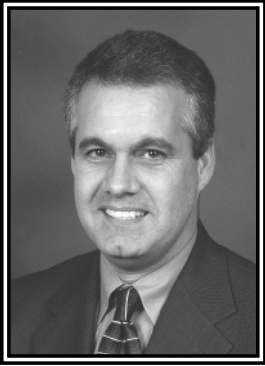


CUYAMACA COLLEGE: LEADING THE WAY



Dear Student,

Welcome to Cuyamaca College, what many believe is the most beautiful college in California. On behalf of the entire college community,

we're proud to help you achieve your educational goals. At Cuyamaca College you will find faculty and staff who are personally committed to academic excellence and passionately dedicated to ensuring that you meet your goals.

All of us at Cuyamaca College are eager to help you have a positive and rewarding experience at our institution. We realize that the best way to put yourself on a successful personal and professional career path is to have a solid educational foundation. And, as President and someone who is personally dedicated to your academic success, I would like to share some recommendations with you

that will help you stabilize that foundation and help you reach your educational goals:

Have a Plan: San Diego State University (SDSU) has redefined its admissions and transfer processes. The changes related to transfer students being implemented by SDSU, and other CSUs, have the potential of significantly affecting many of our students. As a result, I would like to urge you to please make an appointment with a counselor as soon as possible to develop an educational plan. The SDSU transfer guidelines are specific and will be strictly applied; you need to know and understand these guidelines so that you do not inadvertently do something that will undermine your chances of transferring to SDSU.

Plan ahead: Cuyamaca College is growing rapidly and we continue to reach record enrollments each semester. As a result, there are more students making more demands on college services. To avoid inconvenience and possible frustrations, make appointments as early as possible to meet with a counselor, apply for financial aid, or for any other college services you may need.

Be patient: Even when you plan, there will occasionally be lines and waits, sometimes long lines and waits. But the sooner you plan, the better prepared and more successful you'll be.

Be persistent: Your success, whether in college or outside in "the real world," will greatly depend upon your attitude. Be patient, but also be persistent.

Keep pursuing your dream: Your most difficult step is already behind you – deciding to take classes. As a Cuyamaca College student, your success is critically important to us, and we will do all we can to help you achieve your academic goals. You are in one of the most exciting times of your life, and we are grateful to be a part of it.

Thank you for allowing Cuyamaca College to help you on your path to academic and professional success, and on behalf of the entire college community I wish you a wonderful and exciting semester and future!

Sincerely,

Stuart Savin, Ed.D.

President

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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:

Rick Alexander, Greg Barr, Bill Garrett, Mary Kay Rosinski, Deanna Weeks **STUDENT MEMBERS:** Christopher Enders, Charles Taylor III
CHANCELLOR: Cindy L. Miles, Ph.D. **CUYAMACA COLLEGE PRESIDENT:** Stuart Savin, Ed.D.

4 Easy Steps for New Students

1 Apply for Admission

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

2 Send Your Transcripts

Official transcripts are needed to clear prerequisites and to award prior credit for degrees and certificates. If needed, have official transcripts sent to:

Admissions and Records
900 Rancho San Diego Parkway
El Cajon, CA 92019-4369

3 Attend Assessment, New Student Orientation/Counseling

Attend an Assessment session before you register. The recommendations that result will help you in selecting appropriate English and math courses. Attend a New Student Orientation/Counseling session to develop an educational plan. If you have transcripts from other colleges, please contact the Counseling Department to schedule an appointment.

4 Register and Pay Fees

Register for classes online at your registration date and time. Registration is not complete until your fees are paid. You are responsible for all appropriate fees. **Students are dropped from classes for non-payment of fees.**

Financial Assistance is available!

Contact the Financial Aid Office at (619) 660-4201 or visit www.cuyamaca.edu/finaid

Help Lines for Registration

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

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 **open computer lab** in the Business & Technology Building for personal assistance.

Quick Tips for Registration

Register for classes online using

WebAdvisor:
www.cuyamaca.edu

Registration: July 12 - August 20

Hours: Monday-Saturday 7am-10pm

Semester starts: August 23

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.
- **Registration times** will be mailed to those students with a current application on file by June 25. After that mailing, registration times will be assigned on a rolling basis.
- You may register at or after your registration date and time.
- **Prerequisites** should be cleared in the Counseling Center before registering.
- **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.
- **Free Internet access** for registration is available in Admissions and Counseling office lobbies.

Wait Lists:

- Priority Wait Lists for all classes will begin the instant classes close due to full enrollment. If seats become available, students on Priority Wait Lists will be automatically enrolled and notified if successfully added to a class from the Priority Wait Lists. More information will be posted on **WebAdvisor**.

More detailed information begins on page 25.

Fall Office Hours for Admissions and Records, Counseling, Financial Aid, CalWORKs, Student ID:

Monday	8:00am - 7:00pm
Tuesday -Thursday	8:00am - 5:00pm
Tuesday -Thursday (8/17-8/26)	8:00am - 7:00pm

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 to participate in the monthly, theme-based programs which are sponsored by the Student Affairs Office.

Monday, Sept. 13, 10-11am, Grand Lawn

Let's Get Coyote Spirit!

Thursday, Oct. 21, 1-2pm, Grand Lawn

Chaldean Culture and Traditions

Tuesday, Nov. 16, 6:30-7:30pm, Student Center

Native American Heritage

Wednesday, Dec. 8, 11:30-12:30pm, Student Center

Holiday Celebration



WebAdvisor
Online Registration

FALL 2010 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/cc/schedules.asp

July 12–August 20	Registration
August 16–20	Professional Development– Organizational Meetings
August 23	Regular Day and Evening Classes Begin
August 24–September 3	Program Adjustment Period
September 3	Last Day to Add Semester-Length Classes
September 3	Last Day to Drop Semester-Length Classes without a "W" appearing on Transcripts
September 3	Last Day to Receive a Refund for Semester-Length Classes
September 6	Holiday (Labor Day)
September 7	Census Day
September 24	Last Day to Apply for P/NP– Semester-Length Classes
October 15	Last Day to Apply for Fall 2010 Degree/Certificate
October 15	End of First 8-Week Session
October 18	Second 8-Week Session Begins
November 11	Holiday (Veterans' Day)
November 12	Last Day to Drop Semester-Length Classes
November 25, 26, 27	Thanksgiving Holiday
December 10	End of Second 8-Week Session
December 13, 14, 15, 16, 17, 18, 20	Final Examinations
December 20	Close of Fall Semester
December 21	Instructor Grade Deadline

ASSESSMENT, NEW STUDENT ORIENTATION/COUNSELING

ASSESSMENT- MATH, ENGLISH/ESL, OR CHEMISTRY

Once you have submitted your application, you must register for a Math, English/ESL Assessment session. Log onto **WebAdvisor** to view and register for a test date. Arrive 15 minutes early for your assessment session. For information about exemptions from the Assessment component, or clearing the prerequisite for Chemistry 141, contact 619-660-4425 or go to www.cuyamaca.edu/assessment.

NEW STUDENT ORIENTATION/COUNSELING SESSIONS

After completing the Assessment process, all new students must attend a New Student Orientation/Counseling session. Log onto **WebAdvisor** to view and register for one of these sessions. These sessions will inform you of degree and university transfer requirements, campus resources, and will focus on developing a class schedule for the fall term. You will receive your assessment results in this session. Please allow 2 hours.

ESL NEW STUDENT ORIENTATION/COUNSELING SESSIONS

Once you have submitted your application, you must register for an ESL/Math Assessment session. Log onto **WebAdvisor** to view and register for a test date. Arrive 15 minutes early for your assessment session. After completing the Assessment process, all new students must attend an ESL New Student Orientation/Counseling session. Log onto **WebAdvisor** to view and register for one of these sessions.

STUDENT WITHDRAWAL & GRADE RESPONSIBILITY

You are held responsible for all classes in which you register. If you decide to withdraw from a class(es), it is your responsibility to drop using **WebAdvisor** or to obtain an Add/Drop Card from the Admissions and Records Office, complete the card, and submit it to the Admissions and Records Office. The official date of withdrawal is the date you drop your class(es) using **WebAdvisor** or when an Add/Drop Card is submitted. If this is not done, you may receive a grade of "F." If you withdraw from a semester-length class(es) by the end of the second week, the class(es)

will not appear on your transcript. If you withdraw from a semester-length class(es) between the third and twelfth week, a grade of "W" is issued. If you are still enrolled in a semester-length class(es) 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" may 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 dates.

WITHDRAWAL & GRADE RESPONSIBILITY TIMELINE

