CUYAMACA COLLEGE

Class Schedule **FALL 2021**

To apply and/or register go to

www.cuyamaca.edu

FALL START DATE OPTIONS:

Fall Semester and 1st 8-Week Classes Begin August 16
2nd 8-Week Classes Begin October 11

CUYAMACA
· COLLEGE ·

WELCOME to Cuyamaca College!

Dear Students:

Whether a new or returning student, I am pleased you have chosen Cuyamaca College to further your education. You've made a great choice. Our faculty, staff, and administration are all committed to your success.

Like you, we are all navigating our new reality. The last year has changed all of us. From a global pandemic, economic turbulence, democratic unrest, and racial injustice – we are all learning how to be in this new space. During fall semester you will find many changes at Cuyamaca College – you may experience on-ground or online classes, you may receive student services in person or remotely, and you may find more support for students (e.g. technology, grants, new communication modalities, etc.).

You will also find that we are working to

advance diversity, equity, and inclusion (DEI) at Cuyamaca College. As the president of the college, I am committed to my own professional learning of DEI by examining my own biases, reading, discussing, and learning from leaders in this discipline. I also join our staff, faculty, and administrators in examining our institutional practices and policies from an equity lens to ensure that they reflect and support our diverse population of learners. This work is important to me personally, but I also know that it impacts each student's ability to be successful.

On behalf of the entire Cuyamaca College community, I wish you a successful 2021-22 academic year. We are all here to support you, and we believe in you!

Warmly,

Julianna Barnes, Ed.D.
President
Cuyamaca College

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CLASS SCHEDULE

Go to Self Service/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 2021 include:

American Sign Language
Anthropology
Arabic
Aramaic
Art
Astronomy
Automotive Technology
Biological Sciences
Business
Business Office Technology
CADD Technology
Center for Water Studies
Chemistry
Child Development
Communication
Computer and Information Science
Computer Science
Counseling
Economics
Education
Electronics Technology
Engineering
English
English as a Second Language
Environmental Health & Safety Management
Ethnic Studies
Exercise Science (Kinesiology)
Geography
Geology
Graphic Design
Health Education
History
Humanities
Mathematics
Music
Native American Languages
Nutrition
Oceanography
Ornamental Horticulture
Paralegal Studies
Personal Development - Success Services
Philosophy
Physics
Political Science
Psychology
Real Estate
Religious Studies
Science
Social Work
Sociology
Spanish
Surveying
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; Debbie Justeson; Brad Monroe; Julie Schorr **Student Members:** Benjamin Blevins, Kristie Macogay
Chancellor: Lynn Ceresino Neault, Ed.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, 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 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), Placement (Step 4), and Online Advising (Step 5) in that order.
- Watch a video to **learn how to use Self Service/WebAdvisor**.
- Complete the Online Orientation:
  1. Login to **Self Service/WebAdvisor**
  2. Click Students
  3. Under Orientation/Placement/Advise, click **Online Orientation**
- See the **Counseling Center** for more information.

STEP 4 - GET PLACED INTO ENGLISH AND MATH

- English as a Second Language (ESL) students should contact the placement center at 619-660-4426 or via e-mail at cuyamaca.placement@gcccd.edu for assistance.
  1. Login to **Self Service/WebAdvisor**
  2. Click Students
  3. Under Orientation/Placement/Advise, click **Placement Questionnaire**
- See the **Placement Center** for more information.

STEP 5 - NEW STUDENT ADVISING

- If you are exempt from taking the PlacementQuestionnaire, and have course work from another institution, you may see a counselor.
- Complete New Student Advising:
  1. Login to **Self Service/WebAdvisor**
  2. Click Students
  3. Under Orientation/Placement/Advise, 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 **Self Service/WebAdvisor** on your registration date and time.
- Self **Service/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

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/WebAdvisor**:
Log in at https://wa.gcccd.edu
Registration: June 28 to August 15
Hours: Monday-Saturday 7am-10pm
Semester starts: August 16

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 10, 2021** - 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 2021. 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 Placement Center before registering. Please visit the **Placement Center website** for more information or call (619) 660-4426.
- **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/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 2021 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	June 28 - August 15
Payment Deadline for Registration Fees	July 28
Professional Development - Organizational Meetings	August 9 - 13
Regular Day & Evening Classes Begin	August 16
Program Adjustment	August 16 - August 29
Last Day to Add Semester-Length Classes	August 29
Last Day to Drop Semester-Length Classes Without a "W" Appearing on Transcripts	August 29
Last Day to Apply for Refund for Semester-Length Classes	August 29
Census Day (Semester-length Classes)	August 30
Holiday (Labor Day)	September 6*
Last Day to Apply for Fall 2021 Degree/Certificate	October 8
End of First 8-Week Session	October 9
Second 8 - Week Session Begins	October 11
First 8-Week Session Instructor Grade Deadline	October 14
Last Day to Drop Semester-Length Classes	November 7
Holiday (Veterans Day)	November 11*
Thanksgiving week, no classes	November 22-27
Holiday (Thanksgiving)	November 25, 26, 27*
End of Second 8-Week Session	December 11
Final Examinations	December 13, 14, 15, 16, 17, and 18
Last Day to Apply for P/NP	December 18
Close of Fall Semester	December 18
Instructor Grade Deadline	December 23
Winter Recess	December 19 - January 30
College and District Offices Closed	December 24 - January 3*

*College and District Offices closed.

Dates listed are subject to change. Please see **www.cuyamaca.edu/academics/class-schedules-catalog-and-webadvisor/academic-calendar/fall-2021-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 EMAIL!!!

Every student registered during the current semester has an email account accessible from ANYWHERE in the world! For more information go to **https://www.gcccd.edu/online/student/online-student-help-desk/email.html**. If you have questions, contact us at (619) 660-4395 or email c-helpdeskegcced.edu.

TALK 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 meet with a counselor by visiting our **Talk with a Counselor** webpage.

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.

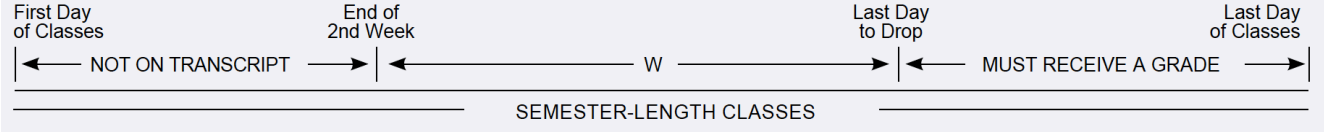
https://www.gcccd.edu/colleges-important-changes/

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

WITHDRAWAL & GRADE RESPONSIBILITY TIMELINE



CUYAMACA COLLEGE - FALL 2021
FINAL EXAMINATION SCHEDULE

Days/Times of Regularly Exam Scheduled Classes		*Date/Time of Final*
	MONDAY, DECEMBER 13	
MW	6:30 or 7:00 a.m.	7:00 a.m.-9:00 a.m.
MW	9:00, 9:30 or 10:00 a.m.	9:30 a.m.-11:30 a.m.
MW	12:00 or 12:30 p.m.	11:45 a.m.-1:45 p.m.
MW	2:00 or 2:30 p.m.	2:00 p.m.-4:00 p.m.
MW	4:00 or 4:30 p.m.	4:15 p.m.-6:15 p.m.
M	6:00 or 6:30 p.m.	6:30 p.m.-8:30 p.m.
MW	6:00 or 6:30 p.m.	6:30 p.m.-8:30 p.m.
M	7:00 p.m.	7:00 p.m.-9:00 p.m.
	TUESDAY, DECEMBER 14	
TTh	6:30 or 7:00 a.m.	7:00 a.m.-9:00 a.m.
TTh	9:00 or 9:30 a.m.	9:30 a.m.-11:30 a.m.
TTh	11:30, 12:00 or 12:30 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.
TTh	4:00 or 4:30 p.m.	4:30 p.m.-6:30 p.m.
T	6:00 or 6:30 p.m.	6:45 p.m.-8:45 p.m.
TTh	6:00 or 6:30 p.m.	6:45 p.m.-8:45 p.m.
T	7:00 p.m.	7:00 p.m.-9:00 p.m.
	WEDNESDAY, DECEMBER 15	
MW	7:30, 8:00 or 8:30 a.m.	8:00 a.m.-10:00 a.m.
MW	10:30, 11:00 or 11:30 a.m.	10:30 a.m.-12:30 p.m.
MW	1:00 or 1:30 p.m.	12:45 p.m.-2:45 p.m.
MW	3:00 or 3:30 p.m.	3:00 p.m.-5:00 p.m.
MW	5:00 or 5:30 p.m.	5:15 p.m.-7:15 p.m.
W	6:00 or 6:30 p.m.	6:00 p.m.-8:00 p.m.
MW or W	7:00 p.m.	7:30 p.m.-9:30 p.m.

Days/Times of Regularly Exam Scheduled Classes		*Date/Time of Final*
	THURSDAY, DECEMBER 16	
TTh	7:30, 8:00 or 8:30 a.m.	7:30 a.m.-9:30 a.m.
TTh	10:00, 10:30 or 11:00 a.m.	10:00 a.m.-12:00 p.m.
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.
	FRIDAY, DECEMBER 17	
F	8:00 a.m.	8:00 a.m.-10:00 a.m.
F	9:00 a.m.	9:00 a.m.-11:00 a.m.
F	12:00 p.m.	12:00 p.m.-2:00 p.m.
F	1:00 p.m.	1:00 p.m.-3:00 p.m.
	SATURDAY, DECEMBER 18	
S		Normal Class Hours

Use the **first** class hour of the week as the key to examination times.

Full-term Saturday classes will hold examinations on Saturday, December 18 at normal class hours.

Short-term classes (including 1st and 2nd 8-week classes) will hold finals on the last class meeting.

ADMISSION AND REGISTRATION

*** PLEASE REFER TO PAGES 15-25 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.opencccapply.net/gateway/apply?cccMisCode=021**

REGISTRATION INFORMATION

REGISTRATION DATE AND TIME

All new and readmit students who apply by June 10, 2021 and all continuing students, will be sent a Registration Appointment. Those who apply after June 10, 2021 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/WebAdvisor availability:
Monday-Saturday, **7am-10pm**

INTERNET REGISTRATION AND FEE PAYMENT

Students may register via the Internet using **Self Service/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 **https://www.cuyamaca.edu/admissions/index.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/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 **Self Service/WebAdvisor**, please visit **https://wa.gcccd.edu/col/wa?TYPE=M&PID=CORE-WBACCT&CLONE=N&CONSTITUENCY=WBDF&TOKENIDX=8709271323**

Self Service/WebAdvisor www.cuyamaca.edu

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/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 **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/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 **https://www.cuyamaca.edu/student-support/counseling-center/probation-and-dismissal/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 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 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/WebAdvisor**. 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 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 depar tment 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 purposesuntil 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.

Enrollment Fee (Mandatory) .....$ 46.00 per unit
(fees are subject to change)
Parking Permits (No charge during Fall 2021):
Auto Parking Permit..... $ 40.00
Motorcycle Parking Permit..... $ 20.00
One Day Permit.....$ 2.00
* Health Fee (Mandatory) ..... $ 20.00
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$307.00 per unit
International Students - above fees plus$307.00 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.

NEED MONEY FOR COLLEGE?

The Financial Aid Office is here to help!

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

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

Did you know that:

- **$** Applying for financial aid is EASY AND FREE through the FAFSA (Free Application for Federal Student Aid) or through our website
- **$** 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

Fees may be paid by check, Visa, MasterCard, American Express or Discover on Self Service/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 t o 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 13 and 14.

Zero Textbook Cost sections, designated as " " 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 " " in the class schedule.

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/WebAdvisor** and Canvas accounts.

Phone: (619) 660-4395 or Email: c-helpdesk@gcccd.edu
Visit **www.cuyamaca.edu/student-support/technology-center/help-desk.php** for more information.

Tutoring: Cuyamaca College offers tutoring at no cost to enrolled students. For fall 2021, all tutoring has been combined into one Virtual Tutoring Center so you can go to one place for all your learning assistance needs.

You can work with a tutor by live zoom video, talk to a tutor on the phone, 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**.

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.

Video, Phone, and Email sessions available.
Email, Call, or go to our website
for help and for more information.

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

Library: The Library mission is to develop and expand quality services and instructional programs to ensure student success. The Library is committed to serving the diverse needs, interests and learning styles of our students.

The library's extensive electronic book collection is also available 24/7 to students anywhere they have internet access. Visit us at **www.cuyamaca.edu/library**

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/covid19/student-resources/online-success.php**

GENERAL INFORMATION

OBTAINING YOUR GRADES

Grades are not mailed. Students may obtain their grades online through **Self Service/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 **Self Service/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/admissions/admissions-and-residency-forms/forms.php**

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, 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 the Student Picture I.D. Offices for this FREE card. You must present a valid government issued identification card. The office is located in the Admissions and Records office A-300. 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.**

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. 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 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 **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 student 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 the One-Stop Student Services Center, Bldg A300. 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, 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) 660-4204. Eligibility requirements and more information can be found at **https://www.cuyamaca.edu/student-support/additional-support-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 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. 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. Contact Main DSPS Office at (619) 660-4239, Fax: 619-660-4055, Video Phone (619) 567-4275. Email Main DSPS Office: cuyamaca.dsps@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 and staff. 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 cuyamacahealthandwellness@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:** The shower facilities will not be available during Fall Semester 2021 for distance learning, but will resume when the campus reopens for in person classes and programs.
- **Food Pantries**: Cuyamaca Cares will provide drive through food pantry events during Fall Semester 2021 and all dates and resources can be found at: **https://www.cuyamaca.edu/student-support/cuyamaca-cares/index.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 to 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. Two 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
- 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 **Self Service/ 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.

DAILY GUEST PARKING PERMITS

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.

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 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.

There is a $2 charge for replacement of a damaged or mutilated parking permit. The permit must be returned to the cashier's office before issuance of the replacement permit.

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**

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**

CUYAMACA COLLEGE CAREER CENTER

Looking for a job?

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 and Job Shadowing Opportunities**

We are located at I-223
Drop-ins and Appointments Welcome!
(619) 660-4436 | cuyamaca.career@gcccd.edu

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-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 Civic 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

GROUNDS 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) 660-4426
(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 ..... (619) 660-4429
New Student Advising
New Students - contact us via email at
Cuyamaca.ecounseling@gcccd.edu
Current and returning students - **Visit Talk 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

Self Service/WebAdvisor www.cuyamaca.edu

2 YEARS FREE COLLEGE

Grossmont College | Cuyamaca College

➤ Tuition ➤ Fees ➤ + $250 first semester based on financial need

Be a first-time student

Be a full time student

Be a California resident

1. APPLY to Grossmont and/or Cuyamaca College

2. COMPLETE the New Student Orientation

3. CREATE an Education Plan

4. SUBMIT the FAFSA or CA Dream Act Application

GROSSMONT CUYAMACA COLLEGE PROMISE

VISIT MyCollegePromise.net

FREQUENTLY ASKED QUESTIONS

GROSSMONT CUYAMACA COLLEGE PROMISE

1. **WHEN IS THE DEADLINE TO APPLY?**
   Two (2) weeks after the first day of the semester.
   Go to **MyCollegePromise.net** for each semester's deadline.

2. **WHEN ARE STUDENTS NOTIFIED OF ELIGIBILITY?**
   Students are notified of eligibility, via email, one week after the semester deadline.

3. **HOW ARE TUITION AND MANDATORY FEES PAID THROUGH THE PROMISE?**
   Students will show charges for tuition and mandatory fees when registering for classes.
   Two (2) options for handling charges are available:

   OPTION 1: Students do NOT pay at the time of registration.
   Tuition and mandatory fees will be paid for by the Promise once eligibility is verified.
   Students will not be dropped from classes for nonpayment.

   OPTION 2: Students pay at the time of registration.
   Tuition and mandatory fees will be automatically reimbursed once eligibility is verified.

4. **CAN STUDENTS BEGIN THE SPRING SEMESTER AND RECEIVE THE PROMISE?**
   Yes, if students are beginning college for the first time in the Spring semester. If students maintain the Promise requirements they will be eligible for the following Fall and Spring semesters.

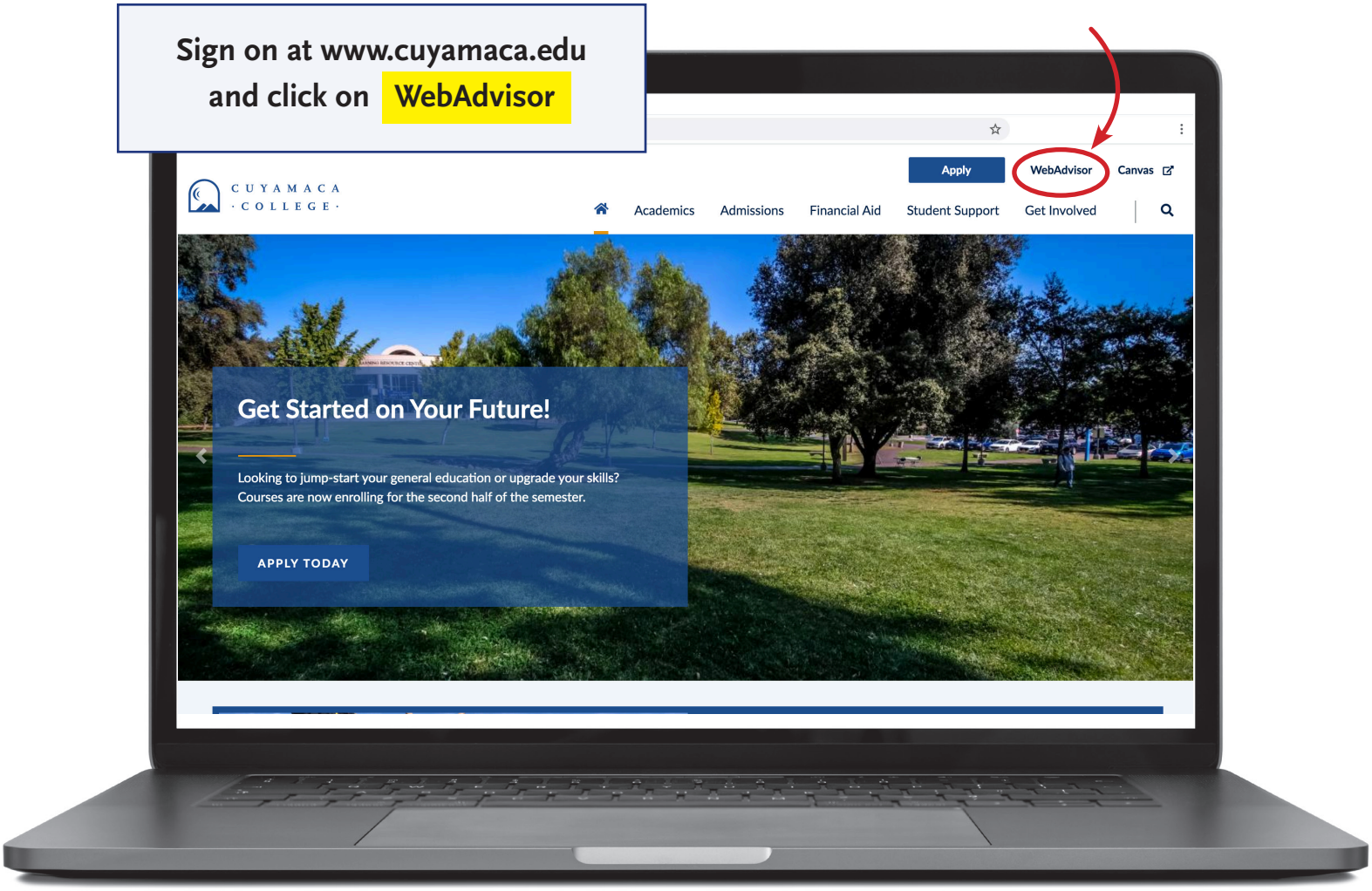
5. **DOES THE PROMISE COVER SUMMER CLASSES?**
   No. Summer classes are not covered by the Promise. Enrollment in summer classes does not impact eligibility for the Promise in Fall.

VISIT
MyCollegePromise.net

GROSSMONT COLLEGE · CUYAMACA COLLEGE

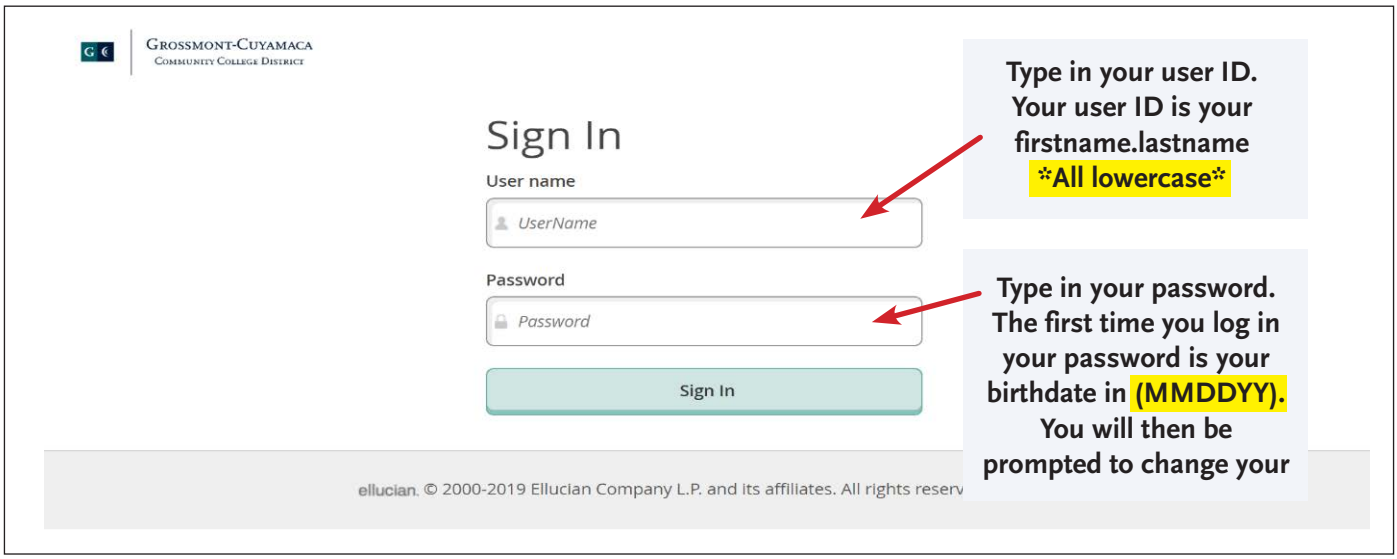
WEB REGISTRATION INSTRUCTIONS

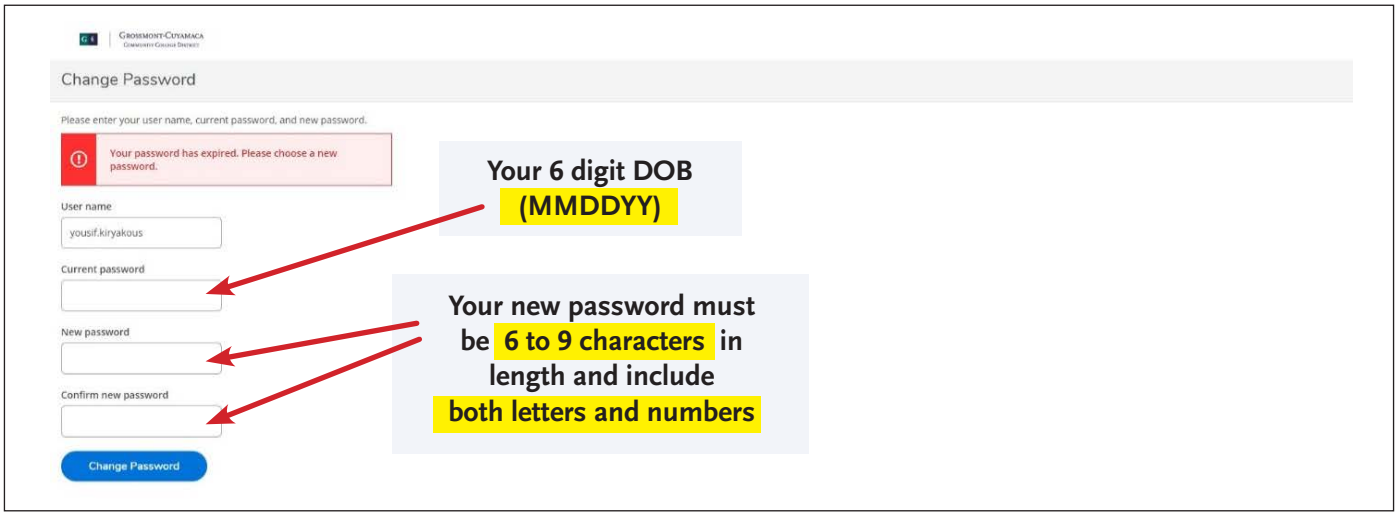
Sign on at www.cuyamaca.edu
and click on **WebAdvisor**

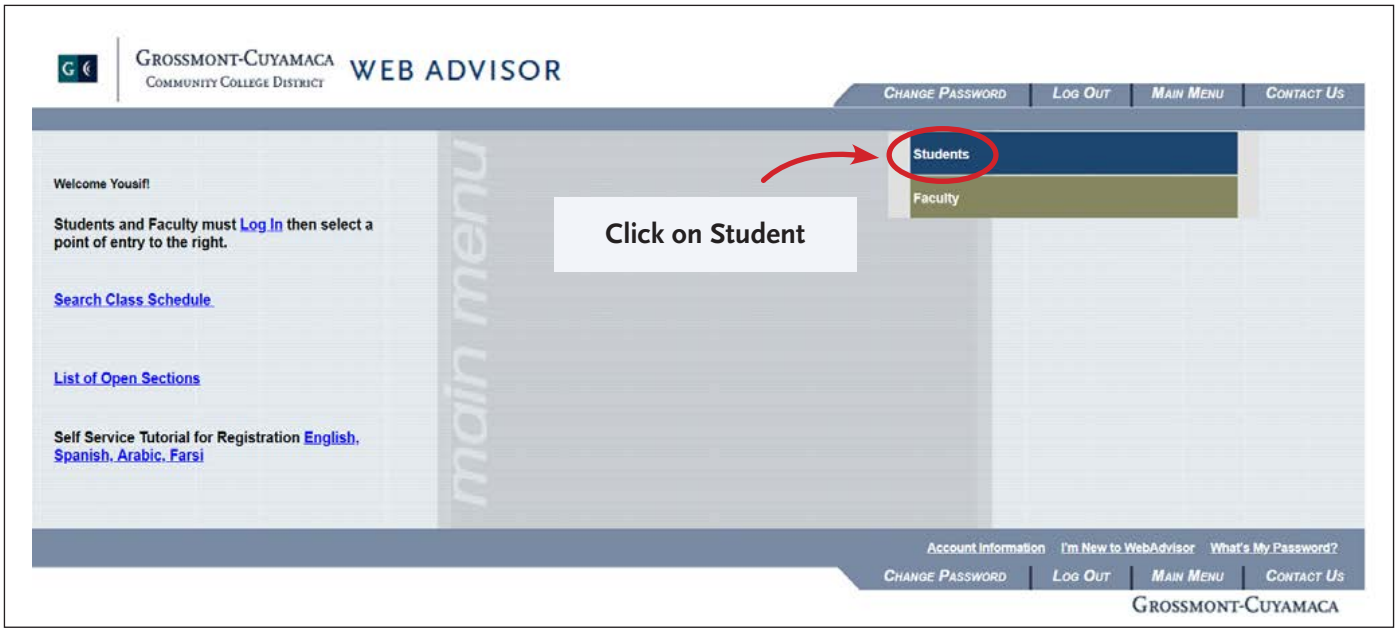


How to Sign In:

WEB REGISTRATION INSTRUCTIONS







WEB REGISTRATION INSTRUCTIONS

How to Register:

Click on **Academics** and Search For Classes to get to **Advanced Search.** "Similar to Search Class Schedule via Web Advisor"

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

User Account

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?

Make A Payment

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

Financial Aid

Grossmont Financial Aid
Cuyamaca Financial Aid

Orientation/Assess/Advising

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

Registration

Search, Plan and Register
Search District Course List
Registration Date and Time
List of Open Sections
My Class Schedule
Manage My Waitlist
FAQ's for Wait List Process
Express Registration

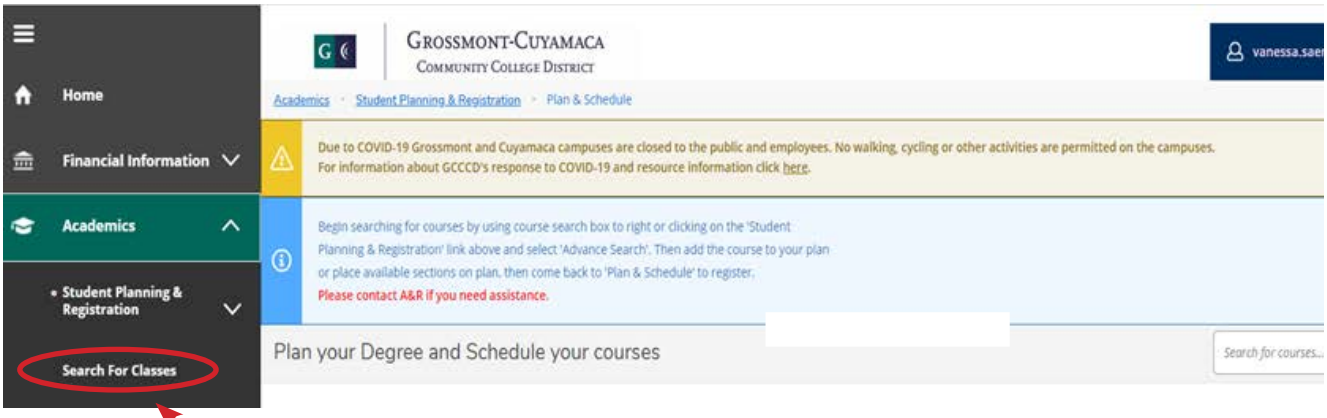
Click **Search, Plan & Register**

Academic Profile

Search, Plan and Register
Grades by Term
Academic History

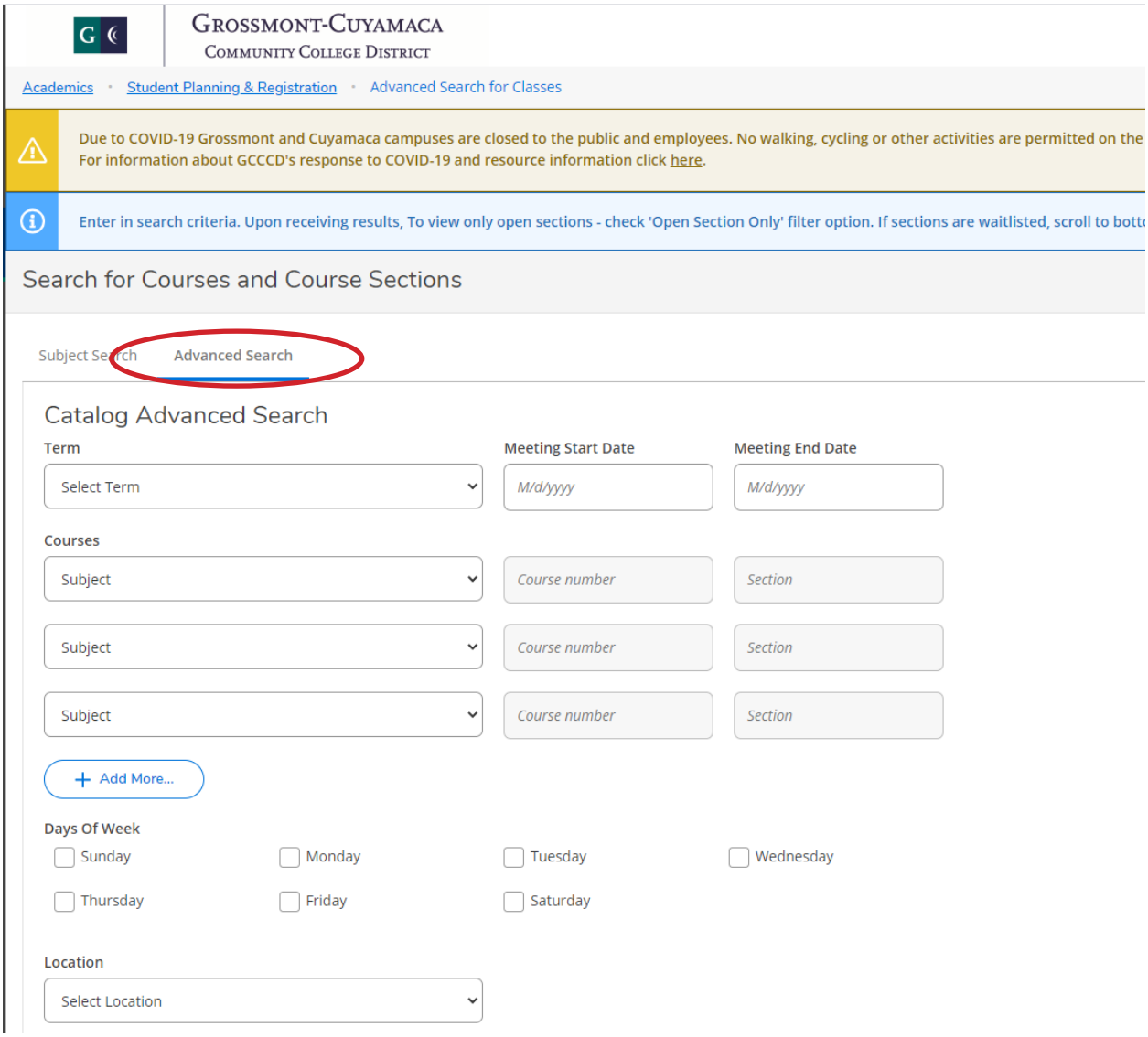
Other Services

Parking Permit/Benefit Card
My Text Books
Transcript Request
FAQ for 1098-T Forms



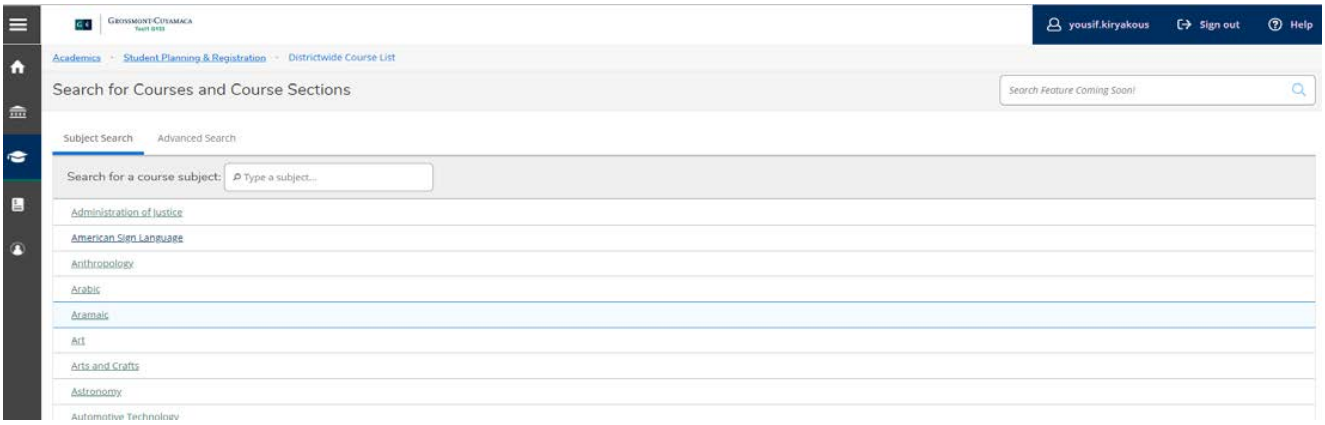
Click on **Academics** and then on **Search For Classes**

WEB REGISTRATION INSTRUCTIONS

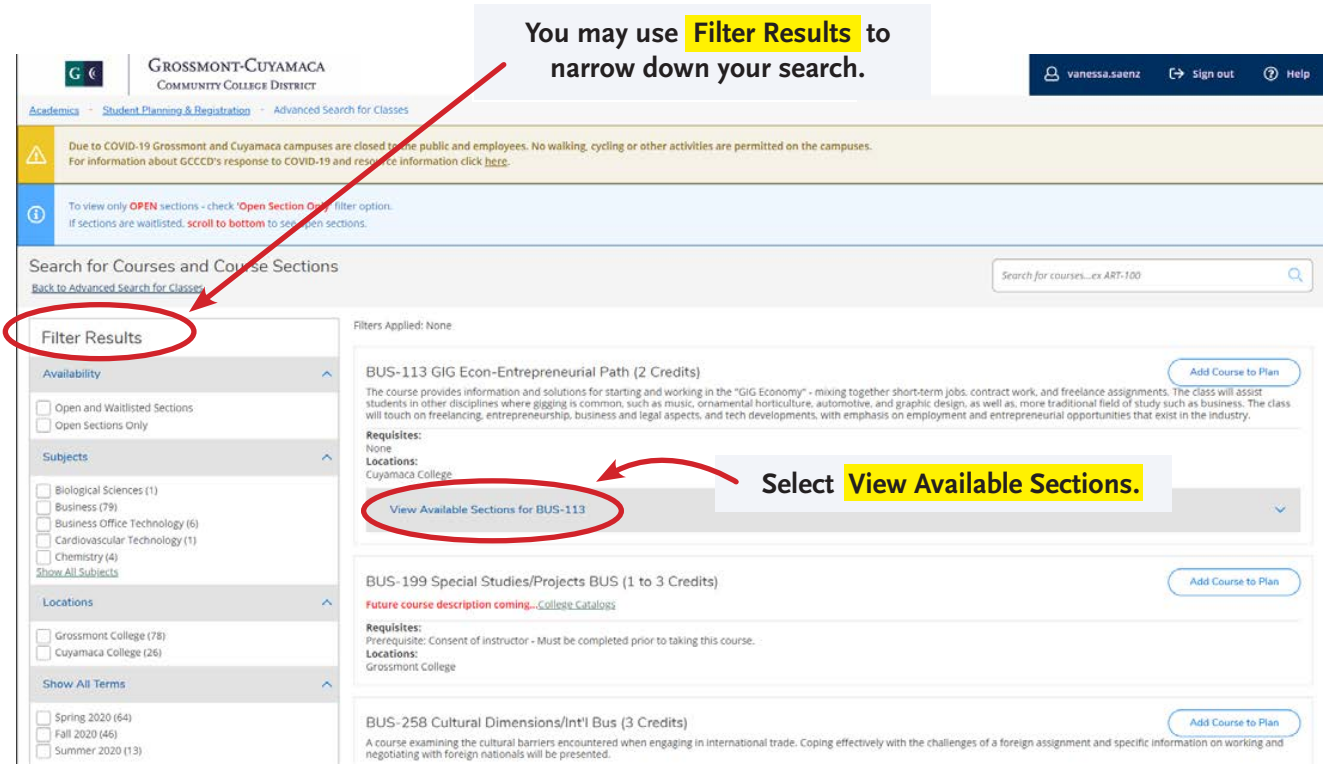


WEB REGISTRATION INSTRUCTIONS

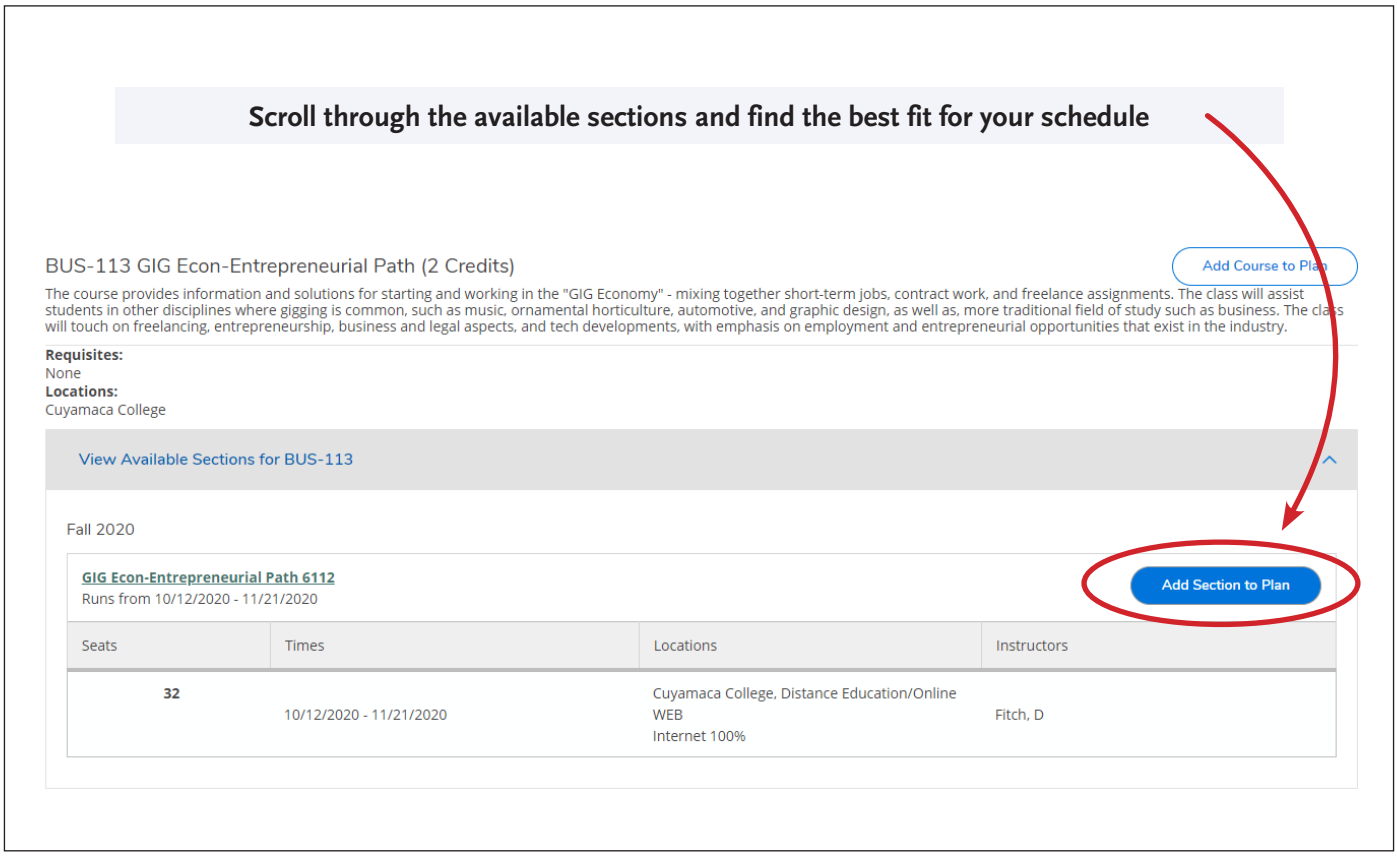
OR Search by subject:



Plan & Schedule:

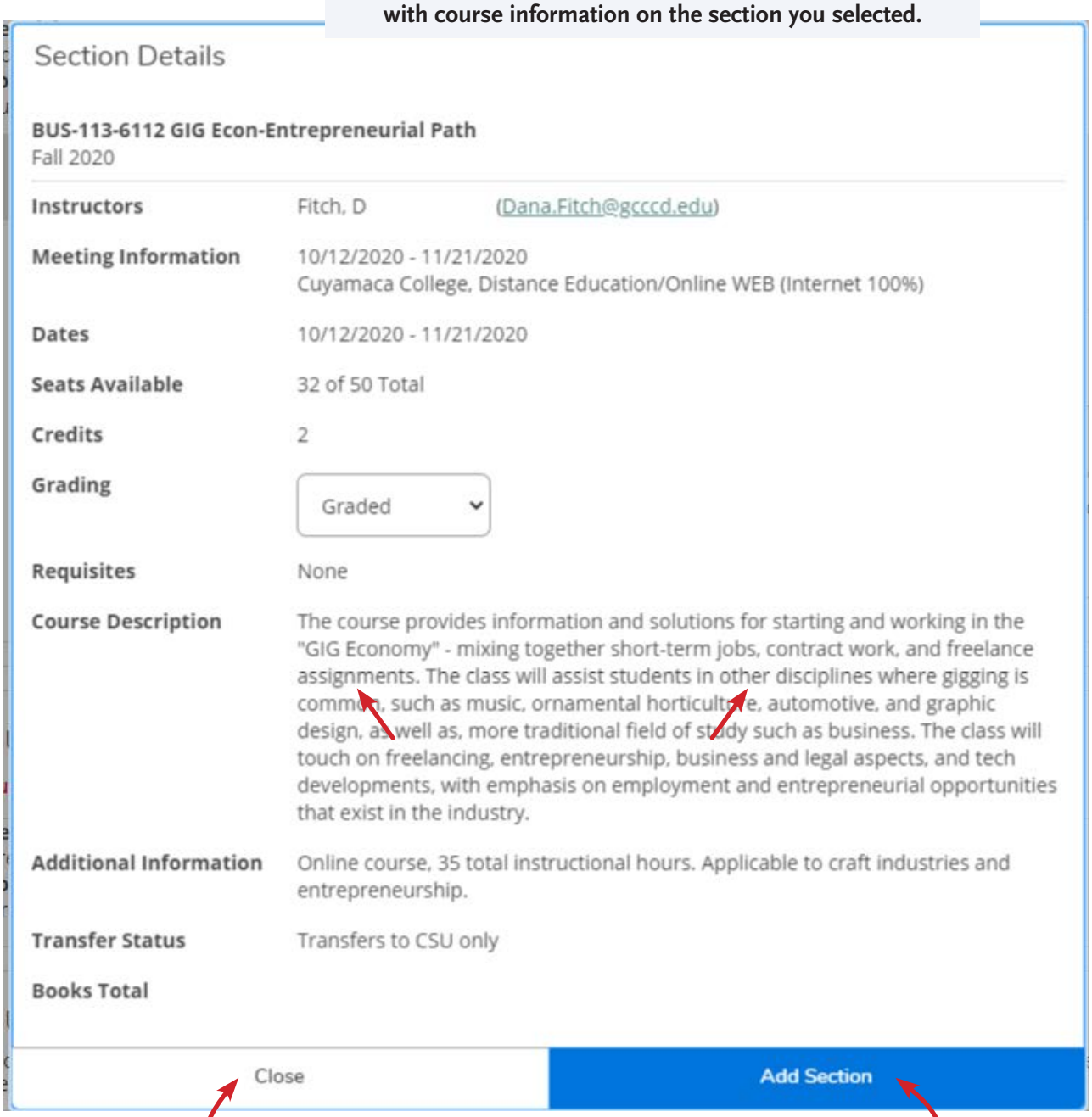


WEB REGISTRATION INSTRUCTIONS



WEB REGISTRATION INSTRUCTIONS

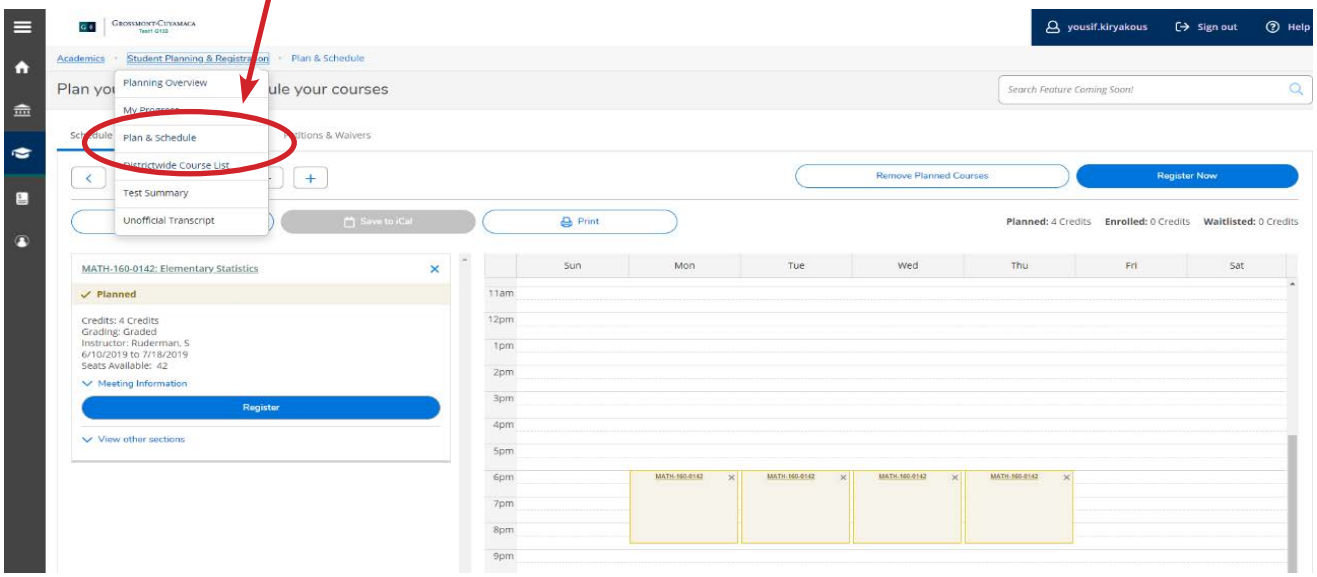
Once you have selected a section, a window will open with course information on the section you selected.

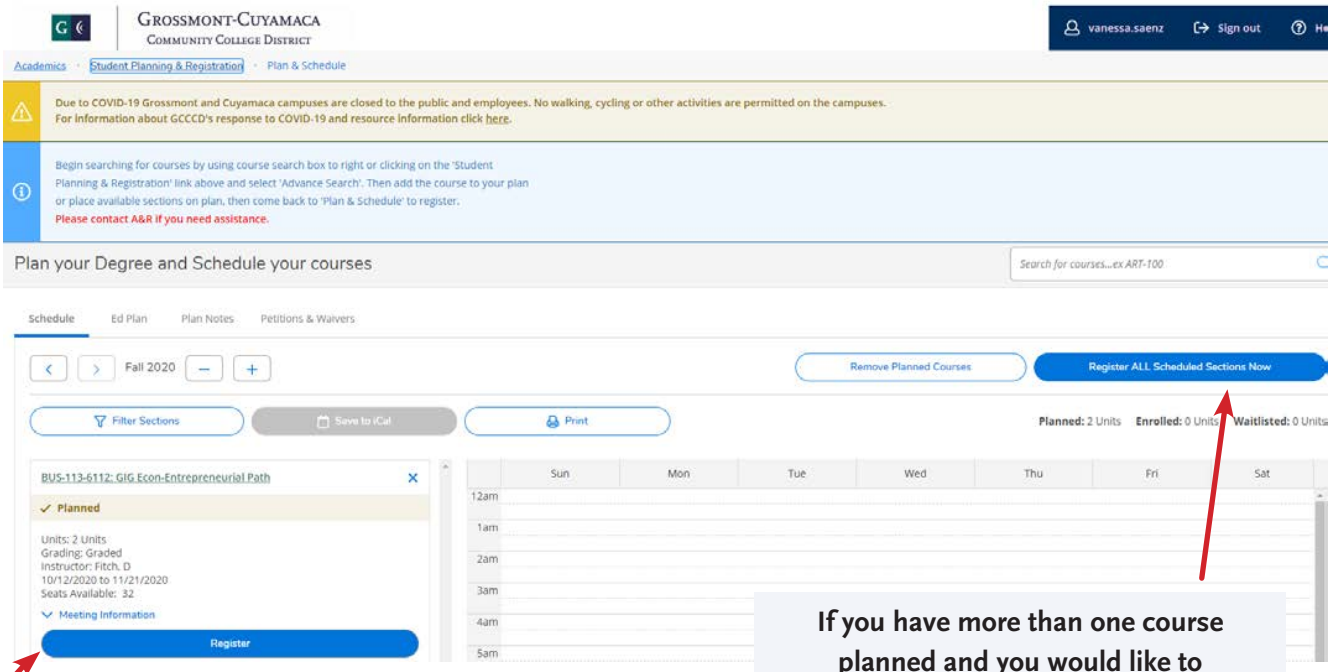


If you would like to schedule this course, select Add Section. If not, select Close and repeat the previous steps until you have selected the course you want to schedule.

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.



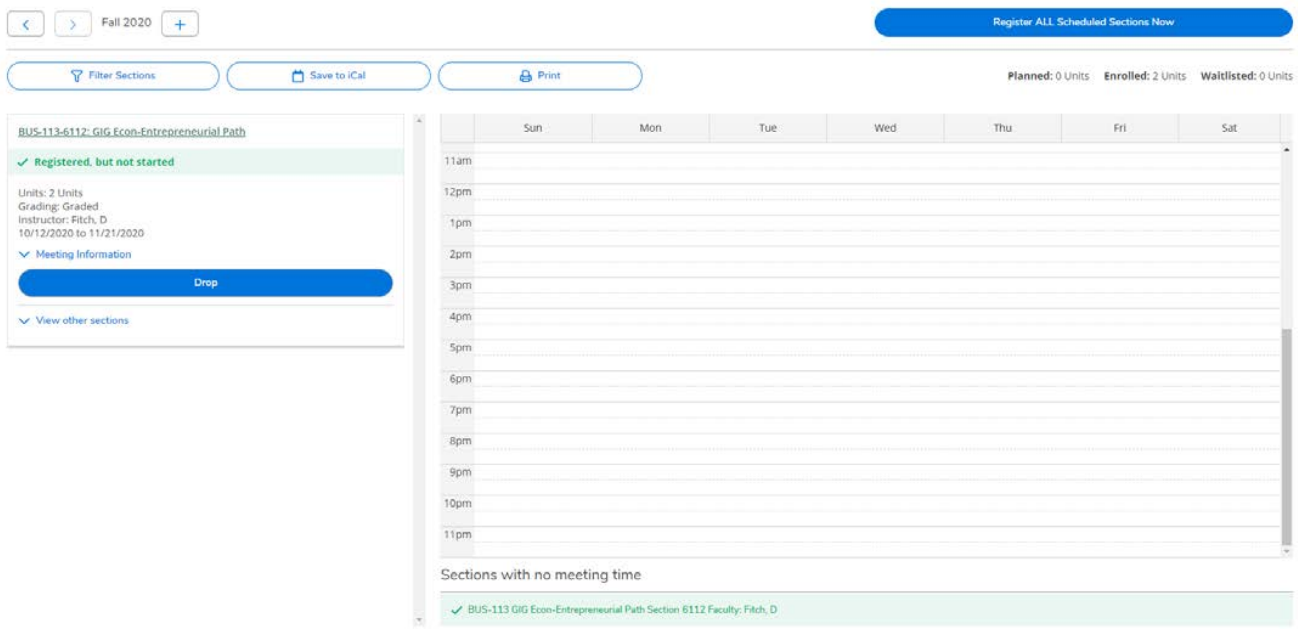


The course you previously planned should appear. If you are satisfied with this course, select **Register.**

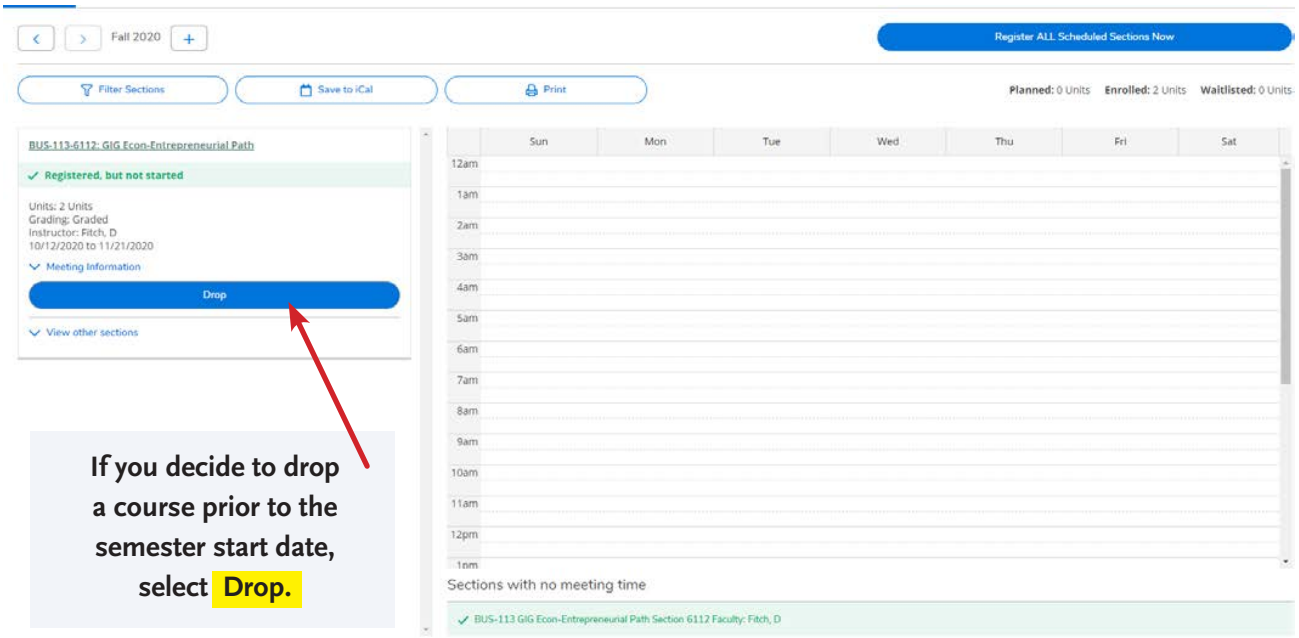
If you have more than one course planned and you would like to schedule them all at one time, select **Register ALL Scheduled Courses.**

WEB REGISTRATION INSTRUCTIONS

Registered coursed will appear in green.

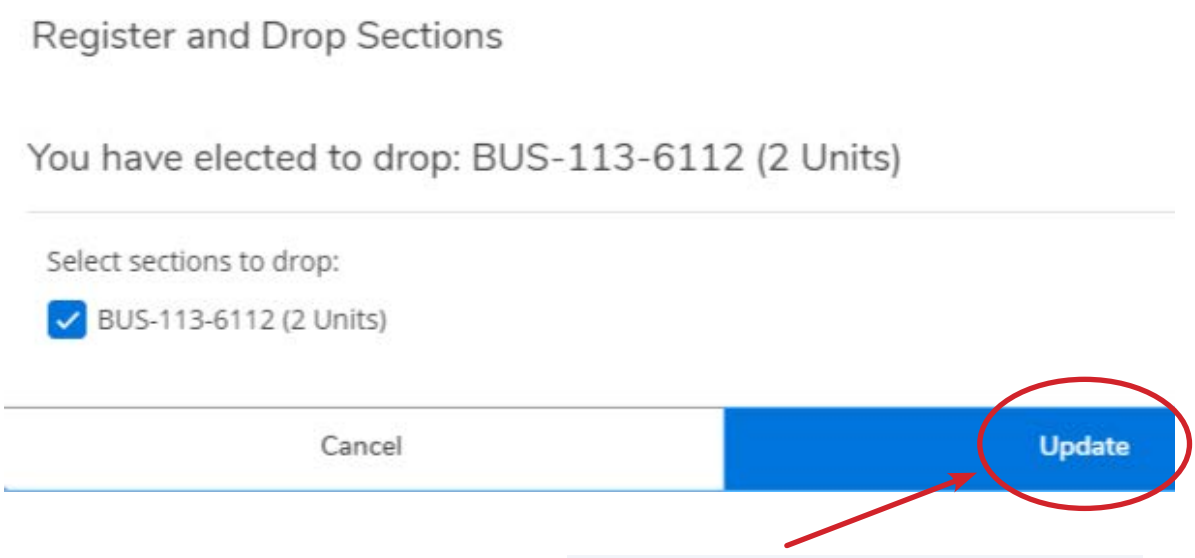


How to drop a section:

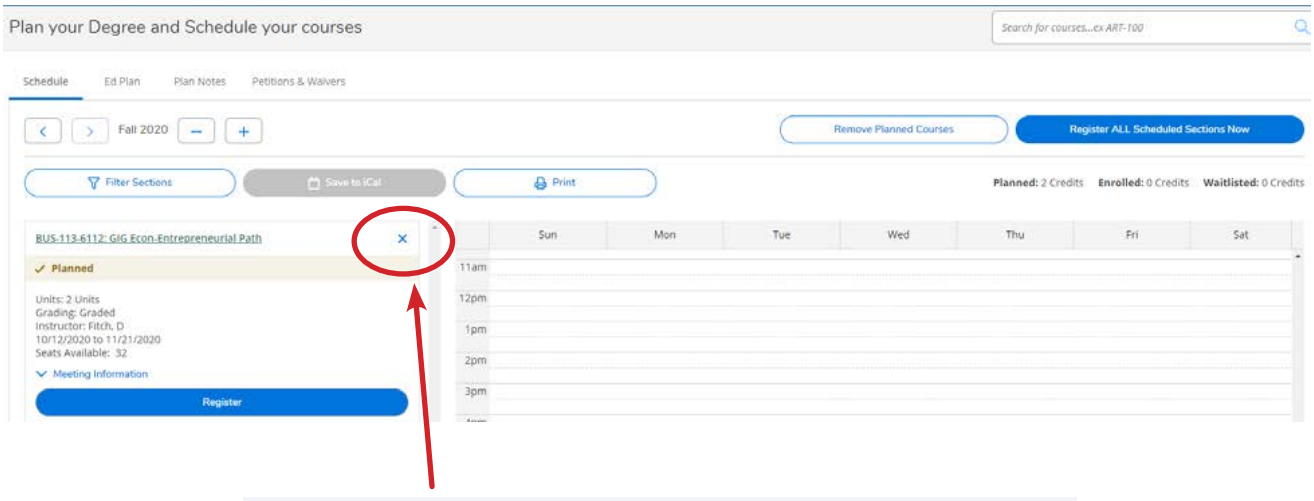


If you decide to drop a course prior to the semester start date, select Drop.

WEB REGISTRATION INSTRUCTIONS



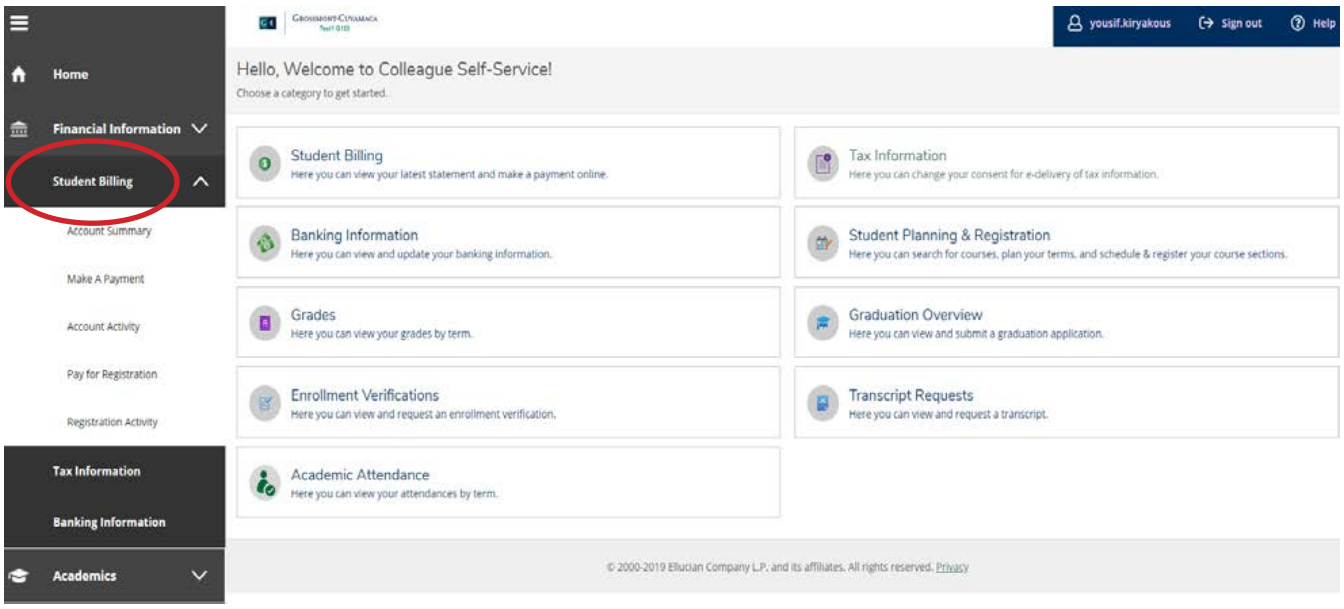
Click **Update** to proceed with **Drop.**

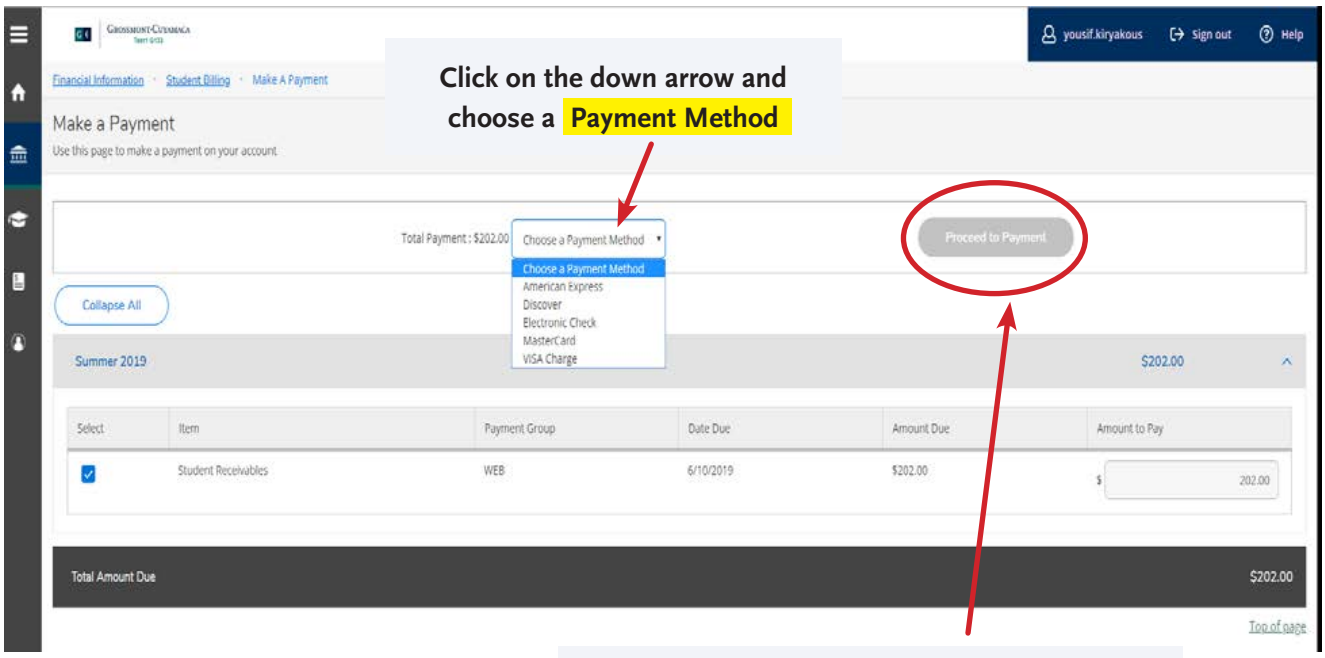


After you **Drop** the course in Self-Service, it is placed back as a planned course. To remove it from planned, click the X.

WEB REGISTRATION INSTRUCTIONS

How to pay your fees:





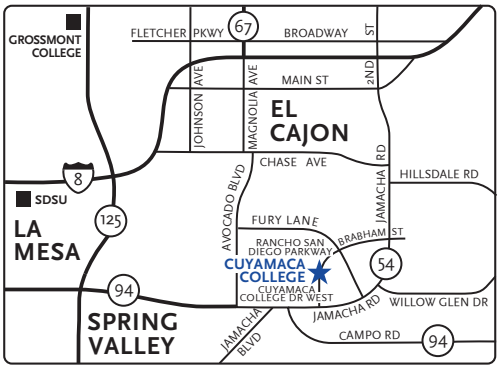
CUYAMACA COLLEGE

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

PARKING/LEGEND

- Parking Permit Machines (One-Day Permits valid only in Student lots. For visitors, spectators, etc.)
- v VISITOR
- STAFF
- STUDENT
- DISABLED
- FLEX PARKING
- MOTORCYCLE
- BICYCLE
- Wheelchair Ramp Access
- Wi-Fi Available
- Public Pay Phone
- Call Box
- $ ATM Machine
- Restrooms
- Restrooms (All Gender)
- Contemplation Room
- Lactation Room

Academic Resource Center - C Bldg
Adjunct Faculty Offices - B, E and F Bldgs
Administration - F Bldg
Admissions & Records - A Bldg
Automotive Technology - K Bldg
Bookstore - Student Center
CalWORKs - A Bldg
Campus & Parking Services (CAPS) - A Bldg
CARE - A Bldg
Career Center - I 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 Hi Tech Center - C Bldg
Duplicating (Faculty Support Services) - F Bldg
Environmental Training Center (ETC) - F Bldg
EOPS - A Bldg
Financial Aid - A Bldg
Fitness Center - D Bldg
Food Services - I Bldg
Gym - D Bldg
Harvest Pantry - Annex 1
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
NextUP - A Bldg
Ornamental Horticulture - M Bldg
Pathway Academy - Annex 1
Placement Center- A 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 - F Bldg
Transfer Center - A Bldg
UP! - A Bldg
Veterans Center - I 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!

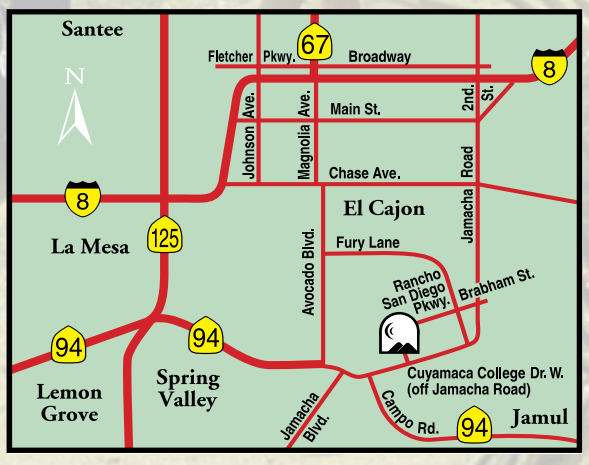
Submit a FREE Application for Admission by applying online at www.cuyamaca.edu

✓ PLAN AHEAD!

June 10, 2021 is the deadline for new students to file an application and participate in matriculation (assess-ment and orientation/advising) in order to receive a registration appointment for Fall 2021. 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.

CUYAMACA · COLLEGE ·

(619) 660-4000 • www.cuyamaca.edu