

# STUDENT INFORMATION, POLICIES AND SERVICES

## ACCESS TO EDUCATIONAL PROGRAMS

It is the policy of the Grossmont-Cuyamaca Community College District Governing Board that, unless specifically exempted by statute or regulation, every course, course section or class reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to commencing with Section 55003 of Division 6, Chapter 2, Subchapter 1.

## DISCLAIMER: CHANGES TO THE CLASS SCHEDULE

Grossmont-Cuyamaca Community College District and Grossmont College have made every reasonable effort to determine that everything stated in this schedule is accurate. Courses offered, together with other matters contained herein, are subject to change without notice and at the discretion of the administration of the Grossmont-Cuyamaca Community College District 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.

## WHO MAY ATTEND?

**LEGAL RESIDENTS** of the State of California who possess a high school diploma or equivalent or are over 18 years of age may attend Grossmont College.

**HIGH SCHOOL STUDENTS** may attend with the approval of the appropriate high school official, the approval of parent(s), and the approval of the college official.

**NON-RESIDENTS** may attend by paying the established tuition fee. A non-resident for tuition purposes is a student who has not established both physical presence and intent in California for more than one year immediately preceding the residence determination date for a term.

## HEALTH FEE

The Health and Wellness Center provides physical and mental health services to all enrolled students who have paid the health fee or have received a financially determined waiver for the health fee.

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.

Student insurance is secondary to any individual insurance. Information and referrals for care can be obtained in the Health and Wellness Center, Building 60, Room 130 (Inside Griffin Center) or by calling 619-644-7192 or the Health and Wellness website: <https://www.grossmont.edu/student-services/offices-and-services/health-services/default.aspx>

*Note: Students who depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Office of Student Affairs. Requests for exemption will be reviewed by the Dean of Admissions and Records and the Dean of Student Affairs.*

## 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 student conduct action 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 REPRESENTATION FEE

The Student Representation Fee (SRF) is a voluntary \$2 fee collected to provide funds for the support of governmental affairs representatives who state their positions and viewpoints on behalf of Grossmont College students before city, county and district governments, and before offices and agencies of the state government. The first \$1 is provided to the local Associated Students to use for local advocacy, while the second \$1 is given to the recognized statewide student association to further on state advocacy and operational funding for that organization.

Associated Students serves as the official voice of students in the shared governance process at the College and maintains collaborative relationships with faculty, staff, and administrators, providing student perspectives that are considered at all levels of College and District decision-making.

The Student Senate for California Community Colleges (SSCCC) is a 501(c)(3) nonprofit charitable organization that provides students with opportunities to take an active role in higher education advocacy, policy development, and participatory governance. Title 5 §51023.7 grants students the right to participate in the development of those policies and procedures that significantly impact them and the SSCCC is the mechanism for students to participate statewide in policy development. The SSCCC is guided by the delegates from all California community colleges and is recognized as the official voice of the over 2.1 million students by the Board of Governors, legislature, governor, and other education stakeholders. The new funding source will provide the SSCCC with resources to provide greater sustainability, institutional memory, and transparency, as well as funds for student leadership and advocacy

training. Recent initiatives have included lobbying for a tuition-free community college, addressing food and housing insecurity, and providing greater educational access to low-income students.

The Student Representation fee waiver shall be applied online at the time of registration.

### REFUND INFORMATION

Refunds are made according to the refund schedules below and are available from the College Cashier's Office. You must present a valid government picture ID.

To be eligible for a refund students are responsible to drop classes by the refund drop deadline. Classes dropped after the refund deadline either by student or instructor are not eligible for refund.

- Semester Length Courses: Refund for withdrawals through the first two weeks of instruction only
- 8 Week Courses: Refund for withdrawals through the first week of instruction only
- Any course less than 8 weeks: See A&R for the drop deadline date for your specific class
- Students who add a class after the drop deadline are not eligible for a refund.
- Cash refunds are only payable to the student if paid by cash. There is a maximum cash refund limit set by the Cashier Offices.
- Credit Card Refund: After 2-day processing period, a refund can be processed and posted back to the credit card used.

For other student payments: **Payment Plan, Wire Transfer, ACH, E-Check, Credit Card, etc.** will be processed approximately the second week of the semester after the refund drop deadline. Monthly refunds will be issued until the end of the semester.

Refund checks will be issued to the address on record.

Credit Card refunds will post to the credit card used.

Credit Card refunds may also be initiated by calling the Cashier's office or stopping by in person (619) 644-7660.

**\*\*For faster refunds remember to sign up for Bank Mobile.**

### STUDENT BENEFIT CARD REFUND

The refund deadline date for the Student Benefit Card is consistent with the refund deadline for your class(es). Student Benefit Card refunds are available only if the card has not been used. After two weeks refunds are done through Student Activities, 619-644-7603.

### REFUNDS FOR PARKING PERMITS

You must physically return your parking permit to the College Cashier's office, **WITHIN THE REFUND DEADLINE** of 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.

### STUDENT LOAD

The maximum number of units in which you may enroll is 18. Overloads must be approved by a counselor. Requests for excessive overloads will require an appointment with the Dean of Counseling. A copy of all college transcripts will be reviewed prior to the appointment. Overload requests will begin the first day of classes and must be accompanied with an authorization code.

### REPEATING CLASSES

**Students may not repeat any class offered within the Grossmont-Cuyamaca Community College District in which they have previously received a grade of A, B, C or Pass (CR).**

**NOTE: Some exceptions exist in the Exercise Science and Dance Departments. Please see the Exercise Science and Dance course listings for details.**

### CLASS ATTENDANCE

It is important to attend the first meeting of all classes. If students are unable to do so, the instructor should be notified. Failure to attend the first class may result in the student being dropped from the class. Regular attendance is expected of every student. A student may be dropped from class due to poor attendance when, in the judgement of the instructor, the student cannot benefit from further instruction. The student who has been absent due to illness or medical treatment should inform the instructor as to the cause of absence.

### STUDENT WITHDRAWAL AND 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 withdraw properly.** You may drop classes by using Self-Service/WebAdvisor at [www.grossmont.edu](http://www.grossmont.edu). The official date of withdrawal is the date by which the withdrawal form is filed with the Admissions and Records Office. If this is not done, you may receive a grade of "F" and all fees will apply.

If you are enrolled in classes past the last day to drop, you will receive a grade. This means you must receive a grade other than the "W." In order to avoid receiving a grade, you must officially drop your class(es) no later than the deadline.

For refund deadline, see calendar (inside front cover). Other short term courses have different deadlines.



## STATE AUTHORIZATION FOR ENROLLMENT AT GROSSMONT COLLEGE

Federal and State regulations prohibit colleges from offering distance education to students residing in another state without prior approval from that state. Grossmont College does not currently have formal approval from other states to offer distance education to students who are not physically located in the state of California.

As a result, students who are enrolled at Grossmont College and have an out-of-state address must update their information with Admissions & Records using a California address and self-certify that they are physically living in California during that semester, in order to continue being enrolled and maintain any eligibility for federal aid. This is regardless of your documented residency status in Admissions & Records.

If you are a student who is physically located outside the state of California, you cannot enroll at our college. If we determine that you are not physically residing in the state of California you will be dropped from your classes before the beginning of the term.

If you have questions regarding this process or are having difficulty updating your address in the system, please email [grossmont.residency@gcccd.edu](mailto:grossmont.residency@gcccd.edu) for assistance.

## WITHDRAWALS AND THE REPAYMENT OF FINANCIAL AID FUNDS

Students receiving federal financial aid, who **withdraw from all of their classes during the first 60% of a term**, will be required to repay a portion of the federal grants that they have received. That is because a student must “earn” their financial aid. Financial aid is “earned” for each day you are enrolled in the semester.

For example, if you enroll in the fall semester on August 23 and withdraw from all of your classes on November 2, you will have “earned” 58 days worth of financial aid eligibility. The amount you have to repay will depend on the number of days you were enrolled compared to the number of days in the semester. Because there are 120 days in the fall semester, you would have only earned 49.2% of the aid you received (59 days/120 days in the term = 49.2%). If you had received a \$2000 Pell Grant award for the semester, you would have only earned \$984 of the Pell Grant ( $\$2000 \times 49.2\% = \$984$ ). Because you have received \$1016 more financial aid than you “earned” ( $\$2000 - \$984 = \$1016$ ), you will be required to repay half of the amount you did not earn. The amount you would be required to pay back in this case would be no more than \$508.

Students who stay in classes until 60% of the term is completed won't owe anything back to the federal government. For **Fall 2021** that means you must be enrolled and attending classes until **October 27, 2021**, to be eligible for all the financial aid you received. If you drop all of your classes before **October 27, 2021**, you will be billed for a portion of the Pell Grant and/or SEOG grant that you received in the Fall. For **Spring 2022** that means you must be enrolled and attending classes until **April 20, 2022**, to be eligible for all the financial aid you received. If you drop all of your classes before **April 20, 2022**, you may be billed for a portion of the Pell Grant,

Direct Loan, and/or SEOG grant that you received in the spring.

**Please note: If you fail all of your classes in a term, you will have only earned 50% of the Pell, Direct Loan, and/or SEOG that you received and you will be billed for the amount you did not earn.**

If you are required to repay funds to the federal government, you will be billed and you will have 45 days to repay the funds in full or to set up a repayment schedule. You will be ineligible for any further financial aid at any college in the United States if you fail to repay the funds in full or set up a repayment schedule and make repayments according to the repayment schedule.

## PREREQUISITES

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 or corequisite, 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 55002);
  - 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 he or she would otherwise 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 or corequisite 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.

Challenges to a prerequisite or corequisite should be filed with the Vice President of Academic Affairs. All challenges will be resolved by a committee consisting of the Vice President of Academic Affairs, Dean of Counseling Services and the Department Chair or Coordinator of the course with the prerequisite or corequisite in question.

Students wishing to challenge prerequisites or corequisites for any other reason should do so using the Student Due Process Procedures available in the Student Affairs Office, Room 60-204.

## EXTERNAL EXAMINATIONS

Grossmont College grants credit toward its associate degrees for successfully passing external examinations including Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP). Approved exams may be used to certify areas on CSU GE-Breadth (AP, CLEP, IB) and IGETC (AP, IB). In order to receive credit, students must submit official scores (transcripts) to the Admissions and Records Office. Refer to the College Catalog to determine the "External Exams," equivalent course(s), if any, at Grossmont College, and the specific area of Grossmont College, CSUGE Breadth and IGETC general education requirements that may be cleared. For questions regarding exams, please contact the Articulation Office.

## CREDIT BY EXAMINATION

Credit may be granted to any student who satisfactorily passes an examination approved and conducted by proper authorities of Grossmont College. Credit by examination shall not count toward the residence requirement for graduation nor shall it count toward verification of full-time status. Such credit may be granted only:

1. To a student who is registered at Grossmont College.
2. For a course listed in the Grossmont College catalog and identified in the class schedule as one for which credit by examination may be granted.
3. In an amount not greater than the credit listed for the course.
4. To a student who has not enrolled in, or completed the same course or an advanced course in the area in which credit by examination is requested. Students dropping a course during the first four weeks of the semester will not be considered as enrolled for purposes of filing for Credit by Examination.

### **CREDIT BY EXAM MUST BE COMPLETED BY THE FOURTH WEEK OF THE SEMESTER.**

THE PROCEDURE A STUDENT WOULD FOLLOW:

1. See catalog for Credit by Exam policy.
2. Obtain and complete a petition for Credit By Examination from the Office of Admissions and Records.
3. Obtain approval for taking an examination from the dean and instructor. This approval should be obtained before the student registers for classes.
4. Take an examination on the established date.
5. Send to Admissions and Records official transcripts from all institutions previously attended.
6. Instructor forwards certification that the examination was passed satisfactorily to the division dean.
7. The division dean forwards the Credit by Examination form to the Office of Admissions and Records for posting on the student's transcript.

COURSES FOR WHICH CREDIT BY EXAMINATION MAY BE GIVEN - FALL 2021

### **Allied Health and Nursing**

\*Nursing, all courses; \*Respiratory Therapy, all courses.

### **Arts, Languages and Communication**

Music 105, 106, 132 (for qualified music majors).

### **Career and Technical Education/Workforce Development**

\*Business, all courses except BUS 120, 121, and 128; Cardiovascular Technology, all courses; Computer Science Information Systems 100

### **Mathematics, Natural Sciences, and Exercise Science and Wellness**

Chemistry 120

*\*This department has special requirements. Contact the division dean or the department chairperson.*

## GRADING PROCEDURE

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor in the absence of mistakes, fraud, bad faith or incompetency, shall be final (Section 76224 California Education Code).

## ACADEMIC INTEGRITY

The faculty, administration, and staff of Grossmont College, in creating a culture of academic excellence, value honesty and integrity in all aspects of learning, working, and participating in the college community. Moreover, we believe that those who value learning would never view cheating (copying or otherwise presenting work that is not one's own) and plagiarism (presenting another writer's ideas, materials, images, or words as one's own without proper citation) as viable choices within an academic environment. It is incumbent on faculty, in particular, to communicate expectations to students with regard to academic honesty in each class, and it is the responsibility of each student to understand the actions and behaviors that constitute cheating or academic dishonesty within each class as well as in other venues on campus. Students are encouraged to ask questions of their instructors and are expected to read the college's statement on Academic Fraud (located in the class schedule). Penalties for actions inconsistent with classroom, library, and college expectations for academic integrity range from a failing grade on an assignment, exam, or project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information, please consult with your instructor or contact the office of the Dean of Student Affairs.

## ACADEMIC FRAUD

The college is an academic community with high standards, and its teaching, learning and service purposes are seriously disrupted and subverted by academic fraud. All students at Grossmont College are expected to comply with the institution's high standards of academic integrity and avoid instances of dishonesty at all times. Such acts of dishonesty include cheating, plagiarism, fraud, false citations or data, and the fraudulent use of Internet resources.

Students are not to commit academic fraud, which is a form of cheating, lying and stealing. It is a serious violation of the Student Code of Conduct, as published in the catalog. The intent of this document is to increase student awareness as to what academic fraud is, to provide strategies to avoid the situations, and to explain the consequences of committing academic fraud. The faculty and administration expect students to have a responsible and sincere commitment to academic integrity during the performance of their instructional activities and completion of assignments or requirements.

Academic fraud includes, but is not limited to, the following situations:

**\*Plagiarism:** Using someone else's ideas or work without proper or complete acknowledgement. Plagiarism encompasses many things, and is by far the most common manifestation of academic fraud. For

example, copying a passage straight from a book into a paper without quoting or explicitly citing the source is plagiarism. In addition, completely rewording someone else's work or ideas and using it as one's own is also plagiarism. It is very important that students properly acknowledge all ideas, work, and even distinctive wording that are not their own. Students who are unsure of how or when to properly acknowledge sources are encouraged to consult their instructor.

**\*Cheating:** Copying of any test or quiz question or problem, or work done in a class that is not the student's own work. It also includes giving or receiving unauthorized assistance during an examination whether it was intentional or not. Obtaining or distributing unauthorized information about an exam before it is given is also cheating, as is using inappropriate or unallowable sources of information during an exam. To avoid unintentional copying of work, students should cover their own exams and quizzes, and not leave a test or quiz on the desk where another student may be tempted to look at it.

**\*Multiple Submission:** Use of work previously submitted at this or any other institution to fulfill academic requirements in another class. For example, using a paper from an English 126 Creative Writing class for a Sociology 138 Social Psychology class is Academic Fraud. Slightly altered work that has been resubmitted is also considered to be fraudulent. With prior permission, some professors may allow students to complete one assignment for two classes. In this case, prior permission from both instructors is absolutely necessary.

**\*False Citation:** Falsely citing a source or attributing work to a source from which the referenced material was not obtained. A simple example of this would be footnoting a paragraph and citing a work that was never utilized.

**\*False Data:** Fabrication or alteration of data to deliberately mislead. For example, changing data to get better experiment results is Academic Fraud. Instructors and tutors in lab classes will often have strict guidelines for the completion of labs and assignments. Whenever in doubt about what may be considered Academic Fraud, students should immediately consult with the instructor.

**\*Plagiarism via the Internet:** Occurring with more and more frequency, and taking a number of different forms. As should be obvious, purchasing research papers on the Internet and submitting them as a student's own work constitutes a gross case of plagiarism. Cutting and pasting from a web site without putting the text being used in quotation marks and/or without properly citing the source also constitutes plagiarism. Posting stolen tests online and/or accessing such tests is cheating. Also students should be aware that while many web sites provide reliable information, others may not include well-documented research. Students should be sure to check facts using a variety of different types of resources in order to ensure accuracy.

**\*Intentional Deception:** Submission of false documentation (absence excuse, proof of attendance, volunteer hours, etc.) for falsifying any official college record. A student who misrepresents facts in order to obtain exemptions from course requirements has committed an act of intentional deception and may also

be subject to the consequences listed below. It is best for a student to do the work as required in a course or speak to the instructor about circumstances that may cause problems in completing forms correctly or honestly.

Students who engage in academic fraud will be subject to authorized penalties at the discretion of the instructor of record in the class. Such penalties may range from a failing grade on an assignment, exam, or project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information contact the office of the Vice President of Student Services or the Dean of Student Affairs.

It is worthwhile to note the California Education Code Section 76224(a) states:

*“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the faculty member of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”*

The foregoing language indicates that the instructor has sole and final authority in awarding grades based on his/her determination of the quality of the student’s work in the course. Faculty are strongly encouraged to directly report all students found to be in violation of the college standards for academic integrity to the Dean of Student Affairs.

**For further clarification and information on these issues, please contact the Office of Student Affairs at (619) 644-7600.**

## REGISTRATION FOR CUYAMACA COLLEGE COURSES

Current Grossmont College students can register for Cuyamaca College courses without completing a separate application. On or after your registration date and time, just select “Cuyamaca College” at the prompts through Self-Service/WebAdvisor at [www.gcccd.edu](http://www.gcccd.edu). (Note: If you receive financial aid, you will need to complete a consortium agreement to have Cuyamaca courses paid via financial aid. Please see the Financial Aid Department for details.)

## INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

IGETC is a grouping of courses that community college students can use to satisfy lower-division general education requirements at any CSU or UC campus and some private/independent and out-of-state colleges and universities. The current IGETC pattern can be found at the Grossmont College Articulation web site: <https://www.grossmont.edu/student-support/transfer-center/articulation/index.php>.

Completion of the IGETC is not a guarantee of admission or in some cases a requirement for transfer, nor is it the only way to fulfill the lower-division general education requirements prior to transfer. Interested students should contact a Counselor for further information.

## CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH (CSU GE BREADTH)

The CSU General Education Breadth (CSU GE Breadth) allows California Community College transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This curriculum provides an alternative to the IGETC requirements and can be a good option if you know you want to transfer to a CSU. The current CSU GE Breadth pattern can be found at the Grossmont College Articulation website: <https://www.grossmont.edu/student-support/transfer-center/articulation/index.php>. Completion of CSU GE Breadth is not a guarantee of admission to a CSU. Interested students should contact a counselor for further information.

## 298 AND 299 COURSES

### 298 Courses - Selected Topics

Courses of this type are new and experimental and may be found in the various disciplines of the college. They are not regular catalog offerings and may be offered in a seminar, lecture and/or laboratory format. Course content and unit credit will be determined by the discipline offering the course. A description of the current offerings may be found in the class schedule. Pass/No Pass only.

Non-associate degree applicable.

### 299 A-B Courses - Selected Topics

Courses of this type are new and experimental and may be found in the various disciplines of the college. They are not regular catalog offerings, nor do they qualify for general education credit. The topics may be offered in a seminar, lecture, and/or laboratory format. Course content and unit credit will be determined by the discipline offering the course. A description of the current offerings can be found in the class schedule. A **299A** course is associate degree level and may not transfer to four-year universities. A **299B** course is baccalaureate level and transfers to California State Universities. After being accepted to a university, students can contact the four-year university they wish to attend for information regarding the acceptance of individual 299 courses to fulfill specific classes.

## STUDENT ID CARDS

Students will receive **one free** photo ID card as part of the registration process. This ID card is required when conducting college business or upon request of college staff. Picture ID cards will be issued at the Admission 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

Steps for obtaining a new state identification card:

1. Call 1-800-777-0133 for an appointment at a DMV office near you; the cost will be \$26.
2. Original documentation required: birth certificate, social security card or military ID. Allow 3-4 weeks for delivery.





Continuing students can update their ID card with a the current semester sticker by bringing their ID card to the Student Activities Window, the Associated Students Office, the College Cashier's Office or the Admissions and Records Office.



## ZERO TEXTBOOK COST

Zero Textbook Cost sections, designated as "ZTC" in the class schedule, do not require students to purchase a textbook. These sections may have recommended (but not required) books, or may use free, openly licensed teaching and learning resources, such as Open Educational Resources (OER). ZTC sections may have a materials fee such as lab supplies, calculator, test forms, etc. but no conventional textbook fees. The college strives to ensure that the ZTC designations are accurate; however, under some circumstances, the instructor or assigned materials may change, affecting course material costs. **NOTE: The online version of the class schedule has the most current listing of ZTC course offerings.** If possible, please refer to the online schedule instead of the printed schedule for the most up-to-date list of ZTC classes.

## OPEN EDUCATIONAL RESOURCES (OER)

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

## SEMESTER BUS AND TROLLEY PASSES

Students taking a minimum of 7 units at Grossmont College may purchase semester bus and trolley passes at the discounted rate of approximately \$190 for the Fall 2021 semester. A limited number of passes will be available for purchase, Tuesday, August 10, 2021. Email Irene.Bauza@gcccd.edu for more information.

Passes are valid for unlimited use on a bus or trolley from date of purchase through December 31, 2021 (includes weekends and holidays).

**NOTE: The price of the pass is based on a "per day" assessment according to the number of days in the semester and is therefore subject to change from semester to semester. Grossmont College photo ID required.**

Monthly transit passes are also available for students taking a minimum of 7 units. Monthly passes are valid in a calendar month and cost \$60.60.

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).

## 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 Degrees 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, \$6.00 includes library rate postage). For additional information about mailing catalogs, call the Cashier's Office at (619) 644-7660.

## AUDITING PROCEDURES

Audit enrollment will not be permitted until students have completed the allowable number of repeats in practice or performance courses. Priority class enrollments are given to students desiring to take the course for credit. Students will not be permitted to enroll for audit purposes until Monday of the third week of instruction.

Audit enrollment will be based on "seats available" and will not be used to count toward minimum enrollment requirements. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit students. Instructor discretion is strongly recommended.

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

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

# STUDENT SERVICES, EOPS AND FINANCIAL AID

## 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: 21-256 21-257 26-230

A video phone is available at the Learning Resource Center (LRC) for students who are deaf or hard of hearing.

**ADULT REENTRY CENTER** — Acts as a bridge between the college, local businesses and the community providing referral services, information relating to training, adult reentry seminars, student employment, professional and academic counseling, self-help programs, financial aid and Adult Reentry Orientation. Website: <https://www.grossmont.edu/student-support/adult-reentry/index.php>.

**ASSESSMENT/TESTING OFFICE** — Provides English/ ESL/ Math/Chemistry and World Languages assessments.

**CALWORKS** — CalWORKs-California Work Opportunities Responsibility to Kids (CALWORKS) provides academic counseling, mentorship, occupational counseling, and supportive liaising with county case managers to provide childcare, transportation assistance and book reimbursement. CalWORKs also offers work study opportunities in addition to community resource information and advocacy on campus. Additional information and application to CalWORKs may be obtained at the CalWORKs Office 38E, telephone 619-644-7552. You can also visit the website at <https://www.grossmont.edu/student-support/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, and job search skills are also offered. Knowledgeable staff are available for personalized assistance in the use of online Career Assessment Tools, Occupational Files and other career related materials. The Career Center is located in Room 60-140. Web site: <https://www.grossmont.edu/student-support/career-center/index.php>.

**COMPUTER ACCESS** — The Learning and Technology Resource Center (LTRC), located in the center of the campus, houses the Library, Open Computer Lab, Assistive Technology Center, Math Study Center, Business Office Technology (BOT), the English Writing Center, and the ESL/Independent Studies Lab. There are several other Learning Assistance Centers throughout the campus including the Anatomy Learning Center, Science Learning Lab, English Reading Annex, Health Science Lab, Computer Science Info Systems (CSIS), Digital Media Arts Center, Speech and Physics. All areas provide access to computers. Please visit <https://www.grossmont.edu/technology/computer-labs/ocl/index.php> 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, career, transfer, professional and personal goals.

**Counseling:** The mission of the Counseling Center is to provide quality educational, career, occupational and personal counseling and create a climate and structure in which each student has a maximum opportunity for self-fulfillment. The Counseling Department is committed to helping students achieve their educational and career goals. Whether the goal is to take one course, earn a certificate or an associate degree, or transfer to a four-year college, counselors are available to assist.

**Personal and Crisis Counseling:** The Counseling Center is staffed with professional counselors who offer individual counseling for students who want assistance in coping with problems they face in everyday life. Issues relating to self-esteem, anxieties, relationships, and academic performance are common obstacles for college students.

**Academic Counseling:** Planning is an important step in achieving academic success. Each semester, all students are encouraged to meet with a counselor prior to registration for academic counseling, course selection and setting up a student educational plan.

**Career Counseling:** The Counseling Center, in conjunction with the Career Center, specializes in assisting students in choosing a major and/or career goal.

**Transfer Counseling:** The Counseling Center, in conjunction with the Transfer Center, provides the most current information to assist in the smooth transition to four-year colleges and universities.

**DREAM CENTER** — Dream Center's mission is to create a safe space within Grossmont College that offers a support system for undocumented students. Dream Center promotes awareness of the issues and challenges that affect undocumented students in our college and community in order to ensure respect and appreciation of diversity, while promoting equal access to education.

### Dream Center Support Services

- Career/Academic/Personal Counseling
- Education Planning
- Dream Act Application Assistance
- Financial Aid Assistance (i.e. Book Vouchers, gas cards, bus passes, meal cards)
- Community Resources Liaison and Referrals
- Referrals to other Student Services programs

**Dream Center Counselors:** Katherine Vilchez & Noel Puga  
[katherine.vilchez@gcccd.edu](mailto:katherine.vilchez@gcccd.edu) • [noel.puga@gcccd.edu](mailto:noel.puga@gcccd.edu)  
<https://www.grossmont.edu/student-support/dream-center/index.php>

**EOPS/CARE** — The Extended Opportunity Programs and Services (EOPS) is a state funded program which provides educationally and financially disadvantaged students equal access to academic success while attending Grossmont College. Among the services provided are academic/career/personal counseling assistance with textbooks and financial grants.

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 18 years of age at





the tie of acceptance into CARE. Additional services may include assistance with financial grants, transfer assistance and meal vouchers while attending college.

For more information on an application to EOPS and CARE, visit the EOPS/CARE office located in Room 60-125, or telephone: (619) 644-7617. Please visit our web site at <https://www.grossmont.edu/student-support/eops-care-nextup/index.php>.

**FINANCIAL AID** — Grossmont College offers a full array of financial aid programs—grants, work, loans and scholarships to full-time and part-time students. We have financial aid available to help you with the cost of fees, books and supplies, food, housing, transportation and childcare.

In 2019–2020, Grossmont College awarded:

- \$39 million in federal, state and institutional financial aid to approximately 61% of our full-time and part-time students.
- \$37.6 million (96%) of the funds provided to our students was in the form of grants (funds that do not have to be paid back).
- The average amount of financial aid awarded per student was \$3,581.

Applications are available in the Financial Aid office or visit us online at <https://intra.grossmont.edu/student-services/offices-and-services/fa/default.aspx>.

**HEALTH AND WELLNESS** — The Health and Wellness Center promotes the physical and mental health of students. The office is staffed with registered nurses, mental health counselors and support staff. The Health and Wellness Center provides services to all enrolled students who have paid the health fee or have received a financially determined waiver for the health fee. Current Grossmont College ID or proof of enrollment is required for services. The mandatory student health fee enables the Health and Wellness Center to provide general health care, counseling and educational programs at low or no cost to students.

Student injuries resulting from a college sponsored class or other activity and transmissible illness must be reported to the Health and Wellness office.

Health information can be obtained in the Health and Wellness Center, Building 60 – Room 130 (Inside Griffin Center) or by calling 619-644-7192 or the Health and Wellness website: <https://www.grossmont.edu/student-support/health-and-wellness/>

*Note: Students who depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Office of Student Affairs. Waiver forms may be obtained in Admissions and Records or the Student Affairs office. Requests for exemption will be reviewed by the Dean of Admissions and Records and Financial Aid and the Dean of Student Affairs.*

**NEW HORIZONS** — This VTEA funded program offers services to students qualifying in vocational programs. Services provided are transportation assistance, textbook vouchers, specialized counseling, referrals, and coordination with other campus services.

The New Horizons office is located in Room 60-125 or contact by telephone, (619) 644-7552 or visit our web site at <https://www.grossmont.edu/student-support/calworks/index.php>.

### **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 and 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:

The student must be a current or former foster youth 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 from the California Department of Social Services Foster Care Ombudsman:

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

- Not be older than 26 years of age at the commencement of any academic year (July 1st) in which you participate in the NEXTUP
- EOPS Eligible
  - o NEXTUP student may be enrolled in 9 units or more at the time of application
  - o 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) 644-3932.

**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, Room 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 and Wellness. A wide variety of nursing and counseling services are available on campus to assist the health care needs of students.

**STUDENT ACTIVITIES WINDOW** — Located inside Building 10, maintains the financial accounting records for the Associated Students of Grossmont College and all clubs and campus-based trust funds. The Student Activities Window is located next to the Financial Aid office. A limited number of monthly bus/trolley passes are sold from the 25th of a preceding month. The window also sells benefit cards and distributes some of the benefit package. The *BENEFIT CARD* gets you give-away items and discounts which include: movie tickets (AMC, Regal, UA and Edwards), 10% off all cafeteria food purchases, 10% off Grossmont College Bookstore supplies, local business discounts, discounted locker rentals, Grossmont College Bookstore book rebate given at the window, and much more. Pick up a flyer at the ASGC office or the Student Activities Window for a list of all discounts. Email Irene.Bauza@gcccd.edu for more information.

**STUDENT EMPLOYMENT SERVICES** — Assists students in finding full- and part-time employment appropriate to their needs and qualifications. Employer and job information are online 24/7 for greater efficiency. In addition, the State of California Cal Jobs is now available on California Career Café, and offers additional employment opportunities for students 24/7 as well. For more information, please visit Room 60-145 and website: <https://www.grossmont.edu/student-support/career-center/employment.php>.

**SUCCESS COACHES** — The Success Coaches are located on the second floor of the Tech Mall in the Learning and Technology Resource Center (Building 70, Rooms 205 and 206). The Success Coaches assist students who may be facing difficulties in reaching their educational goals by helping them connect with and navigate appropriate on- and off-campus resources. Visit [www.grossmont.edu/student-services/grad-coach](http://www.grossmont.edu/student-services/grad-coach) for more information.

**TRANSFER CENTER** — Located in Student Services and Administration building, Room 10-173. The Transfer Center provides information to assist students who are interested in or planning to transfer to a 4-year college or university, including: a college/university resource library, ongoing workshops on transfer related topics, counseling appointments and college application assistance.

**TUTORING AND STUDY ROOMS** — The Tutoring Center offers individual tutoring at no cost to all enrolled Grossmont College students wanting help with their academic needs in many General Education subjects. Visit <https://www.grossmont.edu/student-support/tutoring/> for information on how to make an appointment or reserve a study room. The Tutoring Center is located on the second floor of the Tech Mall, Room 70-202.

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