

# STUDENT INFORMATION AND SERVICES

## STUDENT SERVICES

The following student services are available at Grossmont College. For location of these offices, please see the college map on the back of this schedule.

**ACCESSIBILITY RESOURCE CENTER** — (A.R.C.) Offers pre-registration information, counseling and advisement, registration assistance, disability related accommodations, equipment loan, and other special services as individually needed, for students with disabilities.

**The following classrooms have stairs and are inaccessible to students in wheelchairs:**

Rooms: 26-230 • 21-257 • 21-256 • 21-259

Public video phones (VP) are available for students who are deaf or hearing impaired. A VP is located at the Tech Mall (Bldg. 70) during business hours. Deaf or hard of hearing individuals may contact the A.R.C. at: (619) 567-7712 (VP).

**ADULT REENTRY CENTER** — Acts as a bridge between the college and the community providing referral services or information relating to college and community agencies, job placement, career, personal and academic counseling, self-help programs, financial aid and transportation. In addition to a REENTRY ORIENTATION prior to fall and spring semesters, a series of “*Success Seminars*” are offered to support the adult Grossmont College student throughout the year. Web site [www.grossmont.edu/adultreentry/](http://www.grossmont.edu/adultreentry/).

**ASSESSMENT/TESTING OFFICE** — Provides English/Reading/ESL/Math/Chemistry assessment.

**CalWORKS** – California Work Opportunities and Responsibility tGrossmont College CalWORKs (California Work Opportunities and Responsibility to Kids) program, is state funded program that serves students who participate in training and education as part of their Welfare-to-Work plan. CalWORKs provides intensive counseling and support services such as childcare assistance, liaison with ECM’s, and work experience/work study opportunities for students. Students are assisted with tracking participation hours, completing monthly reports, and understanding CalWORKs requirements. Additional information and application to CalWORKs may be obtained in Room 38E, telephone (619) 644-7552, or visit our web site at <http://www.grossmont.edu/calworks>

**CAREER CENTER** — Offers a current, extensive range of occupational and educational resources in the Career/Job Search Library. Assistance with resume writing, interview techniques and strategies, application preparation, employer contact, and job search skills are also offered. Knowledgeable staff are available for personalized assistance in the use of computerized vocational assessment tools, Occupational Files and other career-oriented materials. Web site: [www.grossmont.edu/careercenter](http://www.grossmont.edu/careercenter).

**COMPUTER ACCESS** — The Learning and Technology Resource Center, located in the center of the campus, houses the Library, Open Computer lab, Assistive Technology Center, Math Study Center, Business Office Technology lab, the English Writing Center, and the ESL/Independent Studies lab. There are several other Learning Assistance Centers throughout the campus including the Biology lab, Chemistry lab, English Reading Center, Health Science lab, CSIS labs, Speech lab, Physics lab, Digital Media Arts Center, Digital Photo Lab, and the Multimedia Lab. All areas provide access to computers. Please visit [www.grossmont.edu/techmall](http://www.grossmont.edu/techmall) for hours, locations, and access requirements.

**COUNSELING CENTER** — Professional counselors are available on an individual and group basis to assist you in meeting your academic, transfer, professional and personal goals.

**EOPS/CARE/CalWORKS** – The Extended Opportunity Programs and Services (EOPS) program provides assistance to students who have faced academic and financial hurdles in meeting their educational goals. Among the services provided are financial grants, books, and academic/career/personal counseling.

As a supplement program of EOPS, CARE (Cooperative Agencies Resources for Education) provides additional services for EOPS eligible students who are single head of household receiving cash aid for themselves or their child(ren) and have one child under 14 years of age at the time of acceptance into CARE. Additional services may include assistance with financial grants and a meal program while attending college.

**FINANCIAL AID** — Financial assistance in the form of grants, work study, loan programs and scholarships is available in the Financial Aid Office. Contact Financial Aid at (619) 644-7129 or visit [www.grossmont.edu/fa/](http://www.grossmont.edu/fa/).

**HEALTH SERVICES** – The Health Services Office promotes the health and wellness of students. The office is staffed with Registered Nurses, a Licensed Clinical Social Worker, Health Services Specialist and support staff. The Health Services Office provides services to all enrolled students who have paid the Health Fee or have received a financially determined waiver for the Health Fee. Students whom 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 payment of the Health Fee. Current Grossmont College I.D. or proof of enrollment is required for services. The mandatory Student Health Fee enables Health Services to provide general health care, counseling and out-reach education programs at low or no-cost to students. Student injuries resulting from a college sponsored class or other activity and transmissible illnesses must be must be reported to Student Health Services. Health Care Services include: Access and Crisis Hotlines for Health Call for Help; Accident/Illness – reports, claim forms, insurance information; Affordable Care Act Information; Bill W. Meeting Information; Blood Bank Visits; Blood Pressure Monitoring; Cholesterol Tests and Education; Counseling-Personal (Anxiety, Cutting, Depression, Stress, Substance Abuse, Warning Signs

for Mental Health Illness); Crutches-loan to students; Diabetes/Glucose Tests and Education; Domestic Violence-Tips, Reporting, Prevention Education, Counseling; Eating Disorders and Referrals; First Aid; Health Fairs-General and Mini Heart Fairs; Health Pamphlets, Information, Education; Hearing Screening; HIV/STD Testing Referrals; Ice Packs for Illness/Injury; Immunizations-MMR, Influenza, Hepatitis B, Tetanus Diphtheria Pertussis; International Student Insurance Referrals; Laboratory Services; Nutrition Education; Nurse Visits; Nursing & Allied Health Immunization/Tuberculosis (TB) Reviews; Over-The-Counter (OTC) Medications; Outreach Education Programs; Pregnancy Screening; Referrals-Low Cost Medical/Dental Care/Personal Counseling/Travel Immunizations/ Pregnancy Care; Sexual Assault-Tips, Reporting, Prevention Education, Counseling; Smoking Cessation Programs; Suicide Prevention-Mental Health Resources, Education; Suture Removal; Titers/Seropositivity Testing; Tuberculosis (TB) Testing and Clearance; Urgent Care; Vision Screening; Weight Management; Wellness Tables; Wound Care.

The mandatory health fee provides accident insurance for the protection of any student who may experience an injury while participating in a college sponsored credit or non-credit class, or other activity. The sponsored class or activity must be during a directly supervised, on-campus or school-related activity. The supervision of the sponsored class or activity must be by a member of the college staff at a college approved co-curricular activity or event. Insurance deductibles range from \$50 to \$100. Student Insurance is secondary to any group, blanket franchise, group practice, individual practice or other pre-payment coverage; the claim must be filed with the primary insurance first.

Health Services information, accident/illness report forms and insurance claim forms can be obtained in Health Services, Building 60 – Room 130 (Inside Griffin Center) or by calling 619 644-7192 or the Health Services website [www.grossmont.edu/health-services](http://www.grossmont.edu/health-services)

**Note:** *Students whom 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 Student Affairs. Waiver forms may be obtained in Admissions and Records, Student Affairs Office and Student Health Services. Requests for exemptions will be reviewed by the Dean of Admissions and Records and the Dean of Student Affairs.*

**NEW HORIZONS** — This Perkins funded program provides services to qualified students enrolled in vocational programs at Grossmont College. Services offered are specialized counseling, referrals, and coordination with other campus services. Our goal is to help individuals improve the quality of their lives and attain family economic self-sufficiency through education. You may qualify by one or more of the following if you are: A single parent; A displaced homemaker; A single pregnant woman; Low-Income Individual (qualify for fee waiver); an academically under prepared student enrolled in a vocational major leading to a certificate, associate degree OR skills upgrade. (To

determine what is a vocational major and the possibility of other support services contact our staff.) The New Horizons Office is located in Room. 60-125, telephone (619) 644-7552, or visit our web site at <http://www.grossmont.edu/calworks>

### **NEXTUP FOSTER YOUTH SERVICES**

NextUp is a supplemental component of the existing Extended Opportunity Programs and Services (EOPS) program. The purpose of the Grossmont College NextUp Program is to provide comprehensive support services tailored to current or former foster youth.

NextUp Services include:

- Academic and Personal Counseling Services tailored to the needs of Foster Youth
- NextUp College Orientation Services
- Specialized Student Success Workshops
- Book Grants (Fall, Winter, Spring & Summer)
- Meal Tickets
- NextUp Cash Grants
- Transportation assistance

\*Additional services may be provided as needed

NextUp Eligibility:

- A current or former foster youth in California whose dependency was established or continued by the court on or after the youth's 16th birthday
- \*Must provide ONE of the following documents to verify foster dependency status.
- Verification in writing from the county child welfare agency or
- Verification in writing from county independent living program or
- Verification in writing from the county probation agency or
- Verification in writing (form) from the California Department of Social Services Foster Care Ombudsman

In addition to the above, you also must meet the criteria below:

- Not older than 25 years of age at the commencement of any academic year in which you participate in NextUp
- EOPS Eligible
  - o NextUp student may be enrolled in 9 units or more at the time of acceptance
  - ✕ A.R.C. students may enroll in less units per semester with verification from the A.R.C.

The NextUp Office is located in 60-125. For more information call (619)-644-7617.

**OFFICE OF STUDENT AFFAIRS** — The Office of Student Affairs manages programs and services, in collaboration with staff, faculty, and students, that enhance the quality of campus life for students. The office assists students as they become active members of the college community while providing an educational foundation of learning through doing.

The Office of Student Affairs supports the work of the Associated Students of Grossmont College (ASGC), Inter Club Council (ICC), and individual student clubs through the facilitation of leadership development and activities planning. The Student Affairs office oversees campus-wide student life programming including student activities. Many opportunities are provided for students to become leaders on campus through ongoing workshops and numerous special events throughout the year, including Week of Welcome, Club Fair and Commencement.

Students interested in serving on the ASGC Board, joining/starting a club, being a part of a campus-wide committee and/or obtaining additional information regarding the overall office description are encouraged to visit the Office of Student Affairs, Bldg. 60, Room 204.

The Office of Student Affairs has the primary responsibility of managing student conduct issues related to classroom instruction, staff, faculty, department functions, and the overall campus environment. It is responsible for investigating, facilitating, and enforcing the student conduct process per the Grossmont-Cuyamaca Community College District's Student Conduct Procedures. The Office of Student Affairs also oversees student complaints and grievances in compliance with procedures for conflict resolution and conducts the initial investigations of discrimination and harassment related charges.

Additionally, the Office of Student Affairs oversees Student Health Services, as well as direct oversight of the Student Mental Health team. A wide variety of nursing and medical care services are available on campus to assist the health care needs of students.

**STUDENT ACTIVITIES OFFICE/WINDOW** — The Student Activities Window is located within Building 10. The Activities Window is located next to Financial Aid. This office maintains the financial accounting records for the Associated Students of Grossmont College, all clubs and campus-based trust funds. The window sells benefit cards (and distributes the benefit packages), bus/trolley passes, discounted movie tickets, (AMC, Edwards, Regal), postage stamps, outgoing fax service and discounts to campus/community events. The ASGC cash rebate on books may be picked up at the window during designated periods throughout the semester.

**STUDENT EMPLOYMENT SERVICES** — Assists students in finding full- and part-time employment appropriate to their needs and qualifications. Employer and student information is computerized and students can look for work 24/7 for greater efficiency and additional web sites have additional opportunities for students and are available in the Student Employment office. [www.grossmont.edu/studentempservices](http://www.grossmont.edu/studentempservices).

**TRANSFER CENTER** — Located in Room 10-173, provides transfer information, workshops covering university admission requirements, policies and practices, as well as other transfer related topics, college catalogs, pamphlets and college guides to help students interested in transferring.

Contact the Transfer Center at (619) 644-7215; visit [www.grossmont.edu/transfercenter](http://www.grossmont.edu/transfercenter); like us on Facebook, [www.facebook.com/gctransfercenter](http://www.facebook.com/gctransfercenter); follow us on twitter, <https://twitter.com/grossmonttransc>.

**TUTORING** — Individual or small-group tutoring available for Grossmont College students. Most General Education subjects are available. Appointments are first-come, first-serve for 30 or 60 minutes, at no cost. Students may sign-up in Room 70-202; <https://www.grossmont.edu/tutoring>, located on the 2nd floor of the LTRC.

**VETERAN'S SERVICES OFFICE** — Located in Room 10-152. A veteran certifying official is available at Grossmont College to assist students eligible for service-connected benefits. Call (619) 644-7165 for more information.

**THE VETERAN'S RESOURCE CENTER (VRC)** — Located in Room 21-253, provides a central entry point for veterans and their families as they transition from the military into the Grossmont College community. Staffed by veterans, the overall goal is to deliver tangible tools and services to optimize students' academic success. Separate from the campus Veteran's Services Office, the VRC fosters a collaborative delivery of student services between such offices as the Accessibility Resource Center (A.R.C.), Counseling, the Assistive Technology Center, as well as other on- and off-campus agencies who provide services to veterans and their families. The VRC provides services in three primary areas: academics, camaraderie, and wellness. Specific services include the following:

- Access to computers and assistance in the use of assistive technologies, including specialized software for nontraditional learners
- Peer support, mentoring
- Financial aid information and application assistance
- Referral to on- and off-campus resources (e.g., A.R.C., campus Veteran's Services Office, community veterans agencies)

For more information, contact Admission and Records Veteran's Affairs Office, (619) 644-7165.

## CATALOG

The college catalog contains degree/certificate requirements, course listings, general education requirements for The California State University, the Intersegmental General Education Transfer Curriculum and Grossmont College's associate degree along with a variety of other important aspects of college life. The catalog is your guide to obtaining a degree or certificate, transferring to a four year institution and keeping aware of all prerequisites, policies and procedures that affect you, as a student, while attending Grossmont College. The catalog is available in the Campus Bookstore and at the College Cashier's office for \$3.00. The College Cashier will also mail the catalog upon request (prepaid, \$6 includes library rate postage). For additional information about mailing catalogs, call the Cashier's office at (619) 644-7660.

## REGISTRATION FOR CUYAMACA COLLEGE COURSES

Grossmont students registering for Cuyamaca College courses may do so through WebAdvisor at [www.grossmont.edu](http://www.grossmont.edu).

## UNIVERSITY TRANSFER ADMISSION GUARANTEE AGREEMENTS

Grossmont students interested in transferring to San Diego State University, UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Cruz, and UC Santa Barbara can do so through university transfer admission guarantee agreements. For more information, visit the Transfer Center web site at [www.grossmont.edu/transfercenter](http://www.grossmont.edu/transfercenter) or meet with a counselor.

## ASSOCIATED STUDENTS OF GROSSMONT COLLEGE (ASGC)

The Associated Students of Grossmont College (ASGC) is a body of elected and appointed students that actively represent the student body to the administration, faculty, alumni, and the community at large.

As the students' representative body, ASGC ensures communication and attention to the students' needs and concerns.

The ASGC is made up of seven officers: President, Vice-President, Executive Secretary of Student Legislation, Comptroller, Director of Campus Activities, Director of Publicity, and Director of Fundraising. The Board of Directors consists of one person for every 1,000 students officially enrolled as of the most recent census week prior to the ASGC election and one additional member of any remaining number of students over 500.

The ASGC Board meetings are held bi-weekly on Thursdays from 3:30-5:30pm during fall and spring semesters and are open to anyone who is interested in the operation of student government. Information concerning the student government may be obtained in the Student Affairs or ASGC offices. As elected representatives, all officers and board members are more than willing to discuss matters of student concern with other students. Students interested in becoming active on the campus are urged to contact an officer of the ASGC to get involved in various committees related to the college.

The following are some of the academic and career skills one develops from ASGC experiences:

- Teamwork and organizational skills
- Effective communication techniques and styles
- Understanding of the college and district operating systems
- Knowledge of shared governance process, Brown Act, and parliamentary procedures
- Networking relationships with the faculty, staff, and students
- Working in an organizational corporate climate including a Board of Directors.

## STUDENT ID CARDS

Students will receive a free photo ID card as part of the registration process (student must be in 1 or more credit units). This ID card is required when conducting college business or upon request of college staff. Picture ID cards will be issued at the Admissions and Records Office to new and returning students. One of the following IDs is a requirement as proof of identification:

Current State Identification Card  
Current State Driver's License  
Current Passport  
Current Military ID

## BUS/TROLLEY PASSES

Students taking a minimum of 3 summer units at Grossmont College may purchase June and July monthly bus and trolley passes at the discounted rate of \$57.60 per calendar month. A limited number of passes are available for purchase (cash only) at the Student Activities Window located in Building 10 next to Financial Aid. Grossmont College Photo ID is required.

For bus schedule information call the Regional Transit Information Office at (619) 233-3004 or 1-800-COMMUTE or visit [www.sdmts.com](http://www.sdmts.com).

# DISTRICT AND COLLEGE POLICIES

## NONDISCRIMINATION NOTICE

(Board Policy 3410)

The Grossmont-Cuyamaca Community College District (District) 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. The District 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 the groups mentioned above. 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:

- **Tim Corcoran**, Vice Chancellor, Human Resources
- Title IX Coordinator
- Grossmont College
- 8800 Grossmont College Drive
- El Cajon, CA 92020-1799
- (619) 644-7572
- **Sara Varghese, J.D.**, Dean of Student Affairs
- Section 504 Compliance Officer and ADA Coordinator
- Grossmont College
- 8800 Grossmont College Drive
- El Cajon, CA 92020-1799
- (619) 644-7600

Grossmont College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Accessibility Resource Center at (619) 644-7112, Room 60-120 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**
- San Francisco Office
- U.S. Department of Education
- 50 Beale Street, Ste. 7200
- San Francisco, CA 94105-1813
- Telephone: (415) 486-5555
- Facsimile: (415) 486-5570
- Email: [OCR.SanFrancisco@ed.gov](mailto:OCR.SanFrancisco@ed.gov)

## PROHIBITION OF HARASSMENT

(Administrative Procedures 3430)

The Grossmont-Cuyamaca Community College District (District) is committed to providing an academic and work environment free from harassment. This procedure defines sexual harassment and other forms of harassment on District property, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure protects students, employees, unpaid interns and volunteers 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, a District bus or van, or at a class or training program sponsored by the District at another location. The procedure below is based, but may not be limited on the following definitions:

### Definitions

**General Harassment:** Harassment based on ethnic group identification, race, color, national origin, religion, sex or gender, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, gender, gender identity, gender expression, military or veteran status, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to

do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats, or intimidation; or sexist, patronizing, or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation, or other protected status.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.
- **Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.
- **Environmental:** A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders, or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his or her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on

the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

**Sexual Harassment:** In addition to the above, sexual harassment consists of 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 explicitly or implicitly 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 educational environment (as more fully described below); or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

- "Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
- "Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

### **CONSENSUAL RELATIONSHIPS**

District employees are strongly discouraged from entering into or maintaining any romantic or sexual relationship with any student or employee over whom they exercise any academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence.

There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute conduct against any affected employee.

### **ACADEMIC FREEDOM**

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws. The Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination or harassment. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn.

### **PROCEDURE REGARDING COMPLAINTS OF HARASSMENT**

Any person who believes that they are being harassed based on an actual or perceived protected characteristic such as ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, marital status, veteran status, or physical or mental disability, may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation.

The District may return without action any complaints that are inadequate because they do not state a clear allegation of harassment or violation of the anti-harassment policies.

The District shall investigate all complaints of harassment. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The equal employment opportunity officer will forward copies of all written complaints to the State Chancellor's Office.

### **EMPLOYMENT**

Complaints involving harassment in the course of employment or attempting to secure employment must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation.

If an employee or applicant for employment feels they have been harassed and would like to file a complaint, complaint procedures can be found on the District's Equal Employment Opportunity web site, or by contacting the office of the Vice Chancellor for Human Resources and Labor Relations.

### **STUDENTS AND VISITORS**

Complaints alleging violations that do not involve hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing.

Information on college complaint procedures can be located in the Student Grievance Manual or by contacting the Office of Student Affairs at either college.

### **STUDENT CODE OF CONDUCT**

To ensure a safe campus community and provide a prompt and equitable means to address violations of the Grossmont-Cuyamaca Community District Standards of Student Conduct, the Dean of Student Affairs, in conjunction with the President and Vice President of Student Services, administratively facilitate the Grossmont-Cuyamaca Community College District's Student Conduct Procedures for Grossmont College.

### **GROUND FOR STUDENT CODE OF CONDUCT VIOLATION**

**(These procedures also apply to distance education.)**

Student conduct must conform to District and College rules and regulations. If a Student Code of Conduct violation occurs while a student is enrolled in any program of instruction or co-curricular offering within the District, to include distance education programs, he or she may be subject to Student Conduct Action for one or more of the following causes that must be District related. Except in response to conduct specified in subdivisions (g) and (h) of Section 76033, no student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to college activity or college attendance. This section is not intended to limit provisions of federal law, or limit the ability of community college districts to take appropriate action under federal law.

These categories of behavior are not intended to be an exhaustive list, but are examples of causes and are good

and sufficient causes for Conduct, including but not limited to the removal, suspension, or expulsion of a student. Other misconduct not listed may also result in Conduct if good cause exists (Education Code Section 76033, 76034).

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from the Vice President of Student Services or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
8. Committing sexual harassment as defined by law or by District policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
11. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by the College's academic integrity standards.
14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.

15. Unauthorized entry upon or use of District facilities.
16. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
17. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
22. Sexual assault and sexual exploitation as defined in Education Code section 76033(g), (h).
23. Misconduct where good cause exists (Education Code Section 76033).

District students who engage in any of the above are subject to the procedures outlined herein as authorized by AP 5520 Student Conduct Procedures.

## ETHICAL PRINCIPLES

Grossmont College is an academic institution dedicated to the pursuit of learning and the promotion of student success. In the quest for excellence, our entire college community shares the ethical values of integrity, honesty, transparency, civility, and respect. Students, faculty, staff, and administrators are guided by the ethical standards and principles established by the Grossmont College Student Code of Conduct and by comparable codes from professional associations and organizations. These values include personal and collective accountability and a high regard for others, the institution, and its mission.

## ACCESS TO EDUCATIONAL PROGRAMS

It is the policy of the Grossmont-Cuyamaca Community College District Governing Board, that unless specifically exempted by statute regulation, every course, course section or class for which the average daily attendance is to be reported for state aid, shall be open to enrollment and participation by any person who has been admitted to the college and who meets the bona fide academic prerequisites of such course as may be established pursuant to law, and such exceptions as permitted by law as stated in Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

## DISCLAIMER: CHANGES TO THE CLASS SCHEDULE

The Grossmont-Cuyamaca Community College District and both colleges 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 for matters related to student enrollment, level of financial support, or for any other reason. The District further reserves the right to add, amend or repeal any of their rules, regulations, policies and procedures.

## SMOKE FREE CAMPUS

Grossmont College is a smoke-free/tobacco free facility as stipulated in Board Policy 3570. Violation of this campus tobacco policy will result in appropriate conduct penalties in place for both students and employees.

In accordance with AP 3570 "Smoking" means engaging in an act that generates smoke or vapor, such as possessing a lighted pipe; a lighted hookah pipe, operating an electronic cigarette or other electronic nicotine delivery system; a lighted cigar; a lighted cigarette of any kind; or lighting or igniting a pipe, a hookah pipe, a cigar, or a cigarette of any kind.

## STUDENT DUE PROCESS

It is the stated educational philosophy of the Grossmont-Cuyamaca Community College District Governing Board that GCCCD accepts and is committed to the following premise: "The college recognizes the worth of the individual and that individual needs, interests, and capacities vary

greatly." With acceptance of this principle comes the recognition that divergent viewpoints exist which may not be reconciled; therefore, the Student Rights and Due Process Committee has been established to assist students to understand their rights and due process, to objectively analyze the facts and to suggest positive alternatives. It is also through the Student Rights and Due Process that students may seek redress of complaints or grievances that result in injury to the student or which adversely affect the student's status, rights or privileges as a student.

The initial step is the informal phase, which is a good faith effort to settle a dispute before filing a formal grievance. Informal discussion between the persons directly involved in a grievance is essential in the early stages of the dispute and will be encouraged at all times. Even after filing, efforts to resolve the dispute by informal means will continue.

For additional information or a copy of the Student Rights and Due Process procedures, please contact the Dean of Student Affairs, in Room 60-204 or (619) 644-7600.

## STUDENT GRADE RESPONSIBILITY

You are held responsible for all classes for which you register. This includes attending all class sessions, being prompt in your attendance, and meeting instructor course requirements. If, for some reason, you decide to withdraw from a class(es), **it is your responsibility to properly withdraw.** This means using WebAdvisor or coming to campus and picking up a Drop Card from the Admissions and Records Office, accurately and thoroughly completing the card, and filing it with the Admissions and Records Office. The official date of withdrawal is the date which the withdrawal form is filed with the Admissions and Records Office. If this is not done, students may receive a grade of "F" and all fees apply.

## PREREQUISITE ALERT

[www.grossmont.edu/assessment/prerequisite](http://www.grossmont.edu/assessment/prerequisite)

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 on a 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.

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.

A student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a

limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite, corequisite, or advisory on recommended preparation, the college shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the college fails to resolve the challenge within the five (5) working day period, the student shall be allowed to enroll in the course.

If no space is available in the course when the challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

2. Grounds for challenge are:
  - a. The prerequisite or corequisite has not been established in accordance with the college's process for establishing prerequisites and corequisites;
  - b. The prerequisite or corequisite is in violation of Title 5 regulations (Section 55201);
  - c. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
  - d. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
  - e. The student will be subject to undue delay in attaining the goal of his or her Student Educational Plan because the prerequisite or corequisite course has not been made reasonably available. If other courses are available which meet the same requirement, the student is not being delayed. There is no obligation to honor the student's preference.
  - f. The student has not been allowed to enroll in a course due to a limitation on enrollment established for (a) a course that involves intercollegiate competition or public performance, or (b) a course limited to a cohort of students. The student shall be allowed to enroll if otherwise he or she would be delayed by a semester in attaining the degree or certificate specified in his or her Student Educational Plan.
  - g. The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
3. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to the determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

Students wishing to challenge prerequisites for any other reason should do so using the Student Due Process Procedures (check the catalog).

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

Grossmont College accords to students all rights under the Family Educational Rights and Privacy Act. No one outside the institution shall have access to nor will the institution disclose any information from the student's education records without the written consent of students except to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. At Grossmont College, only those employees acting in the students' educational interests are allowed access to student education records within the limitations of their need to know.

The Act provides students with the right to inspect and review information contained in their education records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable. The Dean of Admissions and Records and Financial Aid has been designated by the institution to coordinate the inspection and review procedures for student education records.

Grossmont College student data is also submitted to the National Student Clearinghouse so that research may be conducted regarding transfer rates, college performance and other college success indicators. The information shared is maintained with the strictest of confidence; individual names or data are not disclosed. If students wish to restrict their data from being shared with the National Student Clearinghouse, they may complete a form at Admissions and Records which will restrict the release of their student data.

# CAMPUS AND PARKING SERVICES

**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 Grossmont and Cuyamaca 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, safety escorts and traffic control when needed. CAPS also enforces parking regulations on campus.

The Public Safety Office is located in the Grossmont College parking structure, Room 57-100.

## PUBLIC SAFETY CONTACT INFORMATION

Call **911** in an emergency

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

Call **(858) 565-5200** to contact law enforcement for a non-emergency

- Crime report
- Suspected drug 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 <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.grossmont.edu](http://www.grossmont.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 AND VENDOR PARKING PERMITS

Permits are available at the Public Safety Offices at each campus. Please call 619-644-7654 for more information.

## 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 Parking Lots: 1, 3, 4, 4A, 5 (Parking Structure each level), 7, on the north-west side of the football field, and inside of all campus elevators.

## PAY STATIONS

Daily Permits for students and visitors may be purchased from the Pay Stations located in Parking Lots: 3, 4, 5, 7, and on each level of the Parking Structure.

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

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

We have partnered with [Passport Parking](#) to make visitor parking quick and simple. Just download the application on your phone, insert your information **ONE TIME** and pay while you walk to class, or even ahead of time

## 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

As of January 1, 2017 students, visitors, faculty, or staff members who legally possess a current California Disabled Placard, which must be displayed, are required to purchase a parking permit.

## SPECIAL EVENTS PARKING

Parking request for special events or large groups are available through previous arrangements at least one week in advance. 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 with a valid motorcycle permit. Motorcycles parked in auto parking spaces are subject to citation.

Motorcycle permits must be purchased at the Cashier's Window with cash or credit card.

## 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 web site 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 FORMS

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

Public Safety Office is located at Grossmont College on the east side of the parking structure in Bldg. 57.

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

## ADDITIONAL SERVICES

### ATM LOCATIONS

Grossmont College: Outside the Tech Mall.

### LOST & FOUND

Lost and Found items should be returned to Campus and Parking Services Office. To check if an item has been turned in, call or stop by the Campus and Parking Services Office, (619) 644-7654.

# DIRECTORY OF SERVICES AT GROSSMONT COLLEGE

## SUMMER HOURS

Visit the college web site at [www.grossmont.edu](http://www.grossmont.edu) for individual office hours.

	Room	<a href="http://www.grossmont.edu">www.grossmont.edu</a>	Room	Room
<b>ACCESSIBILITY RESOURCE CENTER (A.R.C.)</b> (619-644-7112) ..... 60-120 VP (619-567-7712) Testing Center (619-644-7120) ..... 60-122 <a href="http://www.grossmont.edu/arc">www.grossmont.edu/arc</a> Adapted Equipment Assistive Computer Technology Materials/Readers for Blind/Visually Impaired Interpreters for Deaf/Real Time Captioning Learning Disabilities/Assessment/Instruction Strategies NCR Paper Notetaking Assistance Registration Assistance Testing Accommodations		<b>BOOKSTORE</b> (619-644-7674) ..... 62-600B <a href="http://www.bkstore.com/grossmont">www.bkstore.com/grossmont</a> Catalogs and Schedules (619-644-7000) Internet Orders (Ext. 7675) Leisure Reading (Books) (Ext. 7675) Study Aids (Ext. 7675) Textbooks (Ext. 7675) <b>CalWORKs</b> (619-644-7552) ..... Bldg. 38E Assistance for Students on Welfare Academic/Career/Personal Counseling Assistance w/Child Care, Books, Transportation Liaison with ECM's Work Study & Job Placement	<b>COUNSELING</b> (619-644-7208) ..... 10-162 <a href="http://www.grossmont.edu/counseling">http://www.grossmont.edu/counseling</a> Academic Counseling Career Counseling Counseling Courses Educational Planning International Student Counseling New Student Advisement/Orientation Personal/Crisis Counseling	
<b>ADMISSIONS AND RECORDS</b> (619-644-7186) ..... 10-150 <a href="http://www.grossmont.edu/admission">www.grossmont.edu/admission</a> Academic Probation Standards Adding or Dropping Classes Applications for Admission, Re-Admission Credit by Examination Enrollment Verification Evaluations Grade Forgiveness/Academic Renewal Graduation Requirements International Student Admissions Petitioning for Pass/No Pass Photo ID Cards Residency Determination Student Records/Privacy Act Information Transcripts Veterans Affairs (619-644-7165) ..... 10-152		<b>CAMPUS AND PARKING SERVICES</b> (619-644-7654) ..... 57-101 9-911for emergencies Available 24 hours a day Law Enforcement Medical Emergency Crime Report Vehicle Assistance Parking Enforcement Lost and Found Safety Escort	<b>ENGLISH WRITING CENTER</b> (619-644-7516) ..... 70-119 First Floor, Learning and Technology Resource Center Drop-in peer tutoring for grammar skills and essay writing skills English 061/064-Individualized courses designed for students with specific writing concerns	
<b>ADULT RE-ENTRY</b> (619-644-7697) ..... 60-146 Reentry Seminars Referral Services		<b>CAREER CENTER</b> (619-644-7614) ..... 60-140 <a href="http://www.grossmont.edu/studentempservices">www.grossmont.edu/studentempservices</a> Annual Career Fair Career Planning & Decision Making Resources Computerized Career Assessment Employer Information Interviewing Techniques Occupational Information Career/Job Search	<b>EXERCISE SCIENCE &amp; WELLNESS</b> (619-644-7400) ..... 41-132 <b>ATHLETICS OFFICE</b> ..... 41-124 <a href="http://www.grossmont.edu/athletics">www.grossmont.edu/athletics</a> Associate Dean, Athletics (Ext. 7412) Intercollegiate Athletics Dean's Office (Ext. 7163) ..... 10-133 Department Chair (Ext. 7044) ..... 41-135 Men's Locker Room ..... 41-105 Women's Locker Room ..... 41-111	
<b>ASSISTIVE TECHNOLOGY CENTER</b> (619-644-7693) Strategic learning assistance in basic skills for students with a verified disability.		<b>COLLEGE CASHIER</b> (619-644-7660) ..... 10-110 Catalogs Childcare Payments College Fees Payment/Refund Fines/Bad Check Payment Library Fines Parking Citation Payment Parking Permit Cash Payments Transcript Payment	<b>EXTENDED OPPORTUNITY PROGRAMS &amp; SERVICES</b> (619-644-7617) ..... 60-125 <a href="http://www.grossmont.edu/eops">www.grossmont.edu/eops</a> Academic, Career & Personal Counseling Assistance with College Admission & Financial Aid Forms Book Accounts Caring & Supportive Environment Emergency Bus Passes Financial Grants Outreach and Recruitment Peer Advisors Priority Registration Referrals Transfer Assistance UC/CSU Fee Waivers Workshop Series	
<b>ASSOCIATED STUDENTS OF GROSSMONT COLLEGE</b> (619-644-7604) ..... 60-110 Student Government Benefits Card Program ASGC Board Room Club Mailboxes & Poster Room Inter-Club Council Copier		<b>COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)</b> (619-644-7617) ..... 60-125 <a href="http://www.grossmont.edu/eops">http://www.grossmont.edu/eops</a> Academic/Career/Personal Counseling Assistance with Obtaining Child Care Book Accounts Emergency Bus Passes Financial Grants to Assist w/Childcare Costs Liaison with AFDC/CalWORKs Meal Plan Parking Permits	<b>FINANCIAL AID</b> (619-644-7129) ..... 10-109 <a href="http://www.grossmont.edu/fa">www.grossmont.edu/fa</a> College Work Study Eligibility Requirements Financial Aid Applications Grants and Loans Scholarships	
<b>ASSESSMENT CENTER</b> (619-644-7200) ... 10-170 <a href="http://www.grossmont.edu/assessment">www.grossmont.edu/assessment</a> Ability to Benefit Assessment/Testing Services Chemistry 141 English/English as a Second Language Math			<b>FINE &amp; PERFORMING ARTS</b> Dance Dept. Office (Ext. 7408) ..... 24-271 Hyde Art Gallery (Ext. 7299) ..... 25-216 Music Dept. Office (Ext. 7254) ..... 26-223A Theatre Box Office (Ext. 7234) ..... 22A-200A-1 Theatre Arts (Ext. 7267) ..... 22A-200A-1	

	Room		Room		Room
<b>HEALTH SERVICES OFFICE</b>		<b>MATH STUDY CENTER</b> (619-644-7706) . . . 70-112		<b>TRANSFER CENTER</b>	
(619-644-7192) . . . . . 60-130		1st Floor, Tech Mall		(619-644-7215) . . . . . 10-173	
<a href="http://www.grossmont.edu/health-services/">www.grossmont.edu/health-services/</a>		Drop-in Tutoring		<a href="http://www.grossmont.edu/transfercenter">www.grossmont.edu/transfercenter</a>	
Access and Crisis Hotlines for Health Call for Help		Calculator Help		College and University Information	
Accident/Illness-reports, claim forms, insurance information		Computer Assisted Tutoring by Courses or Concepts		College Transfer Information - Applications	
Affordable Care Act Information		Answers to Math Questions		College/University Resource Library	
Bill W. Meeting Information				Internet Resources	
Blood Bank Visits		<b>OPEN COMPUTER LAB</b> (619-644-7748) . . . 70-142		<b>TUTORING CENTER</b> (619-644-7387) . . . . . 70-202	
Blood Pressure Monitoring		1st Floor, Tech Mall		Mezzanine, Tech Mall	
Cholesterol Tests and Education		<a href="http://www.grossmont.edu/techmall/ocl">www.grossmont.edu/techmall/ocl</a>		<a href="https://www.grossmont.edu/student.services/tutoring/tutoring-center.aspx">https://www.grossmont.edu/student.services/tutoring/tutoring-center.aspx</a>	
Counseling-Personal: Anxiety, Cutting, Depression, Stress, Substance Abuse, Warning Signs for Mental Health Illness and other		Students have access to computer software, Internet, MS Office applications, tutorials and technical assistance.		Individual or small-group tutoring available for Grossmont College students. Most General Education subjects are available. Appointments are first-come, first-serve for 30 or 60 minutes, at no cost. Students may sign-up in office 70-202; located on the 2nd floor of the Tech Mall.	
Crutches-loan to students		<b>STUDENT ACTIVITIES WINDOW</b> . . . . . 10-110		<b>VETERANS' SERVICES OFFICE</b>	
Diabetes/Glucose Tests and Education		(located next to Financial Aid Office)		(619-644-7165) . . . . . 10-152	
Domestic Violence-Tips, Reporting, Prevention Education, Counseling		ASGC Rebate on Books		<b>VETERANS' RESOURCE CENTER</b>	
Eating Disorders and Referrals		Benefit Package		(619-644-7205) . . . . . 21-253	
First-Aid		Bus/Trolley Passes		Access to computers and assistance in the use of assistive technologies, including specialized software for nontraditional learners	
Health Fairs-General and Mini Heart Fairs		Discount Movie Tickets/Amusements		Academic counseling provided by Counseling Center staff	
Health Pamphlets, Information, Education		Fax Services (outgoing)		Peer support, mentoring	
Hearing Screening		Postage Stamps		Financial aid information and application assistance	
HIV/STD Testing Referrals		<b>STUDENT AFFAIRS OFFICE</b>		Referral to on- and off-campus resources (e.g., A.R.C., campus Veterans Affairs Office, community veterans agencies)	
Ice Packs for Illness/Injury		(619-644-7600) . . . . . 60-204			
Immunizations-MMR, Influenza, Hepatitis B, Tetanus		Academic Fraud Information			
International Student Insurance Referrals		Administrative Advisor, ASGC			
Diphtheria Pertussis		Administrative Advisor, ICC			
Laboratory Services		ASGC Campus Vendors			
Nutrition Education		ASGC Scholarship & Service Awards Ceremony			
Nurse Visits		ASGC Student Trustee Elections			
Nursing & Allied Health Immunization/Tuberculosis (TB) Reviews		Campus Smoking Policy			
Over-the-Counter (OTC) Medications		Commencement Ceremony			
Outreach Education Programs		Discrimination/Harassment Policies			
Pregnancy Screening		Drugs/Alcohol Policies			
Referrals-Low Cost Medical/Dental Care/Counseling/Travel Immunizations/Pregnancy Care		Main Quad Facility Requests			
Sexual Assault Prevention-Tips, Reporting, Prevention Education & Counseling		Posting Regulation Information			
Smoking Cessation Programs		Scholarship & Service Awards Ceremony			
Suicide Prevention, Mental Health Resources, Education		Student Clubs and Organizations			
Suture Removal		Student Complaints			
Titers/Seropositivity Testing		Student Conduct Procedures (Student Code of Conduct)			
Tuberculosis (TB) Testing and Clearance		Student Grievance & Due Process Procedures			
Urgent Care		Title IX Information			
Vision Screening		World Arts & Cultures Committee			
Weight Management		<b>STUDENT EMPLOYMENT SERVICES</b>			
Wellness Tables		(619-644-7611) . . . . . 60-145			
Wound Care		<a href="http://www.grossmont.edu/studentempservices">www.grossmont.edu/studentempservices</a>			
<b>LEARNING &amp; TECHNOLOGY RESOURCE CENTER</b> . . . . . Bldg. 70		City, County, State and Federal Listings			
Located in the center of the campus, houses the Library and the Tech Mall. The Tech Mall houses the Open Computer Lab, Assistive Technology Center, Math Study Center, Business Office Technology Lab, English Writing Center, ESL/Independent Studies Lab, and the Tutoring Center.		Cooperative Work Programs			
<b>LIBRARY</b> (619-644-7355) . . . . . 70-100		Full- and Part-time Employment - 24/7			
Learning & Technology Resource Center		Interviewing and Resume Information			
<a href="http://www.grossmont.edu/library">www.grossmont.edu/library</a>		Job Applications			
Circulation (Check-out and return of library materials)		Job Search Techniques			
Instructional Media		On-campus Positions			
Library		Seasonal/Summer Jobs			
Reference Services		Volunteer Needs			
Reserves		<b>SUCCESS COACHES</b>			
		<a href="http://www.grossmont.edu/successcoach">www.grossmont.edu/successcoach</a>			
		Second Floor, Learning & Technology Resource Center			
		Shardai Zaragoza (619-644-7382) . . . . . 70-206			
		Alexis Lytle (619-644-7384) . . . . . 70-205			
		Success Coaches assist students in reaching their educational goals by helping them connect with important resources. Visit <a href="http://www.grossmont.edu/successcoach">www.grossmont.edu/successcoach</a> for more information on how to make an appointment to meet with a Success Coach. The Success Coaches are located on the second floor of the Learning and Technology Resource Center (Building 70, Rooms 205 and 206).			

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

## DISTRICT ADMINISTRATION

Lynn Ceresino Neault, Ed.D.	Chancellor
Sahar Abushaban	Interim Vice Chancellor, Business Services
Tim Corcoran	Vice Chancellor, Human Resources
Sean Hancock	Vice Chancellor, Student and Institutional Success
Todd McDonald	Associate Vice Chancellor, District Business Services
Craig Leedham	Associate Vice Chancellor, Human Resources
Chris Tarman	Associate Vice Chancellor, Research, Planning, and Technology
Ken Emmons	Senior Director, Districtwide Facilities
Jennifer Fujimoto	Senior Director, Fiscal Services
Linda Bertolucci	Senior Director, Purchasing and Contracts and Ancillary Services
Anne Krueger	Director, Communications and Public Information
Cynthia Nagura	Director, Community and Workforce Partnerships
Jerry Williamson	Director, Computer Services
Michael Carr	Director, Enterprise Systems
Alyssa Brown	Director, Human Resources
Janet Snelling	Director, Human Resources
Kristine Ogden	Director, Payroll
Nicole Conklin	Director of Public Safety
Alfred Gathings	Sergeant, San Diego County Sheriff

## GROSSMONT COLLEGE ADMINISTRATION

Nabil Abu-Ghazaleh, Ed.D.	President
Michael Reese, Ed.D.	Interim Vice President, Academic Affairs
Bill McGreevy	Interim Vice President, Administrative Services
Aaron Starck	Interim Vice President, Student Services
Nancy Saks, DNSc.	Senior Dean, Allied Health and Nursing
Gabi Aliyev	Interim Associate Dean
Catherine Webb, Ed.D.	Senior Dean, College Planning and Institutional Effectiveness
Barbara Gallego	Interim Dean, Admissions & Records and Financial Aid
Joan Ahrens, Ed.D.	Interim Dean, Arts, Languages and Communication
Javier Ayala, Ph.D.	Dean, Career and Technical Education/Workforce Development
Martha Clavelle	Dean, Counseling and Enrollment Services
Agustín Albarrán	Dean, English, Social and Behavioral Sciences
Eric Klein, Ph.D.	Dean, Learning and Technology Resources
Cary Willard, Ph.D.	Interim Dean, Math, Natural Sciences and Exercise Science and Wellness
Sara Varghese, J.D.	Dean, Student Affairs
Nedra Brown	Associate Dean, Athletics
Beverly Warren	Interim Associate Dean, Extended Opportunity Program and Services (EOPS)
Lida Rafia, Ph.D.	Dean, Student Success and Equity
Loren Holmquist	Director, Campus Facilities, Operations and Maintenance
Lorena Ruggero	Director, College and Community Relations
Michael Copenhaver	Director, Financial Aid
Heriberto Vasquez	Director, Student Development

# Eligibility Criteria for the California College Promise Grant

*(formerly known as the Board of Governors Fee Waiver)*

This fee waiver is for California residents, eligible AB 540 students and eligible AB 1899 students, as determined by the Admissions and Records office. If you are not a California resident, you can complete the Free Application for Federal Student Aid (FAFSA) to be considered for other types of financial aid.

You may apply online at [www.grossmont.edu/fa/feewaivers](http://www.grossmont.edu/fa/feewaivers)

## Method A:

- Currently receiving monthly cash assistance from: TANF/CalWORKs or
- SSI/SSP (Supplemental Security Income/State Supplemental Program) or
- General Assistance
- **You will be required to provide documentation proving you meet one of the criteria above.**

## Method B:

- Meet these income standards for Fall 2019 and Spring 2020

Number in Household (including yourself, your spouse, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2020)	Maximum Total <b>2017</b> Family Income (Adjusted Gross Income and/or <u>Untaxed Income</u> )
1	\$18,210
2	\$24,690
3	\$31,170
4	\$37,650
5	\$44,130
6	\$50,610
7	\$57,090
8	\$63,570
+	Add \$6,480 for each additional dependent

- **Provide proof of income for 2017 - Official IRS Tax Return Transcript, etc. if requested.**

## Method C:

File a Free Application for Federal Student Aid (FAFSA) or California Dream Act application and demonstrate \$1,104.00 or grantor of financial need.

## Method D:

Be designated as homeless by a Financial Aid professional at the time of application.

## Special Classifications (you will be required to provide documentation proving you meet the condition):

- A child or dependent of a service connected disabled or service related deceased veteran as certified by the California Department of Veterans Affairs or the National Guard
- A recipient or a child of a recipient of the congressional Medal of Honor
- A dependent of a victim of the 9/11/01 terrorist attack
- A dependent of a deceased law enforcement/fire suppression personnel

## Public Safety & Security Programs

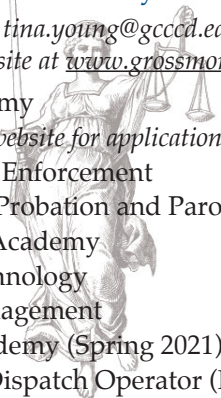
### (Administration of Justice)

#### Careers in Public Safety and Security

Email [tina.young@gcccd.edu](mailto:tina.young@gcccd.edu)

Visit our web site at [www.grossmont.edu/aoj](http://www.grossmont.edu/aoj).

- Police Academy  
*See Academy website for application instructions*
- General Law Enforcement
- Corrections, Probation and Parole
- Corrections Academy
- Forensic Technology
- Security Management
- Security Academy (Spring 2021)
- Emergency Dispatch Operator (Fall 2020)



## Office Professional Training

***Become an Office Professional in one semester!***

***Includes: MS Word, Excel, and Keyboarding.***

Job placement assistance

Counseling available

- Insurance
- Accounting
- Office Support



FREE tuition to those who qualify  
**(619) 644-7247**

## English Writing Center

***Visit us in the Learning and Technology  
Resource Center in room 70-119***

The English Writing Center helps students with all aspects of writing by providing:

- Tutoring—Walk-in assistance for essay writing, reading, study skills, and vocabulary
- English 061-064—Small group individualized instruction targeting development of writing skills

### **SUMMER HOURS:**

TUTORING: To be announced

ENGLISH 061-064: See schedule of  
English classes for details.

For information call: (619) 644-7516

## Health Professions Opportunities at Grossmont College

### The Health Field Needs You!!

Cardiovascular Technology

(619) 644-7303

EKG and Telemetry Technician

(619) 644-7303

Occupational Therapy Assistant

(619) 664-7448

Orthopedic Technology

(619) 644-7303

Registered Nursing

(619) 644-7300

Respiratory Therapy

(619) 644-7448

***For more information,  
come to the Health Professions Office,  
Rooms 34-256***

## A.R.C.

### Accessibility Resource Center



***Providing Academic Accommodations  
and Support Services to  
Students with Disabilities***

A full array of services to help  
YOU succeed academically!

Voice (619) 644-7112

VP (619) 567-7712 or contact

California Relay Service 1-877-735-2929

## Exercise Science & Wellness Why Exercise?

### *Did you know that exercise can:*

- Help you lose weight.
- Improve muscle tone.
- Burn stored body fat.
- Improve your circulation.
- Prevent disease.
- Strengthen your heart.
- Help you deal with stress.
- Provide you with hours of fun and enjoyment.

***Get fit! Learn about your body!  
Practice good health!***

Choose from our 30 different activities  
See class listing for days and time.

## DEUTSCH VERGNÜGEN!



### ***Knowledge of German is important for:***

- International Business
- Travel and Tourism
- Journalism
- Engineering
- The Military
- Chemistry
- Banking
- Art History
- Music
- Theology
- Philosophy

### **Learn about German language, culture and people!**

If you have any questions, contact  
Astrid Ronke at (619) 644-7454, ext. 3888  
or [astrid.ronke@gcccd.edu](mailto:astrid.ronke@gcccd.edu)

## Want to feel **EMPOWERED** & achieve **SUCCESS**? Take a counseling class at Grossmont College!

### **COUNSELING 110:** **Career Decision Making (1 unit)**

Learn about your interests, values & personality type. Explore career/major & educational options. Gain strategies for resume writing & interviewing.

### **COUNSELING 120:** **College & Career Success (3 units)**

Learn about college skills: time management, reading systems & test taking strategies. Establish your career & educational goals. Complete an educational plan.

### **COUNSELING 130:** **Study Skills & Time Management (1 unit)**

Explore study strategies you can use for college level work. Get quick tips to boost your time management plan. Learn about the resources you can use during your academic career.



## FIND YOUR ROAD TO A CAREER OR JOB!

### **Let your journey begin here!**

#### ***The Career Center offers help with:***

- Career Planning
- Career and Educational Exploration
- Job Search: Assistance with Resume, Interview and Application Preparation

#### ***Student Employment Services:***

- Online Job Listings 24/7 for Career, Full-time, Part-time, Temporary, or Summer Jobs

***See us for all of your employment needs!***



**CAREER CENTER**  
Room 60-140 - (619) 644-7614

**STUDENT EMPLOYMENT SERVICES**  
Room 60-145 - (619) 644-7611

## EOPS/CARE

Extended Opportunities Program and Services (EOPS) provides academic and financial assistance to qualified, low-income community college students. Eligible students are provided with a wide range of support services to enable them to succeed at Grossmont College.



Cooperative Agencies Resources for Education (CARE) is supplemental to EOPS and provides support to students who are single parents receiving CalWORKs/AFDC Tribal TANF & Kinship Recipients and have children under 18 years of age.

### EOPS/CARE offers:

- Academic, Career, and Personal Counseling
- Priority Registration
- Financial Grants and Book Accounts
- Parking Permits
- Bus Passes
- Gas Cards
- Meal Cards
- Workshop Series
- Application fee waivers to the UC and CSU systems
- and much more!

For more information call (619) 644-7617.  
Stop by the EOPS/CARE Office, Room 60-125  
Student Center Building, or visit our web site:  
[www.grossmont.edu/eops](http://www.grossmont.edu/eops)

## TRANSFER CENTER

Let us help you develop a roadmap for transferring to the California State University, University of California and many independent and out-of-state colleges and universities.

Among the resources available in the Transfer Center:

- Names and addresses of all accredited colleges in the U.S. and the majors offered at each institution.
- Small group transfer workshops.
- Transfer information for CSU, UC and selected independent colleges.
- On-going visitation by area university representatives and annual Transfer Fair.
- Articulation agreements with four-year colleges and access to ASSIST web site—[www.assist.org](http://www.assist.org)



Visit the Transfer Center web site  
[www.grossmont.edu/transfercenter](http://www.grossmont.edu/transfercenter)  
or phone (619) 644-7215

## ASGC

(ay-es-gee-see) noun

1. Your student government who strives to represent the interests and concerns of all Grossmont College students.
2. Group of individual students working to improve the quality of campus life by promoting awareness of issues affecting students and providing philanthropic support.
3. Student body representatives searching for new board members and volunteers to further strengthen partnerships within the community.



### FIND OUT MORE TODAY:

By phone: 619-644-7604  
In person: Bldg. 60 - Rm. 110

Public meetings are held biweekly on Thursdays. Feel free to stop by and sit in from 3:30-5:30pm.

Visit [www.grossmont.edu/campuslife/asgc](http://www.grossmont.edu/campuslife/asgc) for the current meeting schedule.

Purchase a benefit sticker for a variety of discounts both on campus and off.

### JOIN ASGC TODAY!

**Be a student leader. Make a difference.**

**THERE'S A  
PLACE  
FOR YOU**



**Join one of Grossmont's 30+ clubs,  
here on campus**

### IT'S EASY

Get involved by joining one of our existing organizations, or create your own?

### THERE'S SOMETHING FOR EVERYONE

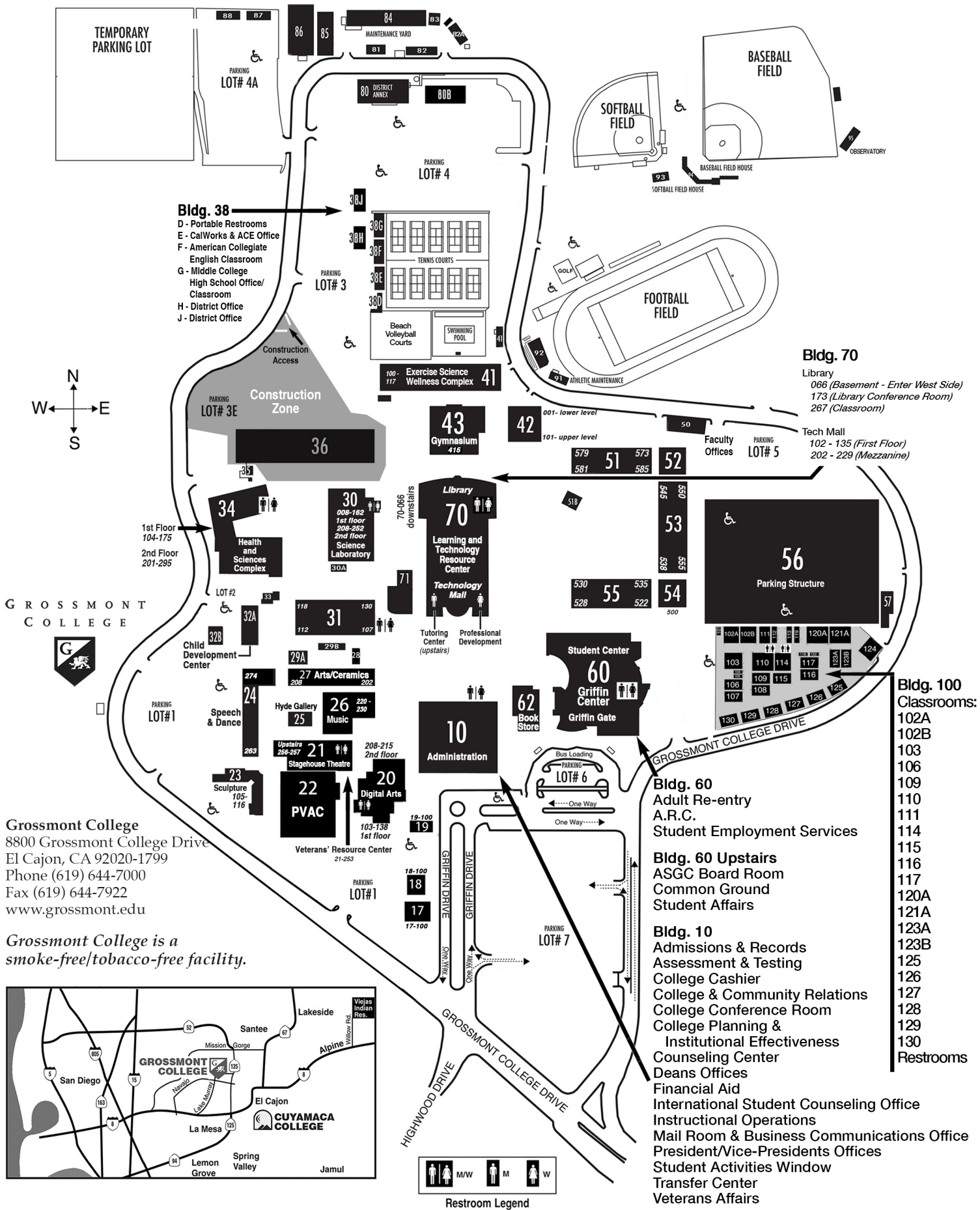
From religion to politics, community service & gaming, from academic programs to advocacy, we have it all!

### FIND OUT MORE!

Visit us at: [www.grossmont.edu/campus-life/clubs-orgs](http://www.grossmont.edu/campus-life/clubs-orgs)



# Grossmont College Map



# *Enroll now...it's easy!*

## **It's Easy to Apply and Register at Grossmont College!**

### ■ **To Apply to the College**

If you are a new or readmit student, you need to apply online at [www.grossmont.edu](http://www.grossmont.edu)

### ■ **To Register for Classes**

Register online using WebAdvisor at [www.grossmont.edu](http://www.grossmont.edu)

### ■ **Convenient**

Register from home or work for Grossmont and/or Cuyamaca College classes.

### ■ **Before You Register**

- Review the Summer 2020 Class Schedule online.
- Check prerequisite clearance information on page 19.
- Read the registration information in the online class schedule starting on page 5.
- Check on line for your registration date and time.
- Sign onto WebAdvisor at [www.grossmont.edu](http://www.grossmont.edu) and follow the steps carefully.

### ■ **Easy Payment Options**

Master Card, VISA, Discover, American Express, check or money order.

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

### ■ **Registration Dates and Hours**

Monday, May 11, 2020 - June 22, 2020

Monday – Saturday 7 am. to 10 pm.

(Not available on holidays - see Summer 2020 calendar on the inside front cover of this schedule for specific dates).

### ■ **Do you know you may be eligible to have your fees waived?**

- Many students are eligible to have their fees waived but they don't apply.
- The easiest way to qualify for a fee waiver is to complete the Free Application for Federal Student Aid (FAFSA).
- You can fill out the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- By completing the FAFSA you will also be considered for all of the financial aid programs at Grossmont College including the fee waiver.
- You can also apply for the fee waiver by going online to [www.grossmont.edu/fa/feewaivers](http://www.grossmont.edu/fa/feewaivers) and select "Apply for an Enrollment Fee Waiver."
- If you are eligible for a fee waiver, you may be eligible for a refund of the fees you have already paid.
- You have nothing to lose!! It's a free application no matter which way you choose to apply.  
So don't delay, apply today!

## **Register early for the classes you need!** **[www.grossmont.edu](http://www.grossmont.edu)**

8800 Grossmont College Drive, El Cajon, CA 92020-1799

Grossmont-Cuyamaca Community College 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.  
Grossmont College President: Nabil Abu-Ghazaleh, Ed.D.