

# How to Register:

The screenshot displays the online registration system interface. On the left is a dark navigation menu with options: Home, Financial Information, Academics, Student Planning & Registration, Advanced Search for Classes (circled in red), Grades, Unofficial Transcript, and Academic Attendance. The main content area shows a 'Schedule' tab for 'Spring 2021'. A notification states: 'Your registration period for Spring 2021 begins on 11/15/2020 at 12:00 AM'. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A message box says 'No Courses Selected For This Term'. A calendar grid shows days from Sun to Sat and times from 6am to 11am. Below the calendar, there are tabs for 'Subject Search' and 'Advanced Search'. A text box with a red arrow pointing to the 'Advanced Search' tab contains the instruction: 'Click on Academics and Click Advanced Search for Classes. (Similar to Search Class Schedule via Web Advisor) to look for specific class/section.' Below this is the 'Catalog Advanced Search' form with fields for Term, Meeting Start Date, Meeting End Date, and three rows for Courses And Sections (Subject, Course number, Section). There is also an '+ Add More...' button and a 'Days Of Week' section.

If you experience any issues or errors while registering, please contact:  
Admissions and Records at [grossmont.admissions@gccd.edu](mailto:grossmont.admissions@gccd.edu) or 619-644-7186.



## Or Search by Subject:

## Plan & Schedule:

You may use **Filter Results** to narrow down your search.

Add To Schedule	Term	Section Name	Title	Planned Status	Dates	Location	Meeting Information
<a href="#">Add</a>	Spring 2021	<a href="#">MATH-160-0259</a>	Elementary Statistics		1/4/2021-1/29/2021	Grossmont College	M, T, W, Th, F 8:00-11:20 AM (LEC)
<a href="#">Add</a>	Spring 2021	<a href="#">MATH-160-0287</a>	Elementary Statistics		2/1/2021-6/7/2021	Grossmont College	T, Th 9:30-11:20 AM (LEC)
<a href="#">Add</a>	Spring 2021	<a href="#">MATH-160-0289</a>	Elementary Statistics		2/1/2021-6/7/2021	Grossmont College	M, W 1:30-3:20 PM (LEC)
<a href="#">Add</a>	Spring 2021	<a href="#">MATH-160-0299</a>	Elementary Statistics		2/1/2021-6/7/2021	Grossmont College	M, W 10:30 AM-12:00 PM (LEC)
<a href="#">Add</a>	Spring 2021	<a href="#">MATH-160-0501</a>	Elementary Statistics		2/1/2021-6/7/2021	Grossmont College	M, W 12:00-1:50 PM (LEC)

Select **Add** once you have found the section you would like to register for.



Once you have selected a section, a window will open with course information on the section you selected. Instructor email address only shows up when you are logged into self-service.

**Section Details**

**MATH-160-0259 Elementary Statistics**  
Spring 2021

**Instructors** Palacios, I ([irene.palacios@gcccd.edu](mailto:irene.palacios@gcccd.edu))

**Meeting Information** M, T, W, Th, F 8:00 AM 11:10 AM  
1/4/2021 - 1/29/2021  
Grossmont College, Distance Education/Online WEB (Lecture)

**Dates** 1/4/2021 - 1/29/2021

**Seats Available** 45 of 45 Total

**Credits** 4

**Grading** Graded

**Requisites** Prerequisite: "C" grade or higher or "Pass" in MATH 096 or

Close Add Section

If you would like to schedule this course, select **Add Section**. If not, select **Close** and repeat the previous steps until you have selected the course you want to schedule.

Academic > Advanced Search for Classes

Student Planning & Registration

Advanced Search for Classes

Grades

Unofficial Transcript

Academic Attendance

Test Summary

Advanced Search Selection: HIST-123

Filters Applied: Spring 2021

Add To Schedule	Term	Section Name	Title	Planned Status	Dates	Location
<input checked="" type="checkbox"/>	Spring 2021	HIST-123-4359	Women in Modern American Hist	Planned	2/1/2021-6/7/2021	Cuyamaca College

Selecting **Add Section** in the previous step only adds the course as a planned course. To complete the **Registration Process**, you must select **Student Planning & Registration** from the Student Planning drop down at the top of the



Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Summer 2019

Remove Planned Courses Register Now

Planned: 4 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

MATH-160-0142: Elementary Statistics

Planned

Credits: 4 Credits  
Grading: Graded  
Instructor: Ruberman, S  
6/10/2019 to 7/18/2019  
Seats Available: 42

Meeting Information

Register

View other sections

Sun Mon Tue Wed Thu Fri Sat

11am  
12pm  
1pm  
2pm  
3pm  
4pm  
5pm  
6pm  
7pm  
8pm  
9pm

MATH-160-0142 XI MATH-160-0142 XI MATH-160-0142 XI MATH-160-0142 XI

The course you previously planned should appear. If you are satisfied with this course, select **Register**.

If you have more than one course planned and you would like to schedule them all at one time, select **Register Now** Scheduled Courses.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Summer 2019

Register Now

Planned: 0 Credits Enrolled: 4 Credits Waitlisted: 0 Credits

CHEM-120-1441: Prep for General Chemistry

Registered, but not started

Credits: 4 Credits  
Grading: Graded  
Instructor: Ghemire, S  
6/24/2019 to 8/12/2019

Meeting Information

Drop

View other sections

Sun Mon Tue Wed Thu Fri Sat

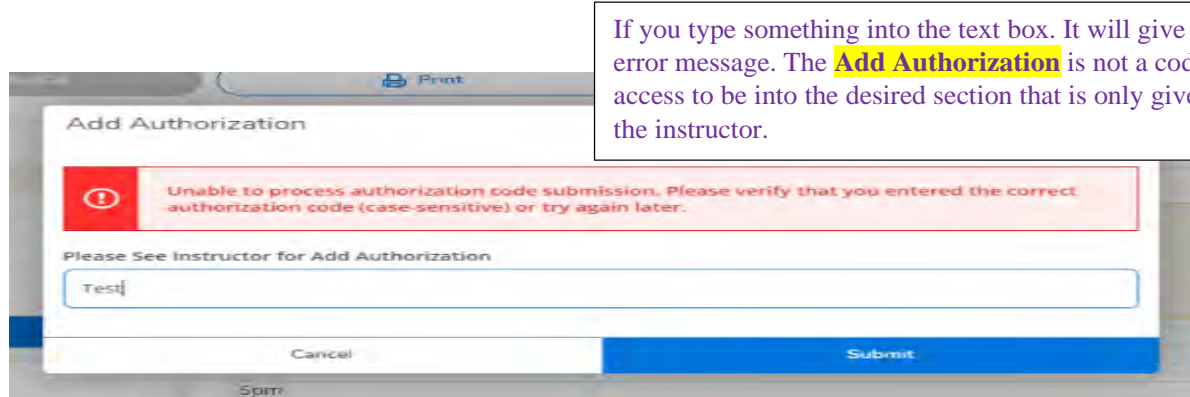
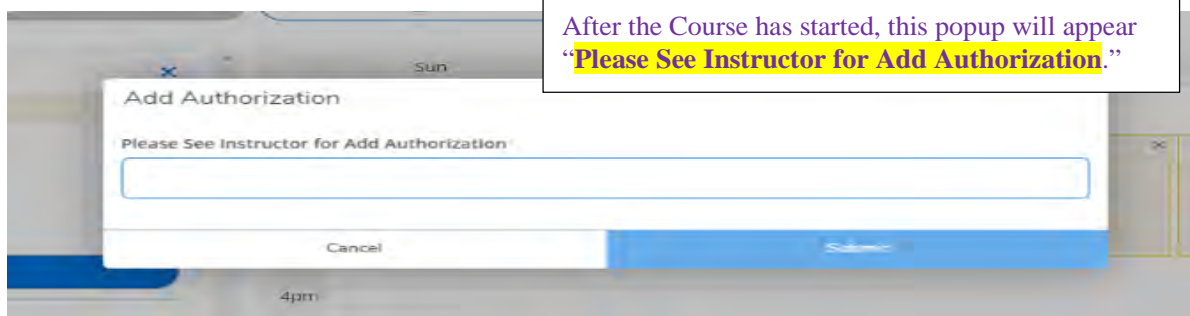
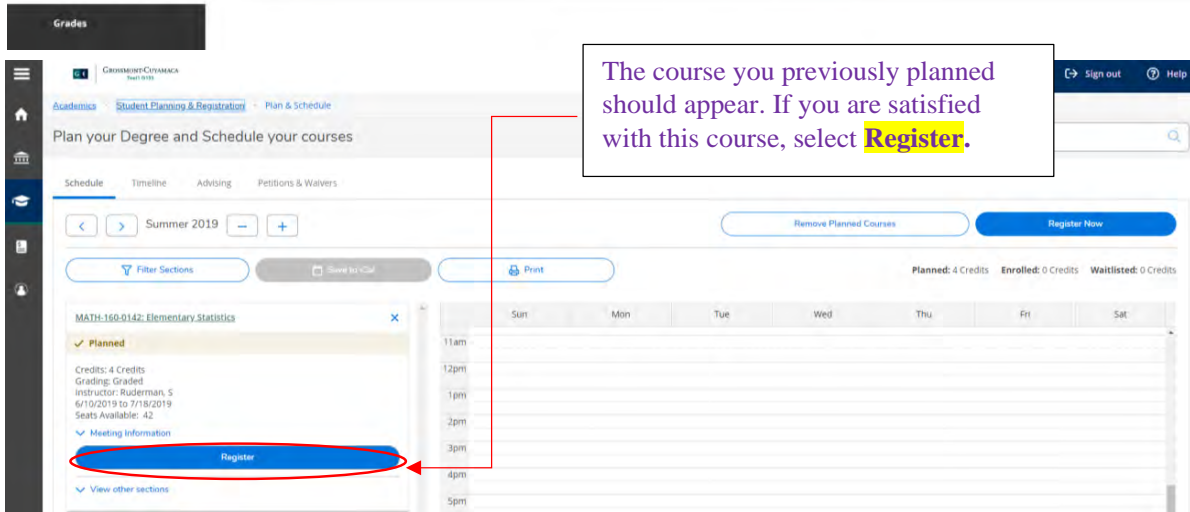
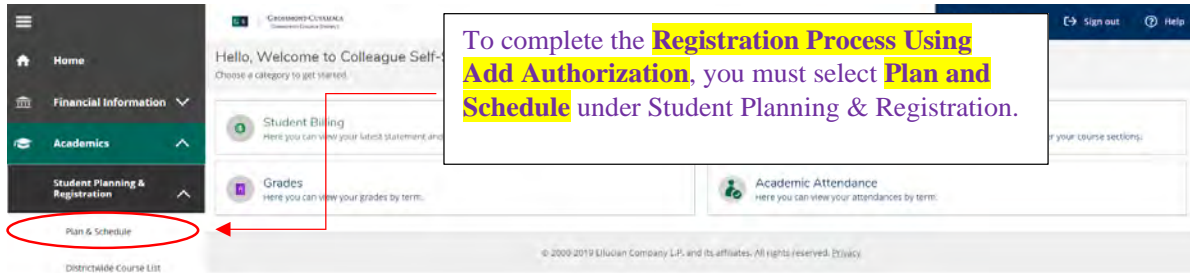
9am  
10am  
11am  
12pm  
1pm  
2pm  
3pm  
4pm

CHEM-120-1441 CHEM-120-1441 CHEM-120-1441 CHEM-120-1441  
CHEM-120-1441 CHEM-120-1441 CHEM-120-1441 CHEM-120-1441

Registered courses will appear in green.



# Registering Using Add Authorization:



From: Grossmont.Admissions@gcccd.edu  
 To: Wayne Branker  
 Subject: Add Authorization For < Class & Section Number>

If you do not have an add authorization, here is example email to send to your instructors for an add authorization.

Dear <Professor's Name>,

My name is <Your Name> and my student ID is <Your ID Number>. I am interested in attending your <Class & Section Number>. Would I please be able to get add authorization to your <Class & Section Number> via Self-Service? This will allow me to register for your section.

Thank you for your time,  
 <Your Name>

Once you have been given Add Authorization by the instructor, under the section it will read, "Authorized for Add." Click Register for the desired class. Add authorizations will begin working on the 1st day of class.

Registered courses will appear in green.

Once the Add Deadline has passed. You will get an error message saying "Late Add Petition Needed – A&R." This error message means you have to petition to register for the desired class, please see A&R at Building 10 or call (619) 644 – 7186.

test.student Sign out Help

PSY-134-7350 - Course Add Petition Req'd - See A&R

Search Feature Coming Soon!

# How to drop a section:

If you decide to drop a course prior to the semester start date, select **Drop**.

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

Summer 2019

Filter Sections | Save to iCal | Print

Planned: 0 Credits | Enrolled: 4 Credits | Waitlisted: 0 Credits

CHEM-120-1441: Prep for General Chemistry

✓ Registered, but not started

Credits: 4 Credits  
Grading: Graded  
Instructor: Ghimire, S  
6/24/2019 to 8/1/2019

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am		CHEM-120-1441	CHEM-120-1441	CHEM-120-1441	CHEM-120-1441		
11am							
12pm							
1pm		CHEM-120-1441	CHEM-120-1441	CHEM-120-1441	CHEM-120-1441		
2pm							
3pm							
4pm							
5pm							
6pm							

Register and Drop Sections

Click **Update** to proceed with **Drop**

You have elected to drop: CHEM-120-1441 (4 Credits)

Select sections to drop:

CHEM-120-1441 (4 Credits)

Cancel | Update

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

Summer 2019

Filter Sections | Save to iCal | Print

Planned: 4 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

CHEM-120-1441: Prep for General Chemistry

✓ Planned

Credits: 4 Credits  
Grading: Graded  
Instructor: Ghimire, S  
6/24/2019 to 8/1/2019  
Seats Available: 26

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am		CHEM-120-1441 X	CHEM-120-1441 X	CHEM-120-1441 X	CHEM-120-1441 X		
11am							
12pm							
1pm		CHEM-120-1441 X	CHEM-120-1441 X	CHEM-120-1441 X	CHEM-120-1441 X		
2pm							
3pm							
4pm							
5pm							
6pm							

# How to pay your fees:

Click on **Financial Information** and Click **Student Billing, Make a Payment.**

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Click on the **down arrow and choose a Payment Method**

Click on the **Proceed to Payment** button

Total Payment: \$202.00

Choose a Payment Method

- American Express
- Discover
- Electronic Check
- MasterCard
- VISA Charge

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivables	WEB	6/10/2019	\$202.00	\$ 202.00

Total Amount Due \$202.00

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# STEPS TO BECOME A NEW STUDENT

General Education course choices for transfer and the associate degree may differ between Cuyamaca and Grossmont College. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.

## NEW STUDENT CHECK LIST

### 1. SUBMIT AN APPLICATION

Submit an admissions application

Visit [www.grossmont.edu](http://www.grossmont.edu) and click "Apply!"

*Remember to complete your financial aid application, choose one:*

- Free Application for Federal Student Aid (FAFSA):  
<https://studentaid.ed.gov>
- California Dream Act Application:  
<https://dream.csac.ca.gov>

### 2. COMPLETE ONLINE ORIENTATION

- Log into Self-Service
- Under Orientation, Placement, and Advising

#### Step One - Online Orientation

### 3. COMPLETE PLACEMENT QUESTIONNAIRE

Determine your placement level in Math and English, or ESL.

- Use the online guided self-placement questionnaire
- Log into Self-Service
- Under Orientation, Placement, and Advising,  
**Click Step Two - Placement Questionnaire**

The questionnaire will determine if English language learners will need to take the ESL Assessment.

- If the ESL Assessment is recommended, complete the online ESL self-guided questionnaire through the "Orientation, Placement and Advising" section.

### 4. CREATE AN ABBREVIATED EDUCATION PLAN

This is a one semester plan with recommended courses to take based on student's educational goals. You have two options to complete this step:

#### **Option 1 (Online)**

- Log into Self-Service
- Under Orientation, Placement, and Advising,  
**Click Step Three - Online Advising**

*Note: In order to complete this step, you must have completed the online Placement Questionnaire.*

#### **Option 2**

Make a virtual or in-person appointment with a counselor on the counseling center website.

### 5. REGISTER AND PAY FOR CLASSES

You will be able to view your registration date/time and register for classes through Self-Service under the "Registration" menu. You can pay on Self-Service or Cashier's office located in Building 10.

## OTHER STEPS TO CONSIDER

**Grossmont-Cuyamaca College Promise** – This covers tuition and mandatory fees for first-time, full-time students for the first two years.

Visit <https://www.gcccd.edu/promise/>

### **Request College Transcripts/Advanced Placement (AP) Test scores**

Official AP Test scores and college transcripts from all colleges and universities previously attended must be requested and submitted to the Admissions and Records office.

*Clear course prerequisites online:* [www.grossmont.edu](http://www.grossmont.edu)

- Click on Admissions in the header
- Scroll down to the bottom and click "Prerequisite Clearance Form"

## ENGLISH AND MATH PLACEMENT

Grossmont College provides students access to complete transfer level courses in English and math in one year. An online questionnaire is available to provide placement for English and math classes.

You can access the online guided self-placement questionnaire by following the directions listed below:

Log into Self-Service

Click on "Orientation, Placement, and Advising"

Click "Step Two - Placement Questionnaire"

## COURSE FROM ANOTHER COLLEGE

If an English or math class has been completed from another college or university within the United States, students can submit the appropriate documentation through the prerequisite clearance [online form](https://www.grossmont.edu/admissions/placement-prerequisite-clearance-form.php) (<https://www.grossmont.edu/admissions/placement-prerequisite-clearance-form.php>).



## ESL PLACEMENT

Students who are recommended to take English as a Second Language (ESL) classes will complete the online ESL self-guided placement questionnaire to determine the most appropriate starting level. For more information, please contact the Assessment Center by emailing <https://www.grossmont.edu/admissions/placement-assessments/index.php>.

## CHEMISTRY 141 TEST

The Assessment Center provides a chemistry test for placement into Chemistry 141. This test can only be taken once and will not be available to students who have already enrolled into Chemistry 120.

## CONTINUING STUDENTS

Continuing students are encouraged to take advantage of the available counseling services. Pre-set appointments will be available throughout the year. In selecting courses, students should consult the Grossmont College catalog for prerequisites, or corequisites, advisories on recommended preparation and course descriptions.

Information regarding degree and certificate programs is available in the Counseling Center and online at [www.grossmont.edu](http://www.grossmont.edu)

## READMIT STUDENTS/TRANSFER-IN STUDENTS

You are encouraged to take advantage of the available counseling services. If you have completed an English and/or math course previously at Grossmont or at another college, you may be excused from the assessment process. In selecting courses, students should consult the current Grossmont College catalog for prerequisites, corequisites, advisories on recommended preparation and course descriptions.

Information regarding degree and certificate programs is available in the Counseling Center and online at [www.grossmont.edu](http://www.grossmont.edu).

## STUDENTS WITH DEGREES

You are required to meet all class prerequisites and corequisites listed in the current college catalog. Prerequisites may include a class and/or assessment. If you have completed an equivalent course, you may be excused from meeting that specific course requirement. You are encouraged to contact the Counseling Center for more information at (619) 644-7208.

## ADULT REENTRY STUDENTS

The Adult Re-Entry Center provides adults the opportunity to experience a higher degree of personal, vocational, and academic self-fulfillment within the supportive environment of Grossmont College. The Re-Entry person is one who has been away from the formal educational setting for a period of time. The following courses are recommended to help Re-Entry students succeed with their transition into college. The Adult Re-Entry Center is located in Building 60, Room 146. Website: <https://www.grossmont.edu/student-support/career-center/index.php>

The following courses are recommended to help re-entry students succeed with their transition into college.

COUN 110 .....Career Decision-Making  
 COUN 120 ..... College and Career Success  
 COUN 130 .....Study Skills and Time Management  
 FS 110 .....Life Management  
 IDS 198 ..... Supervised Tutoring

## AUDITING PROCEDURES

Audit enrollment will not be permitted until students have completed the allowable number of repeats in practice or performance courses. 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.

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.

Permission to audit a class is done at the discretion of the instructor and with the instructor’s signed permission. Appropriate forms and procedures are available in the Admissions and Records Office.

No credit will be received for auditing a course. The college will not maintain any attendance or academic records for a student that audits a course.

## LOWER DIVISION COURSE EQUIVALENCIES FOR UC, CSU and Independent/Private Universities and Colleges

Students who are interested in satisfying certain lower division course requirements in the major or in general education can complete equivalent courses at Grossmont College. In addition to articulated equivalent courses, it is important to know that the vast majority of courses completed at Grossmont College transfer as fulfilling requirements for majors or as elective units. For additional assistance, visit the Grossmont College Articulation web site: <https://www.grossmont.edu/student-support/transfer-center/articulation/index.php>.

All official articulation for the CSU (California State University) and UC (University of California) systems is available at [www.assist.org](http://www.assist.org). This site is readily available via the Grossmont College Articulation Web Site.

It is important to use these tools along with the assistance from counselors at Grossmont College.



### ZERO TEXTBOOK COST (ZTC)

Zero Textbook Cost sections, designated as “ZTC” in 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 materials fee such as lab supplies, calculator, test forms, etc. but no conventional textbook fees. The college strives to ensure that the ZTC designations are accurate; however, under some circumstances, the instructor or assigned materials may change, affecting course material costs. The online version of the class schedule has the most current listing of ZTC course offerings. If possible, please refer to the online schedule instead of the print schedule for the most up-to-date list of ZTC classes.



### LOW TEXTBOOK COST (LTC)

Low Textbook Cost sections, designated as “LTC” in the class schedule, use course textbooks that may be purchased new for \$40 or less at the Grossmont College bookstore.

### OPEN EDUCATIONAL RESOURCES (OER)

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 “ZTC” in the class schedule.

## CHANGES AFTER CLASSES BEGIN

### THE ADD AUTHORIZATION PROCESS

You may add open classes the first week of school by obtaining an Add Authorization from the instructor. With this Add Authorization you may register using **Self-Service** [www.grossmont.edu](http://www.grossmont.edu).

**The last day to use Add Authorization will vary by class.**

### TO DROP A CLASS

You may drop a class using **Self-Service**.

**You must complete the drop before the drop deadline for the class.** To be eligible for a **refund**, you must drop the class before the refund deadline.

A refund check will be mailed to you or you may contact the College Cashier’s Office. Refunds do **not** carry over to future semesters.

# HOW TO READ COURSE OFFERINGS

## COURSE SCHEDULE SAMPLE

**Symbols**  
Indicate G.E. courses, prerequisites, nondegree credit courses, etc. See legend at the bottom of each page.

**Face To Face (F2F) On Campus**

Department	Course Number	Title	Room Number / Location	Instructor	Unit Value
#	<b>ENGL-120</b>	<b>COLLEGE COMPOSITION</b>			<b>3.0</b>
	1234	10:00AM-10:50 MWF	52-570	M. Donnelly	
*	<b>BIO-110</b>	<b>ENVIRONMENTAL BIOLOGY</b>			<b>4.0</b>
		<i>Some Saturday field trips may be held</i>			
S	2236	4:00-5:20PM and 5:30-6:45PM	MW 30-112 MW 34-150	M. Golden	Month/Date

**Note**  
Applies to all sections of a course

**Section Number**  
Number used to register for classes

**S**  
Indicates a short-term class

**Time & day of class**  
All times and days listed under a section number apply to that specific section of a course.

**Bold text indicates an evening class.**

**Short-term dates**

How to Read  
Course Offerings

## SELF-SERVICE SAMPLE

The "Not Online" filter will include ERT courses that are remote "WEB" based instruction with required synchronous meeting days/times.

Filters Applied: **Grossmont College** **Not Online**

Term	Section Name	Title	Dates	Location	Meeting Information
Summer	THTR-124D-9047	Thtr Wrkshop Lab: Prod Crew IV	00/00/00 - 00/00/00	Grossmont College	T, Th 12:00 AM - 12:00 PM 00/00/00 - 00/00/0000
				<b>Location (bottom line)</b> Bldg.-Rm # = on-campus	11 111 (LAB)

# SPECIAL CLASS LOCATIONS

All special class locations are located at Grossmont College unless otherwise noted.

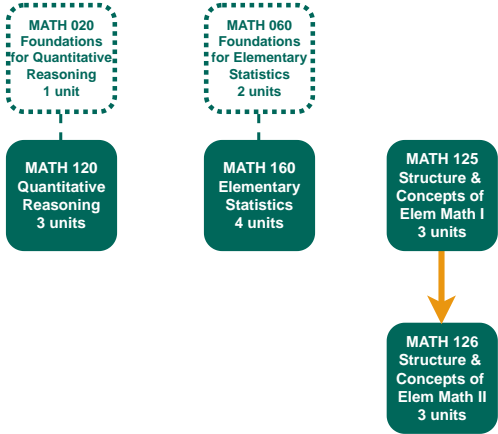
BSBL	Baseball Field	—	Cuyamaca College
32-CDC	Child Development Center	—	900 Rancho San Diego Pkwy, El Cajon, CA 92019
CRTS	Tennis Courts	—	El Cajon Valley High School
HOSP	Hospital	—	1035 E Madison Ave, El Cajon, CA 92021
40-POOL	Swimming Pool	—	Grossmont Hospital
SFBF	Softball Field	—	5555 Grossmont Center Dr., La Mesa, CA 91942
TBA	To Be Arranged	—	Mission Trails Regional Park
TFF	Track & Football Field	—	1 Father Junipero Serra Trail, San Diego, CA 92119
41-121	Training Room	—	Scripps Clinic
TRCK	Track	—	10666 N. Torrey Pines Rd, La Jolla, CA 92037
70-234	Tutoring Center	—	West Hills High School
VBC	Sand Volleyball Courts	—	8756 Mast Blvd., Santee, CA 92071
WEB	Internet Course		



# Grossmont College Math Pathways

**ALL STUDENTS WILL START AT TRANSFER LEVEL.**  
 Check with your counselor to determine which Math Pathway is best to meet your educational goals.

## SLAM TRANSFER-LEVEL STATISTICS AND LIBERAL ARTS



Support courses are designed to supplement topics needed for success in the paired transfer-level math course.

**STEM Majors** - Passing Math 176 is equivalent to passing BOTH Math 175 & Math 170. A student will earn 6 units for passing Math 176 or a total of 7 units for passing both Math 175 & Math 170.

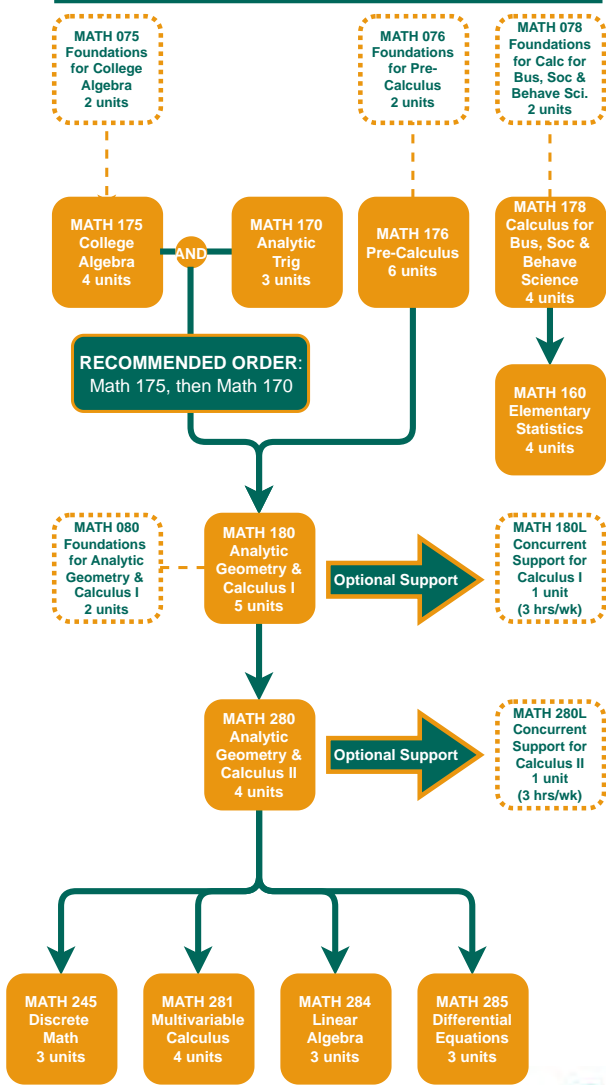
**Math Jam** - Must be concurrently enrolled in either Math 170, 175, 176, or 178.  
**Non-credit and Non-transferable.**

**Business Majors** - It is recommended to take Math 178 before taking Math 160. Many Business majors do not need BOTH Math 178 & 160. Some universities REQUIRE Math 180 and WON'T accept Math 178.

**SLAM** includes Education, Allied Health, and Nursing Majors.

## BSTEM TRANSFER-LEVEL BUSINESS, SCIENCE, ENGINEERING, AND MATH

MATH 095 Math Jam for BSTEM Preparation  
 This optional course runs PRIOR to the start of the FALL semester.  
 4 days - Non-Credit and Tuition-FREE  
Non-transferable



Math Pathways



# Grossmont College Student Learning Options | Summer 2024



## Face-to-Face (F2F)

Face-to-face (F2F) course activity occurs at Grossmont College's campus or a designated physical site. The course meetings occur on scheduled days and times. Instructors may use a curriculum management system (Canvas) or other software to enhance the class (i.e. posting the syllabus or hosting a discussion board) outside of the on-campus meetings. [grossmont.edu/face-to-face](https://www.grossmont.edu/face-to-face)  
**Location** in class schedule lists building / room number refer to the "How To Read Course Offerings" for guidance



## Fully Online (FO) / Distance Education (DE)

Fully Online/Distance Education course activity occurs online and there are no required real-time or on-campus meetings. All content is delivered in a course management system (Canvas). Coursework has due dates as set by the instructor, yet can be completed at any time before the due date according to an individual student's schedule. Quizzes or tests may have a shortened period (usually a week's time) during which students will need to complete them. [grossmont.edu/online](https://www.grossmont.edu/online)

- **Marked "WEB" in the schedule for the location**
- **Asynchronous: Does not meet on specific days and times**
- **Synchronous: Meets on specific days and times**



## Partially Online (PO) / Hybrid (HYD)

Partially Online/Hybrid course activity occurs both online and face-to-face (F2F) on-campus. Both the online and on-campus portions are required. The on-campus meetings occur on scheduled days and times. All online content is delivered in a course management system (Canvas) and via online meetings (Zoom). [grossmont.edu/hybrid](https://www.grossmont.edu/hybrid)  
**Includes both F2F on specific days/times and "WEB" portions** read the course section details carefully



## HyFlex

A HyFlex class section is taught on the same days and times, both on-campus and online. The instructor teaches this class section on campus while also engaging with students online. Students will have the flexibility to choose to either attend class in-person/on-campus or attend online via ZOOM. Some HyFlex sections may require in person class attendance for specific dates as listed in the schedule of classes. [grossmont.edu/hyflex](https://www.grossmont.edu/hyflex)