

Cuyamaca College

Class Schedule **SUMMER 2020**



To apply and/or
register go to
www.cuyamaca.edu

6 Weeks
June 22 - July 30



C U Y A M A C A
· C O L L E G E ·

SUMMER 2020 CALENDAR

Instructional days – Monday through Thursday June 22 - July 30

For a complete listing of short-term class deadlines (add/drop, withdrawal, P/NP, refunds), please visit www.cuyamaca.edu/services/admissions/deadlines.aspx

Registration	May 11 - June 21
Payment Deadline for Registration Fees	June 3
Holiday	July 6
Last Day to Apply for Summer 2020 Degree/Certificate	July 2

Final Examinations will be held on the last day of class.

6-Week Session June 22 - July 30

Late Registration and Program Change	June 22-25
Last Day to Drop Classes without a "W"	June 25
Last Day to Apply for Refund	June 25
Last Day to Apply for P/NP	June 25
Last Day to Drop Classes	July 16
Instructor Grade Deadline	August 6

Dates listed are subject to change. Please see www.cuyamaca.edu/current-students/academic-calendars/2020su-calendar.aspx for the most current calendar.

REGISTRATION

REGISTRATION INFORMATION

Registration Date and Time

All new and readmit students who apply by April 24, and all continuing students, will be sent a Registration Appointment. Those who apply after April 24 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

Self Service/WebAdvisor availability:
Monday-Saturday, 7am-10pm

Internet Registration and Fee Payment

Students may register using **Self Service/WebAdvisor** located on Cuyamaca College's website (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 calendar on this page and 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 **Self Service/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.

Changes after Registration

Once you have registered, you may change your schedule by adding or dropping classes via **Self Service/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 calendar on this page and 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 Self Service/WebAdvisor.**

Maximum units

You may enroll in a maximum of 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 on or after the first day of class.

Duplicate Classes

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

Repeating Classes

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 may not repeat a class if they received a satisfactory grade (A, B, C, P-Pass or CR) except those stated in the Cuyamaca College Catalog. Please visit www.gcccd.edu/colleges-important-changes/course-repetition.html#details for more information on course repetition.

Course Prerequisites

Cuyamaca College fully enforces prerequisites and corequisites for all courses as stated in the [college catalog](#). Prerequisite courses taken at another college 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 Colleges 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.
- II. To clear a prerequisite based on criteria other than coursework, 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 which has a prerequisite established to protect health and safety.
4. 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.
5. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

Prerequisite Clearance/Challenge Process:

1. Fill out and complete the “Prerequisite Clearance/Challenge Form”.
2. Attach any supporting documentation to your form when submitting your petition.
3. You will be notified within five (5) working days from the date the form is submitted regarding the result of your petition.
4. If approved, you will be able to register in your class on **Self Service/WebAdvisor**. If you are having difficulty please contact the Assessment Center at 619-660-4426.

Audit Policy

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

- ARAM 120 - Aramaic I
- ARAM 121 - Aramaic II
- ARAM 220 - Aramaic III
- 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

1. 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 Monday of the third week of instruction.
2. 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.**
3. 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.

4. 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.
5. No student auditing a course shall be permitted to change his or her enrollment to receive credit for that course.
6. Permission to audit a class is done at the discretion of the instructor and with the instructor’s signed permission.
7. No credit will be received for auditing a course. The College will not maintain attendance or academic records for MIS reporting.

Auditing Process

1. Obtain the Course Audit Application form from the Admissions and Records office.
2. 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.
3. Obtain approval from the instructor to audit the course. The form cannot be submitted prior to Monday of the third week of instruction.
4. 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.

Registration Fees

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. 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; refer to the Academic Calendar in the class schedule and 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 per unit
(fees are subject to change)	
Parking Permits:	
Auto Parking Permit - Summer	\$18
Motorcycle Parking Permit - Summer	\$10
One Day Permit	\$2
*Health Fee (Mandatory) - Summer & Intersession	\$17
Student Representation Fee (Optional)	\$2
Nonresident Students - above fees plus	\$265 per unit
International Students - above fees plus	\$265 per unit

***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 Dean, Student Affairs Office. Requests for exemption will be reviewed by the Vice President of Student Services and the Dean, Student Affairs. For additional information, please contact the Vice President of Student Services at (619) 660-4301.

Zero Textbook Cost sections, designated as “☒” in the PDF version of the class schedule, do not require students to purchase a textbook. These sections may have recommended (but not required) books, or may use free, openly licensed teaching and learning resources, such as Open Educational Resources (OER). ZTC sections may have a fee for items such as lab supplies, calculator, test forms, etc. but no conventional textbook fees.

Open Educational Resources (OER) are teaching, learning, and research resources that reside in the public domain or have been released under an open license. OER are legally available and free of cost to students. Class sections using OER with no textbook costs are designated as “☒” in the class schedule.

NONDISCRIMINATION NOTICE

The Grossmont-Cuyamaca Community College District (GCCCD) is committed to providing learning and working environments that ensure and promote diversity, equity, and inclusion. People of diverse backgrounds, perspectives, socioeconomic levels, cultures, and abilities are valued, welcomed, and included in all aspects of our organization. GCCCD strives to provide an educational environment that fosters cultural awareness, mutual understanding, and respect that ultimately also benefits the global community.

No person shall be unlawfully subjected to discrimination or denied full and equal access to District programs or activities 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, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. District programs and activities include, but are not limited to any that are administered or funded directly by or that receive any financial assistance from the California Community Colleges Chancellor's Office.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall be used for membership or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with the District, to any private organization whose membership practices are discriminatory on the basis of groups mentioned above. (Board Policy 3410)

Inquiries regarding the equal opportunity policies, the filing of grievances or for requesting a copy of the college's grievance procedures may be directed to:

- **Dr. Lauren Vaknin**, Dean, Student Affairs, Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019 619-660-4295
- **Dr. Jessica Robinson**, MSW, Vice President, Student Services Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019 619-660-4301
- **Tim Corcoran**, Vice Chancellor, Human Resources, Title IX Coordinator, 8800 Grossmont College Drive, El Cajon, CA 92020 (619) 644-7572

Cuyamaca College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Disabled Students Programs and Services department at 619-660-4239 (TTY 619-660- 4386), room A-113, to obtain

information on programs and services, activities and facilities on campus and for a geographical accessibility map.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the college's compliance with those provisions may also be directed to:

Office for Civil Rights

U.S. Department of Education 221 Main Street,
Suite 1020, San Francisco, CA 94105

SEXUAL ASSAULT

For sexual assault emergencies, contact 911.

If you are a victim of sexual assault (rape, sexual violence or stalking), please contact the Office of Student Affairs at 619-660-4295 or visit the Student Affairs Office (Student Center, I-120). Student Affairs will provide students with the resources and support needed during this time. In addition, students will be provided guidance on reporting options.

Additional resources can be found at: www.cuyamaca.edu/college-info/consumer/files/Sexual-Assault-Policies.pdf

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on Grossmont-Cuyamaca Community College District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures (AP3540).

SEXUAL HARASSMENT

Legal Background: Guidelines of Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. "Sexual harassment like harassment on the basis of color, race, religion or national origin, has long been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civic Rights Act as amended" (Federal Register, April 11, 1980). Interpretation of Title IX of the Education Amendments similarly delineates sexual harassment as discriminatory and unlawful.

Definition: Sexual harassment is defined in GCCCD Policy 3430 as the following:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- Submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment; or
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

Process: Complaints must be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days

(California Code Regulations, Title 5, Section 59328e).

If the alleged harasser is a student, initial action on the complaints shall be the joint responsibility of the Dean, Student Affairs, and the Director of Employee and Labor Relations.

If the alleged harasser is an employee, initial action on the complaint shall be the joint responsibility of the employee's immediate supervisor and the Director of Employee and Labor Relations.

STUDENT CODE OF CONDUCT

Grounds for Disciplinary Action

(Please refer to www.cuyamaca.edu/campus-life/student-affairs/conduct.aspx to access the Student Code of Conduct Policies & Student Grievance & Due Process Procedures.)

DISCLAIMER: CHANGES TO THE CLASS SCHEDULE

Grossmont-Cuyamaca Community College District and Cuyamaca College have made every reasonable effort to determine that everything stated in this schedule is accurate. Courses offered, together with other matters contained herein, are subject to change without notice and at the discretion of the administration of the Grossmont-Cuyamaca Community College District or Cuyamaca College for matters related to student enrollment, level of financial support, or for any other reason. The District and the College further reserves the right to add, amend or repeal any of their rules, regulations, policies and procedures.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

GCCCD Governing Board Members:

Elena Adams; Linda Cartwright; Bill Garrett;
Debbie Justeson; Brad Monroe

Student Members: Amy Bianchi; Sonia Mendoza-Reyes

Chancellor: Lynn Ceresino Neault, Ed.D.

Cuyamaca College President: Julianna Barnes, Ed.D.

Important Changes:

There are important upcoming changes that will impact students. Please visit www.gcccd.edu/colleges-important-changes

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 or 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

CLASS SCHEDULE

Go to [Self Service/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 summer 2020 include:

Art	Communication	Exercise Science	Music
Automotive Technology	Counseling	Graphic Design	Nutrition
Biological Sciences	Economics	Health Education	Political Science
Business	Engineering	History	Psychology
Child Development	English	Mathematics	

CUYAMACA COLLEGE

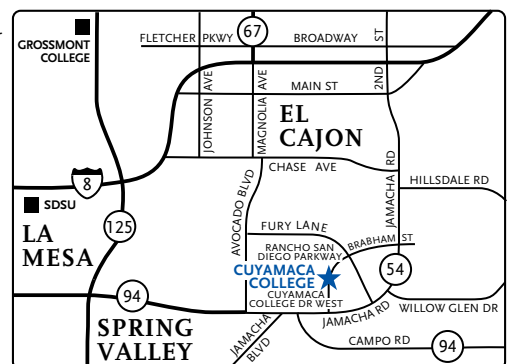
900 Rancho San Diego Parkway
 El Cajon, California 92019-4369
 (619) 660-4000
www.cuyamaca.edu



Academic Resource Center - C Bldg
 Adjunct Faculty Offices - B, E and F Bldgs
 Administration - F Bldg
 Admissions & Records - A Bldg
 Automotive Technology - K Bldg
 Bookstore - Student Center
 CalWORKS - A Bldg
 Campus & Parking Services (CAPS) - A Bldg
 CARE - A Bldg
 Career Center - I Bldg
 Cashier - A Bldg
 Center for Water Studies - L Bldg
 Child Development Center - R Bldg
 Computer Labs/Tech Hall (Student use) - E Bldg
 Counseling - A Bldg
 DSPS - A Bldg

DSPS Hi Tech Center - C Bldg
 Duplicating (Faculty Support Services) - F Bldg
 Environmental Training Center (ETC) - F Bldg
 EOPS - A Bldg
 Financial Aid - A Bldg
 Fitness Center - D Bldg
 Food Services - I Bldg
 Gym - D Bldg
 Health & Wellness Center - I Bldg
 Heritage of the Americas Museum - O Bldg
 High School & Community Relations - A Bldg
 Institutional Effectiveness, Success & Equity - E Bldg
 Library (LRC) - C Bldg
 Mailroom - F Bldg
 NextUP - A Bldg

Nursery (Plant Sales) - by R Bldg
 Ornamental Horticulture - closed for construction
 Pathway Academy - Annex 2
 Placement Center - A Bldg
 Samuel M. Ciccati Performing Arts Center - B Bldg
 Sheriff's Office - A Bldg
 STEM Achievement Center - H Bldg
 Student Affairs - I Bldg
 Student Center - I Bldg
 Switchboard - F Bldg
 Transfer Center - A Bldg
 UP! - A Bldg
 Veterans Resource Center - I Bldg
 Writing Center - B Bldg
 Word Processing (Faculty Support Services) - F Bldg



WELCOME TO CUYAMACA COLLEGE SUMMER 2020

SEVEN STEPS TO REGISTER

STEP 1 - APPLY ONLINE

- Before you can register for classes, you must apply at www.cuyamaca.edu.
- Start early! See the [Academic Calendar](#) for important deadlines.
- Visit the [Admissions and Records Website](#) to find out additional information about being admitted to Cuyamaca College.

STEP 2 - SEND YOUR TRANSCRIPTS

- If you have attended another college, have your official transcripts or documents sent to the [Admissions & Records Office](#) at Cuyamaca College to [clear prerequisites](#), and to [award prior credit](#) for degrees and certificates.
- If you took AP classes in high school, please have the [College Board](#) send your test scores to the [Admissions & Records Office](#).

STEP 3 - ONLINE ORIENTATION

- To get the earliest new student registration date, complete the Online Orientation (Step 3), Assessment (Step 4), and Online Advising (Step 5) in that order.
- Watch a video to [learn how to use Self Service/WebAdvisor](#).
- Complete the Online Orientation:
 1. Login to [Self Service/WebAdvisor](#)
 2. Click Students
 3. Under Orientation/Assess/Advising, click Online Orientation

STEP 4 - ENGLISH AND MATH PLACEMENT

- English as a Second Language (ESL) students should contact the assessment office at 619-660-4426 for assistance.
 1. Login to [Self Service/WebAdvisor](#)
 2. Click Students
 3. Under Orientation/Assess/Advising, click Assessment/Placement Questionnaire
- See the [Assessment Website](#) for more information.

STEP 5 - NEW STUDENT ADVISING

- Complete New Student Advising:
 1. Login to [Self Service/WebAdvisor](#)
 2. Click Students
 3. Under Orientation/Assess/Advising, click Online Advising
- Completion of steps 3-5 will earn you an earlier registration date.

STEP 6 - REGISTER AND PAY FEES

- Register for classes online using [Self Service/WebAdvisor](#) on your registration date and time.
- [Self Service/WebAdvisor online tutorials](#) are available.
- Your registration is not complete until your tuition and fees are paid. Students are dropped for non-payment of fees.

STEP 7 - ATTEND CLASSES

- Students taking online classes access them through [Canvas](#) on the day the class starts.

Financial Aid Assistance is available!

For help to pay for college expenses, apply for financial aid at fafsa.gov. For Financial Aid and Scholarship information, please visit www.cuyamaca.edu/services/finaid.

QUICK TIPS FOR REGISTRATION

REGISTER FOR CLASSES ONLINE USING: SELF SERVICE/WEBADVISOR

Registration: May 11 until last day to add
Hours: Monday – Saturday, 7:00 am – 10:00 pm
([Self Service/WebAdvisor](#) hours)

To Register:

- You must have an application on file to register.
- April 24, 2020 - Deadline for new students to file an application and participate in matriculation (assessment and orientation/advising) in order to receive a registration appointment for Summer 2020. Students who apply after this date will be assigned to open registration.
- You may register on or after your registration date and time.

Summer Office Hours:

For Admissions & Records, Counseling, Financial Aid, EOPS/CARE, CaWORKs, Student ID:
Available to provide remote services
Monday - Thursday, 8 am - 6 pm

Help Lines for Registration

Admissions & Records (assistance registering, applying) Cuyamaca.admissions@gcccd.edu	(619) 660-4275
Assessment (placement and clearing prerequisites) Cuyamaca.assessment@gcccd.edu	(619) 660-4426
Cashier's Office (assistance completing fee payment step) Cuyamaca.cashier@gcccd.edu	(619) 660-4256
Counseling, Orientation and New Student Advising New Students- Cuyamaca.ecounseling@gcccd.edu Current and returning students visit https://cuyamaca.edu/services/counseling/e-counseling.aspx	(619) 660-4429
Disabled Students Programs & Services DSPS@gcccd.edu	(619) 660-4239 (619) 660-4386 TTY
EOPS/CARE/Foster Youth Programs (academic assistance, personal counseling) Cuyamaca.eopscounter@gcccd.edu	(619) 660-4204
Financial Aid	(619) 660-4201
Other Counseling Services Cuyamaca.transfer@gcccd.edu Cuyamaca.ecounseling@gcccd.edu Cuyamaca.veterans@gcccd.edu Cuyamaca.career@gcccd.edu	