

CUYAMACA COLLEGE - FALL 2010 FINAL EXAMINATION SCHEDULE

Days/Times of Regularly Scheduled Classes	Date/Time of Final Exam	Days/Times of Regularly Scheduled Classes	Date/Time of Final Exam
MONDAY, DECEMBER 13		THURSDAY, DECEMBER 16	
MW	6:30 or 7:00 a.m. 7:00 a.m.-9:00 a.m.	TTh	7:30 or 8:00 a.m. 8:00 a.m.-10:00 a.m.
MW	9:30 or 10:00 a.m. 9:30 a.m.-11:30 a.m.	TTh	10:30, 11:00 or 11:30 a.m. . . 11:00 a.m.-1:00 p.m.
MW	12:00 or 12:30 p.m. 12:00 noon-2:00 p.m.	TTh	1:00 or 1:30 p.m. 1:00 p.m.-3:00 p.m.
MW	2:00 or 2:30 p.m. 2:00 p.m.-4:00 p.m.	TTh	3:00 or 3:30 p.m. 3:00 p.m.-5:00 p.m.
MW	4:00 or 4:30 p.m. 4:00 p.m.-6:00 p.m.	TTh	5:00 or 5:30 p.m. 5:00 p.m.-7:00 p.m.
M	6:00 p.m.. 6:00 p.m.-8:00 p.m.	TTh or Th	6:00 p.m.. 6:00 p.m.-8:00 p.m.
MW or M	6:30 p.m.. 6:30 p.m.-8:30 p.m.	Th	6:30 p.m.. 6:30 p.m.-8:30 p.m.
M	7:00 p.m.. 7:00 p.m.-9:00 p.m.	TTh or Th	7:00 p.m.. 7:00 p.m.-9:00 p.m.
TUESDAY, DECEMBER 14		FRIDAY, DECEMBER 17	
TTh	6:30 or 7:00 a.m. 7:00 a.m.-9:00 a.m.	F	8:00 a.m. 8:00 a.m.-10:00 a.m.
TTh	9:30 or 10:00 a.m. 9:30 a.m.-11:30 a.m.	F	9:00 a.m. 9:00 a.m.-11:00 a.m.
TTh	12:00 or 12:30 p.m. 12:00 noon-2:00 p.m.	F	12:00 noon 12:00 noon-2:00 p.m.
TTh	2:00 or 2:30 p.m. 2:00 p.m.-4:00 p.m.	F	1:00 p.m. 1:00 p.m.-3:00 p.m.
TTh	4:00 or 4:30 p.m. 4:00 p.m.-6:00 p.m.	SATURDAY, DECEMBER 18	
T	6:00 p.m.. 6:00 p.m.-8:00 p.m.	S Normal Class Hours	
TTh or T	6:30 p.m.. 6:30 p.m.-8:30 p.m.	MONDAY, DECEMBER 20	
T	7:00 p.m.. 7:00 p.m.-9:00 p.m.	Conflicts To be arranged with instructor	
WEDNESDAY, DECEMBER 15		
MW	7:30 or 8:00 a.m. 8:00 a.m.-10:00 a.m.	Use the first class hour of the week as the key to examination times.	
MW	11:00 or 11:30 a.m.. 11:00 a.m.-1:00 p.m.	Full-term Saturday classes will hold examinations on Saturday, December 18 at normal class hours.	
MW	1:00 or 1:30 p.m. 1:00 p.m.-3:00 p.m.	Short-term classes (including 1st and 2nd 8-week classes) will hold finals on the last class meeting.	
MW	3:00 or 3:30 p.m. 3:00 p.m.-5:00 p.m.	Examinations in other classes should be scheduled during the time provided for conflicts.	
MW	5:00 or 5:30 p.m. 5:00 p.m.-7:00 p.m.		
MW or W	6:00 p.m.. 6:00 p.m.-8:00 p.m.		
W	6:30 p.m.. 6:30 p.m.-8:30 p.m.		
MW or W	7:00 p.m.. 7:00 p.m.-9:00 p.m.		

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 25, and all continuing students, will be sent a Registration Appointment. Those who apply after June 25 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. 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; see page 2 and www.cuyamaca.edu/cc/schedules.asp. 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 first name.lastname, and your password is initially your birth date (MMDDYY). You will be prompted to change your password the first time you log in.

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 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.

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/cc/schedules.asp. Each class has a specific refund deadline, as well as a specific deadline to Add, Drop without a 'W' and 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.**

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.

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.

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 the Cuyamaca College Catalog for complete policy and procedure information.

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.

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/cc/schedules.asp. 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) 660-4276.

Students needing financial assistance are encouraged to contact the Financial Aid Office at (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.

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/cc/schedules.asp. 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 not required if motorcycle parking areas are used. For parking and traffic regulations, see the General Information section of the College catalog at www.cuyamaca.edu/cc/catalog.asp

** **Student Benefit Coyote Card:** A Student Benefit Coyote Card may be purchased for \$12. This card 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 Coyote Card also helps the Associated Student Government of Cuyamaca College (ASGCC) to support various activities and programs on campus. For additional information, please call (619) 660-4273.

*** **Health Fee:** The mandatory health fee supports the Health and Wellness Center and provides for insurance coverage

Alert!

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

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.

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, 2010 – 2nd deadline to apply for a 2010-2011 Cal Grant, you must file your FAFSA & GPA verification.

Dec. 20, 2010 – Last day to complete your financial aid file to be considered for Fall 2010 aid (for students not attending Spring 2011).

PLEASE NOTE: If you will be applying for a Fall 2010 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 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.

REFUND SCHEDULES & INFORMATION

See page 2 and www.cuyamaca.edu/cc/schedules.asp 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. See the Financial Aid Office or go to www.cuyamaca.edu/finaid

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

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, 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 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 our website at www.cuyamaca.edu/eops or phone (619) 660-4204.

DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)

Disabled Students Programs and Services provide support services to students with disabilities who request affiliation with DSP&S services to enhance their probability for success. Students who have a verified disability may require special services, equipment, disability-related counseling, registration assistance, disabled parking, 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. DSP&S 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 DSP&S Coordinator. Contact DSP&S 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 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 under 14 years of age 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 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. 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 or call (619) 660-4200. The Health and Wellness Center is located in the Student Center.

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.