

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 28, and all continuing students, will be sent a Registration Appointment. Those who apply after June 28 will receive a registration time based on the date of application. 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. See page 5 for **WebAdvisor** instructions.

Registration fees are expected at the time of registration. You will be held to all fees incurred. Students are dropped from classes for non-payment of fees. Failure to pay will result in a hold on your records. Refund deadlines vary by class and are located on pages 2, 9-12. It is the student's responsibility to drop any classes that they do not plan to attend.

REGISTRATION ASSISTANCE

Computers are available in the Admissions and Records Office for your registration convenience. Additionally, all of the computer labs on campus have Internet access and may be used to register. If you need assistance, staff members in Admissions and Records or Counseling are available to assist you.

USER ID AND PASSWORD

Your User ID and Password are needed to access **WebAdvisor**. Your User ID is generally your firstname.lastname, and your password is initially your birth date (MMDDYY). You will be prompted to change your password the first time you log in.

CHECKING FOR OPEN CLASSES

You can check to see if classes are open by looking at the Class Schedule Search on **WebAdvisor**.

CLOSED CLASSES AND PRIORITY WAIT LISTS

Before the Priority Wait Lists (PWL) are available, a closed class (one that has reached its maximum enrollment) will reopen when a student drops the class. If a class reopens, you will have an opportunity to enroll at that time.

Priority Wait Lists will become available on **August 17** for semester-length and first 8-week classes, and **October 12** for second 8-week classes. Once the PWLs have begun, if the class you want is closed and the class has not yet

started, the registration system will ask if you want to add your name to the Priority Wait List. If you do so, you will be placed on the list in the order in which you were added. Instructors are given the Priority Wait Lists prior to the start of the class and asked, if space is available, to give enrollment priority to those on the wait lists. **Be sure to attend the first class meeting** to obtain an add code/authorization code. Note: You cannot be enrolled in a course and on the Priority Wait List for another section of the same course.

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. See dates above.

Once the class has started, you may:

- Add with an Add Code obtained from the instructor by the 'use by' date on the Add Code label.
- 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.

See pages 2, 9-12 for deadlines.

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 dates listed on pages 2, 9-12. Each class has a specific refund deadline, as well as a specific deadline to Add, Drop without a 'W' and to Drop with a 'W'. **Even though some instructors drop students for non-attendance, your enrollment is YOUR responsibility. If you need to drop a class, do not rely on the instructor to do so. All deadlines are strictly enforced.**



WebAdvisor is available
Mon-Sat 7am-10pm
www.cuyamaca.edu
May not be available holidays -
see calendar on page 2

VERIFY YOUR ENROLLMENT

You will NOT receive registration confirmation in the mail. For your convenience, you may use **WebAdvisor** to display and print your schedule and fees.

Sign on at www.cuyamaca.edu
Mon-Sat 7am-10pm
(May not be available holidays-see calendar on page 2)

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 approval from a Counselor.

TIME CONFLICTS

Time conflicts are not permitted; you will not be able to register for a class that meets at the same time as any other class in which you have already enrolled.

DUPLICATE CLASSES

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

REPEATING CLASSES

With the exception of specific classes which are listed in the Cuyamaca College Catalog, you may not repeat a class if you have previously passed the class with a grade of A, B, C, CR or P (Pass).

COURSE PREREQUISITES

Course prerequisites are enforced for most classes. Prerequisites are listed in the Cuyamaca College Catalog which is available in the cashier's office, bookstore or online at www.cuyamaca.edu/cc/catalog.asp

Clearing prerequisites with an Assessment: You may clear prerequisites for some English and Mathematics classes by participating in the Assessment process.

Clearing prerequisites with a course from another college: You may clear a prerequisite with an equivalent course passed at another college by having your official transcript sent to Admissions & Records. Then have Counseling clear your prerequisite.

FEE PAYMENT

The last step in registration is fee payment. Registration is NOT 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. Refer to page 53 for payment options and complete fee information.

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 and are located on pages 2, 9-12. It is the student's responsibility to drop any classes that he/she does not plan to attend.

Note that 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) 660-4276.

Students needing financial assistance are encouraged to contact the Financial Aid Office (619) 660-4201.

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 an Update Student Data form at Admissions and Records.

AUDIT POLICY

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

MUS 127 - Class Guitar II
MUS 257 - Jazz Ensemble

Fees for auditing college courses are \$15 per unit. (Fees subject to change.) Students not enrolled in the college will pay \$15 per unit plus a mandatory health fee of \$14. All fees are payable at the time of enrollment. (**Fees are not refundable.**)

Please refer to Cuyamaca College Catalog for complete policy and procedure information.

CREDIT BY EXAMINATION

Credit may be granted, subject to approval of the appropriate Department Chair, to any student who satisfactorily passes an examination approved and conducted by the appropriate department.

COURSES FOR WHICH CREDIT BY EXAMINATION MAY BE GIVEN

Art 120, 124
Astronomy 110
Automotive Technology 120, 121, 122, 130, 140, 152, 160, 170
CADD Technology 115
Graphic Design 110
Music 118

Please refer to Cuyamaca College Catalog for complete policy and procedure information.

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 and are located on pages 2, 9-12. 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) \$ 26.00 per unit
Parking Permits:
*Auto Parking Permit \$ 40.00
One Day Permit \$ 2.00
** Student Benefit Coyote Card \$ 12.00
*** Health Fee (Mandatory) \$ 14.00
Student Center Construction Fee \$ 1.00 per unit
(Mandatory) to a maximum of \$5.00
Student Representation Fee \$ 1.00
(Mandatory)
Nonresident Students-above fees plus . . \$190.00 per unit
International Students-above fees plus . . \$190.00 per unit

* AUTO Parking Permit: The auto parking permit can be attached to a plastic hanger to be used as a multi-car permit or attached to your vehicle's windshield. Free plastic hangers are available at various locations around campus.

Motorcycle permits are no longer required if the Motorcycle Parking areas are used.

** **STUDENT BENEFIT COYOTE CARD:** A Student Benefit Coyote Card may be purchased for \$12. This card entitles a student 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 Coyote Card not only benefits students but also helps the Associated Student Government of Cuyamaca College (ASGCC) to support various activities and programs on campus.

For additional information, please contact the Student Center at (619) 660-4273.

*** **HEALTH FEE:** The mandatory health fee supports the Health and Wellness Center. It also 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 Admissions and Records Office. Requests for exemption will be reviewed by the Dean of Admissions and Records and the Associate Dean for Student Affairs. For additional information, please contact the Health and Wellness Center at (619) 660-4200.

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.

Alert!

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

STUDENT PICTURE I.D. CARD

A Student Picture I.D. Card is required for access to library check-out services, the Fitness Center, Tutoring Center, and may be required for some laboratory classes. After you have completed the registration process and paid your fees (new students must wait 24 hours), please come to the Student Picture I.D. Office for this FREE card. You must

present a valid government issued identification card. The office is in the Student Services Center, Building A200, in Room 203, next to Counseling. Every Cuyamaca College student is allowed one Student Picture I.D. Card while attending Cuyamaca College. Phone: (619) 660-4358.

Office hours: 8am - 7pm Monday & Thursday
8am - 5pm Tuesday & Wednesday
8am - 4:30pm Friday

REFUND SCHEDULES & INFORMATION

Refunds are made according to the following refund schedules and 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.**

REFUND SCHEDULES:

ENROLLMENT, TUITION, HEALTH AND CLASS FEE REFUNDS

See pages 2, 9-12 for refund deadline dates.

Students who add a class after the refund deadline and later drop the class are not eligible for a refund for that class.

FEE WAIVERS

FUNDS ARE AVAILABLE TO PAY FOR ENROLLMENT, HEALTH SERVICES AND STUDENT CENTER CONSTRUCTION FEES. See the Financial Aid Office or go to www.cuyamaca.edu/finaid.

The Board of Governors Waiver Program provides three ways to help low income students pay mandatory fees: Method A waives the enrollment, health services and student center construction fees; Method B waives the enrollment and health services fees; Method C waives the enrollment fees; Methods A,B&C waive parking fees over \$20. The eligibility requirements for each program are listed in the chart below. If applications have not been processed for the Board of Governors Waiver by the time of registration, fees will be charged and a refund will be made upon approval of the application. The Board of Governors Waiver is awarded for twelve months, Fall 2009, Spring 2010 and Summer 2010. Fee waivers are not retroactive to the previous semester(s). Students reapply each fall.

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* 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 you enroll in a fall semester that begins 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 calendar days you were enrolled compared to the number of days in the semester. For this example, if there are 121 days in the fall 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 \$1,500 Pell Grant award for the semester, you would have

only earned \$780 of the Pell Grant (\$1,500 x 52% = \$780). Because you have received \$720 more financial aid than you "earned" (\$1,500 - \$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.

Students who stay in classes until 60% of the term is completed won't 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 you will 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 you make repayments according to the repayment schedule.

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 work study and/or grants, student orientations, seminars/courses for student success such as academic planning and work experience (WEX), priority registration, and instructional support services.

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

FINANCIAL AID AND ACADEMIC PLANNING COURSE

All new financial aid applicants at Cuyamaca College are required to enroll in and successfully complete the "Financial Aid and Academic Planning" course. This course is available in a classroom setting or online and is a NO FEE, 8-hour non-credit course.

In this class you will learn about:

- financial aid resources available for education
- regulations for determining and maintaining eligibility for federal and state financial aid
- students' rights and responsibilities in receiving aid
- student services available on campus
- managing money
- developing a Student Educational Plan that meets your educational goal

Please check with the Financial Aid Office or www.cuyamaca.edu/finaid for dates and times for the classroom setting course.

To register for the classroom setting course and for locations, call Community Learning at (619) 660-4350

To learn how to register for the course online, go to the Cuyamaca College Financial Aid web page at www.cuyamaca.edu/finaid and click on "FA/Academic Planning Course"

management, personalized financial aid assistance, resource referrals, mentoring, life skills workshops, and community-building events and orientations.

The EOPS office is located in the Student Services One-Stop Center, Bldg A300. Contact us via website at www.cuyamaca.edu/eops or phone (619) 660-4204.

ELIGIBILITY CRITERIA, BOARD OF GOVERNORS WAIVER

METHOD A

METHOD B

METHOD C

Be a California resident.

Apply for a Board of Governors Waiver online at www.cuyamaca.edu/finaid.

Sign a statement, under penalty of perjury, that information is true and complete.

- At the time of enrollment, be a recipient of TANF/CalWORKs or SSI/SSP or General Assistance/General Relief.
- Be a child or dependent of a service-connected disabled or service-related deceased veteran as certified by the California Department of Veterans Affairs or the National Guard Adjutant General.
- Be a recipient of the Congressional Medal of Honor or a child of a recipient, or a dependent of a victim of the 9/11/01 terrorist attack.
- Be a dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty.

- Meet these income standards:

Number in Household (including yourself):	Total 2008 Family Income (Adjusted Gross Income and/or untaxed income):
1	-----\$15,600 or less
2	-----\$21,000 or less
3	-----\$26,400 or less
+	-----Add \$5,400 for each additional family member.
- Provide documentation, if requested, of income.

- Be enrolled at Cuyamaca College
- File a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov and demonstrate financial need.
- Provide required supporting documentation verifying financial status to the Financial Aid Office.

NEED MONEY FOR COLLEGE?

The Financial Aid Office is here to help!

www.cuyamaca.edu/finaid • (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 WORKSHOPS on campus and information on scholarships

**ASSISTANCE IS AVAILABLE
APPLY TODAY!**

DEADLINES AND IMPORTANT DATES

- Sept. 2, 2009 – 2nd deadline to apply for a 2009-2010 Cal Grant, you must file your FAFSA & GPA verification form.
- Dec. 7, 2009 - Last day to apply for a student loan (Stafford Loan) for the Fall 2009 semester. (for Fall 2009 semester only students)
- Dec. 21, 2009 – Last day to complete your financial aid file to be considered for aid for Fall 2009 (for students not attending Spring 2010)

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 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 staff members are available to assist with such needs. Academic and disability related counseling is available along with the following services: registration assistance, short-term 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), 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. The services provided are specific to the needs and disabilities of the student.

Cuyamaca College recognizes that a disability may prevent a student from demonstrating required math, reading, and writing competencies or from completing course requirements necessary for an AA or 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 the student's course of study and the integrity of any student's degree. Contact DSPS for further information.

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

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

CALWORKS S.T.E.P.S.

S.T.E.P.S. is Cuyamaca College's CalWORKs program. S.T.E.P.S. is an acronym for Success Through Education Produces Self-Sufficiency. 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 Center, room A201. 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 age thirteen or younger who receives CalWORKs assistance. CARE provides support services and possible grant funds to enable academic success and to assist students in attaining their career and vocational goals. For more information contact the EOPS/CARE Office located in the One-Stop Student Services Center or call (619) 660-4293.

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

The mandatory health fee supports the Health and Wellness Center program. It also provides for insurance coverage should a student be injured during a supervised, on-campus or college-related activity. Immediately report all accidents and injuries to the Health and Wellness Center. Insurance forms are available at the Center. See Registration Fees for Health Fee Exemption criteria. The Health and Wellness Center is located in the Student Center, or call (619) 660-4200 for more information.

NO SMOKING POLICY

According to Board Policy 3560, Cuyamaca College has transitioned to a smoke-free/tobacco-free facility. Violation of this new campus tobacco policy will result in appropriate disciplinary penalties for both students and employees.

DISTRICT POLICY ON DRUGS AND ALCOHOL

The District recognizes that use of alcohol and illegal drugs have significant negative consequences on the lives of students, and threatens the success of our educational program. The Governing Board further recognizes that persons possessing, distributing or being under the influence of alcohol, narcotics or dangerous drugs are in violation of Federal, State and District regulations and are subject to disciplinary action, which may include expulsion.

For detailed information on controlled substances and legal penalties, contact the District Public Safety Department or the Health and Wellness Center.

ASSISTANCE AND REFERRAL

Referral assistants have been trained to assist individuals with minor problems. They are also able to direct students to professional organizations that can best help them with more serious problems. Additionally, short term counseling and community referrals are available to students on a strictly confidential basis through the Health and Wellness Center.

REFERRAL ASSISTANTS

NAME	TITLE	PHONE (619)
Priscilla Bartholomew	College Nurse	660-4200
Raad Jerjis	Counselor	660-4546

CRIME STATISTICS

According to the Crime Awareness and Security Act of 1990, crime statistics must be made available to the college community. For detailed information, pick up a Campus Safety brochure in the Public Safety Office, located in the Student Services One-Stop Center.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Cuyamaca College accords to students all rights under the Family Educational Rights and Privacy Act (FERPA). No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. At Cuyamaca College only those employees acting in the students' educational interests are allowed access to student education records within the limitations of their need to know.

Cuyamaca student data is also submitted to the National Student Clearinghouse so that research may be conducted which informs studies regarding transfer rates, college performance and other college success indicators. The information shared is maintained with the strictest of confidence; individual names or data are not disclosed. If students wish to restrict their data from being shared with the National Student Clearinghouse, they may complete a form at Admissions and Records which will restrict the release of their student data.

The Family Educational Rights and Privacy Act provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable. The Dean of Admissions and Records has been designated by the institution to coordinate the inspection and review procedures for student education records.

PREREQUISITES, COREQUISITES, ADVISORIES, 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.

GROUND FOR CHALLENGE ARE:

1. Student can demonstrate that the prerequisite has not been established following the district's policy or in accordance with Title 5.
2. Student can demonstrate that the course is discriminatory or applied in a discriminatory manner.
3. Student can demonstrate knowledge or skill needed to succeed in the course without the prerequisite.
4. Student can demonstrate that attainment of educational goal will be unduly delayed because the prerequisite has not been made reasonably available (impacted programs).
5. Student can demonstrate that no threat is posed to self or others in a course which has a prerequisite established to protect health and safety.

Students should plan their schedules early and see a counselor for assistance.

CHALLENGE PROCEDURE

Students who believe that they have sufficient grounds may challenge a prerequisite, corequisite, or limitation on enrollment. A student may obtain a Petition to Challenge Prerequisites, Corequisites, and Limitations on Enrollment as well as a copy of the challenge procedure in the Counseling Center no later than ten working days prior to the published add deadline for the course being challenged. Students who challenge a prerequisite or corequisite after the start of the semester should speak with a counselor. Contact the Counseling Center for additional information.

GCCCD PARKING AND TRAFFIC REGULATIONS

PARKING REGULATION INFORMATION

The following information is only a summary of the Grossmont-Cuyamaca Community College District Parking Regulations brochure. The Parking Regulations brochure is published in accordance with the California Vehicle Code and applicable District Policies. For a complete copy of the brochure, contact the District Police Business Office, Parking Unit at (619) 644-7654.

All vehicles must display a valid college parking permit while parked on campus property. The responsibility for finding a legal parking space, as well as knowing where and when a parking permit is valid, rests with the vehicle operator and/or owner. The purchase of a permit does not guarantee a space to park. For the safety of the college community, all California Vehicle Codes are enforced. **All persons on college grounds are primarily responsible for their own safety and property.**

STUDENT PARKING PERMITS

Student parking permits may be purchased through **WebAdvisor** at www.cuyamaca.edu. It will link you to Credentials, Inc., to purchase your parking permit. You may pay by credit card online or, if you choose to pay by cash or check, you may BRING in your PRINTED ORDER FORM to the Cashier's Office which will process your payment so that your parking permit can be mailed.

For help with purchasing your permit, please call Customer Service at Credentials, Inc., at (800) 646-1858.

Refunds for parking permits - You must physically return your parking permit to the Cashier's Office WITHIN the REFUND DEADLINE of your class(es) to receive a refund. If you paid by credit card, you will receive a credit to your card from Credentials, Inc. If you paid by cash or check, your money will be refunded after cancellation of your parking permit through Credentials, Inc.

MOTORCYCLE PARKING: Motorcycles, scooters and mopeds **MUST BE PARKED** in designated motorcycle areas. Motorcycles parked in auto parking spaces will be cited. Permits are not required for this type of vehicle.

AUTO PARKING PERMIT

This type of permit has multiple uses and MAY BE TRANSFERRED to another vehicle owned/operated by the purchaser. Auto parking permits must be displayed so that the color and/or expiration date is clearly visible and displayed properly.

The auto parking permit is only valid when displayed:

1. Completely attached to the rear window either side, inside lower corner.
2. Completely affixed to the front windshield, either side, inside lower corner on all convertibles, open vehicles, or vehicles with dark tint on the back windows.
3. Hanging from the rear view mirror completely attached to the plastic permit hanger provided by the college OR placed on the dashboard with the permit facing right side up.

PERMIT HANGERS: A free plastic permit hanger is available from the Admissions and Records Office, the Cashier's Office, most Student Services Offices, and the District Police Business Office.

DISABLED PARKING PERMITS

All vehicles utilizing disabled parking spaces must have a state-issued identification placard, i.e., Department of Motor Vehicles issued placard, DP or DV plates.

Students who legally possess a current California Disabled Placard, which must be displayed, are not required to purchase a parking permit.

LOST OR STOLEN PERMITS

The college is not responsible for lost or stolen permits. Lost or stolen permits must be replaced by purchasing a new permit at the Cashier's Office.

REPLACEMENT PERMITS

To replace a damaged permit, bring your old permit to the Cashier's Office and you will be issued a new permit for a \$2 replacement charge.

VISITOR PARKING

- **One-Day Permit** - May be purchased from the Yellow Permit Dispensers. One-day permits are valid in student lots only.
- **Vendor Parking** - For specific information regarding the parameters of vendor permits, contact the Parking Unit at the Department of Public Safety.
- **Special Event/Group Parking** - Parking requests for special events must be made in advance. For detailed information contact the Parking Unit at the Department of Public Safety.

PARKING CITATION PAYMENTS

Fees resulting from citations are payable at the Cashier's Office within the first 21 days. Timely payments may also be mailed to the address listed on the citation.

CITATION REVIEW PROCEDURES

You may obtain a Request for an Administrative Review form at the District Police Business Office. The Administrative Review must be completed and returned **within 21** days of the date of your citation.

Remember to remove your keys and lock your vehicle!



OFFICE	PHONE (619)	OFFICE	PHONE (619)	OFFICE	PHONE (619)
PERSONAL DEVELOPMENT		Surveying		A200	Donna Hajj, <i>Chair</i> 660-4440
<i>Department Chair: Cindy Morrin</i>		H210	Kathryn Nette 660-4345	A200	Raad Jerjis 660-4546
Counseling		LIBRARY		A214	Nicole Jones 660-4429
A209	Cindy Morrin 660-4438	C143	Connie Elder, <i>Dean</i> 660-4416	A206	Teresa McNeil, 660-4530
Special Services		C139	Angela Nesta 660-4403	<i>Articulation Officer</i>	
A116	Mary Asher-Fitzpatrick 660-4236	C140	Jeri Resto, <i>Chair</i> 660-4423	A210	Jesus Miranda 660-4435
C104	Brian Josephson 660-4394	C135	Kari Wergeland 660-4412	A217	Lilia Pulido 660-4434
A114	Beth Viersen 660-4576	STUDENT DEVELOPMENT & SERVICES		DSPS	
SCIENCE/ENGINEERING		I115	Joseph Marron, 660-4301	A116	Mary Asher-Fitzpatrick 660-4236
<i>Department Chair: Kathryn Nette</i>		<i>Vice President</i>		C104	Brian Josephson 660-4394
Astronomy		Admissions and Records		A114	Beth Viersen 660-4576
F303	Glenn Thurman 660-4011	A321	Susan Topham, 660-4302	EOPS	
Biology		<i>Dean</i>		A300	Nanyamka Hill, 660-4240
H243	Kim Dudzik 660-4245	Assessment		<i>Acting Assistant Dean</i>	
H210	Kathryn Nette 660-4345	A200	Marcella Brown 660-4426	A200	Nicole Keeley 660-4523
H242	Michelle Garcia 660-4646	Athletics		Financial Aid	
Chemistry		D200	Cathy Bowyer, 660-4505	A307	Ray Reyes, <i>Director</i> 660-4206
H241	Hanz Barker 660-4644	<i>Director</i>		Health & Wellness Center	
H209	Laurie LeBlanc 660-4454	CalWORKs S.T.E.P.S.		I134	Priscilla Bartholomew 660-4200
Engineering		A200	Sheryl Ashley 660-4332	High School & Community Relations	
F303	Duncan McGehee 660-4242	CARE		I122	Jennifer Abel 660-4422
Geography		A300	Nanyamka Hill 660-4240	Student Affairs	
H242	Mike Wangler 660-4511	Career and Student Employment Center		I113	Sharon Barrett, 660-4295
Geology		A220	Laurie Brown 660-4450	<i>Associate Dean</i>	
H242	Mike Wangler 660-4511	Counseling and Matriculation		University Transfer Center	
Oceanography		A200	Greg Gomez 660-4431	A219	Amaliya Blyumin 660-4432
F303	Duncan McGehee 660-4242			General Tutoring	
Physics				LRC	Sandra Nolan 660-4306
H241	Jerry Riley 660-4244				

PROGRAMS ONLY AVAILABLE AT GROSSMONT COLLEGE

Program	Associate Degree	Certificate of Achievement	Certificate of Proficiency	Program	Associate Degree	Certificate of Achievement	Certificate of Proficiency
Administration of Justice				Hospitality and Tourism Mgmt	◆	◆	◆
Law Enforcement	◆	◆		International Business	◆	◆	◆
Corrections	◆	◆		Japanese	◆	◆	◆
Forensic Technology	◆	◆		Marketing	◆	◆	◆
Legal Systems/Court Mgmt	◆	◆		Media Communications			
Security Management	◆	◆		Audio Production	◆	◆	◆
California Public Safety				Cross-Media Journalism	◆	◆	◆
Leadership & Ethics			◆	Video Production	◆	◆	◆
Corrections Academy			◆	Multimedia			
American Sign Language	◆	◆		Software Development	◆	◆	◆
Arabic	◆	◆		Video Production	◆	◆	◆
Cardiovascular Technology				Visual Design	◆	◆	◆
Invasive	◆	◆		Web Development	◆	◆	◆
Noninvasive	◆	◆		Musical Theatre	◆	◆	◆
Vascular Technology	◆	◆		Nursing			
Computer Science Information Systems				LVN-RN Transition Program	◆	◆	◆
Software Engineering	◆	◆		Register Nursing Program	◆	◆	◆
Cross-Cultural Studies	◆	◆		RN from Diploma Program	◆	◆	◆
Culinary Arts				Occupational Therapy Assistant	◆	◆	◆
Baking and Pastry	◆	◆		Oceanography	◆	◆	◆
Banquet Cook			◆	Orthopedic Technology	◆	◆	◆
Culinary Entrepreneurship	◆	◆		Philosophy	◆	◆	◆
Line Cook			◆	Political Science	◆	◆	◆
Pastry Cook			◆	Respiratory Therapy	◆	◆	◆
Prep Cook			◆	Retail Management	◆	◆	◆
Dance	◆	◆		Russian	◆	◆	◆
Disability Services Mgmt	◆	◆		Speech-Language Pathology Asst	◆	◆	◆
Economics	◆	◆		Theatre Arts			
French	◆	◆		Acting	◆	◆	◆
Geography	◆	◆		Technical	◆	◆	◆
Geology	◆	◆		Technical Training Program	◆	◆	◆
German	◆	◆		Tribal Gaming: Culture & Policies			◆

GROSSMONT - CUYAMACA COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD: Rick Alexander, Greg Barr, Bill Garrett, Mary Kay Rosinski, Deanna Weeks
 Student Members: Christopher Enders, Charles Taylor III

CUYAMACA COLLEGE ADMINISTRATION

Cristina Chiriboga, Ed.D. *Interim President*
 William T. O'Hare, Ph.D. *Interim Vice President, Instruction*
 Joseph M. Marron, Ed.D. *Vice President, Student Development & Services*
 Arleen Satele *Vice President, Administrative Services*
 Henri Migala *Executive Dean, Institutional Advancement*
 Susan Topham *Dean, Admissions & Records*
 Joseph M. Marron, Ed.D. *Acting Dean, Counseling & Matriculation*
 Madelaine Wolfe, Ed.D. *Dean of Instruction, Division I*
 Danene Soares *Dean of Instruction, Division II*
 Darlene Spoor, Ed.D. *Dean of Instruction, Division III*
 Connie Elder *Dean, Learning & Technology Resources*
 Vacant *Associate Dean, Special Funded Programs*
 Sharon Barrett *Associate Dean, Student Affairs*
 Frank Gonzales *Assistant Dean, EOPS*
 Ray Reyes *Director, Financial Aid*
 Michael Gilchrist *Manager, Campus Bookstore*

DISTRICT ADMINISTRATION

Cindy L. Miles, Ph.D. *Chancellor*
 Sue Rearic *Vice Chancellor, Business Services*
 Ben Lastimado, Ed.D. *Vice Chancellor, Human Resources & Administrative Services*
 Robert Hertel *Interim Associate Vice Chancellor, Districtwide Academic, Student and Planning Services*
 Bernadette Sampson *Associate Vice Chancellor, Business Services/Controller*
 Dana Quittner *Associate Vice Chancellor, Intergovernmental Relations, Economic Development & Public Information*
 Dale Switzer *Senior Director, Facilities Planning, Development & Maintenance*
 Vacant *Interim Senior Director, Information Systems*
 Linda Bertolucci *Director, Purchasing & Contracts*
 Robert Eygenhuysen, J.D. *Director, Risk Management/Benefits*
 Amber Green *Director, Employment Services*
 Joel Javines *Director, Public Safety*

ACCESS TO EDUCATIONAL PROGRAMS

It is the policy of the Grossmont-Cuyamaca Community College District Governing Board, that unless specifically exempted by statute, every course, course selection, or class for which the average daily attendance is to be reported for state aid, shall be open to enrollment and participation by any person who has been admitted to the college and who meets the prerequisites of such course as may be established pursuant to law, and such exceptions as permitted by law as stated in Chapter 2, Division 9, Part 6, Title 5 of the California Administrative Code, commencing with Section 58102.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, Cuyamaca College does not discriminate on the basis of race, color, national origin, religion, gender, disability or age in any of its policies, procedures or practices. This non-discrimination policy covers admission and access to, and treatment and employment in, Cuyamaca College's programs and activities, including vocational education.

Limited English proficiency may not be a barrier to participating in any college class or program. The college offers a comprehensive English as a Second Language Program to assist limited English speaking students.

Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of Cuyamaca College's grievance procedures may be directed to:

*Joseph Marron, Ed.D.,
 Vice President,
 Student Development & Services
 Phone: (619) 660-4301*

*Section 504 Coordinator
 & ADA Coordinator, (619) 660-4215
 Cuyamaca College
 900 Rancho San Diego Parkway
 El Cajon, CA 92019-4369*

*Ben Lastimado,
 Vice Chancellor of Human
 Resources/Adm. Services
 Title IX Coordinator
 8800 Grossmont College Dr
 El Cajon, CA 92020
 Phone: (619) 644-7571*

Conocimiento Del Idioma Inglés:

Según las leyes federales tocante a los derechos civiles, toda oportunidad educativa será ofrecida sin ningún aspecto concerniente a raza, color, origen nacional, sexo o incapacidad.

De acuerdo con estas mismas leyes, la falta del idioma inglés no será un obstáculo para poder matricularse en el colegio.

El colegio tiene consejeros que hablan español para ayudarle. Llame a (619) 660-4429.

Cuyamaca College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Associate Dean of Special Funded Programs at (619) 660-4215 (TTY 619-670-3996) to obtain information as to the existence and location of programs and services, activities and facilities on campus, and for a geographical accessibility map. Inquiries regarding Federal education or the College's compliance with those provisions may also be directed to:

*Office for Civil Rights
 U.S. Department of Education
 221 Main Street, Suite 1020
 San Francisco, CA 94105*

Cuyamaca College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.