

GROSSMONT COLLEGE

2021 SPRING CLASS SCHEDULE



Intercession

January 4 – January 30, 2021

Regular Spring Session Dates

February 1 – June 7, 2021

1st 8-Week Spring Session

February 1 – March 26, 2021

2nd 8-Week Spring Session

April 5 – May 29, 2021

www.grossmont.edu

Welcome to Grossmont College!

A message from the interim president

Dear Students,

Welcome Grossmont College Griffins to the Spring 2021 semester! As you review our spring schedule, I hope you will find courses that will help you progress on your academic journey. While most of our courses continue to be online this semester, we are offering a limited number of on-campus classes in allied health, career education, and science. As the College campus remains closed, we will ensure proper cleaning and sanitation protocols for all of our limited on-campus classes for your health and safety, along with our essential employees.

In addition to our online classes, all supportive services are available to you in an online remote platform. If are in need of assistance with registration or have general



questions, I encourage you to visit the Griffins Virtual Help Desk to meet with one of our helpful Outreach Ambassadors on Zoom or via phone. Simply visit www.grossmont.edu for the link and phone number.

We are always here for you. If you hit a bump in the road on your path to success, please know that there are staff and faculty here to help you. Whether it's virtual tutoring, counseling, or information related to COVID-19, bookmark our Virtual Campus directory at www.grossmont.edu/COVID19 for details on services and supports to assist you in being successful.

Thank you again for joining us at Grossmont College, and I hope that you have an excellent Spring 2021 semester!

Marsha V. Gable

Marsha V. Gable, Ed.D.
Interim President, Grossmont College

Spring 2021 Important Dates and Deadlines

| | |
|--|--|
| Application Deadline (for appointment time) | October 30 |
| Registration | November 16 - January 31 |
| Intersession 2021 | January 4 - 30 |
| Last Day to Pay for Registration | Refer to Class Schedule |
| Holiday (Martin Luther King Day) | January 18* |
| Professional Development - Organizational Meetings | January 26 - 29 |
| Regular Day & Evening Classes Begin | February 1 |
| Program Adjustment | February 1 - February 14 |
| Holiday (Lincoln's Birthday Observed) | February 12 & 13* (Friday & Saturday) |
| Last Day to Drop without "W" (semester length classes) | February 14 |
| Last Day to Apply for Refund (semester length classes) | February 14 |
| Holiday (Washington's Birthday Observed) | February 15* |
| Census Day (semester length classes) | February 16 |
| Last Day to Apply for P/NP (semester length classes) | March 5 |
| Last Day to Apply for Spring 2021 Degree/Certificate | March 12 |
| End of First 8-Week Session | March 27 |
| Spring Recess | March 29 - April 3 |
| Spring Holiday | April 2 & 3* (Friday & Saturday) |
| Second 8 - Week Session Begins | April 5 |
| Last Day to Drop Semester Length Classes | May 2 |
| End of Second 8-Week Session | May 29 |
| Holiday (Memorial Day) | May 31* |
| Final Examinations | June 1 - 7 |
| Spring Semester Ends | June 7 |
| Grossmont Commencement | June 9 (Wednesday) |
| Cuyamaca Commencement | June 10 (Thursday) |
| Instructor Grade Deadline | June 10 |
| Summer 2021 | June 14 - August 5 |

Please see A&R webpage for short-term course dates.

*College and District Offices Closed



This schedule is available in alternate formats upon request. Please call the Accessibility Resource Center at (619) 644-7112 (voice) or (619) 644-7119 (TTY).

FIND IT FAST

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REGISTRATION PROCEDURES

WHAT DOES IT COST TO ATTEND?

REGISTRATION FEES

Students attending both Grossmont and Cuyamaca Colleges pay parking fees on ONE CAMPUS ONLY. Enrollment and health fees for these students are figured on a district basis:

| | |
|---|----------------|
| Enrollment Fee (Mandatory) | \$46 per unit |
| Health Fee* | \$20 |
| Student Benefit Card (Grossmont College)..... | \$12 |
| Student Representation Fee** | \$2 |
| Parking Fee: | |
| Auto Parking Permit..... | \$40 |
| Motorcycle Parking Permit..... | \$20 |
| Non-resident Students — above fees plus | \$290 per unit |
| International Students — above fees plus | \$290 per unit |

*Students who depend exclusively upon prayer for healing in accordance with teachings of a bona fide religious sect, denomination, or organization are exempt from health fees.

**Approved by vote of students.

Fees may be paid by Visa, MasterCard, DiscoverCard, American Express, cash, personal check, cashiers check, or money order. Make checks payable to: GCCCD or Grossmont College. The student's ID 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. Do not send cash through the mail.

HOW TO MAKE A PAYMENT

Grossmont College accepts payment by check, money order, Visa, MasterCard, Discover and American Express. Checks are to be made payable to Grossmont College.

Payment Plan—\$25.00 per semester nonrefundable enrollment fee (ACH & credit/debit card). Easy online enrollment—log-in to WebAdvisor at www.gcccd.edu, click on Students' menu. Flexible payment options available. No interest is charged; however, penalties will be applied for missed payments—\$30.00 fee if a payment is returned. For more information, call the Cashiers Office at (619) 644-7660.

Credit Card—Payments are due at the time of registration through WebAdvisor (www.grossmont.edu). We accept Visa, MasterCard, Discover and American Express.

Check or Money Order—Make sure your student identification number is written on your check or money order. Make payable to GCCCD or Grossmont College. You may mail your check (for registration payments ONLY) to:

Grossmont College Cashier's Office
8800 Grossmont College Drive
El Cajon, CA 92020-1799

Walk-In—Cashier's office, Room 10-110.

*Note: You may confirm that your payment was received by logging online at www.grossmont.edu and selecting WebAdvisor to review your account.

Returned Check Charge

A \$10 fee will be charged for all returned checks.

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.

CALIFORNIA COLLEGE PROMISE GRANT

The California College Promise Grant (formerly called the Board of Governors Fee Waiver) helps low income students pay the enrollment fee and the parking fee in excess of \$20.00. This aid does not have to be repaid. Eligibility requirements are available at www.grossmont.edu/financial-aid/grants/college-fee-waivers.php or in the Financial Aid Office.

You must submit your FAFSA (Free Application for Federal Student Aid), California Dream Act application or the California College Promise Grant application every award year to be considered for this program. You must also make satisfactory academic progress as outlined in the College catalog and be approved by the Financial Aid Office.

ALERT!

Students are responsible for all appropriate fees and may be dropped from classes for non-payment of fees.

HOW DO I REGISTER FOR CLASSES?

APPLICATION PROCESS

New students and students who have missed two or more consecutive semesters (re-admit) must file an application for admission online at www.grossmont.edu.

Continuing, new and readmit students who apply after November 4, may register during open registration.

REGISTRATION PROCESS

Registration can be completed through WebAdvisor (online registration). See page 5 for detailed registration information.

CHANGES AFTER CLASSES BEGIN

Adds and drops can be processed through Self-Service prior to the deadline for the class during the following hours on or AFTER your assigned registration time.

- Monday - Sunday: 7:00 a.m. - 10:00 p.m.
- Not available on holidays—see inside front cover for Spring 2021 calendar.

WebAdvisor can be accessed at www.grossmont.edu. Computers are available on campus. Registration assistance will be available during regular office hours.

STEPS TO ADD CLASS(ES)

Full Term Classes

- Acquire an Add Authorization at the first meeting of the class.
- Login to the WebAdvisor. From the student menu under "Registration," click on "Search, Plan & Register" and find the correct section, and then click "Register" under the correct section.
- **Payment is expected at the time you add/register for a class.** A Class and Fee Statement will NOT be mailed. You may print a list of your classes using the "My Class Schedule" link on WebAdvisor.
- **This Add Authorization will not override course prerequisites.** You will not be permitted to add the class until course prerequisite(s) is/are cleared at the Counseling Center.
- **The last day to use the Add Authorization will vary by class. You must add the class within 5 days of receiving the Add Authorization.** Once the Add Authorization period has passed, you must file a late add petition at Admissions and Records.

STEPS TO DROP CLASS(ES):

- Use WebAdvisor to drop classes.
- **It is the student's responsibility to officially drop courses they are no longer attending.**
- A grade will be issued if the class is not officially dropped!
- Fees are refunded if the class is dropped on or before the refund deadline. Not attending classes does not warrant a refund.
- For refund deadlines, see inside front cover for calendar.
- The instructor's signature is required to drop the following courses:
 - **ART** 171, 175;
 - **BIO** 152;
 - **MCOM** 113, 117, 118, 119ABCD, 120, 216ABCD, 217, 220AB, 230AB;
 - **MUS** 154, 155, 254, 255;
 - **PHOT** 150, 151, 152, 154, 252.
- These drops must be done in the Admissions and Records Office during regular office hours.
- All drop deadlines apply.



ACCESS YOUR GRADES

Grades are available through WebAdvisor at www.grossmont.edu.

REGISTRATION INFORMATION

TO REGISTER ON THE INTERNET

- Your time to register is on your Registration Information e-mail. You can use Self-Service to register ONLY AT OR AFTER YOUR ASSIGNED REGISTRATION TIME.
- Sign on at www.grossmont.edu and click on the **WebAdvisor** link.
- You will need to know the semester you are registering for, your user ID and password, the college and the section number(s) of the class(es) for which you wish to enroll.
- Click on the registration option and follow the directions.
- You may add or drop classes, add your name to a Priority Wait List, purchase parking and benefit cards, pay your registration fees, view and print your schedule, change your address, and view and print grades.



REGISTRATION DATES AND HOURS

WebAdvisor availability:

**Monday, November 16, 2020 through
Sunday, January 31, 2021**

Monday through Sunday 7:00 a.m. - 10:00 p.m.
(Sundays and holidays subject to change.)

GENERAL INFORMATION

- **Priority registration** - Please refer to the college web site for priority registration information.
- **Time conflicts are not allowed!** You may not register for any section that meets on the same day and at the same time as another section you have selected.
- **You may not enroll in two sections of the same subject.** For example, you may not enroll in two sections of ART 120.
- The **maximum number of units** you may enroll in is eighteen (18). To add additional units, you must obtain a counselor's signature on a pink overload card. This card should be submitted to the Admissions and Records Office during regular office hours.



- You may register for classes at **Grossmont** and/or **Cuyamaca College** through WebAdvisor (providing one of the college(s) has a current application on file).

COURSE PREREQUISITES

- Please check the course description in the college catalog for course prerequisites. If an assessment test is required, check the list of test dates on the assessment web site at www.grossmont.edu/assessment. If you believe you have met the prerequisite, visit our web site at www.grossmont.edu/assessment/prerequisite. If the prerequisite has not been met, an alternate course should be selected.

WAIT LIST PROCESS

Wait lists for all classes begin the instant that classes close due to full enrollment. Students **cannot be added to a wait list IF**: (1) it is prior to student registration appointment; or (2) the student is already enrolled, or on a wait list, in another section of the same class; or (3) the wait list is full; or (4) the class has started. Students are added to the wait list for a class on a first-come, first-served basis.

As seats become available, students are automatically added to the class in which they are wait-listed. **Students will not be added to a class IF**: (1) the class will cause a time conflict with another class on the student schedule; or (2) the class will cause the student to go over the maximum number of units allowed; or (3) another section of the same course is already on the student schedule; or (4) the student has a HOLD which prohibits registration. The student will be **billed immediately** once the student has been successfully moved from the wait list into the class and an **email notice** will be sent to the **student email address on record**. It is the **student's responsibility** to update all of their contact information in the Admissions and Records Office. To check and keep your information current, please use the Update Personal Information link under User Account on the WebAdvisor Student Menu.

For students that were not registered from the wait list: (1) student cannot view wait-listed classes after semester begins; (2) on the first day of class, instructors will determine the number of open seats; (3) spaces may be offered to students in the order their names were added to the wait list; (4) if a space is offered to a student, the instructor will give the student an authorization code; (5) the CODE must be used by the "use by" date.

Students are responsible for all fees generated from added classes; includes all forms of adds via web, moved from wait list, or by an add card. Students are responsible for monitoring their schedule and fees using WebAdvisor.

UPDATING YOUR RECORDS

- **What is my User ID?** User I.D. is your first name, a period and your last name (firstname.lastname); and is in lower case. Your user ID may contain numbers. Go to the WebAdvisor webpage and select "What is my user ID?" from the Student Menu. Provide the required information to obtain your user ID.
- **What is my Colleague I.D.?** Colleague I.D. is a unique 7 digit student identification number assigned to you by the college (replaces social security number as I.D.).
- **What is my Password?** The initial Password is your PIN (birth date – MMDDYY). Upon first login you will be required to choose a NEW password (must be 6-9 characters, using both letters and numbers, and is case sensitive).
- **Address and E-Mail Changes:** Login to WebAdvisor, click *Students*, click *Address Change* and update your information. We will be corresponding to you via e-mail regarding registration information, class change notifications and other important messages; therefore, it is important that your e-mail is correct. **Please make sure you have the college domain (gcccd.edu) on your Safe Sender list.**
- **Academic Program (Major Code):** You may update your Academic Program (major) by submitting an Academic Program Change form to the Admissions and Records Office.

IMPORTANT COURSE REPETITION CHANGES

The California Community College Board of Governors recently passed revisions to Title 5 regarding course repetition that took effect during the 2012 summer semester. Students will only be allowed to enroll in a course three times if they received a substandard grade (D, F, NP or NC) or withdrew from the class with a "W." Students with extenuating circumstances may seek approval to enroll in a course for the fourth time through the petition process. These changes do not contain a grandfather clause so any student that has already taken a course the maximum number of times will no longer be able to take the same class within the Grossmont-Cuyamaca Community College District.

Course Repetition and Receiving Federal Aid

Students can only receive financial aid for up to one (1) repeat of any course with a passing grade (A, B, C, D, and P grades are considered passing for financial aid purposes).

Get your ID
cards at the
Admissions and
Records Office.

WEB REGISTRATION INSTRUCTIONS

How to Sign In:

The screenshot shows the Grossmont-Cuyamaca Web Advisor interface. At the top, the logo and 'WEB ADVISOR' text are visible. A navigation bar includes 'Log In', 'Main Menu', and 'Contact Us'. A sidebar on the left lists 'Students' and 'Faculty'. The main content area has a 'Welcome Guest!' message and a 'Log In' link circled in red. A text box with an arrow pointing to the 'Log In' link says: 'Click on Log In & follow the steps'. Below the 'Log In' link, there are links for 'Search Class Schedule', 'List of Open Sections', and 'Self Service Tutorial for Registration' in English, Spanish, Arabic, and Farsi. At the bottom, there are links for 'Account Information', 'I'm New to WebAdvisor', and 'What's My Password?'. The footer includes 'GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT' and '© 2000-2019 Elucian Company L.P. and its affiliates. All rights reserved'.

Sign In

User name

Password

Type in your user ID. Your user ID is your firstname.lastname
All lowercase

Type in your password. The first time you log in your password is your birthdate in **(MMDDYY)**. You will then be prompted to change your password.

The screenshot shows the homepage of the Grossmont-Cuyamaca Community College District Web Advisor. At the top, the logo and name of the college district are displayed. Below this, there is a navigation bar with links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', and 'CONTACT US'. The main content area on the left contains a 'Welcome Yousil!' message, a note about logging in, and links for 'Search Class Schedule', 'List of Open Sections', and a 'Self Service Tutorial for Registration' in various languages. On the right, there is a user selection menu with 'Students' and 'Faculty' options. A red box with the text 'Click on Student' and an arrow points to the 'Students' button. At the bottom, there is another navigation bar with links for 'Account Information', 'I'm New to WebAdvisor', 'What's My Password?', 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', and 'CONTACT US'.

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

WEB ADVISOR

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [CONTACT US](#)

Welcome Yousil!

Students and Faculty must [Log In](#) then select a point of entry to the right.

[Search Class Schedule](#)

[List of Open Sections](#)

Self Service Tutorial for Registration [English](#), [Spanish](#), [Arabic](#), [Farsi](#)

main menu

Students
Faculty

[Account Information](#) | [I'm New to WebAdvisor](#) | [What's My Password?](#)

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [CONTACT US](#)

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

WEB ADVISOR

Contact Us

[Student Help](#)

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

The following links may display confidential information:
Please note that payment is due at time of registration.

| |
|--|
| User Account |
| I'm New to WebAdvisor What is my password What is my e-mail address Change Password Self-Service User Profile Student ID |
| Student Billing |
| Student Billing (Make a Payment) Apply for Non-Payment (important information) |
| Financial Aid |
| Grossmont Financial Aid Grossmont Financial Aid Grossmont Foundation Scholarship |
| Orientation/Placement/Advice |
| Grossmont Pre-Registration Clearance Grossmont Pre-Registration Clearance |

Registration

[Click Search, Plan & Register, Waitlist, Schedule](#)

Academic Profile

[Student by Term](#)
[Academic Transcript](#)

Other Services

[My Test Results](#)
[Placement Re-eval](#)
[FAQ for 100% Program](#)
[Register to Vote](#)

How to Register:

The screenshot displays the registration system interface. On the left is a dark navigation menu with the following items: Home, Financial Information, Academics, Student Planning & Registration, Advanced Search for Classes (highlighted with a red circle), Grades, Unofficial Transcript, and Academic Attendance. A red arrow points from this menu item to the 'Advanced Search' tab in the main content area. The main content area has tabs for Schedule, Ed Plan, Plan Notes, and Petitions & Waivers. The 'Schedule' tab is active, showing a calendar for Spring 2021. A message 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 status bar shows 'Planned: 0 Units', 'Enrolled: 0 Units', and 'Waitlisted: 0 Units'. A message box says 'No Courses Selected For This Term'. The calendar grid shows times from 6am to 11am across the days of the week. Below the calendar, the 'Subject Search' and 'Advanced Search' tabs are visible, with 'Advanced Search' selected. The 'Catalog Advanced Search' section includes 'Results View' (Catalog Listing and Section Listing), 'Term' (Select Term), 'Meeting Start Date' (M/d/yyyy), 'Meeting End Date' (M/d/yyyy), 'Courses And Sections' (Subject, Course number, Section), and a '+ Add More...' button. The 'Days Of Week' section is partially visible.

Click on **Academics** and Click **Advanced Search**. "Similar to Search Class Schedule via Web Advisor" to look for specific class/section.

Or Search by Subject:

Subject Search Advanced Search

Search for a course subject:

- [Administration of Justice](#)
- [American Sign Language](#)
- [Anthropology](#)
- [Arabic](#)
- [Aramaic](#)
- [Art](#)
- [Astronomy](#)
- [Automotive Technology](#)
- [Biological Sciences](#)
- [Business](#)
- [Business Office Technology](#)
- [CAA GE Pseudo Course](#)
- [CADD Technology](#)

Plan & Schedule:

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

Search for Courses and Course Sections

[Back to Advanced Search for Classes](#)

Advanced Search Selection: MATH-160

Filters Applied: Spring 2021 ✕

Filter Results Hide

Availability

☐ Open and Waitlisted Sections

☐ Open Sections Only

Subjects

☐ Mathematics (44)

Locations

☐ Grossmont College (25)

☐ Cuyamaca College (19)

Terms

☒ Spring 2021 (44)

Days of Week

| Add To Schedule | Term | Section Name | Title | Planned Status | Dates | Location | Meeting Information |
|---------------------|-------------|-------------------------------|-----------------------|----------------|--------------------|-------------------|--|
| Add | Spring 2021 | MATH-160-0259 | Elementary Statistics | | 1/4/2021-1/29/2021 | Grossmont College | M, T, W, Th, F 8:1/4/2021 - 1/29/WEB WEB (LEC) |
| Add | Spring 2021 | MATH-160-0287 | Elementary Statistics | | 2/1/2021-6/7/2021 | Grossmont College | T, Th 9:30-11:202/1/2021 - 6/7/2WEB WEB (LEC) |
| Add | Spring 2021 | MATH-160-0289 | Elementary Statistics | | 2/1/2021-6/7/2021 | Grossmont College | M, W 1:30-3:2012/1/2021 - 6/7/2WEB WEB (LEC) |
| Add | Spring 2021 | MATH-160-0299 | Elementary Statistics | | 2/1/2021-6/7/2021 | Grossmont College | M, W 10:30 AM-2/1/2021 - 6/7/2WEB WEB (LEC) |
| Add | Spring 2021 | MATH-160-0501 | Elementary Statistics | | 2/1/2021-6/7/2021 | Grossmont College | M, W 12:00-1:502/1/2021 - 6/7/2WEB WEB (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.

Section Details

MATH-160-0259 Elementary Statistics
Spring 2021

Instructors Palacios, I (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

Student Planning & Registration

Advanced Search for Classes

Grades

Unofficial Transcript

Academic Attendance

Test Summary

Advanced Search for Classes

and Cuyamaca campuses are closed to the public and employees' response to COVID-19 and resource information click [here](#)

check 'Open Section Only' filter option.

Scroll to bottom to see open sections.

Course Sections

Search for courses...ex ART-100

Filter Results Hide

Availability

☐ Open and Waitlisted Sections

☐ Open Sections Only

Subjects

Advanced Search Selection: HIST-123

Filters Applied: Spring 2021

| Add To Schedule | Term | Section Name | Title | Planned Status | Dates | Location |
|------------------|-------------|-------------------------------|-------------------------------|----------------------|-------------------|------------------|
| Add | 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. In order to complete the **Registration Process**, you must select **Student Plan and Schedule** from the Student Planning drop down at the top of the

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

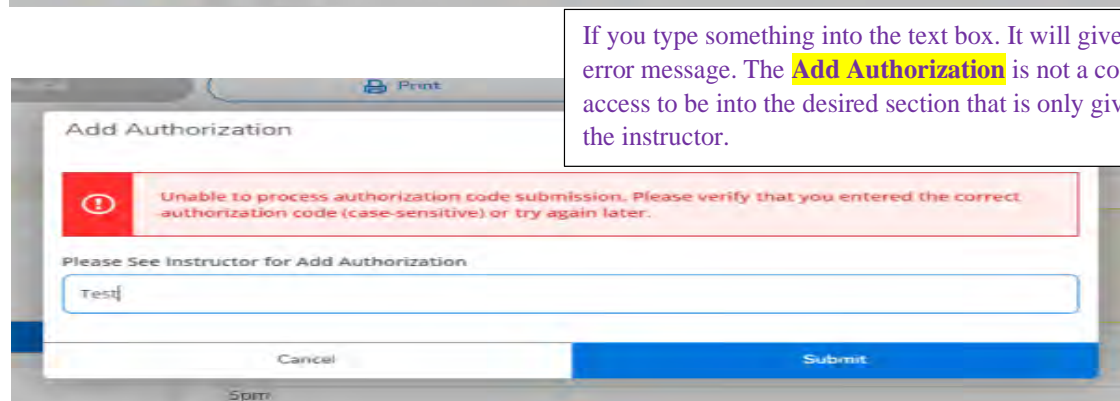
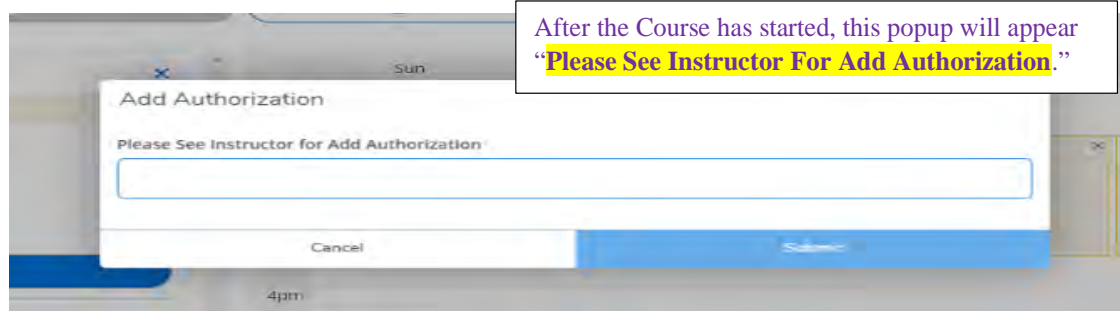
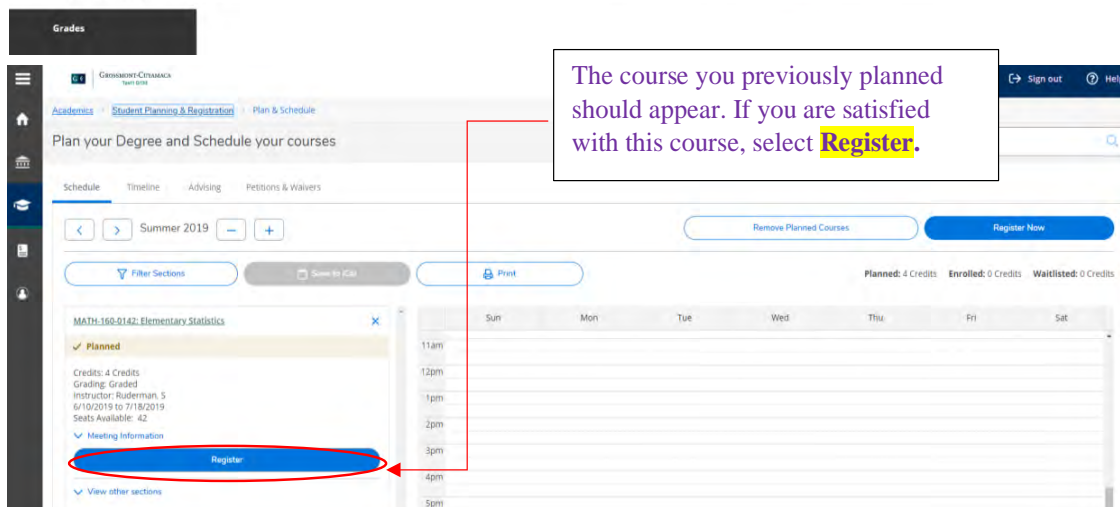
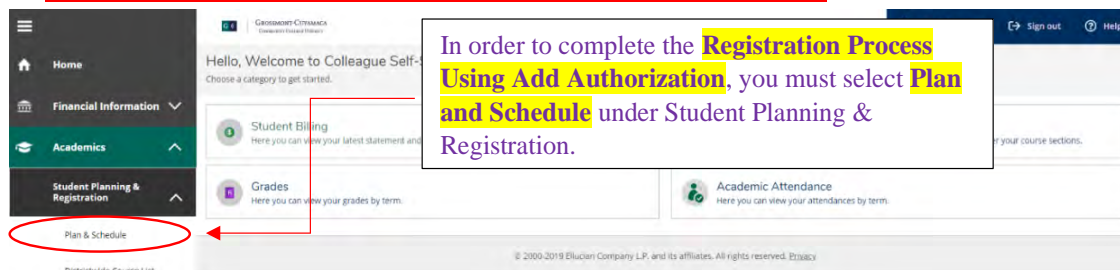
If you have more than one course planned and you would like to schedule them all at one time, select **Register Now** Scheduled Courses.

The screenshot shows the 'Plan & Schedule' interface for Summer 2019. A course, MATH-160-0142: Elementary Statistics, is listed as 'Planned'. The interface includes buttons for 'Filter Sections', 'Save to iCal', 'Print', and 'Register'. A 'Register Now' button is also visible at the top right. The course details on the left include credits (4), grading (Graded), instructor (Ruderman, S), and meeting information. The right side shows a calendar view with the course section highlighted.

Registered courses will appear in green.

The screenshot shows the 'Plan & Schedule' interface for Summer 2019. A course, CHEM-120-1441: Prep for General Chemistry, is listed as 'Registered, but not started'. The interface includes buttons for 'Filter Sections', 'Save to iCal', 'Print', and 'Drop'. A 'Register Now' button is also visible at the top right. The course details on the left include credits (4), grading (Graded), instructor (Ghimire, S), and meeting information. The right side shows a calendar view with the course section highlighted 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>

ARBC-120-2259; Arabic I

① Authorized for Add

✓ Planned

Credits: 5 Credits
 Grading: Graded
 Instructor: Lundgren, L
 6/24/2019 to 8/1/2019
 Seats Available: 30

Meeting Information

Register

View other sections

2pm
 3pm
 4pm
 5pm
 6pm

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.

test.student Sign out Help

Academics Student Planning & Registration Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Summer 2019

Filter Sections Save to Cart Print

Planned: 5 Credits Enrolled: 5 Credits Waitlisted: 0 Credits

ARBC-120-2259; Arabic I

Register for this section

Credits: 5 Credits
 Grading: Graded
 Instructor: Lundgren, L
 6/24/2019 to 8/1/2019
 Meeting Information

Time

View other sections

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
Seats Available: 26

Meeting Information

Drop

View other sections

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

Register and Drop Sections

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

Select sections to drop:

☒ CHEM-120-1441 (4 Credits)

Cancel Update

After you **Drop** the course in Self-Service, it is placed back as a planned course. To remove it from planned, click the X.

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

How to pay your fees:

