

ASSOCIATED STUDENTS OF CUYAMACA COLLEGE (ASCC)

Cuyamaca College supports the organization of students known as the Associated Students of Cuyamaca College (ASCC). The association promotes the following objectives:

- To serve as an active student voice in the operation of the college, including both shared governance and the management of student activities.
- To provide an opportunity for leadership experience and training for students.
- To enhance, wherever possible, the general excellence of the college, uniting the interests of all persons – faculty, administration, students and the local community.

ASSOCIATED STUDENT GOVERNMENT (ASG) SHARED GOVERNANCE

Since virtually all major decisions made at Cuyamaca College affect students in some way, student input to the various decision-making bodies is relevant, necessary and welcomed. ASCC has adopted a constitution which established an organized student voice at Cuyamaca College. This voice is facilitated by the ASCC and is a critical constituency among the college governance structure.

ASCC meetings are held weekly; dates and times are posted one week prior on the ASCC bulletin board. For more information, please call (619) 660-4297. All members of the college community are welcome to attend. Additional information regarding student government is available in the ASCC Office, the Student Center and the Student Affairs Office.

ASSOCIATED STUDENT SERVICES AND ACTIVITIES

With the support of the student body, the ASCC plans, organizes, promotes, sponsors and finances a comprehensive program of activities and services for all Cuyamaca College students. The activities program is organized to achieve the following objectives:

- To provide opportunities for the development of the social and cultural interests of the entire college community.
- To afford avenues for the enrichment of each individual's life through sharing and enjoying a group spirit of mutual responsibility, leadership and creativity.
- To promote college spirit and community awareness. The variety of departments, clubs and facilities permits a student to experience a broad spectrum of interest, including but not limited to, music, art, drama, sports, ecology, community service and business.

STUDENT AFFAIRS OFFICE

The Student Affairs Office acts in an advisory role to the Associated Students of Cuyamaca College, as well as to the Inter-Club Council. Opportunities are provided for students to organize, meet, and work together to extend their academic learning process through campus involvement and participation. By providing this educational culture, the Student Affairs Office helps foster the intellectual, social, and emotional growth of the campus community.

The Student Affairs Office also serves as a liaison to the Bookstore and Food Services operation at Cuyamaca and welcomes student involvement.

Facilitating student complaints and grievances in compliance with District policies and helping students learn about college policies and procedures is a major component of this office.

In addition, overseeing ASCC and Student Trustee elections and yearly Commencement ceremonies are primary responsibilities of this office.

Students interested in obtaining club charters and ASCC candidate petitions should come to the Student Affairs Office, located in G117.

STUDENT BENEFIT CARD

A Student Benefit Card may be purchased for \$10. This card entitles a student to the usage of IBM compatible computers, free admission to all college-sponsored athletic events, as well as special college and community discounts.

The Student Benefit Card not only benefits students, it also allows the ASCC to support various activities and programs on campus.

For additional information, please contact the Student Center at (619) 660-4274 or Student Affairs Office at (619) 660-4297.

STUDENT PICTURE I. D. CARD

A Student Picture I.D. Card is required for access to library services, the Fitness Center, the Tutoring Center, and may be required for some laboratory classes. After a student has completed the registration process, please come to the Student Affairs Office. Every Cuyamaca College student is allowed to have **one** FREE Student Picture I.D. Card while attending Cuyamaca College.

The replacement cost for a lost, stolen or mutilated Student Picture I.D. Card will be \$5.00.

ATHLETICS AND RELATED ACTIVITIES

Cuyamaca College participates in and supports excellent intercollegiate programs. Men's intercollegiate programs include basketball, golf, soccer, track and cross-country. Women's athletic teams include soccer, track, cross-country, basketball, volleyball and tennis.

HONOR SOCIETY/PHI THETA KAPPA

Phi Theta Kappa is an honors organization reflecting the hallmarks of scholarship, leadership, service, and fellowship. The programs of the Society are designed to give the members opportunities for personal growth in all areas, encouraging the more balanced individual. The organization was created in 1918. Cuyamaca College has an honor society chapter. The requirements for admission as a provisional member are:

- Academic excellence as defined by a GPA of 3.50 or better,
- Must have completed a minimum of twelve (12) semester units at Cuyamaca College that qualify for an Associate Degree program, and
- Each prospective student must pay a non-refundable administration processing fee of \$15 at the time of filing application and profile forms for provisional membership admission.

Students must apply for membership. For more information contact the Student Affairs Office at (619) 660-4297.

COLLEGE STUDENT ORGANIZATIONS/CLUBS

Cuyamaca College offers a wide spectrum of special interest and program-related clubs for student participation.

Information on how to organize a new club or join an existing one is available in the Student Affairs Office. College clubs include Phi Theta Kappa, Biological Society, International Sign Language and many others from which to choose.

An Inter-Club Council, consisting of representatives from each college club on campus, exists to coordinate events and activities and share ideas. A "Clubs Information Week" is held near the beginning of each semester.

In accordance with Sections 76035, 32050 and 32051 of the Education Code of the State of California, the Governing Board of the Grossmont-Cuyamaca Community College District has ruled that secret fraternities, sororities or clubs may not be formed. Moreover, Section 32051 of the Education Code forbids the practice of hazing by organizations or individuals either on or off the Cuyamaca College campus.

CULTURAL ACTIVITIES

As part of the educational offering, Cuyamaca College presents a year-long series of cultural events. Among the presentations are lectures by persons of note in the political and science disciplines, artists in the fields of music and dance, art festivals, film series, and other events that add variety to the intellectual and cultural life of the college community. These include both day and evening programs which are open to students and the general public.

A selected day each month serves as "College Hour," when college-wide and specialized activities are held as enriching experiences outside of classroom academic life.

BOOKSTORE

All required texts, computer software, clothing, trade books, gifts and school supplies are available for purchase at the Bookstore, located in the center of the campus near the flagpole. Sales from the Bookstore help support student scholarships and Cuyamaca College programs.

CAREER CENTER

The Career Center, located in the Student Services One-Stop Center, assists students and the community with career decisions and planning at no charge. Career assessment tests are available to help students explore their interests, skills, work values and personality type as an aid in making career decisions. A career library is available as well as computerized occupational information, which contains information on local, state and national trends, salaries and skills for various jobs. Internet access is also available.

Various career development and job search workshops for students and the community are presented on campus. Each spring, a Career Fair is held with over 50 local employers. Resources in the Career Center are available to students and the community at no charge. Visit our web site for more information at www.cuyamaca.net/careerserv/

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state-funded program designed to recruit and assist single parent students who are EOPS eligible and receiving TANF/CalWORKs or with a child 13 years of age or under who receives CalWORKs. CARE provides support services and possible grant funds to promote academic success and to assist students in attaining their career and vocational goals. Contact the EOPS office in the Student Services One-Stop Center for more information, or call (619) 660-4293.

COUNSELING

Cuyamaca College has a Counseling Center staffed with professional counselors trained to provide educational, career, occupational and personal counseling. Those responsible for the counseling function attempt to create a climate and structure in which each student has a maximum opportunity for self-fulfillment.

The Counseling Center staff recognizes that students can develop personal initiative and responsibility for planning their futures only to the extent that they have knowledge about themselves. When appropriate, counselors will administer aptitude, interest and personality tests. They will assist students in exploring their goals, values, career aspirations and lifestyles. A series of personal development classes are offered to assist with this exploration and to meet individual interests and needs. Academic counseling is available to help students achieve their educational goals.

DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Disabled Students Programs and Services provides support services to students with disabilities to enhance their probability for success. These services are considered over and above other services that are available to all students.

Students who have a disability and require special services and/or equipment in order to succeed in college are asked to contact DSPS, where qualified persons are available to assist with these needs. Academic and disability related counseling are available along with the following services: registration assistance, special parking, transportation assistance on campus, special equipment, high tech lab usage, interpreters for the deaf, readers for the blind, note-takers, learning disabilities assessment, additional tutoring, special classes, speech-language strategies, TTY (619-660-4386), high-tech computer lab, and referrals to other colleges and outside agencies such as the Department of Rehabilitation, the Access Center and the Computer Training Center at Grossmont College.

DISABLED STUDENTS: ACADEMIC ACCOMMODATIONS AND APPEALS

Cuyamaca College recognizes that a disability may preclude a student from demonstrating required math, reading, and writing competencies or from completing course requirements necessary for an AA/AS degree in the same manner as nondisabled students. The college also recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student's course of study and without compromising the integrity of any student's degree. Contact the DSPS Office for further information.

Affiliation with DSPS is not mandatory in order to receive accommodations. For further information contact the College ADA-504 Coordinator.

ACCESS AND REGULATIONS

Questions regarding accessibility, Title 5 regulations, VATEA, Americans with Disabilities Act, Section 504 and other laws regarding the disabled should be addressed with DSPS personnel.

DISTRICT PUBLIC SAFETY DEPARTMENT

The Public Safety Department provides 24 hour-a-day police services to persons and property on college grounds, facilities, parking lots, and at adjacent or offsite locations. However, all persons on college grounds are primarily responsible for their own safety and property.

District Police Officers are sworn officers in compliance with the California Education Code and the California Penal Code, and have full law enforcement authority throughout the state. District Police Officers are vested with full law enforcement powers and responsibilities as local police and sheriff's deputies in your home community.

In addition to the District Police Officers, the Department employs uniformed student Community Service Officers who provide building security, escorts, and assistance with special events.

The District Police have established Memorandums of Understanding (MOUs) with local law enforcement agencies in which our two colleges are located. The MOUs between the District Police and local law enforcement agencies have been in effect since 1998. The mutual agreements allow the District Police to have primary operational responsibility for law enforcement and investigative services on college district property, with the assurance that local law enforcement agencies can be called for assistance and mutual aid as appropriate. Copies of these agreements are available to the public at the Public Safety Department headquarters, located on the Grossmont campus, and are also available at the Public Safety office at the Student Services One-Stop Center on the Cuyamaca campus.

EMERGENCY SPEED DIALING PAY PHONES

At least one phone in each group of pay phones throughout both campuses is equipped with emergency speed dialing.

Dialing the pound sign (#) and one (1) will immediately connect the caller to the Public Safety Department. These phones are easily identified by a sign above the phone and by a vinyl sticker displaying a two-digit number that will enable callers to relay their exact location to the officers.

Emergency directions in Braille are also on each phone to assist the visually impaired. More information is available through Disabled Students Programs and Services.

EMERGENCY CALL BOXES

Emergencies and other requests for services can also be reported to the District Police by using one of the colored Emergency Call Boxes located throughout both campuses.

CRIME REPORTING PROCEDURES

Public Safety Department personnel are available 24 hours-a-day. Emergencies, criminal activities, or other incidents may be reported at any time, day or night, by calling:

- EMERGENCIES** 911
- DISTRICT POLICE** (619) 644-7654
- EL CAJON POLICE** (619) 579-3311
- S.D. SHERIFF** (858) 565-5200

OFF-CAMPUS CRIME INFORMATION

The San Diego County Sheriff's Department and the El Cajon Police Department provide the District Police with crime data for the areas surrounding both college campuses. The District Police will notify the college community when security problems arise.

DISTRICT PROPERTY

District property may not be removed from the campus without prior written authorization from the department Dean or area supervisor. Unauthorized removal of District property from the campus is a violation of the law and violators may face prosecution by the District.

CRIME PREVENTION

One of the most essential ingredients of any successful crime prevention program is an informed public. It is the goal of the District Police to inform students and staff in a timely manner of any criminal activity or security problem that may pose a reasonable threat to their safety. Such information will be distributed to students through this brochure, newsletters, posted notices, or student publications. Faculty and staff are informed through inter-department memos, bulletins and newsletters.

Individuals who need to be on campus other than during regular scheduled work hours must secure authorization from the department chairperson or supervisor prior to their arrival. The District Police should also be notified of their presence. Many campus rooms and areas are protected by intrusion alarms, so before entering these areas, the District Police should be contacted. It is the responsibility of those using rooms, offices or other areas to lock access doors, turn off lights and close all windows. Facilities Services staff and Public Safety Department personnel will check many campus areas during off-hours, but the primary responsibility for security lies with the user.

CRIME STATISTICS

Statistics are generated annually by the Public Safety Department for all criminal offenses specified by Federal Law. The published statistics reflect only those crimes that have occurred within the District's jurisdiction and have been reported to the Public Safety Department. The primary jurisdiction of the District Police is the area on both the Grossmont and Cuyamaca College campuses, and the geographic areas contiguous to the campuses or District property, including sidewalks and streets bordering each campus and District property.

Each year the crime statistics for both campuses are submitted to the U.S. Department of Education. These crime statistics are also provided on the Internet by the U.S. Department of Education at: <http://ope.ed.gov/security>

| INCIDENTS | 1998 | 1999 | 2000 | 2001 |
|------------------------|-------------|-------------|-------------|-------------|
| GC = Grossmont | | | | |
| CC = Cuyamaca | GC/CC | GC/CC | GC/CC | GC/CC |
| Alcohol Possession | 2/0 | 1/2 | 0/0 | 0/0 |
| Simple Assault | 8/2 | 4/3 | 8/2 | 5/0 |
| Aggravated Assault | 1/0 | 1/0 | 0/0 | 2/0 |
| Auto Burglary | 29/4 | 20/3 | 5/0 | 5/2 |
| Burglary | 9/0 | 13/2 | 5/3 | 1/3 |
| Drug/Narcotic Offenses | 0/1 | 0/0 | 2/0 | 0/0 |
| Hate Crimes | 0/0 | 0/0 | 0/0 | 1/0 |
| Homicide | 0/0 | 0/0 | 0/0 | 0/0 |
| Robbery | 0/0 | 0/0 | 0/0 | 0/0 |
| Rape | 0/0 | 0/0 | 0/0 | 0/0 |
| Sex Offenses | 0/0 | 0/0 | 0/0 | 2/2 |
| Stolen Vehicle | 9/3 | 4/3 | 1/4 | 1/1 |
| Weapons Possession | 0/0 | 1/0 | 0/0 | 1/0 |
| Arson | 0/0 | 0/0 | 0/0 | 0/0 |
| Arrests: | | | | |
| Alcohol | 2/0 | 1/0 | 0/0 | 0/0 |
| Drug/Narcotic | 0/0 | 0/0 | 2/0 | 0/0 |
| Weapons Possession | 0/0 | 0/0 | 0/0 | 1/0 |

8800 Grossmont College Drive
 El Cajon, CA 92020-1799
 (619) 644-7010
 Website: www.gcccd.net

EXTENDED OPPORTUNITY PROGRAMS 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 include but are not limited to financial assistance through work study, grants, orientation to college, priority registration, instructional support services, peer advising and advocacy, personal and academic counseling and transfer advising. Contact the EOPS office in the Student Services One-Stop Center for more information.

FINANCIAL AID

PURPOSE OF FINANCIAL AID

The purpose of financial aid is to help students who might not otherwise be able to attend school. Although the primary responsibility for meeting college costs rests with the student and/or his or her family, it is recognized that many families have limited resources and are unable to meet the cost of post-secondary education. For this reason, Financial Aid Programs have been established to provide assistance to students with documented financial need. Financial need exists when the cost of education exceeds the resources available to a student. The cost of education includes fees, books and supplies, room and board, personal expenses and transportation. Student earnings from employment, as well as savings, veterans benefits, social security, TANF/CalWORKs and/or expected contribution from parents' income and assets, are some of the resources considered available to a student for the cost of education.

Financial need is determined by the information provided by applicants on the Free Application for Federal Student Aid (FAFSA). If need analysis shows financial circumstances are not sufficient to meet need, Cuyamaca College will attempt to meet the need by offering assistance through the financial aid programs available. The total amount of financial aid cannot exceed documented financial need, and the monies must be used solely for educationally-related costs while attending Cuyamaca College.

FINANCIAL AID PROGRAMS

GRANTS

Board of Governors Waiver: The State of California through the BOGW program provides three ways to assist low income students with mandatory fees. Method A waives the enrollment, health services and student center construction fee. Students qualify for a Method A BOGW if they receive TANF, SSI, GA/GR, or are eligible for benefits under the California Veterans Dependents Educational Assistance Program. Method B waives the enrollment and health services fee. Students qualify for a Method B BOGW if they have a low family income. Method C waives the enrollment and health services fee. Students qualify for a Method C BOGW if they apply for financial aid and have financial need. Students will be considered for a waiver as part of the financial aid application process or may apply directly through the Financial Aid Office. Information and applications are available in the Financial Aid Office.

Bureau of Indian Affairs: BIA Grants provide money to help meet the cost of education for Native American students. The amount of the grant varies according to individual agencies of the BIA. Students may apply if they are at least one-quarter American Indian, Eskimo or Aleut, as certified by the BIA and/or tribal group serviced by the BIA, have financial aid eligibility and scholastic ability, are working toward an undergraduate degree, and have completed all of the application requirements. To apply, contact the specific agency that serves the tribe where the

student or the student's parent(s) are enrolled. The agency will provide the student with a specific BIA Grant application. Complete the appropriate items and send to the Financial Aid Office. FAFSA must also be completed. Watch for deadlines – each agency establishes its own deadline.

Cal Grant A: Cal Grant A is a grant administered by the California Student Aid Commission (CSAC). This grant is for California residents only. It provides assistance to students from low and middle income families who will be attending tuition-charging institutions after leaving Cuyamaca College. Cal Grant A pays all tuition charges at public California colleges or universities and up to \$9,708 of tuition charges at private California colleges or universities. To apply for this program, submit a FAFSA and a GPA Verification form postmarked by March 2, 2003.

Cal Grant B: Cal Grant B is a grant administered by the California Student Aid Commission (CSAC). It provides access costs for low income students up to \$1,551 per year for up to four years. This grant is for California residents only. To apply for this program, submit a FAFSA and a GPA Verification form postmarked by March 2, 2003.

Cal Grant C: Cal Grant C is a grant administered by the California Student Aid Commission (CSAC). Cal Grant C is for vocational students from low and middle income families. The maximum award is \$576. This grant is for California residents only. To qualify, the student must be enrolled in an approved vocational course of study from four months to two years in length. Cal Grant C's are awarded for the length of the vocational course. To apply for this program, submit a FAFSA and a GPA Verification form postmarked by March 2, 2003 and September 2, 2003.

Cal Grant Community College Deadline: Community college students who miss the March 2, 2003 priority deadline may continue to apply for a limited number of special community college Cal Grants (A or B) until September 2, 2003. Students must list a community college first on their FAFSA and submit the FAFSA and a GPA Verification form postmarked by September 2, 2003.

Federal Work Study (FWS): FWS is a federally-funded program which gives students the opportunity to earn part or all of their financial need by working on campus while in school. Jobs available include teacher's aide, clerk, groundsperson, custodian and lab assistant. The student's wage will be determined by the type and difficulty of the work to which the student is assigned.

This type of part-time work can add to the student's educational experience and can be a valuable asset when seeking employment after graduation.

Extended Opportunity Programs & Services Grant (EOPS): EOPS is a state-funded program designed primarily for the orientation, recruitment and retention of California residents who are considered educationally disadvantaged (as determined by EOPS), have not completed more than 70 units of degree applicable course work, are enrolled full-time, and qualify for the Board of Governors Waiver, Method A or B. The EOPS Program also

offers grants and support services such as tutoring and peer counseling. Grant awards range from \$100 to \$900 per academic year.

Cooperative Agencies Resources for Education Grant (CARE): CARE is a state-funded program designed to recruit and assist single parent recipients of TANF/CalWORKs who are full-time students eligible for the EOPS Program. Students must have at least one child under 13 years of age or under. Grants are given to assist students with childcare costs.

Federal Pell Grant: The Federal Pell Grant is available for undergraduate study until students receive their first bachelor's degree to a maximum of five years. Federal Pell Grants range from \$100 to \$3,750 per academic year depending upon the "Expected Family Contribution" (as determined by the federal government), the cost of attendance and the student's enrollment status. Undergraduate students who have submitted a valid Student Aid Report (SAR) may qualify for the Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (FSEOG): FSEOG is a federal grant program for undergraduate students who have "exceptional need" and who have not received a bachelor's degree. First priority will be given to students enrolled full-time with an Expected Family Contribution (EFC) of 900 or below. Generally, the maximum FSEOG award at Cuyamaca College will be \$900 per academic year.

LOANS

Federal Family Educational Loan Program

Federal Stafford Loan (FSL): An FSL is a low-interest loan made to the student by a lender such as a bank, credit union or savings and loan association to help the student pay for his or her education. These loans are insured by the guarantee agency in the student's state and reinsured by the Federal Government. The interest rate is variable (adjusted annually) but will never exceed 8.25%. Grade level one students may borrow up to a maximum of \$2625 (subsidized and/or unsubsidized Stafford loan) per academic year. Grade level two students may borrow up to a maximum of \$3500 (subsidized and/or unsubsidized Stafford loan) per academic year. Total borrowing may not exceed \$23,000 for all undergraduate study. To apply for a Subsidized or Unsubsidized Federal Stafford Loan, a student must first apply for Federal Financial Aid via the FAFSA.

Subsidized Federal Stafford Loan: These loans are available to students who demonstrate financial need. Students who are eligible to apply for an FSL based upon need qualify to have the Federal Government pay the interest on their loan while they are in school and during deferment periods.

Unsubsidized Federal Stafford Loan: These loans are available to students who do not qualify for need-based financial aid. Students are responsible for monthly interest payments (or capitalization of interest) from the date the loan is disbursed.

Emergency Book Loan Fund: The Emergency Book Loan Program provides 30-day interest free loans to enable students experiencing a temporary shortage of funds to purchase their books. Students must be enrolled in a minimum of six units and are required to have a co-signer who is at least 21 years of age whose full-time employment can be verified. Depending on the student's enrollment status, loans can range from \$75 to \$150. These monies are made available through donations from the Associated Students of Cuyamaca College, Grossmont-Cuyamaca Community College District Foundation, Grossmont-Cuyamaca Alumni Association, Cuyamaca College Faculty and the Spring Valley Rotary Club.

OTHER SOURCES OF FUNDS

Other assistance programs are available for students through government agencies such as the County Department of Social Services, Social Security Administration and Veterans Administration. Each of these have offices in the local area with counselors to provide detailed guidance. When a student applies for assistance through the Financial Aid Office, documentation of the money received from these programs is required.

Check with the Career Center and Job Placement Office regarding job announcements. A bulletin board located in the hallway between the D and E buildings also has notices of jobs available.

WITHDRAWALS AND REPAYMENT OF FINANCIAL AID FUNDS

Effective Fall semester 2000, students receiving federal financial aid who *withdraw from all of their classes during the first 60% of a term*, will be required to repay a portion of the federal grants that they have received. That is because a student must "earn" their financial aid. Financial aid is "earned" for each day you are enrolled in the semester.

For example, if a semester starts on August 21 and withdraw from all of your classes on October 23, you will have "earned" 63 days worth of financial aid eligibility. The amount you have to repay will depend on the number of days you were enrolled compared to the number of days in the semester. For example, if there are 121 days in the semester, you would have only earned 52% of the aid you received (63 days/121 days in the term = 52%). If you had received a \$1500 Pell Grant award for the semester, you would have only earned \$780 of the Pell Grant ($\$1500 \times 52\% = \780). Because you have received \$720 more financial aid than you "earned" ($\$1500 - \$780 = \$720$), you will be required to repay half of the amount you did not earn. The amount you would be required to pay back in this case would be no more than \$360.

Please note: If you fail all of your classes in a term, you will have only earned 50% of the Pell and/or SEOG 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 have 45 days to repay the funds in full or to set up a repayment schedule. You will

be ineligible for any further financial aid at any college in the United States until you have repaid the funds in full or you have set up a repayment schedule and make repayments according to the repayment schedule.

BUDGETS

Cuyamaca College has a diverse student population which means that people have different economic lifestyles and obligations. The budgets used by the Financial Aid Office are expressions of average costs for the student population; they are intended to provide sufficient funds for most students in most circumstances. These budgets are not and cannot be intended to meet each person's full financial responsibilities. For a student who comes to Cuyamaca College relatively free of past obligations, these budgets should provide a sufficient economic base for a student to survive financially and attend school.

Since one purpose of the budget is to fairly distribute the available dollars among all eligible students, it is impossible to take into account all of the situations in which people find themselves or all of the consumer choices they make. People make their own budget decisions about what is most important to them. They may choose to share a low-rent apartment in order to have a car, or they may choose to live alone within biking distance of the campus. The choices are there for each individual.

The following budgets for the 2002-2003 academic year are based on full-time (12 semester units or more) enrollment at Cuyamaca College (subject to change):

| Housing Status | Living with Parent(s) | Living Away From Parent(s) | Living with Relatives/Friends |
|--------------------|-----------------------|----------------------------|-------------------------------|
| Fees | \$ 342 | \$ 342 | \$ 342 |
| Books and Supplies | 850 | 850 | 850 |
| Food and Housing | 2,600 | 7,100 | 4,900 |
| Personal Expenses | 1,100 | 1,400 | 1,400 |
| Transportation | <u>800</u> | <u>800</u> | <u>800</u> |
| TOTAL | \$5,692 | \$10,492 | \$8,292 |

For disabled students, additional allowances may be made for documented special costs that are educationally related but not covered by other assisting agencies.

Contact the Financial Aid Office, located in the Student Services One-Stop Center, for further information regarding eligibility, programs available, applications or other information.

HEALTH & WELLNESS CENTER

Room A111 Telephone: (619) 660-4200
To promote the health and well-being of students, the Health & Wellness Center is maintained by a registered nurse and support staff who evaluate and care for the health needs of Cuyamaca College students. Services are available on a confidential basis. Services include first aid and urgent care; blood pressure, glucose, vision and hearing screenings; tuberculosis clearance testing; body composition analysis; and illness and injury assessment, care and referral to community resources. The Center is also a health education resource providing up to date

information and direction on subjects including nutrition, illness prevention, substance abuse, birth control, sexually transmitted diseases, and much more.

The mandatory health fee which supports the Center's programs also provides for insurance coverage should a student be injured during a supervised, on-campus or school-related activity. Report all accidents and injuries to the Center. Insurance forms are available.

HIGH SCHOOL AND COMMUNITY RELATIONS (OUTREACH)

The office of High School and Community Relations (Outreach) is the official representative of Cuyamaca Community College. Outreach is Cuyamaca's link to local high schools and the community. For information about admissions requirements, academic programs, and other student services, the Outreach office is the campus resource.

Specific services provided by the Outreach staff include distribution of printed information about the college and its programs to students, teachers, counselors, and other members of the community. Visits to schools for career fairs, college nights, peer advising, and interactive multimedia presentations are also part of the Outreach program. Tours of the college campus are provided for individuals, classes and schools.

Outreach invites all prospective students and interested members of the community to take advantage of the programs and services offered. To find out how, please contact the High School and Community Relations (Outreach) office, located in Z300 or call (619) 660-4264.

INTERCOLLEGIATE ATHLETICS

To enhance student life and provide opportunities for advanced sports skills and competition, the Athletics Department offers the following sports: men's and women's soccer, cross-country, basketball, track and field; women's volleyball and tennis; and men's golf. Athletes must be full-time students and maintain a "C" average. For further eligibility information and services, contact the Athletics Director's office in the R300 building.

JOB PLACEMENT OFFICE

Job placement services are available through the Job Placement Office located in the Student Services One-Stop Center for all former and current Cuyamaca and Grossmont College students who seek job referrals. Job and employer information has been computerized for more efficient placement assistance.

Full-time, part-time, internships and summer jobs which meet the student's career interests and other job vacancies are available.

For job referral services, students must apply in person. Jobs are posted inside the Career Center. Students register

by completing a Student Application Form, presenting their Social Security Card and picture identification. Individual appointments can be made for assistance with resumes, interview techniques and other job search skills. The use of computers is available to perform job search and to post resumes on the Internet. Over 200 employer files containing employment applications are also available in the Career Center.

Videotapes containing information on resume writing, interview and job search skills are available for checkout and may be viewed in the Cuyamaca College Library.

Visit our website at www.cuyamaca.net/careerserv/ for more information.

LEARNING RESOURCES CENTER (LIBRARY SERVICES) – LRC

The LRC is central to the use of both print and electronic information resources. The LRC's web page provides useful links that support the courses offered at the College. Librarians assist students in using the online public access catalog, electronic periodical databases and the Internet to locate books, periodical articles and other resources. Materials not available at the Cuyamaca Library are routinely provided through interlibrary loan.

Students are actively encouraged to become trained researchers in the complex and changing world of information literacy. Learning opportunities range from one-on-one reference assistance to formal group orientations designed to meet specific course objectives.

The LRC's open computer labs contain a network of Macintosh and PC computer equipment with color monitors, laser printing, a scanner, CD-ROM and zip drives. Desktop publishing and other software necessary to support the instructional program are provided, including Internet and e-mail access. This lab is available to faculty and to currently enrolled Cuyamaca and Grossmont College students for general use.

Also located in the LRC is the English basic skills computer lab.

A variety of audiovisual materials including foreign language audiocassettes and videotapes of all telecourse lessons currently being broadcast are available for playback use in the listening/viewing stations.

STUDENT SUCCESS PROGRAM

MATRICULATION

Matriculation is a process that promotes and sustains the efforts of community college students to achieve their educational goals successfully through a coordinated program of instruction and support services. The College provides an admissions process, orientation, basic skills assessment, advising and counseling. See "Student and College Responsibilities/Expectations" under Academic Policies.

Within Matriculation, there are five components that help insure students' success:

1. **Admission** – A current application must be on file with the Admissions and Records Office in order to receive a priority telephone registration appointment.
2. **Orientation** – An orientation session introduces the student to the College's programs, services, academic regulations, expectations and campus facilities. All new students must attend an orientation session. To receive an exemption from this component, review the "Exemption Criteria" which follow and see a counselor.
3. **Assessment** – Multiple measures are used to place a student into English and/or math courses. These measures include testing and the use of the ENGLand and MATHLand guides. All new students must participate in assessment. To receive an exemption from this component, review the "Exemption Criteria" which follow and see a counselor.
4. **Counseling and Advisement** – Each student will meet with a counselor to initiate a Student Educational Plan (SEP) that outlines the appropriate courses needed to reach the student's identified educational goal. The student will meet with a counselor on an on-going basis to revise and/or update the SEP, as necessary. Please contact the Counseling Center at (619) 660-4429 for an appointment.
5. **Follow-up** – The faculty at Cuyamaca College use an "Early Alert" program to monitor students' progress in courses. Notices are sent to students mid-semester regarding their academic progress. Students are advised to contact their instructor(s) to discuss specific challenges they are encountering in class. Students are also encouraged to utilize the Counseling Center, Career Center and Tutoring Center to receive additional assistance.

EXEMPTION CRITERIA

Some students may be exempted from assessment if they meet one of the following criteria:

- Completed an AA degree or higher at another accredited college or university.
- Concurrently matriculated at another accredited college or university and has documentation of matriculated status, i.e., assessment scores.
- Enrolling in a course for educational/personal enrichment that does not require English or math as a prerequisite, corequisite or advisory (recommended preparation).

NOTE: Students must see a counselor for an exemption waiver.

TRANSFER CENTER

The goal of the Transfer Center is to provide students with the most current information to ensure a smooth transition to four-year universities and colleges. The Transfer Center is located in Room Z224, next to the Counseling Center. Students have access to a current catalog collection of California public universities, articulation agreements, CSU and UC admissions applications, college handbooks and a video collection of four-year universities and private colleges. In addition, the Center has a computer lab which allows students to access the Internet. Students are encouraged to visit and learn how to access the various university web pages. Some of the top web locations for students are: www.csumentor.edu, www.ucop.edu/pathways and www.assist.org. At our website, www.cuyamaca.net/transfer_center, there are links to national universities by state, major course equivalencies to SDSU and UCSD, the TAG agreement to UCSD and the Transfer Center Newsletter.

The Transfer Center hosts representatives from four-year universities to assist students in planning for transfer and provides application workshops for transfer to the UC and CSU. For additional information about special events sponsored by the Transfer Center, stop by and pick up a monthly Transfer Center Activities Calendar or call (619) 660-4425.

TUTORING

GENERAL TUTORING CENTER

The General Tutoring Center provides assistance at no cost to currently enrolled Cuyamaca College students seeking help with coursework. Tutoring is available in a variety of subjects including business, child development, computer science, foreign languages, graphic design, all sciences and social science courses.

The General Tutoring Center is located in the LRC. Day and evening appointments are available. Appointments can be made by stopping by the Center. For more information call (619) 660-4306

MATH STUDY CENTER

The Math Study Center is located in N104. For students enrolled in any math class, free tutoring assistance is available. Individual as well as group meetings are encouraged. For more information, call (619) 660-4396.

ESL AND WRITING LABS

The English Department offers a variety of reading and writing classes designed specifically to help students develop the skills necessary for success in college-level courses. Many English as a Second Language courses are also offered for those students who need work in language acquisition. Students needing individual help in writing, reading or ESL may receive assistance in the Writing Center, located in G109.