

CUYAMACA COLLEGE

FALL 2016

CLASS  
SCHEDULE



YOUR PATH  
TO SUCCESS



*Fall Start Date Options:*

- Fall Semester and 1st 8-Week Classes Begin August 22
- 2nd 8-Week Classes Begin October 17

TO APPLY AND/OR  
REGISTER GO TO  
[WWW.CUYAMACA.EDU](http://WWW.CUYAMACA.EDU)



# CUYAMACA COLLEGE: YOUR PASSION, YOUR PATH!

*Dear Students:*

I am pleased that you have decided to attend the most beautiful community college campus in the region to pursue your higher education goals. As you will no doubt find, Cuyamaca College is a close-knit community where everyone is dedicated to your success. Whether you are here to obtain a certificate, earn an associate degree, prepare to transfer to a university, or freshen up your job skills, we are here for you.

In addition to our extensive course offerings, Cuyamaca College provides a rich campus life. That's because Cuyamaca College believes that being a leader in education includes setting the pace when it comes to culture and



the arts. So while you're here, enjoy a concert at our incredible Performing Arts Theatre. Take part in our ongoing series of topical discussions

through the Diversity Dialogues. Explore our array of student clubs and organizations. Visit the Heritage of the Americas Museum. Be inspired by the Water Conservation Garden.

My hope is that your experience here at Cuyamaca College will be with you for the rest of your life. And if there is anything that we can do to assist you, please let me know. We are here to help!

Julianna Barnes, Ed.D.  
President  
Cuyamaca College

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## CLASS SCHEDULE

**Go to WebAdvisor to view the Class Schedule online. The online class schedule is constantly updated to reflect current class offerings and enrollment. You can search for specific courses. Disciplines offered for Fall 2016 include:**

American Sign Language	Computer and Information Science	French Geography	Personal Development - Special Services
Anthropology	Computer Science	Geology	Philosophy
Arabic	Counseling	Graphic Design	Physics
Aramaic	Economics	Health Education	Political Science
Art	Education	History	Psychology
Astronomy	Electronics	Humanities	Real Estate
Automotive Technology	Engineering	Library Information Resources	Religious Studies
Biological Sciences	English	Mathematics	Social Work
Business	English as a Second Language	Musical	Sociology
Business Office Technology	Environmental Health & Safety Management	Native American Languages	Spanish
CADD Technology	Exercise Science	Oceanography	Surveying
Chemistry		Ornamental Horticulture	Theatre Arts
Child Development		Paralegal Studies	Water/Wastewater Technology
Communication			Work Experience

## 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: Evan Esparza, Sebastian Caparelli  
**CHANCELLOR:** Cindy L. Miles, Ph.D.   **CUYAMACA COLLEGE PRESIDENT:** Julianna Barnes, Ed.D.

Cuyamaca College does not discriminate on the basis of ethnic group identification, race or ethnicity, color, national origin, religion, age, gender, gender identity, gender expression, physical or mental disability, medical condition, pregnancy, genetic information, ancestry, sexual orientation, marital status, or military and veteran status in any of its policies, procedures or practices. Please see the Grossmont-Cuyamaca Community College District Board policy BP 3410 Nondiscrimination for a full statement of the college's non-discrimination policy: [www.gcccd.edu/governing-board/documents/policies/ch3/BP%203410.pdf](http://www.gcccd.edu/governing-board/documents/policies/ch3/BP%203410.pdf)

## Getting Started at Cuyamaca

To be successful at Cuyamaca College and get priority registration students should do the following:

1. **Apply Online:** Before you can register for classes, you must [fill out an application](#) to the college. This can be done online and it is free! Please visit [www.cuyamaca.edu](http://www.cuyamaca.edu) to access the online application.
2. **Create WebAdvisor Account:** Once your application is processed please login to [WebAdvisor](#) and setup your student account. Your username will be your "firstname.lastname" (lowercase only) and your initial password will be your six digit date of birth. (MMDDYY e.g. 06/02/1994 would be 060294). If you are having difficulty, please visit: [www.cuyamaca.edu/services/admissions/webadvisor-help.aspx](http://www.cuyamaca.edu/services/admissions/webadvisor-help.aspx)
3. **Submit Official Transcripts to Admissions and Records:** If you have attended another college, please have your official transcripts sent to the Admissions and Records office to clear prerequisites, and to award prior credit for degrees and certificates, this includes all AP, or IB credit. Official transcripts and scores must still be in the sealed official envelope if you are submitting them in person.
4. **Complete the Online Orientation:** Complete the online orientation on [WebAdvisor](#). You may access the online orientation by signing into [WebAdvisor](#), clicking on Students and under Orientation/Assess/Advising; click **Step One - Online Orientation**.
5. **Take the Assessment Test:** The assessment test will help us assess your current level of Math and English. You will find the option to register for the Math and English Assessment in the Student Menu under Orientation/Assess/Advising; click **Step Two - Schedule Assessment**.
6. **Complete Online Advising:** Once you have completed the assessment test the next step is to complete online advising. To complete online advising please login to [WebAdvisor](#) and click on "Students" and under Orientation/Assess/Advising; click **Step Three - Online Advising**.
7. **Register for Classes:** You will receive an e-mail indicating your registration date and time; in April for Summer, July for Fall and November for Spring. You may then register for classes online using [WebAdvisor](#). [WebAdvisor](#) online tutorials are available to assist you.
8. **Pay Fees:** Once you have registered for classes you must now pay your tuition and fees. You can pay your fees via [WebAdvisor](#) or on campus at the Cashier office.
9. **Attend Classes:** Find your classrooms on the campus map. Students taking online classes access them through Blackboard.

## 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 |

## Quick Tips for Registration

**Register for classes online using WebAdvisor:**

**Log in at <https://wa.gcccd.edu>**

**Registration:** June 13 - August 19

**Hours:** Monday-Saturday 7am-10pm

**Semester starts:** August 22

**To Register:**

- **New and Returning students** must have an application on file to register. Apply on the web at [www.cuyamaca.edu](http://www.cuyamaca.edu) or in the Admissions and Records Office for assistance.
- **May 27, 2016** - Deadline for new students to file an application and participate in matriculation (assessment and orientation/advising) in order to receive a registration appointment for fall 2016. Students who apply after this date will be assigned to open registration.
- You may register at or after your registration date and time.
- **Prerequisites** should be cleared with the Counseling Center before registering. Please visit [www.cuyamaca.edu/counseling](http://www.cuyamaca.edu/counseling) for more information or call (619) 660-4429.
- **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 and transcripts, please visit [www.cuyamaca.edu/services/admissions/default.aspx](http://www.cuyamaca.edu/services/admissions/default.aspx).

**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 that 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 4.**

## Cuyamaca TUTORING Got Help?

Come and use our FREE tutoring services. Learn, share knowledge and become an active participant in your learning process.

### Academic Resource Center (ARC)

Library building C-102 • 619-660-4306

### STEM Center

H Building • 619-660-4396

### Writing Center (Reading, Writing, and ESL)

Communication Arts Building B-167  
619-660-4463

Please visit our website for more information and current days/times:  
[www.cuyamaca.edu/tutoring](http://www.cuyamaca.edu/tutoring)

# FALL 2016 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/services/admissions/deadlines.aspx](http://www.cuyamaca.edu/services/admissions/deadlines.aspx)

Registration ..... June 13 - August 19  
 Payment Deadline for Registration Fees ..... August 11  
 Professional Development -  
 Organizational Meetings ..... August 15 - 19  
**Regular Day & Evening Classes Begin ..... August 22**  
 Program Adjustment ..... August 22 - September 2  
 Last Day to Add Semester-Length Classes ..... September 2  
 Last Day to Drop Semester-Length Classes  
 Without a "W" Appearing on Transcripts ..... September 2  
 Last Day to Apply for Refund for  
 Semester-Length Classes ..... September 2  
 Holiday (Labor Day) ..... September 5\*  
 Census Day (Semester-length Classes) ..... September 6  
 Last Day to Apply for P/NP Semester-Length  
 Classes ..... September 23  
 Last Day to Apply for Fall 2016  
 Degree/Certificate ..... October 14  
 End of First 8-Week Session ..... October 15  
**Second 8 - Week Session Begins ..... October 17**  
 Last Day to Drop Semester-Length Classes ..... November 10  
 Holiday (Veterans' Day Observed) ..... November 11\*, 12\*  
 Holiday (Thanksgiving) ..... November 24, 25, 26\*  
**End of Second 8-Week Session ..... December 10**  
 Final Examinations ..... December 12, 13, 14, 15, 16 and 17  
 Close of Fall Semester ..... December 17  
 Instructor Grade Deadline ..... December 21  
 Winter Recess ..... December 18 - January 29  
 College and District Offices Closed .... December 23 - January 2\*

\*College and District Offices closed.

Dates listed are subject to change. Please see [www.cuyamaca.edu/current-students/academic-calendars/2016fa-calendar.aspx](http://www.cuyamaca.edu/current-students/academic-calendars/2016fa-calendar.aspx) for the most current calendar.

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

Monday, August 22, 1-2pm, Grand Lawn  
**Chaldean Culture and Traditions**

Thursday, Sept. 15, 11:30-12:30pm, Grand Lawn  
**Latino Heritage Celebration**

Wednesday, Oct. 26, Noon-1pm, Cuyamaca Gym  
**Disabilities Awareness College Hour**

Tuesday, Nov. 22, Noon-1pm, Library Patio  
**Native American Heritage**

## 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](http://www.cuyamaca.edu/cc/email.asp). If you have questions, feel free to visit the **Tech Mall**, Room E-121 in the Business & Technology Building for personal assistance or call (619) 660-4395.

## IMPORTANT INFORMATION

Due to the passage of the Student Success Act of 2012 and numerous changes to federal, state and local guidelines, the Grossmont-Cuyamaca Community College District has created a

web page to raise awareness on how these changes may affect you. Please be sure to read each section to learn how they will impact your studies here at Cuyamaca and Grossmont College.

[www.cuyamaca.edu/admissions/changes](http://www.cuyamaca.edu/admissions/changes)

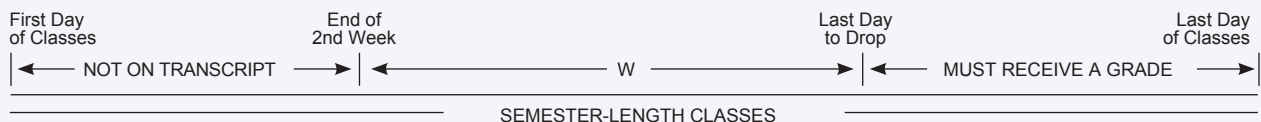
## STUDENT WITHDRAWAL & GRADE RESPONSIBILITY

You are held responsible for all classes in which you register. If you decide to withdraw from a class, it is your responsibility to drop using **WebAdvisor**. The official date of withdrawal is the date you drop your class using **WebAdvisor**. If this is not done, you may receive a grade of "F." If you withdraw from a semester-length class by the end of the second week, the class will not appear on your transcript. If you withdraw from a semester-length class between the third and twelfth

week, a grade of "W" is issued. If you are still enrolled in a semester-length class 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" will 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/services/admissions/deadlines.aspx](http://www.cuyamaca.edu/services/admissions/deadlines.aspx)

### WITHDRAWAL & GRADE RESPONSIBILITY TIMELINE



## CUYAMACA COLLEGE - FALL 2016 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
<b>MONDAY, DECEMBER 12</b>		<b>THURSDAY, DECEMBER 15</b>	
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 p.m.-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.
<b>TUESDAY, DECEMBER 13</b>		<b>FRIDAY, DECEMBER 16</b>	
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 p.m.-2:00 p.m.	F	12:00 p.m. .... 12:00 p.m.-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.	<b>SATURDAY, DECEMBER 17</b>	
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.	.....	
T	7:00 p.m. .... 7:00 p.m.-9:00 p.m.	.....	
<b>WEDNESDAY, DECEMBER 14</b>		.....	
MW	7:30 or 8:00 or 8:30 a.m. .... 8:00 a.m.-10:00 a.m.	.....	
MW	11:00 or 11:30 a.m. .... 11:00 a.m.-1:00 p.m.	.....	
MW	1:00 or 1:30 p.m. .... 1:00 p.m.-3:00 p.m.	.....	
MW	3:00 or 3:30 p.m. .... 3:00 p.m.-5:00 p.m.	.....	
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.	.....	

Use the **first** class hour of the week as the key to examination times.

**Full-term Saturday** classes will hold examinations on Saturday, December 17 at normal class hours.

**Short-term** classes (including 1st and 2nd 8-week classes) will hold finals on the last class meeting.

## 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/services/admissions/application-information.aspx](http://www.cuyamaca.edu/services/admissions/application-information.aspx)

### REGISTRATION INFORMATION

#### REGISTRATION DATE AND TIME

All new and readmit students who apply by May 27, 2016 and all continuing students, will be sent a Registration Appointment. Those who apply after May 27 will be able to register during open registration. 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](http://www.cuyamaca.edu). Registration fees are expected at the time of registration. You will be held to all fees incurred. Students may be 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/services/admissions/deadlines.aspx](http://www.cuyamaca.edu/services/admissions/deadlines.aspx). 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 firstname.lastname (all lowercase), and your password is initially your birth date (MMDDYY). You will be prompted to change your password the first time you log in. If you have difficulties logging into **WebAdvisor**, please visit [www.cuyamaca.edu/services/admissions/webadvisor-help.aspx](http://www.cuyamaca.edu/services/admissions/webadvisor-help.aspx)

## ***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.
- 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/services/admissions/deadlines.aspx](http://www.cuyamaca.edu/services/admissions/deadlines.aspx). Each class has a specific refund deadline, as well as a specific deadline to Add, Drop without a 'W' and Drop with a 'W'. **It is the student's responsibility to drop a class; do not rely on the instructor to do so. All deadlines are strictly enforced. Always verify your class schedule on WebAdvisor.**

### ***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 an overload authorization form from Counseling Services.

### ***DUPLICATE CLASSES***

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

### ***REPEATING CLASSES***

Students are allowed to repeat a course two times if they received a substandard grade (D, F, or NP) or withdrew from the class with a "W." Students may not repeat a class if they received a satisfactory grade (A, B, C, or P) unless stated in the Cuyamaca College Catalog. Please

visit [www.gcccd.edu/colleges-important-changes/course-repetition.html#details](http://www.gcccd.edu/colleges-important-changes/course-repetition.html#details) for more information on course repetition.

## ***PREREQUISITES, COREQUISITES, RECOMMENDED PREPARATIONS, 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.

All courses shall be open for enrollment to any student who has been admitted to the college, except that students may be required to meet necessary and valid prerequisites. In addition, the District may also limit enrollment in a course based on health and safety considerations, facility limitations, or legal requirements imposed by statute or regulations.

## ***COURSE PREREQUISITES***

Cuyamaca College fully enforces prerequisites and corequisites for all courses as stated in the [college catalog](#). Prerequisite courses taken at other colleges are not automatically cleared and must be requested by the student two weeks (10 business days) prior to your registration date. Please note: Courses taken at Cuyamaca or Grossmont College are automatically used to clear prerequisites where appropriate.

Prerequisites may be cleared through the following two options:

- I. To clear a prerequisite based on course work:
  - You have taken an equivalent course at another college and have the appropriate documentation, i.e., transcripts, grade reports, AP/IB test scores.
  - You have successfully passed an appropriate Advanced Placement, International Baccalaureate or CLEP exam.
  - You have an English and/or math assessment test from another local area college.
- II. To clear a prerequisite based on criteria other than course work, this is known as "challenging a prerequisite."

The challenge process is designed for students who believe they have met a course prerequisite through means other than what is listed above. You may challenge a prerequisite based on one or more of the following:

1. You have acquired through work or life experiences the skills and knowledge that is presupposed in terms of the course or program for which it is established.
2. You will be subject to an undue delay in attaining the goal in your educational plan because the college has not made the prerequisite or co-requisite course reasonably available.
3. You can demonstrate that you do not pose a threat to yourself or others in a course that has a prerequisite established to protect health and safety.

- The prerequisite has not been established in accordance with the District's process for establishing prerequisites and co-requisites, and has not been established in accord with Title 5.
- The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

**Prerequisite Clearance/Challenge Process:**

- Fill out and complete the "Prerequisite Clearance/Challenge Form" located on the Counseling web page: [www.cuyamaca.edu/services/counseling/default.aspx](http://www.cuyamaca.edu/services/counseling/default.aspx)
- Attach any supporting documentation to your form when submitting your petition.
- You will be notified within five (5) working days from the date the form is submitted regarding the result of your petition.
- If approved, you will be able to register in your class on **WebAdvisor**. If you are having difficulty please contact the Counseling Department at 619-660-4429

**AUDIT POLICY**

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

- HIST 132 - Kumeyaay History I
- HIST 133 - Kumeyaay History II
- HUM 116 - Kumeyaay Arts and Culture
- MUS 106 - Music Theory and Practice II
- MUS 127 - Class Guitar II
- MUS 209 - Rock, Pop and Soul Ensemble
- MUS 253 - Concert Band
- MUS 257 - Jazz Ensemble
- MUS 259 - Chorus
- MUS 291 - Performance Studies
- NAKY 120 - Kumeyaay I
- NAKY 121 - Kumeyaay II
- NAKY 220 - Kumeyaay III

**AUDITING COURSES**

- Audit enrollment will not be permitted until students have completed the allowable number of repeat courses. Courses are determined through agreement between the department and the appropriate administrator. Priority class enrollments are given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until the day following census.
- A nonrefundable audit fee of \$15 per unit plus any required student fees or instructional materials fee (e.g. student health fee, representation fee and student center fee) shall be payable at the time of enrollment as an auditor. **Fees are not refundable.**
- Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer units per semester. If the student drops below the 10-unit level, the \$15 per unit audit fee will be assessed.
- Audit enrollment will be based on "seats available" and will not be used to count toward minimum enrollment requirements. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit students. Instructor discretion is strongly recommended. Audit enrollments which allow faculty to be eligible for large class bonus will not be counted.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for that course.

- Permission to audit a class is done at the discretion of the instructor and with the instructor's signed permission.
- No credit will be received for auditing a course. The College will not maintain any attendance or academic records for MIS reporting.

**AUDITING PROCESS**

- Obtain the Course Audit Application form from the Admissions and Records Office.
- Verify you have a current application on file. Student must be eligible to enroll in for-credit courses in the semester they wish to audit a course.
- Obtain approval from the instructor to audit the course. Form cannot be submitted prior to Monday of the third week of instruction.
- Submit the form to the Admissions and Records office. Upon verification of audit requirements, student will pay required fees and will be registered in the course.

**Alert!**

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

**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**

The last step in registration is fee payment. 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. Registration is **NOT** complete until fees have been paid. Failure to pay will result in a hold on your records. Refund deadlines vary by class; see page 2 and [www.cuyamaca.edu/services/admissions/deadlines.aspx](http://www.cuyamaca.edu/services/admissions/deadlines.aspx). 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).....	\$ 46.00 per unit
(fees are subject to change)	
Parking Permits:	
*Auto Parking Permit.....	\$ 40.00
One Day Permit .....	\$ 2.00
** Student Benefit Sticker .....	\$ 12.00
*** Health Fee (Mandatory) .....	\$ 18.00
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....	\$200.00 per unit
International Students -above fees plus ....	\$200.00 per unit

## NEED MONEY FOR COLLEGE?

*The Financial Aid Office is here to help!*

[www.cuyamaca.edu/services/finaid/default.aspx](http://www.cuyamaca.edu/services/finaid/default.aspx)  
(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

**March 2, 2016** – Priority deadline to apply for a 2016-2017 Cal Grant, you must file your FAFSA & GPA verification.

**July 10, 2016** (or last day of enrollment, whichever occurs first) – Last day to complete your financial aid file to be considered for Spring 2016 aid (for students attending Spring 2016).

**PLEASE NOTE:** Contact the financial aid office for the deadline to complete the loan process.

**\*\* Student Benefit Sticker:** A Student Benefit Sticker may be purchased for \$12. This sticker 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 Sticker also helps the Associated Student Government of Cuyamaca College (ASGCC) to support various activities and programs on campus. For additional information, please call (619) 660-4612.

**\*\*\*Health Fee:** The mandatory health fee supports the Health and Wellness Center and 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 Office of the Vice President of Student Services. Requests for exemption will be reviewed by the Vice President of Student Services and the Associate Dean for Student Affairs. For additional information, please contact the Vice President of Student Services at (619) 660-4301.

**Fees may be paid by check, 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.**

Checks or money orders can also be mailed to: Cashier's Office, Grossmont-Cuyamaca Community College District, 8800 Grossmont College Dr., El Cajon, CA 92020.

**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.

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) 660-4725.

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

## ***FEE WAIVERS***

FUNDS ARE AVAILABLE TO PAY FOR ENROLLMENT, HEALTH SERVICES AND STUDENT CENTER CONSTRUCTION FEES. Visit the Financial Aid Office or go to [www.cuyamaca.edu/services/finaid/default.aspx](http://www.cuyamaca.edu/services/finaid/default.aspx) and click on "Apply for Financial Aid", then "BOGFV."

## ***LEARNING RESOURCES***

**Computer Access:** Cuyamaca College has state-of-the-art computer labs available for student use in the following locations:

- Tech Mall, E-121
- Library Living Room, C-219
- STEM Center, H-Building
- High Tech Center

Cuyamaca College also has free [WiFi \(Cuyamaca Wireless\)](#) connections throughout campus for enrolled students.

Visit [www.cuyamaca.edu/computerlabs.asp](http://www.cuyamaca.edu/computerlabs.asp) for current hours and locations.

**Computer Help Desk:** The Help Desk is your best resource for troubleshooting technical difficulties associated with your student account.

Phone: (619) 660-4395

Email: [c-helpdesk@gcccd.edu](mailto:c-helpdesk@gcccd.edu)

Web: [www.cuyamaca.edu/helpdesk](http://www.cuyamaca.edu/helpdesk)

**Tutoring:** Cuyamaca College offers tutoring at no cost to enrolled students. Tutoring is available in a variety of subjects in both Academic and Career Technical Education programs. There are three tutoring centers on campus:

- Reading Writing, and ESL Center
- Science Technology Engineering and Math (STEM) Achievement Center
- Academic Resource Center (ARC)

Online tutoring is also available.

Visit [www.cuyamaca.edu/tutoring](http://www.cuyamaca.edu/tutoring) for current hours, locations and access requirements.

**Library:** Cuyamaca College has numerous resources available via the library to support student learning needs. Visit [www.cuyamaca.edu/library](http://www.cuyamaca.edu/library) to discover the resources, services, hours and staff.



## ***HYBRID AND ONLINE COURSES***

Save commuting time and eliminate parking problems by taking a hybrid or online course.

Is online learning for you? Learn more, including which departments are offering hybrid and/or online courses, at [www.cuyamaca.edu/online](http://www.cuyamaca.edu/online).

## ***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 a Student Data Update form online at [www.cuyamaca.edu/services/admissions/forms.aspx](http://www.cuyamaca.edu/services/admissions/forms.aspx).

## ***IMPORTANT EMAIL INFORMATION***

Email is our primary method of communication for sending out notifications regarding admissions, holds, VA and residency issues, etc. It is important that you make sure your email is up to date and that you add gcccd.edu to your safe senders list. To find out how to add gcccd.edu to your safe senders list, please visit [www.cuyamaca.edu/admissions/safesender.asp](http://www.cuyamaca.edu/admissions/safesender.asp)

## ***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 one of the two Student Picture I.D. Offices for this FREE card. You must present a valid government issued identification card. The offices are located in the Career Center (Room A-221, Student Services One-Stop Center), and the Open Computer Lab (Room E-121, Business & Technology Building). Every Cuyamaca College student is allowed one Student Picture I.D. Card while attending Cuyamaca College. Phone: (619) 660-4649.

## ***REFUND SCHEDULES***

See page 2 and [www.cuyamaca.edu/services/admissions/deadlines.aspx](http://www.cuyamaca.edu/services/admissions/deadlines.aspx) 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.

## ***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* may 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. You will be ineligible for any further financial aid at any college until you have repaid the funds in full.

## ***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 and career advising, peer advising, financial assistance through book grants, as funding allows, student orientations, workshops and courses for student success such as counseling (COUN) and work experience (WEX), priority registration, instructional support and advocacy services.

The EOPS Office is located in the Student Services One-Stop Center, Bldg A300. Contact us at (619) 660-4204. More information can be found at [www.cuyamaca.edu/eops](http://www.cuyamaca.edu/eops).

### ***BORDERLESS SPACES PROGRAM (BSP)***

The Borderless Spaces Program, sponsored by EOPS, is designed to assist students who are AB540 or who participate in the California Dream Act or the DACA (Deferred Action for Childhood Arrivals) programs. 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 cohort-building events and orientations.

The BSP program is in the EOPS Office located in the Student Services One-Stop Center, Bldg A300. Contact Borderless Spaces at (619) 660-4297. More information can be found at [www.cuyamaca.edu/eops](http://www.cuyamaca.edu/eops).

### ***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 and students experiencing homelessness. In addition to EOPS and/or CARE

services, students are eligible for intensive counseling case management, personalized financial aid assistance, resource referrals, mentoring, life skills workshops, and cohort-building events and orientations.

The UP! program is in the EOPS Office located in the Student Services One-Stop Center, Bldg A300. Contact UP! at (619) 660-4204. More information can be found at [www.cuyamaca.edu/eops](http://www.cuyamaca.edu/eops).

### ***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 intensive support services such as counseling, student success workshops, an annual food pantry, childcare study time grant awards and transportation assistance, if needed, to enable academic success and to assist students in attaining their career and vocational goals.

The CARE program is in the EOPS Office located in the One-Stop Student Services Center, Bldg A300. Contact CARE at (619) 660-4293. More information can be found at [www.cuyamaca.edu/eops](http://www.cuyamaca.edu/eops).

### ***COOPERATING AGENCIES FOSTER YOUTH EDUCATIONAL SUPPORT (CAFYES)***

CAFYES is a state-funded program designed to recruit and assist EOPS eligible current or former foster youth whose dependency was established at age 16. CAFYES provides intensive support services such as counseling, personal support services, and referral to community based services. CAFYES may assist qualified students with financial assistance, life-skill coaching, mentoring and housing. The CAFYES program is in the EOPS Office located in the Student Services One-Stop Center, Bldg A300. Contact CAFYES at (619) 660-4689. More information can be found at [www.cuyamaca.edu/eops](http://www.cuyamaca.edu/eops).

### ***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 One-Stop Center, room A109. Call 619-660-4340 for further information. Let us be your liaison with the County CalWORKs Welfare-to-Work program.

### ***DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)***

Disabled Students Programs and Services provide support services to students with disabilities who request affiliation with DSPS services to enhance their probability for success. Students who have a verified disability may require special services, equipment, disability-related counseling, registration assistance, 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. DSPS 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 DSPS Coordinator. Contact DSPS at (619) 660-4239, located in room A114, Student Services One-Stop Center.

### ***HEALTH AND WELLNESS CENTER***

To promote the health and well-being of students, the Health & Wellness Center is maintained by three registered nurses and support staff (peer outreach workers) who evaluate, educate and care for the health needs of Cuyamaca College students and staff. Located on the lower level of the Student Center in room I-134, services are available on a confidential basis and include: health screenings (body composition analysis and blood pressure); tuberculosis clearance testing; basic first-aid and illness/injury assessments; and referrals to community health resources. The Health & Wellness Center is also a health education resource providing up-to-date information on topics related to stress management, nutrition, exercise, sexual assault prevention, substance abuse, birth control, communicable disease control and prevention, and more. Additional available services include short-term mental health counseling to explore feelings, values and behavior with the assistance of a counselor and a Contemplation Room to de-stress, meditate and relax. For appointments call (619) 660-4200.

The mandatory health fee which supports these services also provides for insurance coverage should a student be injured during a supervised, on-campus or school-related activity. Insurance forms are available at the Health and Wellness Center.

### ***VETERAN SERVICES***

Cuyamaca College Veterans Services is a comprehensive student success program that includes multi-departmental coordination between Admissions and Records, Financial Aid, Disabled Students Programs and Services, and Counseling. With a strong focus on serving the educational needs of military veterans, Cuyamaca College earned recognition as one of the nation's "best of the best" veteran-friendly schools in 2014 by U.S. Veterans Magazine. The Veterans Services office is located in the Student Services One Stop Center, room A-201. For more

information regarding services to student veterans, call 619-660-4282.

## ***NO SMOKING POLICY***

In accordance with Board Policy 3560, Cuyamaca College is a smoke-free/tobacco-free facility. Violation of this policy will result in appropriate disciplinary penalties for both students and employees.

## ***CAMPUS SAFETY***

**POLICE SERVICES** at the District are provided by the San Diego County Sheriff's Department. A sheriff's sergeant and four deputies are assigned to the Cuyamaca and Grossmont college campuses. If necessary, the District also has access to Sheriff's Department specialized units that investigate crimes such as illegal drug sales, domestic violence, auto theft or gang-related crime.

In addition, a team of Campus and Parking Services (CAPS) specialists provides services such as automobile assistance, lost & found, and safety escorts. CAPS also enforces parking regulations on campus.

The Public Safety Office is located at the Cuyamaca One-Stop A100 building.

### ***PUBLIC SAFETY CONTACT INFORMATION***

Call **911** in an emergency or **(9)911** from a campus phone

- Life-threatening situation
- Medical emergency
- Crime in progress
- Fire
- Major disturbance

Call **(619) 644-7800** to contact law enforcement for a non-emergency

- Crime report
- Suspected suspicious activity

Call **(619) 644-7654** for Campus and Parking Services

- Automobile assistance
- Parking
- Lost & found
- Safety escort

Additional Public Safety information is available on the district website at [www.gcccd.edu/public-safety](http://www.gcccd.edu/public-safety).

## ***PARKING & TRAFFIC REGULATIONS***

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

For further information, contact Campus and Parking Services at (619) 644-7654. Permit Parking is enforced on all district property:

- Monday thru Thursday - 7:00am to 10:00pm
- Friday thru Saturday - 7:00 to 4:00pm

## ***DISPLAYING PARKING PERMIT ON CAMPUS***

The Parking Permit must be displayed so that the color and expiration date is clearly visible. The Parking Permits are only valid when properly displayed:

1. Affixed to the front windshield either side, inside the lower corner.
2. Vehicles with dark tint on the windows must completely affix the permit to an area without tint.

## ***STUDENT PARKING PERMITS***

Student parking permits are purchased through WebAdvisor at [www.cuyamaca.edu](http://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 College Cashier's office and we will process your payment so that your parking permit can be mailed.

**Refunds for parking permits** – You must physically return your parking permit to the College Cashier's office WITHIN the REFUND DEADLINE for your class/es to receive a refund. If you paid by credit card, we will process your transaction and you will receive a credit to your card from Credentials, Inc. If you paid by cash or check, we will refund your money to you after cancelling your parking permit through Credentials, Inc.

For help with purchasing your permit you may call the Customer Service number of Credentials, Inc., at 1-800-646-1858.

## ***FACULTY & STAFF PARKING PERMITS***

Permits are available at each campus.

Cuyamaca	(619) 660-4256
Grossmont	(619) 644-7621

## ***VENDOR PARKING PERMITS***

All Vendor Permits.

district.parking@gcccd.edu  
(619) 644-7654

## ***CALL BOXES AND LOCATIONS***

Emergencies and requests for motorist assistance can be reported to the District Police at (619) 644-7654 or by using one of the Call Boxes located in each parking lot and inside all campus elevators.

## ***PAY STATIONS***

Daily Permits for students and visitors may be purchased from the Pay Stations located in Parking Lots: 1, 2, 4, 5.

Please use exact change, use one dollar bills only, or any major credit/debit card. No refund or change is given. Pay stations permits are only valid in student parking lots.

Business visitors may obtain a parking pass from the machines located in each lot.

## ***DISABLED PARKING PERMITS***

All vehicles utilizing Disabled parking spaces must display a state issued identification placard, i.e. DMV issued placard, DP or DV plates. Applications for Placards/Plates are available at the Department of Motor Vehicles or can be picked up at Disabled Student Services. Disabled Permits are also valid in student lots.

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

### ***SPECIAL EVENTS PARKING***

Please contact the hosting department for parking details. Parking request for special events or large groups are available through previous arrangements, for detailed information contact Campus and Parking Services at (619) 644-7654.

### ***REPLACEMENT FOR LOST OR STOLEN PERMITS***

There are no refunds or replacement of lost or stolen parking permits.

### ***MOTORCYCLE PARKING***

Motorcycles, scooters, segways, and mopeds **MUST BE PARKED** in designated motorcycle areas; permit is not required. However, motorcycles parked in auto parking spaces are subject to citation.

### ***ALTERNATIVE TRANSPORTATION OPTIONS***

Bicycle racks are available throughout campus.

The college Metropolitan Transit System (MTS) pass is a great way to avoid parking hassles, car expenses, and to have access to unlimited rides throughout the semester. Monthly or semester MTS passes are available at the student services window. For more information please visit the MTS website at [www.sdmts.com](http://www.sdmts.com)

### ***MOTORIST ASSISTANCE***

Contact Campus and Parking Services at (619) 644-7654 for the following services:

- Unlocking vehicle
- Battery jump start

### ***PARKING CITATION FINES***

Parking citation fines are to be paid within 21 days of issue date or 14 days of delinquent notice. Failure to pay fines on time results in a delinquency fee.

### ***PARKING CITATION PAYMENTS***

Fees resulting from citations are payable at the College Cashier Office or online at: [www.paymycite.com/gcccd](http://www.paymycite.com/gcccd).

Citation status changes will not be processed until the full payment of all applicable fees.

Unpaid citations are subject to a \$75.00 delinquent fee. Payment failure will eventually result in a DMV hold on the vehicle's registration.

### ***CITATION APPEAL PROCESS***

You may appeal your citation at: [www.paymycite.com/gcccd](http://www.paymycite.com/gcccd) within **21 calendar days** of the citation's issued date. You will receive a response to your request by mail within 2-3 weeks.

Public Safety Office is located at Cuyamaca One-Stop A-building.

Additional public safety information is available at our home page [www.gcccd.edu/public-safety](http://www.gcccd.edu/public-safety)

### ***ADDITIONAL SERVICES***

#### ***LOST AND FOUND***

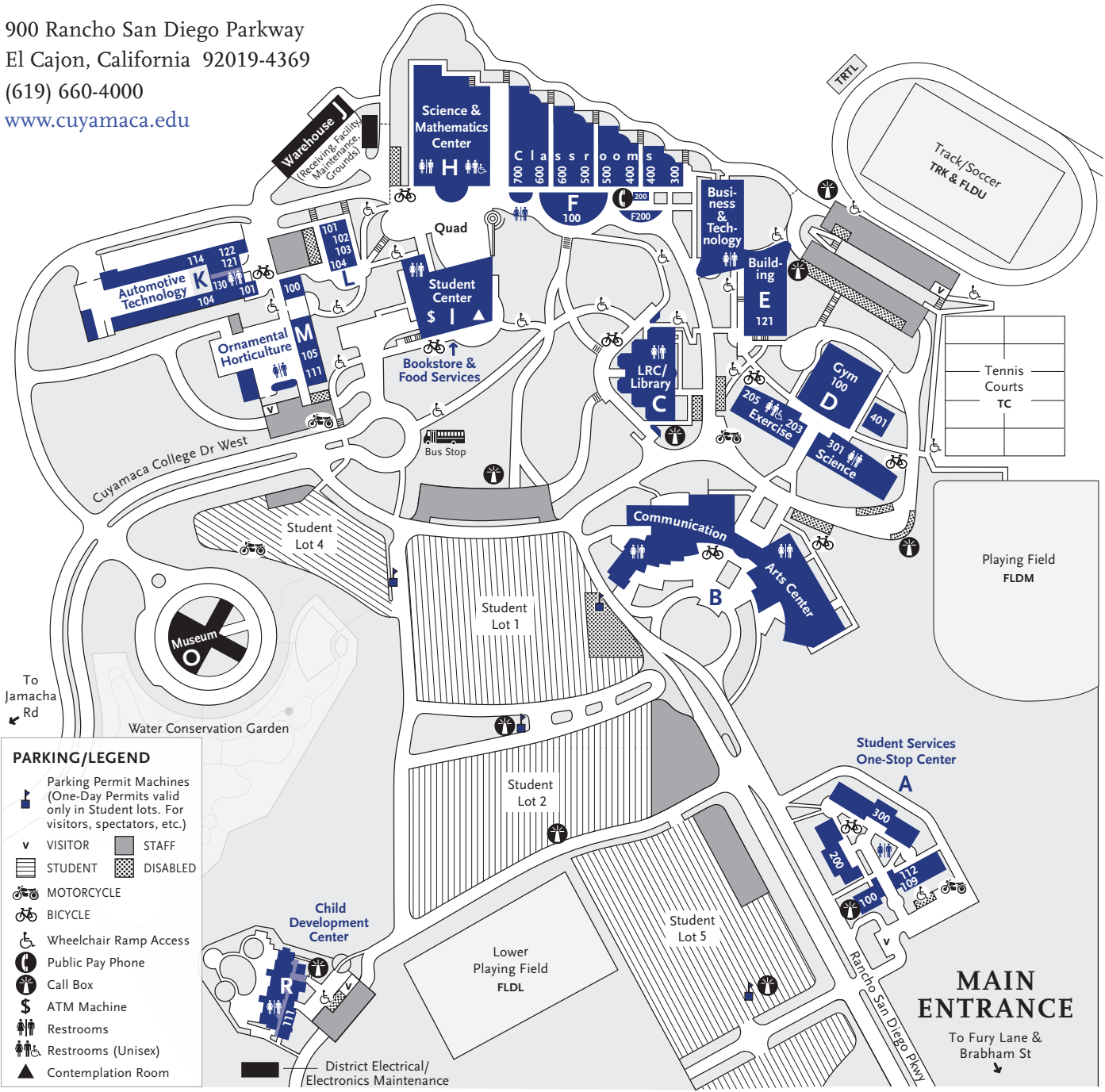
Lost and Found items should be returned to Public Safety. To check if an item has been turned in, call or stop by the CAPS office.

# CUYAMACA COLLEGE

900 Rancho San Diego Parkway  
El Cajon, California 92019-4369

(619) 660-4000

[www.cuyamaca.edu](http://www.cuyamaca.edu)



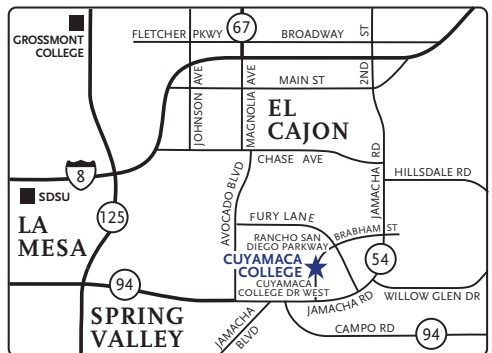
## PARKING/LEGEND

- Parking Permit Machines (One-Day Permits valid only in Student lots. For visitors, spectators, etc.)
- VISITOR
- STUDENT
- MOTORCYCLE
- BICYCLE
- Wheelchair Ramp Access
- Public Pay Phone
- Call Box
- ATM Machine
- Restrooms
- Restrooms (Unisex)
- Contemplation Room
- STAFF
- DISABLED
- District Electrical/Electronics Maintenance

- Academic Resource Center - C Bldg
- Adjunct Faculty Offices - B, E and F Bldgs
- Administration - F Bldg
- Admissions & Records - A Bldg
- Assessment Center - A Bldg
- Automotive Technology - K Bldg
- Bookstore - Student Center
- CalWORKs S.T.E.P.S. - A Bldg
- Campus & Parking Services (CAPS) - A Bldg
- CARE - A Bldg
- Career/Placement Center - A Bldg
- Cashier - A Bldg
- Center for Innovation - L Bldg
- Child Development Center - R Bldg
- Computer Labs/Tech Mall (Student use) - E Bldg

- Counseling - A Bldg
- DSPS - A Bldg
- DSPS Learning Lab - C Bldg
- Duplicating (Faculty Support Services) - F Bldg
- Environmental Training Center (ETC) - F Bldg
- EOPS - A Bldg
- Financial Aid - A Bldg
- First Year Experience - A Bldg
- Fitness Center - D Bldg
- Food Services - Student Center
- Gym - D Bldg
- Health & Wellness Center - Student Center
- Heritage of the Americas Museum - O Bldg

- High School & Community Relations - Student Center
- Library (LRC) - C Bldg
- Mailroom - F Bldg
- Nursery (Plant Sales) - M Bldg
- Ornamental Horticulture - M Bldg
- Sheriff's Office - A Bldg
- STEM Achievement Center - H Bldg
- Student Affairs - Student Center
- Student Center - I Bldg
- Switchboard - F Bldg
- Transfer Center - A Bldg
- UPI - A Bldg
- Veterans Resource Center - Student Center
- Veterans Services - A Bldg
- Writing Center - B Bldg
- Word Processing (Faculty Support Services) - F Bldg



# FINANCIAL AID IS AVAILABLE!

Before you write that check or charge your fees to your credit card, why not apply for financial aid?

## DID YOU KNOW THAT:

- \$** Multiple types of **FINANCIAL AID** (including a fee waiver) are available to many students to help pay for enrollment fees, books and supplies, transportation and other expenses while attending college, even if you enroll part-time.
- \$** You can apply for the fee waiver by filling out a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov).
- \$** You can access the online fee waiver application through WebAdvisor at <https://wa.gcccd.edu> under the Cuyamaca Financial Aid link.
- \$** See inside on pages 8 and 9 for more information.
- \$** You have **NOTHING** to lose! It's **EASY** and **FREE!** Apply **TODAY!**

## ✓ **APPLY & ENROLL NOW! IT'S EASY!**

Submit a **FREE** Application for Admission by applying online at [www.cuyamaca.edu](http://www.cuyamaca.edu)

## ✓ **PLAN AHEAD!**

May 27 is the deadline for new students to file an application and participate in matriculation (assessment and orientation/ advising) in order to receive a registration appointment for fall 2016. Students who apply after this date will be assigned to open registration.

## ✓ **NOT SURE IF YOU QUALIFY FOR ADMISSION?**

If you are either 18 years old or have a high school diploma, and have the ability to benefit from a college experience, **YOU ARE ELIGIBLE** to attend **CUYAMACA COLLEGE**.



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

Located in Rancho San Diego

Main entrance: Rancho San Diego Parkway off Fury Lane

Alternate entrance: Cuyamaca College Drive West off Jamacha Rd.



(619) 660-4000 • [www.cuyamaca.edu](http://www.cuyamaca.edu)