseling website, or call (619) 660-4200. Students can submit a question to a personal counselor or a nurse via eAdvising (<https://web4.gcccd.edu/Cuyamaca/eAdvising/Health/Login.aspx>) located on the Health Services and Personal Counseling websites (<https://www.cuyamaca.edu/student-support/health-and-wellness-center/mental-health-counseling.php>). 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. Students that 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 Student Affairs Office. Please contact the Health Center at (619) 660-4200.

VERIFIED HOMELESS YOUTH

CUYAMACA CARES

Please contact Cuyamaca.Cares@gcccd.edu for any of the following services: CalFresh (EBT) assistance, housing assistance for those experiencing housing insecurity or homelessness, emergency funding assistance, or personal counseling. For additional information, please visit the Cuyamaca Cares website at: <https://www.cuyamaca.edu/student-support/cuyamaca-cares/index.php>. Cuyamaca College has established the Wellness Interventions for Student Homelessness, Health, and Hunger (Cuyamaca Cares) program to assist students in transition. The Cuyamaca Cares 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:** Cuyamaca Cares will provide food pantry events during Fall Semester 2024 and all dates and resources can be found at: <https://www.cuyamaca.edu/student-support/cuyamaca-cares/drive-through-pantry.php>
- **Housing:** Students who are experiencing homelessness or housing insecurity are encouraged to explore our resources and complete the housing intake form found at: <https://www.cuyamaca.edu/student-support/cuyamaca-cares/housing-assistance.php>

For additional information, please visit the Cuyamaca Cares website at: <https://www.cuyamaca.edu/student-support/cuyamaca-cares/index.php>

VETERANS CENTER

Cuyamaca College Veterans Center 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.

The office is located in the Student Center, room I-113. For more information regarding services for student veterans, visit the **Veterans Center** website.

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. Deputies are assigned to the district, 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 for:

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

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

- Crime report
- Suspected suspicious activity

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

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

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

The District will not be requiring students to purchase parking permits for the 2024-2025 fall and spring semesters. At this time students and visitors may park in any available student parking space. Restrictions include, but are not limited to, parking in a fire lane, staff parking, disabled placard misuse, and timed spaces. These areas will still be enforced and cited accordingly. This notice is effective through June 30, 2025 and includes summer session.

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 through Thursday - 7:00am to 10:00pm
- Friday through 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 may be purchased at paymycite.com/GCCCD/parkingpermit.aspx.

FACULTY & STAFF PARKING PERMITS

Permits are available at each campus.

CAPS Office (619) 644-7654

CALL BOXES AND LOCATIONS

Call Boxes are located inside all campus elevators.

DAILY GUEST PARKING PERMITS

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

We have partnered with Passport Parking to make your day easier. Just download the app, insert your information ONE TIME and pay while you walk away!

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 not required to purchase a parking permit in email. However, placard misuse will be heavily enforced and a CAPS specialist may

ask to see your placard and registration at any time. Please be prepared to show proof of ownership when requested by a Parking Services Specialist.

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.

MOTORCYCLE PARKING

Motorcycles, scooters, segways, and mopeds **MUST BE PARKED** in designated motorcycle areas. 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 and Monthly MTS passes are available at the Cashier's Office (G-128). For more information please visit the MTS website at www.sdmts.com. GCCCD is committed to providing sustainable transportation options to all students, staff and visitors. We have partnered with WAZE Carpool to offer a new method of alternate transportation. Waze Carpool drivers aren't professionals like those found on Uber and Lyft. Instead, they are neighbors, classmates and fellow San Diegans looking to meet new people and maybe get back some gas money. If you're not a fan of driving or maybe you live away from public transport, then give Waze Carpool a try. Your first ride is free!

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 Vahnin**, Dean, Student Affairs, Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019 | 619-660-4295
- **Dr. Victoria Marron**, Vice President, Student Services, Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019 | 619-660-4301
- **Linda Beam**, Interim Vice Chancellor, Human Resources Title IX Coordinator, District Office, 8800 Grossmont College Drive, El Cajon, CA 92020 | 619-644-7572
- **Michael Salvador**, Diversity, Equal Opportunity and Title IX Officer, District Office, 8800 Grossmont College Drive, El Cajon, 92020 | 619-644-7039

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 G-238, 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

CUYAMACA COLLEGE CAREER CENTER

The Career Center offers career exploration and job opportunities to ALL students, alumni, veterans, & community members.

- **Employment Readiness Workshops**
- **Job Search Assistance**
- **Resume Review**
- **Practice Interviewing**
- **Career Planning**
- **Internships**

We are located at I-223
Schedule an appointment today!

(619) 660-4436 | cuyamaca.career@gcccd.edu

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-121). 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: <https://www.gcccd.edu/title-ix/default.html>
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).

Title IX

Grossmont-Cuyamaca Community College District has updated its Title IX policy and procedures to comply with the regulations issued by the U.S. Department of Education in May of 2020. The regulations govern how the District must adjudicate sexual harassment as defined by Title IX. The regulations are effective August 14, 2020, and apply to students and employees. The policies, resources, and contact information can be found at <https://www.gcccd.edu/title-ix/default.html>

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 <https://www.cuyamaca.edu/student-support/student-affairs/student-code-of-conduct.php> 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.

HELP LINES FOR REGISTRATION

Admissions & Records (619) 660-4275

(assistance registering, applying)
Cuyamaca.admissions@gcccd.edu

Placement 619) 660-4539

(placement and clearing prerequisites)
Cuyamaca.placement@gcccd.edu

Cashier's Office (619) 660-4256

(assistance completing fee payment step)
Cuyamaca.cashier@gcccd.edu

Counseling, Orientation and

New Student Advising (619) 660-4429

New Students - contact us via email at
Cuyamaca.ecounseling@gcccd.edu
Current and returning students - Visit **Connect with a
Counselor for options.**

Disabled Students Programs & Services (619) 660-4239

cuyamaca.dsps@gcccd.edu (619) 660-4386 TTY

EOPS/CARE/Foster Youth Programs (619) 660-4204

(academic assistance, personal counseling)
Cuyamaca.eopscounter@gcccd.edu

Financial Aid (619) 660-4201

Transfer Center (619) 660-4439

(Transfer planning and application help.)
Cuyamaca.transfer@gcccd.edu

UP TO
2 YEARS*



GROSSMONT
COLLEGE



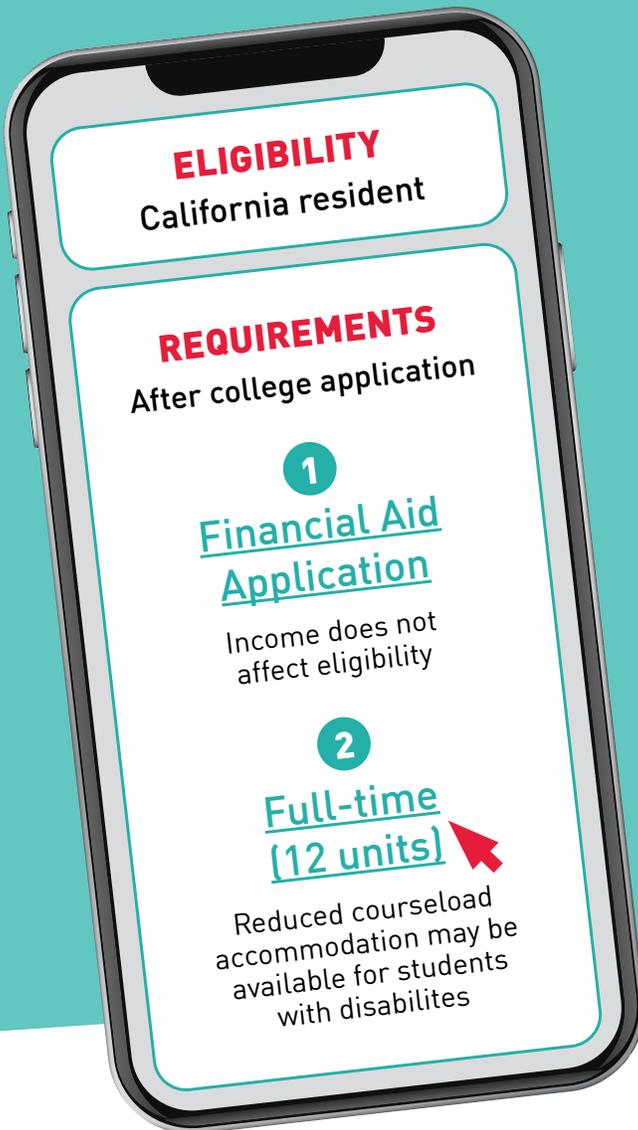
CUYAMACA
COLLEGE

FREE COLLEGE

Tuition & Mandatory Fees

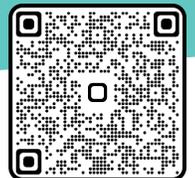
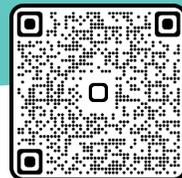
No Application!
No Income Requirements!

GROSSMONT COLLEGE
CUYAMACA **PROMISE**



ESPAÑOL

العربية



*Requirements must be maintained each semester/year.

VISIT MyCollegePromise.net

Grossmont2Success@gccd.edu
619-644-7200

Cuyamaca.Promise@gccd.edu
619-660-4532



FREQUENTLY ASKED QUESTIONS

- 1 WHEN IS THE PROMISE DEADLINE?**

Two (2) weeks after the start of the semester. The semester deadlines are listed on the mycollegepromise.net website.
- 2 HOW ARE TUITION AND FEES PAID THROUGH THE PROMISE?**

After registering for classes, there are two (2) ways the Promise can pay your tuition and mandatory fees.

OPTION 1: Do NOT PAY at the time of registration.
Tuition and mandatory fees will be **paid for by the Promise**, after the deadline. Students can attend classes and will not be dropped for nonpayment.

OPTION 2: PAY at the time of registration.
Tuition and mandatory fees **will be automatically reimbursed**, after the deadline.
- 3 WHO IS ELIGIBLE FOR THE PROMISE?**

Students who are CA residents or AB540 are eligible. The Grossmont-Cuyamaca College Promise is not just for recent high school graduates. There is no age limitation.
- 4 IS THE PROMISE ELIGIBILITY DETERMINED BY INCOME?**

No. Students must complete a Financial Aid Application (FAFSA or Dream Act), but do not have to qualify for Financial Aid to be eligible to receive the Promise.
- 5 DOES THE PROMISE PAY FOR SUMMER CLASSES?**

No. However, grades from Summer classes will count towards maintaining a cumulative 2.0 GPA requirement.
- 6 CAN STUDENTS START IN THE SPRING AND RECEIVE THE PROMISE?**

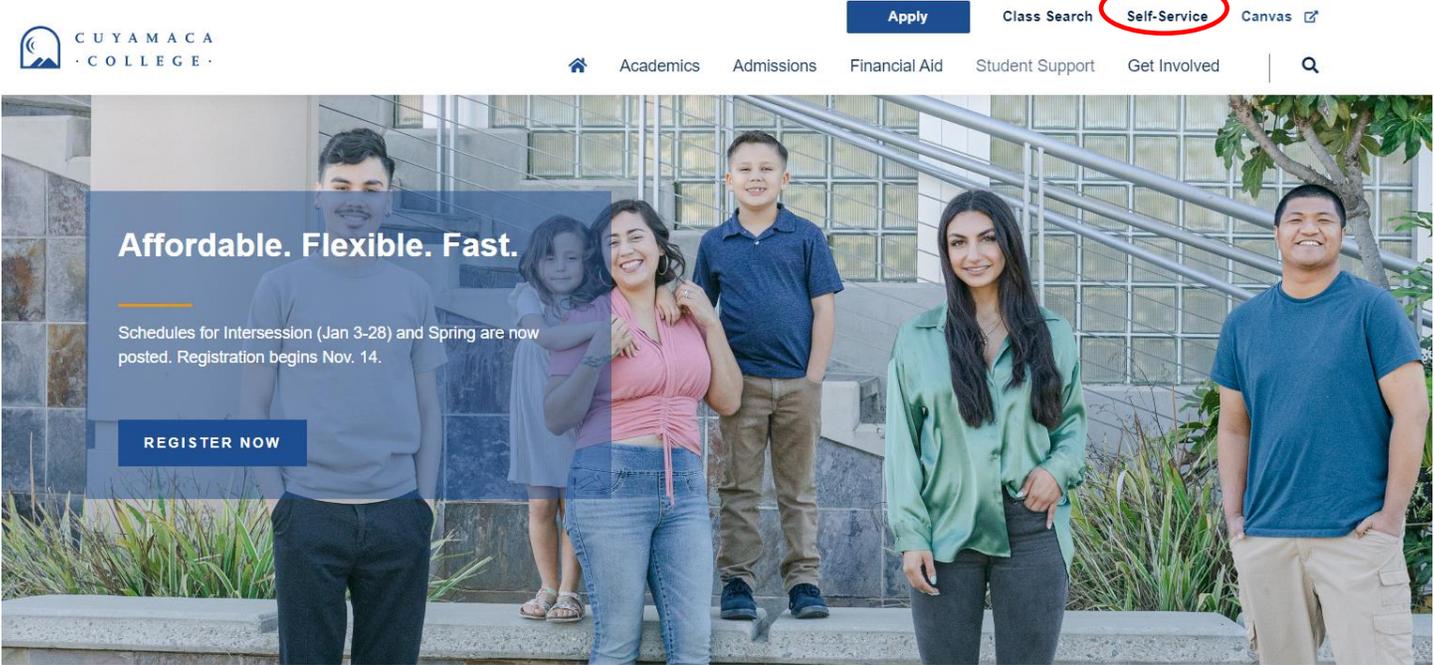
Yes, and if eligibility requirements are maintained, they would be eligible for the following Fall and Spring semesters (2nd year).
- 7 WHEN ARE STUDENTS NOTIFIED IF THEY ARE AWARDED?**

Two weeks after the semester deadline, via email.
- 8 HOW DO I CONTINUE TO REMAIN ELIGIBLE TO RECEIVE THE PROMISE EACH SEMESTER?**

Students must (1) maintain full-time (12-units, or reduced units for students approved for disability accommodation); (2) maintain a cumulative 2.0 GPA; and (3) submit the Financial Aid Application (FAFSA) each year. If each requirement is not met, students will no longer be awarded the Promise.

WEB REGISTRATION INSTRUCTIONS

Sign on to www.cuyamaca.edu and click on **Self-Service**



GROSSMONT-CUYAMACA
Cuyamaca College District

Change Password

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

! Your password has expired. Please choose a new password.

User name

Current password

New password

Confirm new password

Change Password

Type in your userID. Your user ID is your **firstname.lastname (*All lowercase*)**

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 password.**

WEB REGISTRATION INSTRUCTIONS

How to Register:

Click Advanced Search to search for classes.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

 Orientation, Placement and Advising Here you can complete new student onboarding steps	 Student Billing Here you can view your latest statement and make a payment online.
 Student Planning & Registration Here you can search, plan and register for courses.	 Advanced Search for Classes Here you can view and search the course catalog.
 Grades Here you can view your grades by term.	 Academic Attendance Here you can view your attendances by term.

 **GROSSMONT-CUYAMACA**
COMMUNITY COLLEGE DISTRICT

[Academics](#) · [Student Planning & Registration](#) · [Advanced Search for Classes](#)

 Due to COVID-19 Grossmont and Cuyamaca campuses are closed to the public and employees. No walking, cycling or other activities are permitted on the For information about GCCCD's response to COVID-19 and resource information click [here](#).

 Enter in search criteria. Upon receiving results, To view only open sections - check 'Open Section Only' filter option. If sections are waitlisted, scroll to bott

Search for Courses and Course Sections

Subject Search Advanced Search

Catalog Advanced Search

Term	Meeting Start Date	Meeting End Date
<input type="text" value="Select Term"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value="M/d/yyyy"/>

Courses

<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>

[+ Add More...](#)

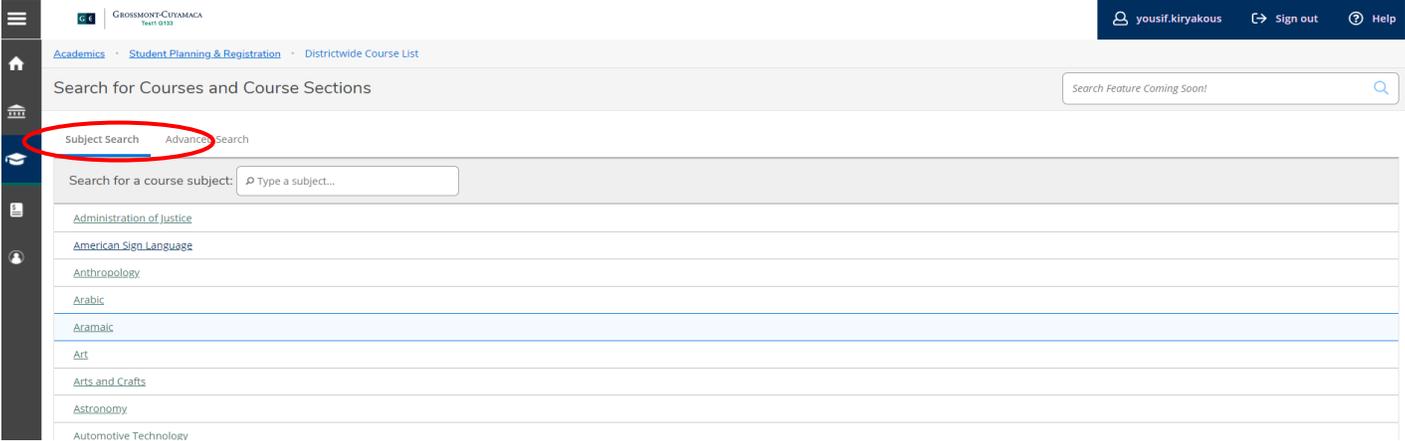
Days Of Week

<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	

Location

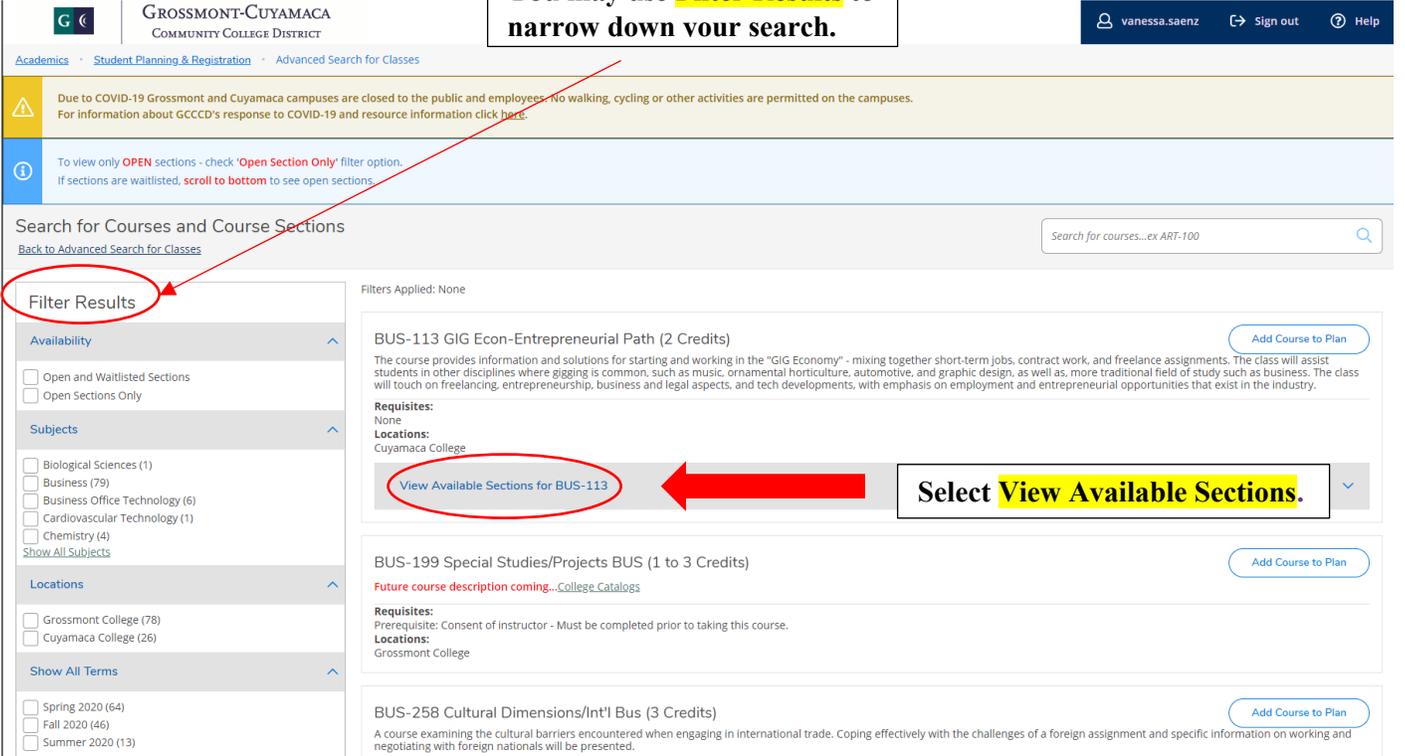
WEB REGISTRATION INSTRUCTIONS

OR Search by subject:



Plan & Schedule:

You may use **Filter Results** to narrow down your search.



WEB REGISTRATION INSTRUCTIONS

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

BUS-113 GIG Econ-Entrepreneurial Path (2 Credits)

[Add Course to Plan](#)

The course provides information and solutions for starting and working in the "GIG Economy" - mixing together short-term jobs, contract work, and freelance assignments. The class will assist students in other disciplines where gigging is common, such as music, ornamental horticulture, automotive, and graphic design, as well as, more traditional field of study such as business. The class will touch on freelancing, entrepreneurship, business and legal aspects, and tech developments, with emphasis on employment and entrepreneurial opportunities that exist in the industry.

Requisites:

None

Locations:

Cuyamaca College

[View Available Sections for BUS-113](#)

Fall 2020

[GIG Econ-Entrepreneurial Path 6112](#)

Runs from 10/12/2020 - 11/21/2020

[Add Section to Plan](#)

Seats	Times	Locations	Instructors
32	10/12/2020 - 11/21/2020	Cuyamaca College, Distance Education/Online WEB Internet 100%	Fitch, D

Section Details

BUS-113-6112 GIG Econ-Entrepreneurial Path Fall 2020

Instructors Fitch, D Dana.Fitch@gcccd.edu

Meeting Information 10/12/2020 - 11/21/2020
Cuyamaca College, Distance Education/Online WEB (Internet 100%)

Dates 10/12/2020 - 11/21/2020

Seats Available 32 of 50 Total

Credits 2

Grading

Requisites None

Course Description The course provides information and solutions for starting and working in the "GIG Economy" - mixing together short-term jobs, contract work, and freelance assignments. The class will assist students in other disciplines where gigging is common, such as music, ornamental horticulture, automotive, and graphic design, as well as, more traditional field of study such as business. The class will touch on freelancing, entrepreneurship, business and legal aspects, and tech developments, with emphasis on employment and entrepreneurial opportunities that exist in the industry.

Additional Information Online course, 35 total instructional hours. Applicable to craft industries and entrepreneurship.

Transfer Status Transfers to CSU only

Books Total

[Close](#)

[Add Section](#)

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

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 'Plan & Schedule' dropdown menu open, with 'Plan & Schedule' selected and circled in red. An arrow points from the text box above to this menu item. The course 'MATH-160-0142: Elementary Statistics' is listed as 'Planned' in the sidebar, with a 'Register' button. The main area shows a weekly schedule grid with four sections of 'MATH-160-0142' scheduled for Tuesday through Friday from 6pm to 7pm.

The screenshot shows the 'Register ALL Scheduled Sections Now' button highlighted with a red arrow. The course 'BUS-113-6112: GIG Econ-Entrepreneurial Path' is listed as 'Planned' in the sidebar, with a 'Register' button. The main area shows a weekly schedule grid with one section of 'BUS-113-6112' scheduled for Friday from 12am to 1am.

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**.

WEB REGISTRATION INSTRUCTIONS

Registered courses will appear in green.

< > Fall 2020 +

Register ALL Scheduled Sections Now

Filter Sections

Save to iCal

Print

Planned: 0 Units Enrolled: 2 Units Waitlisted: 0 Units

BUS-113-6112: GIG Econ-Entrepreneurial Path

✓ Registered, but not started

Units: 2 Units
Grading: Graded
Instructor: Fitch, D
10/12/2020 to 11/21/2020

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

Sections with no meeting time

✓ BUS-113 GIG Econ-Entrepreneurial Path Section 6112 Faculty: Fitch, D

How to drop a section:

< > Fall 2020 +

Register ALL Scheduled Sections Now

Filter Sections

Save to iCal

Print

Planned: 0 Units Enrolled: 2 Units Waitlisted: 0 Units

BUS-113-6112: GIG Econ-Entrepreneurial Path

✓ Registered, but not started

Units: 2 Units
Grading: Graded
Instructor: Fitch, D
10/12/2020 to 11/21/2020

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12am							
1am							
2am							
3am							
4am							
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							

Sections with no meeting time

✓ BUS-113 GIG Econ-Entrepreneurial Path Section 6112 Faculty: Fitch, D

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

WEB REGISTRATION INSTRUCTIONS

Register and Drop Sections

You have elected to drop: BUS-113-6112 (2 Units)

Select sections to drop:

BUS-113-6112 (2 Units)

Cancel

Update

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

Plan your Degree and Schedule your courses

Search for courses...ex ART-100

Schedule Ed Plan Plan Notes Petitions & Waivers

< > Fall 2020 - +

Remove Planned Courses

Register ALL Scheduled Sections Now

Filter Sections

Save to iCal

Print

Planned: 2 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

BUS-113-6112: GIG Econ-Entrepreneurial Path

X

Planned

Units: 2 Units
Grading: Graded
Instructor: Fitch, D
10/12/2020 to 11/21/2020
Seats Available: 32

Meeting Information

Register

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

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:

Home

Financial Information

Student Billing

Account Summary

Make A Payment

Account Activity

Pay for Registration

Registration Activity

Tax Information

Banking Information

Academics

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Billing**
Here you can view your latest statement and make a payment online.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Banking Information**
Here you can view and update your banking information.
- Student Planning & Registration**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**
Here you can view your grades by term.
- Graduation Overview**
Here you can view and submit a graduation application.
- Enrollment Verifications**
Here you can view and request an enrollment verification.
- Transcript Requests**
Here you can view and request a transcript.
- Academic Attendance**
Here you can view your attendances by term.

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Financial Information · Student Billing · Make A Payment

Make a Payment

Use this page to make a payment on your account

Total Payment : \$202.00

Choose a Payment Method

Choose a Payment Method

- American Express
- Discover
- Electronic Check
- MasterCard
- VISA Charge

Proceed to Payment

Summer 2019 \$202.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivables	WEB	6/10/2019	\$202.00	\$ 202.00

Total Amount Due \$202.00

Top of page

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CUYAMACA COLLEGE

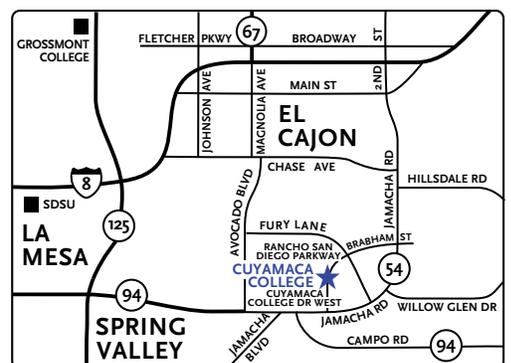
900 Rancho San Diego Parkway
 El Cajon, California 92019-4369
 (619) 660-4000
www.cuyamaca.edu



Academic Resource Center - C Bldg
 Administration - F100 Bldg
 Admissions & Records - G Bldg
 Automotive Technology - K Bldg
 Bookstore - Student Center
 CalWORKs - G Bldg
 Campus & Parking Services (CAPS) - A Bldg
 CARE - G Bldg
 Career Center - I Bldg
 Cashier - G Bldg
 Center for Water Studies - L Bldg
 Child Development Center - R Bldg
 Computer Labs/Tech Mall - E Bldg
 Counseling - G Bldg
 Cuyamaca Cares - Next to R Bldg

DSPS - G Bldg
 DSPS Hi Tech Center - C Bldg
 Duplicating (Faculty Support Services) - F200 Bldg
 EOPS - G Bldg
 Financial Aid - G Bldg
 Fitness Center - D Bldg
 Food Services - I Bldg
 Gym - D Bldg
 Health & Wellness Center - I Bldg
 Heritage of the Americas Museum - O Bldg
 High School & Community Relations - G Bldg
 Institutional Effectiveness, Success & Equity - E Bldg

Library (LRC) - C Bldg
 Mailroom - F100 Bldg
 Ornamental Horticulture - M Bldg
 Placement Center - G Bldg
 Samuel M. Ciccati Performing Arts Center - B Bldg
 Sheriff's Office - A Bldg
 STEM Achievement Center - H Bldg
 Student Affairs - I Bldg
 Student Center - I Bldg
 Switchboard - F100 Bldg
 Together We Rise! Center - Annex 2
 Student Center - G Bldg
 Veterans Center - I Bldg
 Writing Center - B 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.studentaid.gov or a California Dream Act application (CADA) online at www.csac.ca.gov**
- \$ You can access the online Promise Grant application through Self Service at <https://selfservice.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!

April 12, 2024 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 2024. 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.



(619) 660-4000 • www.cuyamaca.edu