Welcome to Grossmont College!
A message from the president

*D*ear Student,

Welcome to Grossmont College, where we are celebrating the 60th anniversary of our founding and where we continue to live up our motto of transforming lives through education.

As you review the fall schedule, you'll find myriad pathways to grow both intellectually and personally. You'll find more than 150 programs to explore, scores of degrees and certificates, and dozens of options to learn new skills critical in finding good-paying jobs for advancing your career.

As you review the fall schedule, you'll learn why Grossmont College ranks No. 1 in students who transfer to San Diego State University and why nearly 9 out of 10 working graduates say Grossmont College provided them with the knowledge they needed to succeed.

As we transition out of the pandemic, I want to assure you that your safety remains our priority. While many of our classes are online, many of our courses this fall are being held on campus and others are being offered in a hybrid model.

We also continue to offer online and in-person support services with tutors and advisors, along with academic and mental health counselors. For students opting to attend classes in person, we are making sure that safety protocols are in place, that physical distancing is adhered to, and that classrooms are regularly cleaned and sanitized.

Thank you for choosing to make Grossmont College your home, a home designated as a Hispanic Serving Institution and where we continue to work in reducing the achievement gap for all students of color.

Best wishes on your success,

Denise Whisenhunt
President, Grossmont College

Fall 2021
Important Dates and Deadlines

Date	Event
June 11	Application Deadline (for registration appointment time)
June 28-August 15	Fall Registration
August 9-13	Professional Development-Organizational Meetings
August 16	Semester Length/First 8-Week Classes Begin
August 16-29	Add/Drop Period (full semester classes)
August 27	Last Day to Apply for P/NP-First 8-Week Session
August 29	Last Day to Drop Full Semester Classes without a "W"
August 29	Last Day to Apply for Refund for Full Semester Classes
August 30	Census Day (full semester classes)
September 6	Holiday (Labor Day)
September 17	Last Day to Apply P/NP – Semester Length Classes
October 8	Last Day to Apply for Fall 2020 Degree/Certificate
October 8	Graduation Deadline for Fall 2021 Graduation
October 9	First 8-Week Session Ends
October 11	Second 8-Week Session Begins
October 14	First 8-Week Session grade deadline
October 22	Last Day to Apply for P/NP-Second 8-Week Session
November 7	Last Day to Drop Semester Length Classes (with "W")
November 11	Holiday (Veteran's Day)
November 25, 26, 27	Holiday (Thanksgiving)
December 11	End of Second 8-Week Session
December 13-18	Final Examinations
December 18	Fall Semester Ends
December 19-January 30	Winter Recess (for students)
December 23	Instructor Grade Deadline
December 24-January 3	College and District Offices Closed

FIND IT FAST

REGISTRATION PROCEDURES

WHAT DOES IT COST TO ATTEND?

REGISTRATION FEES

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

Enrollment Fee (Mandatory) ....$46 per unit
Health Fee* $20
Student Benefit Card (Grossmont College)....................$12
Student Representation Fee**...$2
Parking Fee:
   Auto Parking Permit...$40
Motorcycle Parking Permit...$20
Non-resident Students — above fees **plus**......$307 per unit
International Students — above fees **plus**......$307 per unit

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

**Approved by vote of students.

Fees may be paid by Visa, MasterCard, DiscoverCard, American Express, cash, personal check, cashier's check, or money order. Make checks payable to: GCCCD or Grossmont College. The student's ID number must be clearly written on the front of checks and money orders.

Checks or credit card transactions returned by the bank will result in a $10 returned item charge. Do not send cash through the mail.

HOW TO MAKE A PAYMENT

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

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

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

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

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

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

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

Returned Check Charge

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

Delinquent Debt Collection Charge

If a delinquent debt is sent to the Chancellor's Office Tax Offset Program, a 33% penalty charge will be added to the balance owed.

CALIFORNIA COLLEGE PROMISE GRANT

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

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

> ### ALERT!
> **Students are responsible for all appropriate fees and may be dropped from classes for non-payment of fees.**

HOW DO I REGISTER FOR CLASSES?

APPLICATION PROCESS

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

Continuing, new and readmit students who apply after June 11, 2021, may register during open registration.

REGISTRATION PROCESS

Registration can be completed through Self-Service (online registration). See page 6 for detailed registration information.

CHANGES AFTER CLASSES BEGIN

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

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

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

STEPS TO ADD CLASS(ES)

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

STEPS TO DROP CLASS(ES):
- Use Self-Service/WebAdvisor to drop classes.
- **It is the student's responsibility to officially drop courses they are no longer attending.**
- A grade will be issued if the class is not officially dropped!
- Fees are refunded if the class is dropped on or before the refund deadline. Not attending classes does not warrant a refund.
- For refund deadlines, see inside front cover for calendar.
- The instructor's signature is required to drop the following courses:

  ART 171, 172, 175, 177, 184, 240;
  BIO 152;
  MUS 154, 155, 254, 255;
  PHOT 150, 151, 152, 166, 252.

  These drops must be done in the Admissions and Records Office during regular office hours.

  All drop deadlines apply.

ACCESS YOUR GRADES

Grades are available through Self-Service/WebAdvisor at www.grossmont.edu.

REGISTRATION INFORMATION

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

REGISTRATION DATES AND HOURS
Self-Service/WebAdvisor availability:
Monday, June 28, 2021 through Sunday, August 15, 2021
Monday through Sunday 7:00 a.m. - 10:00 p.m.
(Sundays and holidays subject to change.)

GENERAL INFORMATION
- **Priority registration** - Please refer to the college web site for priority registration information.
- **Time conflicts are not allowed!** You may not register for any section that meets on the same day and at the same time as another section you have selected.
- **You may not enroll in two sections of the same subject.** For example, you may not enroll in two sections of ART 120.
- The **maximum number of units** you may enroll in is eighteen (18). To add additional units, you must contact counseling for an overload card. This card will be submitted by the Counseling Department to the Admissions and Records Office.

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

COURSE PREREQUISITES

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

WAIT LIST PROCESS

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

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

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

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

UPDATING YOUR RECORDS

- **What is my User ID?** User ID is your first name, a period and your last name (firstname.lastname); and is in lower case. Your user ID may contain numbers. Go to the Self-Service/WebAdvisor webpage and select "What is my user ID?" from the Student Menu. Provide the required information to obtain your user ID.

- **What is my Colleague ID?** Colleague ID is a unique 7-digit student identification number assigned to you by the college (replaces social security number as ID).

- **What is my Password?** The initial Password is your PIN (birth date – MMDDYY). Upon first login you will be required to choose a NEW password (must be 6-9 characters, using both letters and numbers, and is Case-sensitive).

- **Address and E-Mail Changes**: Login to Self-Service/WebAdvisor, click *Students,* click *Address Change* and update your information. We will be corresponding to you via e-mail regarding registration information, class change notifications and other important messages; therefore, it is important that your e-mail is correct. **Please make sure you have the college domain (gcccd.edu) on your Safe Sender list.**

- **Academic Program (Major Code):** You may update your Academic Program (major) by submitting an Academic Program Change form to the Admissions and Records Office.

IMPORTANT COURSE REPETITION CHANGES

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

Course Repetition and Receiving Federal Aid

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

> ## Schedule your appointment to get your ID cards at the Admissions and Records Office.

PREREQUISITE ALERT . . . PREREQUISITE ALERT

Prerequisite Clearance Information

It is extremely important to clear your prerequisites from coursework taken at colleges outside the Grossmont-Cuyamaca Community College District before your registration date! Please check to see if your class has a prerequisite in the Grossmont College Catalog. Prerequisites must be cleared prior to enrollment. Plan ahead and take care of this as early as possible to avoid waiting in long lines and possible delays to your enrollment in important classes.

Prerequisites **ARE NOT** cleared automatically.
Requests to clear any prerequisite **MUST be initiated by the student.**

Please visit the prerequisite clearance website at
https://www.grossmont.edu/admissions/prerequisites-by-program/index.php
and navigate to the appropriate department(s) for instructions on
how to clear a specific course prerequisite. Required prerequisites
are posted in the college catalog and available online.

Administration of Justice	Geology
American Sign Language	Health Education
Anthropology	Health Sciences
Art	Mathematics
Astronomy	Media Communication
Biology	Multimedia
Business	Music
Business Office Technology	Nursing
Cardiovascular Technology	Nutrition
Chemistry	Occupational Therapy Assistant
Child Development	Oceanography
Communication	Orthopedic Technology
Computer Science	Photography
Culinary Arts	Physical Science
Dance	Physics
Economics	Psychology
English	Respiratory Therapy
English as a Second Language	Sociology
Geography	Theatre Arts
	World Languages *(formerly Foreign Languages)*

How to Sign In:

ONLINE REGISTRATION

Click on Log In & follow the steps

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

All lowercase

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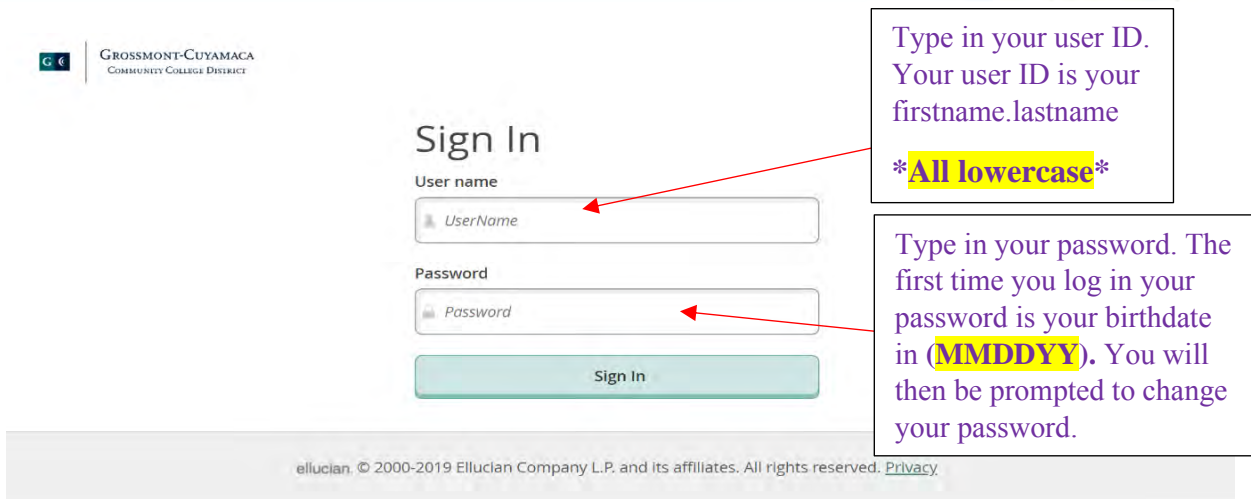
Change Password

Please enter your user name, current password, and new password.

⚠ Your password has expired. Please choose a new password.

User name

Current password

New password

Confirm new password

Change Password

Your 6 digit DOB (**MMDDYY**)

Your new password must be **6 to 9 characters** in length and include **both letters and numbers.**

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT **WEB ADVISOR**

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

Welcome

Students and Faculty must Log In then select a point of entry to the right.

Search Class Schedule

List of Open Sections

Self Service Tutorial for Registration English, Spanish, Arabic, Farsi

Students

Faculty

Click on Student

Account Information I'm New to WebAdvisor What's My Password?

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

Click **Search, Plan & Register, Waitlist, Schedule**

How to Register:

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

# Or Search by Subject:

Plan & Schedule:

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

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

Once you have selected a section, a window will open with course information on the section you selected.

Section Details

MATH-160-0259 Elementary Statistics
Spring 2021

Instructors	Palacios, I (irene.palacios@gcccd.edu)
Meeting Information	M, T, W, Th, F 8:00 AM 11:10 AM 1/4/2021 - 1/29/2021 Grossmont College, Distance Education/Online WEB (Lecture)
Dates	1/4/2021 - 1/29/2021
Seats Available	45 of 45 Total
Credits	4
Grading	Graded
Requisites	Prerequisite: "C" grade or higher or "Pass" in MATH 096 or

Close   Add Section

If you would like to schedule this course, select **Add Section**. If not, select **Close** and repeat the previous steps until you have selected the course you want to schedule.
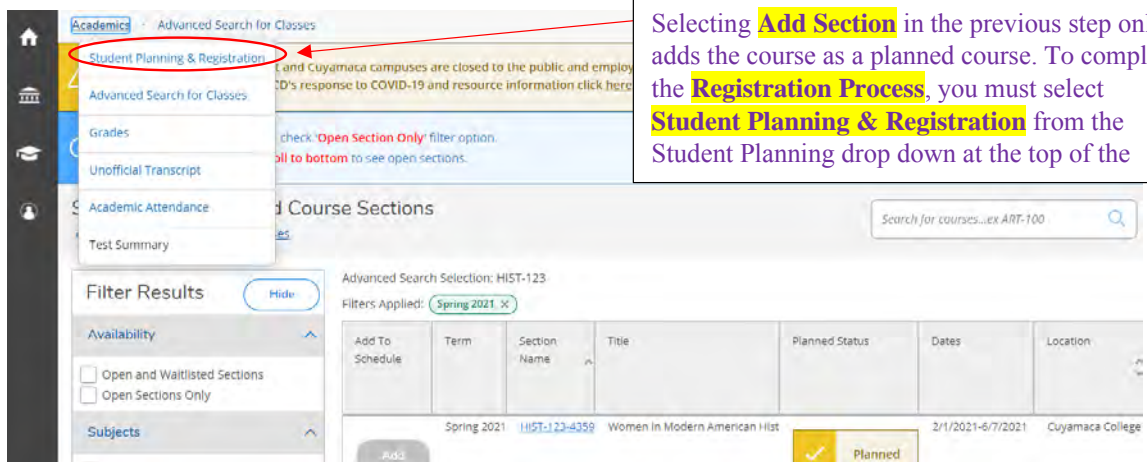
Selecting **Add Section** in the previous step only adds the course as a planned course. To complete the **Registration Process**, you must select **Student Planning & Registration** from the Student Planning drop down at the top of the

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

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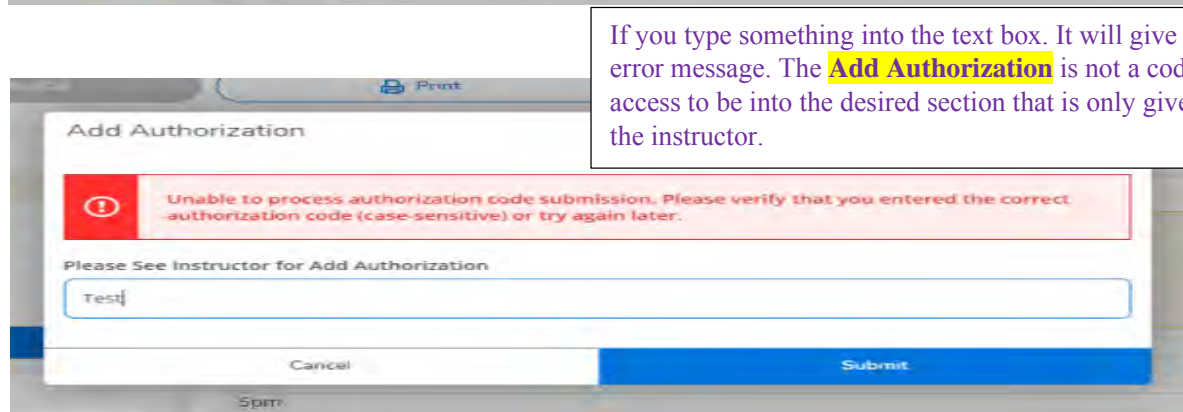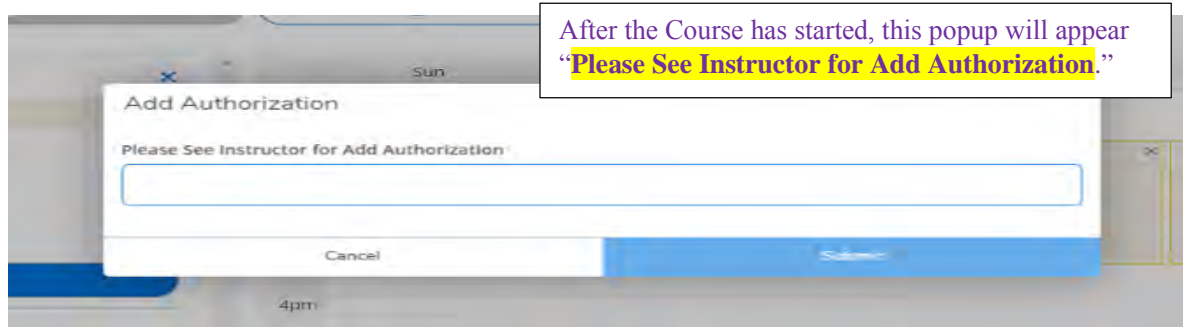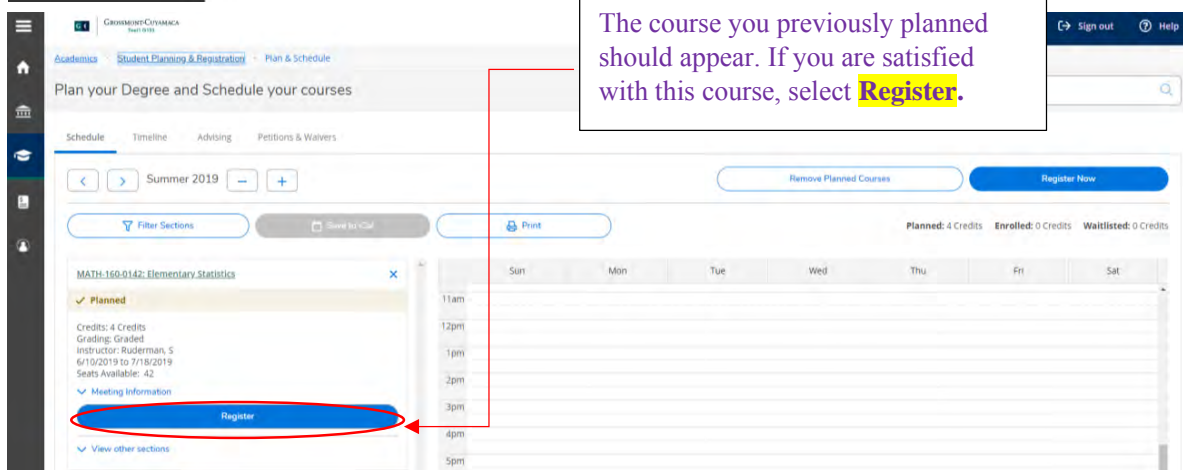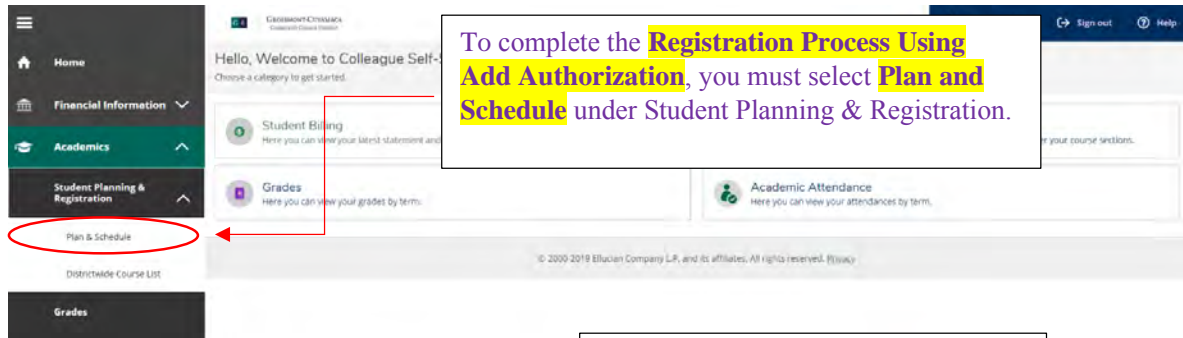

Registered courses will appear in green.

ONLINE REGISTRATION

Registering Using Add Authorization:

To complete the **Registration Process Using Add Authorization**, you must select **Plan and Schedule** under Student Planning & Registration.

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

After the Course has started, this popup will appear "**Please See Instructor for Add Authorization**."

Add Authorization

Please See Instructor for Add Authorization

Cancel   Submit

If you type something into the text box. It will give you an error message. The **Add Authorization** is not a code, but access to be into the desired section that is only given by the instructor.

Add Authorization

⊘ Unable to process authorization code submission. Please verify that you entered the correct authorization code (case-sensitive) or try again later.

Please See Instructor for Add Authorization

Test

Cancel   Submit

From ▾   Grossmont.Admissions@gcccd.edu

To...   Wayne Branker

Cc...

Subject   Add Authorization For < Class & Section Number>

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

Dear <Professor's Name>,

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

Once you have been given Add Authorization by the instructor, under the section it will read, "**Authorized for Add**." Click **Register** for the desired class.

ⓘ Authorized for Add

✓ Planned

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

Register

⌄ View other sections

Registered courses will appear in green.

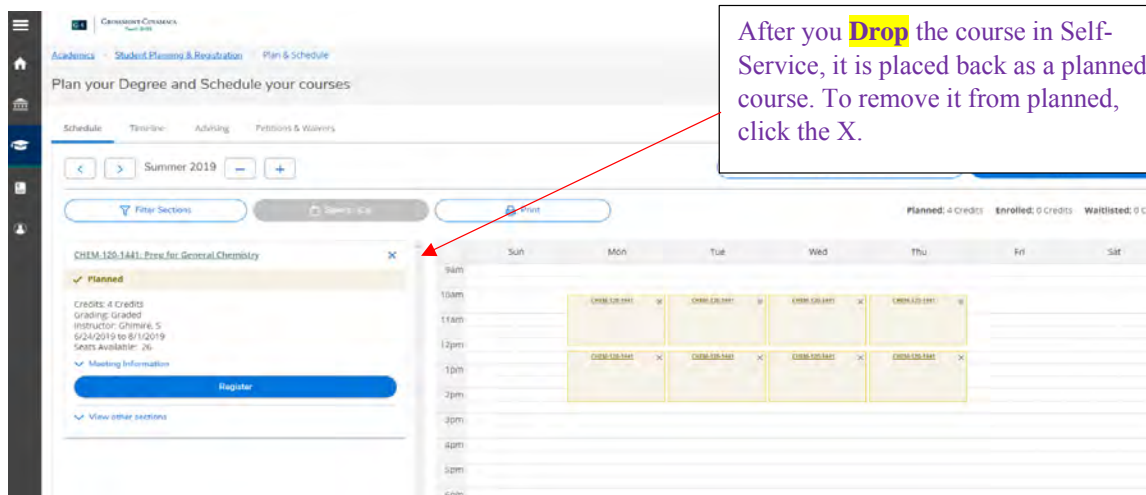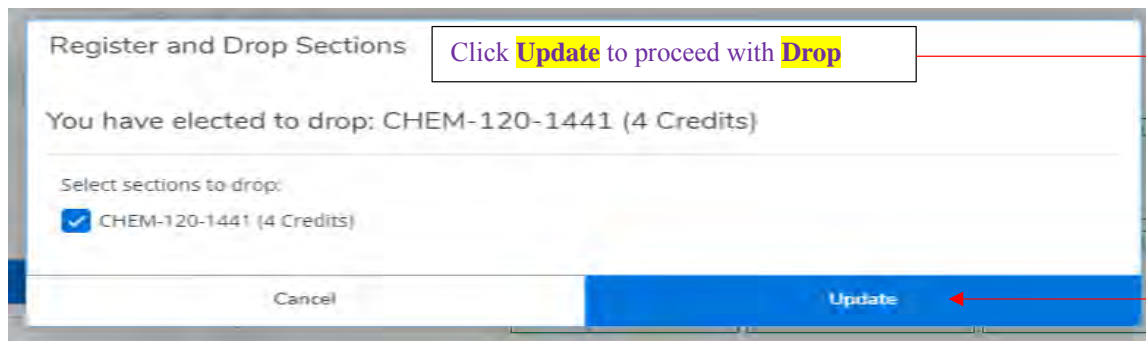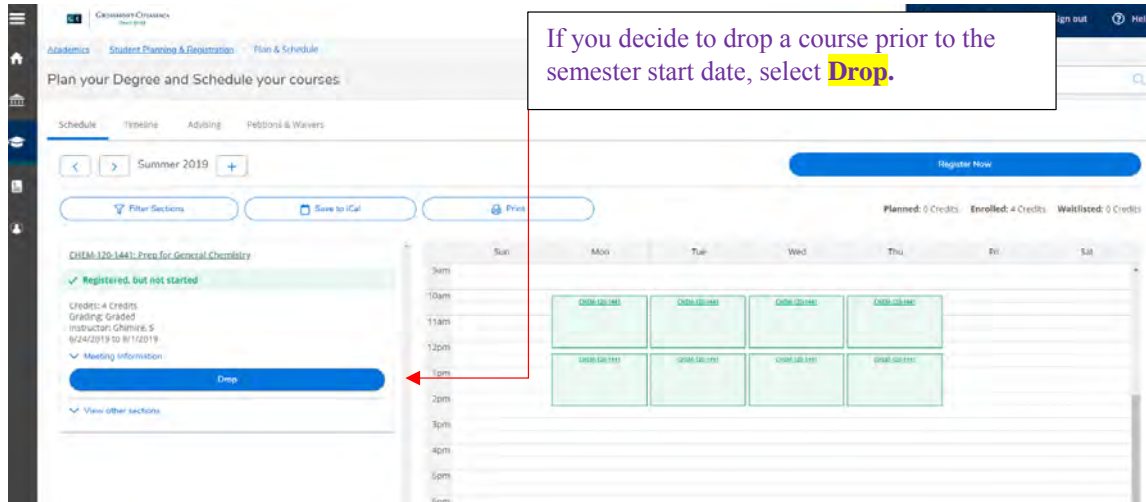Plan your Degree and Schedule your courses

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

test.student   Sign out   Help

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

Search Feature Coming Soon!

How to drop a section:

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

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

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

How to pay your fees:

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

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

Click on the **Proceed to Payment** button

ONLINE REGISTRATION