Admissions & Records FAQ

**Excused Withdrawal**: Students wishing to drop their Spring 2020 course(s) due to COVID-19 may do so via the Self Service registration portal. Please select the COVID-19 Reason Code when dropping your course(s) in Self Service. The deadline to submit this request in June 1, 2020. Excused Withdrawal due to COVID-19 will not be factored into calculations for academic probation or dismissal, course repetition, and will not adversely impact Promise Program eligibility. If you would like to change a grade to an EW after the deadline, you will need to submit a General Petition through the Admissions and Records Office.

**Refunds**: Students that drop all of their courses will have all of their fees refunded. This includes enrollment, miscellaneous, and material fees. Students that drop one or more, but not all of their Spring 2020 courses, will have their enrollment fees refunded only.

**Pass/No Pass Grade Request**: The deadline to petition for Pass/No Pass has been extended to June 1, 2020. Students are advised to consult with a counselor prior to electing for a Pass/No Pass grade option, particularly those in a licensure program or those planning to transfer to a CSU/UC school.

**Incomplete Grade Request**: The deadline to complete coursework on any grade of Incomplete that has been issued during the Spring 2020 term has been extended to one year. You will have until the end of the Spring 2021 semester to complete any outstanding work. Please work with your instructor to determine if an Incomplete grade is appropriate for your situation.

**Official Transcripts**: Official transcripts are currently being processed on a bi-monthly schedule. Any official transcripts ordered on WebAdvisor will be processed and put into the mail on the following dates: 06/04, 06/18, 07/02. Please note these dates are subject to change and additional dates may be added depending upon the duration of the college closure. Electronic transcripts to San Diego State University (SDSU) will be transmitted twice a week.

**Incoming Transcripts**: Mail services are currently very sporadic. We are receiving incoming mail on a weekly, sometimes bi-weekly basis. As a result, if possible, please send any incoming transcripts electronically via email.

**Enrollment Verifications**: Enrollment Verification services are currently being offered via the National Student Clearinghouse (NSC). You can also obtain an official Enrollment Verification Certificate at any time via the Clearinghouse Web site at: [www.enrollmentverify.org](http://www.enrollmentverify.org) . Please note that other forms of verification are unavailable at this time.

**Petitions**: The Petitions Committee will continue to review student petitions every Tuesday at 1:00. The weekly deadline to submit a petition for review is Tuesday at 11:00. All petitions may be submitted to Cuyamaca.Admissions@gcccd.edu . Petitions results will be communicated to students via email. Please refer to the Forms page on the Admissions & Records website for additional information: <https://www.cuyamaca.edu/services/admissions/forms.aspx> .

**Graduation**: The process of awarding degrees and certificates will proceed as normal for prospective graduates for Spring 2020. Final evaluations will be conducted mid-June, after all end-of-term processing has been completed. Degrees and certificates will be posted to the official GCCCD transcript at that time, and diplomas will be printed shortly thereafter. Students will be notified with additional information at that time.

**Commencement Ceremony**: A virtual Commencement Ceremony will be held on June 3, 2020. Graduates will receive an email from Student Affairs in early May with details about the ceremony and information will be posted on the college website.

**Diplomas**: The process of awarding degrees and certificates will proceed as normal for prospective graduates for Spring 2020. Final evaluations will be conducted mid-June, after all end-of-term processing has been completed and degrees and certificates will be posted to the official GCCCD transcript at that time. **Diplomas are expected to be mailed to the student’s address on file in late June/early July 2020.**

**Note: the diploma timeline is subject to change depending on staff access to the campus during the COVID-19 closure. Students will be notified with updated information as conditions change.**

**Transfer Denials**: Questions regarding CSU admission denials for ADTs may be directed to the Transfer Center Director, Dr. Amaliya Blyumin. Questions regarding ADT Paper Verifications to accompany an admissions appeal may be directed to the student's Graduation Evaluator in Admissions and Records.

**General Education Certifications**: Students requiring a General Education certification to be sent to a CSU or UC (CSU Breadth or IGETC) may find the forms on the Admissions and Records webpage. https://cuyamaca.edu/services/admissions/forms.aspx

Students may scan the form or submit a photo of the signed form via email to the Evaluations Office no later June 1, 2020 at: Cuyamaca.Evaluations@gcccd.edu.

For additional information on COVID-19 and student resources please visit the Cuyamaca College Virtual Campus: <https://www.cuyamaca.edu/covid19/>

Please direct any general inquiries to Cuyamaca.Admissions@gcccd.edu

Last Updated: 6/30/20