## CUYAMACA COLLEGE

# FALL 2015

## CLASS SCHEDULE



## Fall Start Date Options:

- Fall Semester and 1st 8-Week Classes Begin August 17
- 2nd 8-Week Classes Begin October 12

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



### CUYAMACA COLLEGE: LEARN TODAY, LEAD TOMORROW!

## Dear Students:

I am pleased that you have sought Cuyamaca College as THE place to pursue your higher education goals. The faculty, staff, and administration here are poised and ready to serve you in attaining your goal, whether obtaining a certificate, earning an AA or AS degree, or preparing for university transfer.

Our spectacular campus is second to none. As you walk on the paved area of the campus just outside the Student Center, you may notice 13 words etched into the concrete. They are the values that make up "The Cuyamaca Way." As you walk by those words – "beautiful, collaborative, dedicated, innovative, integrity, teamwork, vision,



welcoming, student-centered, community, excellence, passionate, friendly" - think of them as a

reminder of what we aspire to at all times at Cuyamaca College.

In addition to our extensive course offerings, Cuyamaca College provides a rich campus life. Be sure to explore our array of student clubs and organizations, athletics, student government, and campus events. Getting involved is a great way to meet new people and have some fun!

My hope is that you will have an experience here at Cuyamaca College that will be remembered for the rest of your life. Please let me know if there is anything that we can do to assist you. We are here to help!

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Wei Zhou, Ph.D. Interim President Cuyamaca College

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#### CLASS SCHEDULE

Go to WebAdvisor to view the Class Schedule online. The online class schedule is constantly updated to reflect current class offerings and enrollment. You can search for specific courses. Disciplines offered for fall 2015 include:

American Sign	(
Language	(
Anthropology	
Arabic	
Aramaic	(
Art	(
Astronomy	]
Automotive	]
Technology	]
Biological Sciences	
Business	]
Business Office	]
Technology	]
CADD Technology	
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 Exercise Science French Geography Geology Graphic Design Health Education History Humanities Library Information Resources Mathematics Music Oceanography Ornamental Horticulture

Paralegal Studies Personal Development -Special Services Philosophy **Physics** Political Science Psychology Real Estate Religious Studies Social Work Sociology Spanish Water/Wastewater Technology 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:

Greg Barr, Bill Garrett, Edwin Hiel, Debbie Justeson, Mary Kay Rosinski Student Members: Evan Esparza, Rafael Navarrete Chancellor: Cindy L. Miles, Ph.D. Cuyamaca College Interim President: Wei Zhou, Ph.D. Grossmont College President: Nabil Abu-Ghazaleh Ed.D.

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

### Getting Started at Cuyamaca

To be successful at Cuyamaca College and get priority registration students should do the following:

- 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! Please visit www.cuyamaca.
  edu to access the online application.
- Create WebAdvisor Account: Once your application is processed please login to WebAdvisor and setup your student account. Your username will be your "firstname. lastname" (lowercase only) and your initial password will be your six digit date of birth. (MMDDYY e.g. 06/02/1994 would be 060294). If you are having difficulty, please visit: www.cuyamaca.edu/services/admissions/ webadvisor-help.aspx
- 3. Submit Official Transcripts to Admissions and Records: If you have attended another college, please have your official transcripts sent to the Admissions and Records office to clear prerequisites, and to award prior credit for degrees and certificates, this includes all AP, or IB credit. Official transcripts and scores must still be in the sealed official envelope if you are submitting them in person.
- Complete the Online Orientation: Complete the online orientation on WebAdvisor. You may access the online orientation by signing into WebAdvisor, clicking on Students and under Orientation/Assess/Advising; click Step One - Online Orientation.
- 5. Take the Assessment Test: The assessment test will help us assess your current level of Math and English. You will find the option to register for the Math and English Assessment in the Student Menu under Orientation/Assess/Advising; click on Step Two -Schedule Assessment.
- Complete Online Advising: Once you have completed the assessment test the next step is to complete online advising. To complete online advising please login to WebAdvisor and click on "Students" and Under Orientation/ Assess/Advising; click Step Three - Online Advising.
- Register for Classes: You will receive an e-mail indicating your registration date and time; in April for Summer, July for Fall and November for Spring. You may then register for classes online using WebAdvisor. WebAdvisor online tutorials are available to assist you.
- Pay Fees: Once you have registered for classes you
  must now pay your tuition and fees. You can pay your
  fees via WebAdvisor or on campus at the Cashier office.
- Attend Classes: Find your classrooms on the campus map. Students taking online classes access them through Blackboard.

## Help Lines for Registration

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

## Quick Tips for Registration

Register for classes online using WebAdvisor: Log in at https://wa.gcccd.edu

**Registration:** July 13 - August 14 **Hours:** Monday-Saturday 7am-10pm

Semester starts: August 17

#### 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.
- June 26, 2015 Deadline for new students to file an application and participate in matriculation (assessment and orientation/advising) in order to receive a registration appointment for fall 2015. Students who apply after this date will be assigned to open registration.
- You may register at or after your registration date and time.
- Prerequisites should be cleared with the Counseling Center before registering. Please visit www.cuyamaca. edu/counseling for more information or call (619) 660-4429
- Fee payment is expected at the time of registration.
   Failure to pay will result in a hold on your records.
   Students are dropped from classes for non-payment of fees. No bill will be mailed.
- For more information on admissions including residency, veterans and transcripts, please visit www. cuyamaca.edu/services/admissions/default.aspx.

#### Wait Lists:

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

More detailed information begins on page 3.

## Cuyamaca TUTORING Got Help?

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

#### **General Tutoring**

Library building C-102 • 619-660-4306

#### **STEM Center**

H Building • 619-660-4396

## Writing Center (Reading, Writing, and ESL)

Communication Arts Building B-167 619-660-4463

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

### FALL 2015 CALENDAR

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

Registration	July 13 - August 14
Payment Deadline for Registration Fees	
Destructional Description	
Organizational Meetings	
Regular Day & Evening Classes Begin	August 17
Program Adjustment Aug	just 17 - August 28
Last Day to Add Semester-Length Classes	August 28
Last Day to Drop Semester-Length Classes	
Without a "W" Appearing on Transcripts	August 28
Last Day to Apply for Refund for Semester-Length Classes	A
Census Day (Semester-length Classes) Holiday (Labor Day)	
Last Day to Apply for P/NP Semester-Length Classes	Sentember 18
Last Day to Apply for Fall 2015	Ocptombor 10
Degree/Certificate	October 9
End of First 8-Week Session	October 10
Second 8 - Week Session Begins	
Last Day to Drop Semester-Length Classes	
Holiday (Veterans' Day Observed)	
Holiday (Thanksgiving)Nov	
End of Second 8-Week Session	
Final Examinations December 8, 9,	
Close of Fall Semester	
Instructor Grade Deadline	December 17
Winter RecessDecemb	er 15 - January 22
College and District Offices Closed Deceml	•
*College and District Offices closed.	,

Dates listed are subject to change. Please see www.cuyamaca.edu/ current-students/academic-calendars/2015fa-calendar.aspx for the most current calendar.

## **COLLEGE HOUR**

College Hour provides the college community with the opportunity to participate in social and educational activities outside the classroom. Instructors are encouraged to support these college hour events by recommending their students participate in the monthly, theme-based programs which are sponsored by the Student Affairs Office.

Monday, August 24, 1-2pm, Grand Lawn **Chaldean Culture and Traditions** 

Thursday, Sept. 17, 11:30-12:30pm, Grand Lawn Latino Heritage Celebration

Wednesday, Oct. 28, Noon-1pm, Cuyamaca Gym Disabilities Awareness College Hour

Tuesday, Nov. 24, Noon-1pm, Library Patio Native American Heritage

### FREE EMAIL!!!

Every student registered during the current semester has an email account accessible from ANYWHERE in the world! For more information go to www. cuyamaca.edu/cc/email.asp. If you have questions, feel free to visit the Tech Mall, Room E-121 in the Business & Technology Building for personal assistance.

#### **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.

#### STUDENT WITHDRAWAL & GRADE RESPONSIBILITY

You are held responsible for all classes in which you register. If you decide to withdraw from a class, it is your responsibility to drop using WebAdvisor. The official date of withdrawal is the date you drop your class using WebAdvisor. If this is not done, you may receive a grade of "F." If you withdraw from a semester-length class by the end of the second week, the class will not appear on your transcript. If you withdraw from a semester-length class between the third and twelfth week, a grade of "W" is issued. If you are still enrolled in a semesterlength class past the end of the twelfth week, you will receive a grade other than a "W." For classes which are scheduled for eight weeks, classes will not appear on the transcript for classes dropped during the first week and a "W" will be awarded only for withdrawals for weeks 2 through 6. (Deadline dates are listed on the calendar above.)

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

#### WITHDRAWAL & GRADE RESPONSIBILITY TIMELINE Last Day 2nd Week of Classes to Drop of Classes — NOT ON TRANSCRIPT - MUST RECEIVE A GRADE SEMESTER-LENGTH CLASSES

#### CUYAMACA COLLEGE - FALL 2015 FINAL EXAMINATION SCHEDULE

Days/Times of Regularly Scheduled Classes TUESDAY, DECEMBER 8			Days/Times of Regularly Scheduled Classes		Date/Time of Final Exam FRIDAY, DECEMBER 11	
TTh	6:30 or 7:00 a.m.	7:00 a.m9:00 a.r		F	8:00 a.m.	8:00 a.m10:00 a.m.
TTh		n9:30 a.m11:30 a.r		F		9:00 a.m11:00 a.m.
TTh		.m12:00 p.m2:00 p.r		F		12:00 p.m2:00 p.m.
TTh		2:00 p.m4:00 p.r		F		1:00 p.m3:00 p.m.
TTh	•	4:00 p.m6:00 p.r		•	-	
Т		6:00 p.m8:00 p.r			S	ATURDAY, DECEMBER 12
TTh or T		6:30 p.m8:30 p.r		S		Normal Class Hours
T	7:00 p.m	7:00 p.m9:00 p.r	n.			MONDAY, DECEMBER 14
	14/	EDNESDAY, DECEMBER	0	MW	6:30 or 7:00 a m	7:00 a.m9:00 a.m.
MW		:30 a.m 8:00 a.m10:00 a.r		MW		n9:30 a.m11:30 a.m.
MW		.m 11:00 a.m1:00 p.r		MW		m 12:00 p.m2:00 p.m.
MW				MW		2:00 p.m4:00 p.m.
MW		3:00 p.m5:00 p.r		MW		4:00 p.m6:00 p.m.
MW		5:00 p.m7:00 p.r		M		6:00 p.m8:00 p.m.
MW or W		6:00 p.m8:00 p.r		MW or M		6:30 p.m8:30 p.m.
W		6:30 p.m8:30 p.r		M		7:00 p.m9:00 p.m.
MW or W		7:00 p.m9:00 p.r		IVI	7.00 μ	7.00 p.m9.00 p.m.
	•					
		HURSDAY, DECEMBER 1				
TTh		8:00 a.m10:00 a.r		lles the first class hour of the week on the key		of the week as the key to
TTh		1:30 a.m 11:00 a.m1:00 p.r				
TTh		1:00 p.m3:00 p.r		examination times.		
TTh TTh		3:00 p.m5:00 p.r				
TTh or Th		5:00 p.m7:00 p.r		Saturday, December 12 at normal class hours.		
Th		6:00 p.m8:00 p.r 6:30 p.m8:30 p.r				
TTh or Th		7:00 p.m9:00 p.r		will hold finals on the last class meeting.		
111101111	7.00 p.111		11.	wiii Holu III	iais on the last clas	os meeting.

## ADMISSION AND REGISTRATION ADMISSION REQUIREMENTS

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

#### ADMISSION APPLICATION

Applications are available online at www.cuyamaca.edu

#### **REGISTRATION INFORMATION**

#### REGISTRATION DATE AND TIME

All new and readmit students who apply by June 26, 2015 and all continuing students, will be sent a Registration Appointment. Those who apply after June 26 will be able to register during open registration. Students may register on or after their registration date and time.

REGISTRATION AND FEE PAYMENT DATES/HOURS
WebAdvisor availability: Monday-Saturday, 7am-10pm

#### INTERNET REGISTRATION AND FEE PAYMENT

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

#### USER ID AND PASSWORD

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

#### PRIORITY WAIT LISTS

Wait lists for all classes begin the instant that classes close due to full enrollment. Once the class begins, wait lists are no longer available. Students cannot add themselves to a wait list before their registration appointment date. Students are added to the wait list for a class on a first-come, first-served basis. If seats become

available, the students on the wait list will automatically be enrolled into the class. Students will be billed immediately once the student is successfully registered into the class.

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

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

#### CHANGES AFTER REGISTRATION

Once you have registered, you may change your schedule by adding or dropping classes via **WebAdvisor**:

#### Before the class has started, you may:

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

#### Once the class has started, you may:

- Add with an Add Code obtained from the instructor.
- Drop without a 'W' by the 'no W' drop deadline.
- · Drop with a refund by the refund deadline.
- Drop with a 'W' by the drop deadline.

#### REGISTRATION POLICIES

## DEADLINE DATES AND STUDENT RESPONSIBILITY

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

#### **MAXIMUM UNITS**

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

#### **DUPLICATE CLASSES**

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

#### REPEATING CLASSES

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

#### PREREQUISITES, COREQUISITES, RECOMMENDED PREPARATIONS, AND LIMITATIONS ON ENROLLMENT

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

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

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

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

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

#### **COURSE PREREQUISITES**

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

Prerequisites may be cleared through the following two options:

I. To clear a prerequisite based on course work:

- You have taken an equivalent course at another college and have the appropriate documentation, i.e., transcripts, grade reports, AP/IB test scores.
- You have successfully passed an appropriate Advanced Placement, International Baccalaureate or CLEP exam.
- You have an English and/or math assessment test from another local area college.

II. To clear a prerequisite based on criteria other than course work, this is known as "challenging a prerequisite."

The challenge process is designed for students who believe they have met a course prerequisite through means other than what is listed above. You may challenge a prerequisite based on one or more of the following:

- 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.
- 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.
- 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.

The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

#### Prerequisite Clearance/Challenge Process:

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

#### AUDIT POLICY

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

MUS 106 - Music Theory and Practice II

MUS 127 - Class Guitar II

MUS 209 - Rock, Pop and Soul Ensemble

MUS 253 - Concert Band

MUS 257 - Jazz Ensemble

MUS 259 - Chorus

MUS 291 - Performance Studies

#### **AUDITING COURSES**

- Audit enrollment will not be permitted until students have completed the allowable number of repeat courses. Courses are determined through agreement between the department and the appropriate administrator. Priority class enrollments are given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until the day following census.
- 2. A nonrefundable audit fee of \$15 per unit plus any required student fees or instructional materials fee (e.g. student health fee, representation fee and student center fee) shall be payable at the time of enrollment as an auditor. Fees are not refundable.
- 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. Audit enrollments which allow faculty to be eligible for large class bonus will not be counted.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for that course.
- Permission to audit a class is done at the discretion of the instructor and with the instructor's signed permission.
- 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.
- 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.
- 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.

#### FEE PAYMENT

The last step in registration is fee payment. Registration is <u>NOT</u> complete until fees have been paid. Students are dropped from classes for non-payment of fees. Your fees can be paid through **WebAdvisor** or by mail. Checks or money orders can be mailed to: Cashier's Office, Grossmont-Cuyamaca Community College District, 8800 Grossmont College Dr., El Cajon, CA 92020.

Registration fees are expected at the time of registration. You will be held to all fees incurred. Failure to pay will result in a hold on your records. Refund deadlines vary by class; see page 2 and www.cuyamaca.edu/services/admissions/deadlines.aspx. It is the student's responsibility to drop any classes that he/she does not plan to attend.

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.

#### Alert!

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

#### LEARNING RESOURCES

**Computer Access:** Cuyamaca College has state-of-theart computer labs available for student use in the following locations:

- Tech Mall
- · Computer & Information Science Computers Labs
- Computer Math Lab
- · Graphic Design Mac Lab
- · High Tech Center

Cuyamaca College also has free WiFi (HotSpots) connections throughout campus. You must be a registered student to access the WiFi.

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

Computer Help Desk: The Help Desk is your best resource for troubleshooting technical difficulties associated with your student account.

Phone: (619) 660-4395 Email: c-helpdesk@gcccd.edu Web: www.cuyamaca.edu/helpdesk

**Tutoring:** Cuyamaca College offers tutoring at no cost to enrolled students. Tutoring is available in a variety of subjects in both Academic and Vocational programs. There are three tutoring centers on campus:

- · Reading Writing, and ESL Center
- Science Technology Engineering and Math (STEM) Achievement Center
- · General Tutoring Center

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

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

#### HYBRID AND ONLINE COURSES

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

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

#### GENERAL INFORMATION

#### **OBTAINING YOUR GRADES**

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

#### **UPDATING YOUR RECORDS**

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

#### IMPORTANT EMAIL INFORMATION

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

#### WHAT DOES IT COST TO ATTEND?

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

#### **REGISTRATION FEES**

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

Students attending both Cuyamaca and Grossmont Colleges pay parking fees and health fees on ONE CAMPUS ONLY. Enrollment and health fees for these students are calculated on a district basis.

Enrollment Fee (Mandatory)	\$ 46.00 per unit
(fees are subject to change)	
Parking Permits:	
*Auto Parking Permit	\$ 40.00
One Day Permit	\$ 2.00
**Student Benefit Sticker	\$ 12.00
***Health Fee (Mandatory)	\$ 18.00
Student Center Construction Fe	e\$ 1.00 per unit
(Mandatory)	to a maximum of \$5.00
Student Representation Fee	\$ 1.00
(Mandatory)	
Nonresident Students - above fees	plus\$200.00 per unit
International Students - above fees	plus\$200.00 per unit

#### \*Parking Services

Parking Permits: All students, staff, and faculty must display a valid parking permit while parked in all Grossmont and Cuyamaca campuses. The parking permit is a license to park a specific vehicle in accordance with the Grossmont-Cuyamaca Community College District Parking Regulations. Student parking permits may be purchased online; log onto the WebAdvisor menu. Any questions concerning the purchase of parking permits should be directed to the Cashier's office on the appropriate campus. The purchase of a parking permit does not guarantee the purchaser of a parking space. The District is not responsible for lost or stolen parking permits. Lost or stolen permits must be replaced at the vehicle owner's expense. Replacement permits may be purchased and obtained from the same place where the initial permit was obtained.

Vehicle Permit Cost: The vehicle permit costs \$40. This type of permit MAY BE TRANSFERRED to another car owned by the same person. The permit must not be obstructed by a sunshade, items on the dashboard, or by anything which prevents the visibility of the color and/or expiration date. The permit must be displayed in one of the following locations in order to be valid: on the front window, either side, inside lower corner OR hanging from the rear-view mirror completely attached to the plastic permit hanger provided by the college.

**Motorcycle Parking:** Motorcycles are not required to have a permit. However, motorcycles must be parked in designated motorcycle parking areas or they will be cited.

**One-day Parking Permit:** A one day parking permit costs \$2 and is valid for the date and time issued. Parking Permit Dispensers are located as follows:

Cuyamaca College Campus: Permit Dispensers are located near each Student parking lot.

Grossmont Campus: Permit Dispensers are located at each Student parking lot and Parking structure.

**Disabled Parking Permits:** All vehicles utilizing disabled parking must have a state issued identification placard, i.e., Department of Motor Vehicle issued placard, DP or DV plates. Applications for placards/plates are available at the Department of Motor Vehicles. Students who have a current California disabled placard are not required to pay for a semester parking permit.

Parking Areas: Permit parking is enforced on all District property: Monday - Friday from 7am - 10pm and Saturday from 7am - 3pm. Other parking and traffic violations that will be enforced include:

- · Failure to display a valid student permit
- · Failure to display a valid staff permit
- · Improperly displayed permit
- Altered/Counterfeit permit
- Undesignated Area (Hash mark / No parking zone)
- · Red Zone / Hydrant / Fire lane
- · Time zone violation (15, 20, 30 minutes, and 1 hour)
- · Handicapped space

**Motorist and Safety Services:** Campus & Parking Services (CAPS) will assist you with the following services:

- · Unlocking Vehicle
- · Battery Jump Start
- · Safety Escort

The person requesting assistance must present a picture identification and must be the registered owner for the vehicle. A Request of Motorist Assistance Waiver of Liability Form must be completed by the person requesting assistance to relieve the liability from the College District on any damages that may occur to the vehicle during any complimentary service.

- \*\* Student Benefit Sticker: A Student Benefit Sticker may be purchased for \$12. This sticker entitles students to free admission to all college-sponsored athletic events, 10% off all supplies from the College Bookstore (excluding textbooks), as well as special college and community discounts. The Student Benefit Sticker also helps the Associated Student Government of Cuyamaca College (ASGCC) to support various activities and programs on campus. For additional information, please call (619) 660-4612.
- \*\*\*Health Fee: The mandatory health fee supports the Health and Wellness Center and provides for insurance coverage should a student be injured during a supervised, on-campus or college-related activity. Students who depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Office of the Vice President of Student Services. Requests for exemption will be reviewed by the Vice President of Student Services and the Associate Dean for Student Affairs. For additional information, please contact the Vice President of Student Services at (619) 660-4301.

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

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

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

#### **NEED MONEY FOR COLLEGE?**

#### The Financial Aid Office is here to help!

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

#### Did you know that:

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

## ASSISTANCE IS AVAILABLE APPLY TODAY!

#### **DEADLINES AND IMPORTANT DATES**

**September 2, 2015** – Priority deadline to apply for a 2015-2016 Cal Grant, you must file your FAFSA & GPA verification.

**December 21, 2015** (or last day of enrollment, whichever occurs first) – Last day to complete your financial aid file to be considered for Fall 2015 aid (for students NOT attending Spring 2016).

**PLEASE NOTE:** If you will be applying for a Fall 2015 only LOAN, contact the financial aid office for the deadline to complete the loan process.

#### STUDENT PICTURE I.D. CARD

A Student Picture I.D. Card is required for access to library check-out services, the Fitness Center, Tutoring Center, and may be required for some laboratory classes. After you have completed the registration process and paid your fees (new students must wait 24 hours), please come to one of the two Student Picture I.D. Offices for this FREE card. You must present a valid government issued identification card. The offices are located in the Career Center (Room A-221, Student Services Center), and the Open Computer Lab (Room E-121, Business & Technology Building). Every Cuyamaca College student is allowed one Student Picture I.D. Card while attending Cuyamaca College. Phone: (619) 660-4649.

#### REFUND SCHEDULES

See page 2 and www.cuyamaca.edu/services/admissions/deadlines.aspx for refund deadline dates. Refunds are available from the College Cashier's Office. Please bring a valid picture I.D. Refunds from credit card payments will be credited back to the credit card account. Contact the Cashier's Office at (619) 660-4256 to initiate a credit card refund. Refunds are only payable to the student and will not be given to any other individual.

#### FEE WAIVERS

FUNDS ARE AVAILABLE TO PAY FOR ENROLLMENT, HEALTH SERVICES AND STUDENT CENTER CONSTRUCTION FEES. Visit the Financial Aid Office or go to www.cuyamaca.edu/finaid and click on "Apply for Financial Aid", then "BOGFW."

#### 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 will 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 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 will have 45 days to repay the funds in full. You will be ineligible for any further financial aid at any college in the United States 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 advising, peer advising and advocacy, financial assistance through book grants as funding allows, student orientations, seminars/courses for student success such as academic planning and work experience (WEX), priority registration, and instructional support services.

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

#### BORDERLESS SPACES PROGRAM

The Borderless Spaces Program, sponsored by EOPS, is designed to assist students who are AB540 or who participate in the California Dream Act or the DACA (Deferred Action for Childhood Arrivals) programs. In addition to EOPS and/or CARE services, students are eligible for counseling case management, personalized financial aid assistance, resource referrals, mentoring, life skills workshops, and cohort-building events and orientations.

The EOPS/CARE Office is located in the One-Stop Student Services Center, Bldg A300. Contact Borderless Spaces at (619) 660-4297. More information can be found at www.cuyamaca.edu/eops.

#### 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. In addition to EOPS and/ or CARE services, students are eligible for counseling case management, personalized financial aid assistance, resource referrals, mentoring, life skills workshops, and cohort-building events and orientations.

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

#### DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Disabled Students Programs and Services provide support services to students with disabilities who request affiliation with DSPS services to enhance their probability for success. Students who have a verified disability may require special services, equipment, disability-related counseling, registration assistance, transportation assistance, high tech lab usage, interpreters for the deaf, readers for the blind, note-takers, learning disability assessment, one to one student assistance, special classes, speech language cognitive strategies, referrals, TTY (619-660-4386), and test proctoring. DSPS determines accommodations for students with verified disabilities. Accommodations do not compromise the student's course of study or the integrity of the student's degree. Questions regarding accessibility, Title 5 regulations, CTE, ADA, Section 504, and other laws regarding rights for disabled students should be addressed with the DSPS Coordinator. Contact DSPS at (619) 660-4239.

#### 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 A109. Call 619-660-4340 for further information. Let us be your liaison with the County CalWORKs Welfare-to-Work program.

#### 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 under 14 years of age who receives CalWORKs assistance. CARE provides support services such as seminars, an annual food pantry and possible grant funds to enable academic success and to assist students in attaining their career and vocational goals.

The EOPS/CARE Office is located in the One-Stop Student Services Center, Bldg A300. Contact CARE at (619) 660-4293. More information can be found at www.cuyamaca.edu/eops.

#### HEALTH AND WELLNESS CENTER

To promote the health and well-being of students, the Health and Wellness Center is maintained with registered nurses and support staff who evaluate and care for the health needs of Cuyamaca College students. Services are provided on a confidential basis and include blood pressure, glucose, vision and hearing screenings; tuberculosis clearance testing; flu and tetanus immunizations; injury assessment and first aid care; illness assessment, care and referral to community resources. The Center is also a health education resource providing current information on nutrition, substance abuse, birth control, sexually transmitted diseases and much more. The mandatory health fee supports the Health and Wellness Center program and provides for insurance coverage should a student be injured during a supervised on-campus or college-related activity. Insurance forms are available at the Center. See Registration Fees for Health Fee Exemption criteria or call (619) 660-4200. The Health and Wellness Center is located in the Student Center I-143.

#### **VETERAN SERVICES**

Cuyamaca College Veterans Services is a comprehensive student success program that includes multi-departmental coordination between Admissions and Records, Financial Aid, Disabled Students Programs and Services, and Counseling. With a strong focus on serving the educational needs of military veterans, Cuyamaca College earned recognition as one of the nation's "best of the best" veteran-friendly schools in 2014 by U.S. Veterans Magazine. The Veterans Services office is located in the One Stop, room A-201. For more information regarding services to student veterans, call 619-660-4282.

#### NO SMOKING POLICY

In accordance with Board Policy 3560, Cuyamaca College is a smoke-free/tobacco-free facility. Violation of this policy will result in appropriate disciplinary penalties for both students and employees.

## CUYAMACA COLLEGE



Adjunct Faculty Offices - B, E and F Bldgs Administration - F Bldg Admissions & Records - A Bldg Assessment Center - A Bldg Automotive Technology - K Bldg Bookstore - Student Center CalWORKs S.T.E.P.S. - A Bldg Campus & Parking Services (CAPS) - A Bldg CARÈ - A BÍdg Career/Placement Center - A Bldg Cashier - A Bldg Center for Innovation - L Bldg Child Development Center - R Bldg Continuing Education - A Bldg Computer Labs (Student use) Ė Bldg

Counseling - A Bldg
DSPS - A Bldg
DSPS Learning Lab - C Bldg
Duplicating (Faculty Support
Services) - F Bldg
Environmental Training Center
(ETC) - F Bldg
EPS - A Bldg
Financial Aid - A Bldg
First Year Experience - A Bldg
First Year Experience - A Bldg
Firtness Center - D Bldg
Food Services - Student Center
General Tutoring Center - C Bldg
Gym - D Bldg
Health & Wellness Center Student Center
Heritage of the Americas Museum O Bldg

High School & Community
Relations - Student Center
Library (LRC) - C Bldg
Mailroom - F Bldg
Nursery (Plant Sales) - M Bldg
Ornamental Horticulture - M Bldg
Sheriff's Office - A Bldg
STEM Achievement Center - H Bldg
Student Affairs - Student Center
Student Center - I Bldg
Switchboard - F Bldg
Transfer Center - A Bldg
UP! - A Bldg
Veterans Resource Center Student Center
Veterans Services - A Bldg
Writing Center - B Bldg
Word Processing (Faculty Support
Services) - F Bldg

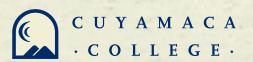


# FINANCIAL AID IS AVAILABLE!

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.
- S You can apply for the fee waiver by filling out a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.
- \$ You can access the online fee waiver application through WebAdvisor at https://wa.gcccd.edu under the Cuyamaca Financial Aid link.
- \$ See inside on pages 8 and 9 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 26 is the deadline for new students to file an application and participate in matriculation (assessment and orientation/advising) in order to receive a registration appointment for fall 2015. Students who apply after this date will be assigned to open registration.

## NOT SURE IF YOU QUALIFY FOR ADMISSION?

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



900 Rancho San Diego Parkway, El Cajon, CA 92019-4369 Located in Rancho San Diego Main entrance: Rancho San Diego Parkway off Fury Lane Alternate entrance: Cuyamaca College Drive West off Jamacha Rd.

(619) 660-4000 • www.cuyamaca.edu