

CUYAMACA

C O L L E G E

SPRING 2012 CLASS SCHEDULE



Spring Start Date Options:

- *Spring Semester and 1st 8-Week Classes Begin January 23*
- *2nd 8-Week Classes Begin March 19*

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



C U Y A M A C A
· C O L L E G E ·

CUYAMACA COLLEGE: LEARNING FOR THE FUTURE

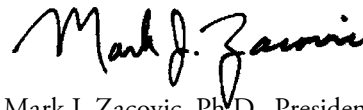
Dear Students:

As the president of Cuyamaca College, it is my pleasure to welcome you to our spectacular campus. Cuyamaca College truly is an institution of higher education for the 21st century, and each of us at the college is here to assist and support you in your educational pursuits.

We take great pride in our beautiful campus, in our faculty and staff who are second to none, in our comprehensive and relevant curriculum, and in our commitment to student success that is unexcelled. We have laid the groundwork for you to be successful college students and all that's left to do is for you to seize this opportunity with your heads and your hands and your hearts, and make the most of your time here at Cuyamaca College.

This schedule of classes for the spring 2012 semester is a *gold mine* of opportunity, exploration, achievement, and academic adventure. Please peruse it carefully as you consider the vast opportunities that await you here at Cuyamaca College. We are excited that you are here and we stand ready to support you in any way we can. Please do not hesitate to ask for help, assistance, or guidance in any way along your academic journey with us. I wish you a very successful semester and an opportunity-filled future.

Sincerely,



Mark J. Zacovic, Ph.D., President

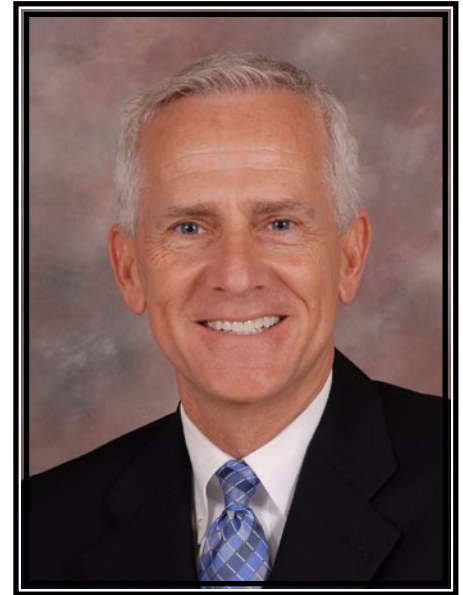


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CODE OF ETHICS

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:

Greg Barr, Bill Garrett, Edwin Hiel, Debbie Justeson, Mary Kay Rosinski STUDENT MEMBERS: Christopher Enders, Charles Taylor III
 CHANCELLOR: Cindy L. Miles, Ph.D. CUYAMACA COLLEGE PRESIDENT: Mark J. Zacovic, Ph.D. GROSSMONT COLLEGE PRESIDENT: Sunita V. Cooke, Ph.D.

How to Apply to Cuyamaca

1 *Apply for Admission*

New students and students who have missed two or more consecutive semesters (re-admit) must file an 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
(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 |

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: Nov. 14 - Jan. 20

Hours: Monday-Saturday 7am-10pm

Semester starts: January 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 October 28. After registration times are assigned, students may register during open registration.
- 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.
- **For more information** on admissions including residency, veterans, transcripts please visit www.cuyamaca.edu/admissions.

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 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 22.

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

Monday	8:00am - 6:00pm
Tuesday -Thursday	8:00am - 5:00pm
Tuesday -Thursday (1/17-1/26)	8:00am - 6:00pm
Friday	9:00am - 1:00pm

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, February 13, 1-2pm, Student Center

Black History Month

Wednesday, March 14, 11:30-12:30pm, Student Center

Women's History Month

Tuesday, April 10, 10-11am, Student Center Quad

Health Fair

Thursday, May 10, 11:30-12:30pm, Student Center

Mexican Cultural Heritage Celebration



SPRING 2012 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/admissions/deadlines.asp

- November 14–January 20Registration
 - January 16..... Holiday (Martin Luther King Day)**
 - January 17–20.....Professional Development - Organizational Meetings
 - January 23.....Regular Day & Evening Classes Begin**
 - January 23–February 3 Program Adjustment
 - February 3Last Day to Add Semester-Length Classes
 - February 3 Last Day to Drop Semester-Length Classes Without a "W"
 - February 3Last Day to Receive a Refund for Semester-Length Classes
 - February 6 Census Day
 - February 17 & 18* (Friday & Saturday).....Holiday (Lincoln Day Observed)**
 - February 20Holiday (Washington Day Observed)**
 - February 24 Last Day to Apply for P/NP (CR/NC) Semester Length Classes
 - March 16..... Last Day to Apply for Spring 2012 Degree/Certificate
 - March 17..... End of First 8-Week Session
 - March 19..... Second 8-Week Session Begins
 - April 2, 3, 4, 5 and 6.....Spring Recess**
 - April 6 College and District Offices Closed**
 - April 20 Last Day to Drop Semester Length Classes
 - May 19..... End of Second 8-Week Session
 - May 21, 22, 23, 24, 25, 26 and 29..... Final Examinations
 - May 28..... Holiday (Memorial Day)**
 - May 29.....Close of Spring Semester
 - May 30.....Instructor Grade Deadline**
 - May 30 (Wednesday) Cuyamaca Commencement
 - May 31 (Thursday) Grossmont Commencement
- *College and District Offices closed in recognition of Friday holiday.

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 30 minutes early for your assessment session. For information about exemptions from the Assessment component, or clearing the prerequisite for Chemistry 141, contact 619-660-4426 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 30 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.

IMPORTANT COURSE REPETITION CHANGES

The California Community College Board of Governors recently passed revisions to Title 5 regarding course repetition that will take effect during the 2012 summer semester. Students will only be allowed to enroll in a course three times if they received a substandard grade (D, F, NP or NC) or withdrew from the class with a "W." Students with extenuating circumstances may seek approval to enroll in

a course for the fourth time through the petition process. These changes do not contain a grandfather clause so any student that has already taken a course the maximum number of times will no longer be able to take the same class within the Grossmont-Cuyamaca Community College District. **For more information, please visit:** www.cuyamaca.edu/admissions/changes

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 date and please visit www.cuyamaca.edu/admissions/deadlines.asp

WITHDRAWAL & GRADE RESPONSIBILITY TIMELINE

