

GROSSMONT COLLEGE

2021 SUMMER CLASS SCHEDULE



Summer Session Dates

June 14 – August 5, 2021

4 weeks: June 14 – July 8, 2021
July 12 – August 5, 2021

6 weeks: June 14 – July 22, 2021
June 28 – August 5, 2021

8 weeks: June 14 – August 5, 2021

www.grossmont.edu

Welcome to Grossmont College!

A message from the interim president



Dear Student,

Thank you for joining us this summer at Grossmont College! You could spend your summer doing any number of things, but you've chosen to pursue your educational goals. We are excited to help you succeed in reaching them.

Whether you're a continuing Grossmont College student, university student joining us for a class this summer, a high school student getting a jumpstart on your college experience, or an adult learner taking advantage of our short-term classes, I hope you take advantage of our many opportunities to engage with our excellent faculty. During the summer, Grossmont College will continue to virtually provide library materials access, tutoring services that work for your schedule, private mental health counseling, and much more.

While many of our classes are online, we do have some classes that must remain in person such as lab and career education courses. For our in-person classes, we are limiting enrollment to ensure safe physical distancing, requiring students and employees to properly wear masks, and regular cleaning and sanitizing within those spaces. Our number one priority will always be to ensure the health and safety of our students and employees.

While we are not yet fully in person this summer, please know that we are always here for you, whether it's in a virtual appointment or workshop, email, or by phone. Thank you again for joining us at Grossmont College.

Enjoy your summer!

Dr. Marsha V. Gable
Interim President
Grossmont College



Summer 2021 Calendar

**These dates are for 8 week courses only.
Please refer to Admissions and Records for other dates, as needed.**

Application cut-off date.....	April 5, 2021
Registration dates emailed	April 8, 2021
Registration start date	April 19, 2021
Summer class date	June 14, 2021
Add end date.....	June 17, 2021
Drop end date	June 22, 2021

Final Examinations will be held on the last day of class.

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COLLEGE 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)/guardian(s), and the approval of the college official.

NON-RESIDENTS who possess a high school diploma or equivalent or are over 18 years of age may attend Grossmont College 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.

NON-PERMANENT RESIDENT OF U.S. who possess a high school diploma or equivalent or are over 18 years of age may attend Grossmont College by paying the established tuition fees. A “non-permanent” resident of the U.S. is a student who is in an immigration status and who is precluded from establishing California residency.

HOW DO I ENROLL?

CONTINUING STUDENTS

Registration information will be e-mailed on April 8, 2021. For registration information see page 5. You may also log on to Self-Service/WebAdvisor for your registration information as of April 8, 2021.

NEW AND READMIT STUDENTS

1. File an application for admission online at www.grossmont.edu.
2. For students that apply by April 2, 2021, registration information will be emailed on April 8, 2021. Students that apply starting April 5, 2021, will be eligible for open registration.

WHAT DOES IT COST TO ATTEND?

The Grossmont-Cuyamaca Community College District is part of the California public school system and requires enrollment and health services fees of all students. Non-residents and international students must additionally pay tuition. **All fees incurred must be paid in full at the time of registration.**

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

Student Benefit Card\$6
Parking Fee:

Auto Parking Permit**\$18
Motorcycle Parking Fee.....\$10

Motorcycles are required to have a permit and must be parked in designated motorcycle parking areas or they will be cited for no parking permit.

Enrollment Fee (Mandatory)\$46 per unit

Student Representation Fee*\$2

Health Fee (Mandatory—includes Accident Insurance)\$17

Non-resident Students - above fees **plus**\$307 per unit

International Students - above fees **plus**\$290 per unit

*Approved by vote of students.

**All student parking permits must be visibly displayed so that the date, year and color of the permit can easily be seen. The permit must be displayed through the front windshield, attached to the window. Permits shall not be displayed through window tinting. Lost or stolen parking permits must be replaced at the vehicle owner’s expense. The parking permit is static cling and may be transferred to multiple vehicles.

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.

Check, Travelers Checks, or Money Order—Make sure your student identification number is written on your check or money order. Make payable to GCCCD or Grossmont College. Mail your check (for registration payments ONLY) to: Grossmont College Cashier’s Office
8800 Grossmont College Drive
El Cajon, CA 92020-1799

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

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—\$35.00 fee if a payment is returned. For more information, call the Cashiers Office at (619) 644-7660.

HEALTH FEE

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.

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 primary insurance first. Health Services information, accident/illness report forms and insurance claim forms and referrals for care can be obtained in Health Service, Building 60 – Room 130 (Inside Griffin Center) or by calling 619 644-7192 or the Health Services website <https://www.grossmont.edu/student-support/health-and-wellness/>.

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 the Health and Wellness Center. Requests for exemptions will be reviewed by the Dean of Admissions and Records and Financial Aid and the Dean of Student Affairs.

ALERT!

You are responsible for all appropriate fees. You may be dropped from courses for non-payment of fees.

FEE WAIVERS AND FEE EXEMPTIONS

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.

STUDENT REPRESENTATION FEE

A \$2 fee per semester is collected to provide funds for the support of governmental affairs representatives who are students, staff and faculty for stating their positions and viewpoints before city, county and district governments, and before offices and agencies of the state government. The Associated Students of Grossmont College is the sponsoring campus entity.

STUDENT REPRESENTATION FEE WAIVER

A student may, for religious, political, financial or moral reasons, choose not to pay the Student Representation Fee by directly contacting the Office of Student Affairs by calling (619) 644-7600. The fee waiver request must be obtained and submitted before the final drop deadline for the current semester to the Cashier's Office to be processed. (See calendar inside front cover.)

REFUND INFORMATION

Refunds made by, check, ACH or the payment plan can be processed after two weeks from the day received. Cash refunds will be refunded by the limit set by the College Cashier. You must have a valid government I.D. in order to receive a cash refund. Districtwide refunds will be processed throughout the semester. Credit card refunds will be credited back to the credit card account or, if you paid by cash or check, a check will be mailed to the student. Don't want to wait for a check in the mail? Sign up for direct deposit or bank mobile. Expedite your credit card refund by calling the Cashier's Office at 619-644-7660. Payment plan refunds are sent from a third party

and cannot be credited back to that account. Payment plan refunds will be issued by cash or a check will be mailed out to the student. Refunds are only payable to the student and will not be given to any other individual.

REFUND SCHEDULES

Enrollment, Tuition, Health, and Class Fee Refunds

- For 8 week summer class refund schedules see inside front cover. Contact Admissions and Records for additional dates.
- Other Short-Term Courses
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.
- 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 at (619) 644-7660.

****For faster refunds remember to sign up for cash card or Direct Deposit!**** www.gcccd.edu/cashcard

PARKING PERMIT AND STUDENT BENEFIT CARD REFUNDS

The refund deadline dates for Parking Permit and Student Benefit Card are consistent with the refund deadline for your class(es). **Note:** You must **physically** present your parking permit to the College Cashier's Office by the last day of the refund deadline. 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.

STUDENT LOAD

The maximum number of units in which you may enroll is 8. Overloads must be approved by a counselor. Overload requests can be made beginning the first day of classes and require a valid add code. 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.

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).

GRADES

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 76224a California Education Code.)

Grades will be available through **Self-Service/WebAdvisor** at www.grossmont.edu.

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.

HOW DO I CHANGE MY CLASSES

Adds and drops can be processed through **Self-Service/WebAdvisor** (www.grossmont.edu) during the following hours *AFTER* your assigned registration time.

Monday - Saturday 7:00 a.m. - 10:00 p.m.

Not available on holidays—see Summer 2021 calendar—inside front cover.

STEPS TO ADD CLASS(ES):

- If the class is open, you may add through **Self-Service/WebAdvisor** up to the first day the class meets.
- Once the class begins obtain "authorization code" from the instructor and register through Self-Service/WebAdvisor.
- Once your "authorization code" expires, you must obtain the instructor's signature on a Program Change Card and go to the Admissions Office.

Students who are not officially enrolled will not be allowed to attend class.

STEPS TO DROP CLASS(ES)

Classes can be dropped through **Self-Service/WebAdvisor** (www.grossmont.edu) prior to the drop deadline for your class.

It is the student's responsibility to officially drop courses they are no longer attending. If a course is not officially dropped, you may receive an "F" for the course.

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 student I.D. 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.
- For step-by-step instructions, please refer to the next page.



REGISTRATION DATES AND HOURS

Self-Service/WebAdvisor availability:

April 19, 2021 - June 13, 2021

Monday - Sunday 7:00 a.m. - 10:00 p.m.

Not available on holidays

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 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 for summer is eight (8). To add additional units, you must obtain a counselor's signature on an overload clearance card. This card, along with an add card, should be submitted to the Admissions and Records office during regular office hours.
- You may register for classes at **both Grossmont College** and/or **Cuyamaca College** through Self-Service/WebAdvisor (providing one of the college(s) has a current application on file).

COURSE PREREQUISITES

Course prerequisites will be checked. Please check the course description in the college catalog for course prerequisites. If an assessment test is required, check the list of test dates on the assessment web site at www.grossmont.edu/assessment. If you believe you have met the prerequisite, visit our web site at www.grossmont.edu and click on *Help For Students* then scroll to *Prerequisite Clearance*. If the prerequisite has not been met, an alternate course should be selected.

WAIT LIST

The Wait Lists for all classes will **begin the instant classes close** due to full enrollment. If seats become available, students on Wait Lists will be automatically enrolled and notified if successfully added to a class from the Wait List. More information will be posted on our web site www.grossmont.edu.

You may either be enrolled in a class or be on the Wait List, but not both. For example, if you are enrolled in MATH 110, you cannot be on a Wait List for another section of MATH 110. Remember, there is no guarantee you will be able to enroll in any Wait List classes. If you place yourself on a wait list, **you MUST attend the first class meeting.** Self-Service/WebAdvisor will tell you your position on the wait list.

UPDATING YOUR RECORDS

- What is my User's I.D.? User I.D. is your first name, a period and your last name (firstname.lastname); and is case sensitive. Your user I.D. may contain numbers. Go to the Self-Service/WebAdvisor webpage and select "What is my user I.D.?" from the Student Menu. Provide the required information to obtain your user I.D..
- What is my Colleague I.D.? Colleague I.D. is a unique 7 digit student identification number assigned to you by the college (replaces social security number as I.D.).
- What is my Password? The initial Password is your PIN (birth date - MMDDYY). Upon first login you will be required to choose a NEW password (must be 6-9 characters, using both letters and numbers, 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 a Major Change Form to the Admissions and Records Office.

**Get your I.D. 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. 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.

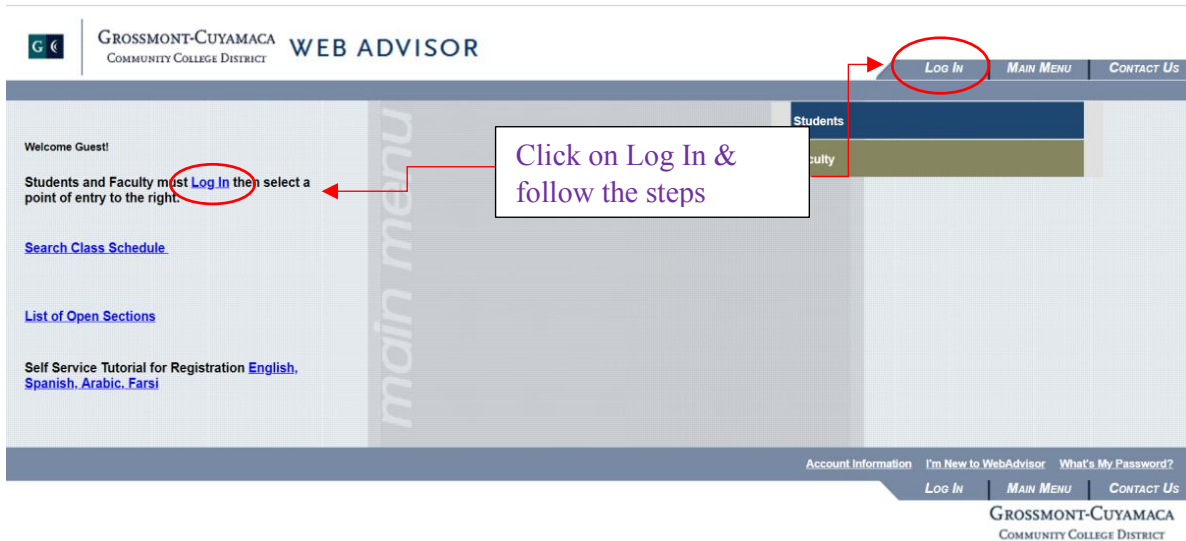
Requests to clear any prerequisite **MUST be initiated by the student.**

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

WEB REGISTRATION INSTRUCTIONS

How to Sign In:



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

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](#)

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

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

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

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

User Account

[I'm New to WebAdvisor](#)
[What is my Username](#)
[What is my Password](#)
[Change Password](#)
[User Profile/Student ID](#)

Student Billing

[Student Billing, Make a Payment](#)
[Payment Plan, Enroll/Manage](#)
[Wire for Non-Payment Important Information](#)

Financial Aid

[Grossmont Financial Aid](#)
[Cuyamaca Financial Aid](#)
[District Foundation Scholarships](#)

Orientation/Placement/Advise

[Step One - Online Orientation](#)
[Step Two - Placement Questionnaire](#)
[Step Three - Online Advising](#)
[Placement Results](#)
[Cuyamaca Pre-Enrollment Clearance](#)
[Grossmont Pre-Enrollment Clearance](#)
[Title IX Student Learning](#)

Registration

"Search, Plan, Register, Waitlist, Schedule"
[Enrollment Counselor List](#)
[Policy for Trial/Lost Proceed](#)
[Cuyamaca: How to Add After Semester Starts](#)
[Grossmont: How to Add After Semester Starts](#)
[Cuyamaca: How to Register Video](#)
[Grossmont: How to Register Video](#)
[Grossmont: Course Format Info](#)

Academic Profile

[Grades by Term](#)
[Withdrawal Transcripts](#)

Other Services

[Parking Permit/Benefit Card](#)
[ID, Text Books](#)
[Transcript Request](#)
[Form for TOEFL Forms](#)
[Register to Vote](#)

[Change Password](#)
[Log Out](#)
[Main Menu](#)
[Students Menu](#)
[Contact Us](#)

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

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:

Subject Search

Advanced Search

Search for a course subject:

Type a subject...

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

Plan & Schedule:

Search for Courses and Course Sections

[Back to Advanced Search for Classes](#)

Search for courses...ex ART-100

Filter Results

Hide

Availability

☐ Open and Waitlisted Sections
 ☐ Open Sections Only

Subjects

☐ Mathematics (44)

Locations

☐ Grossmont College (25)
 ☐ Cuyamaca College (19)

Terms

☒ Spring 2021 (44)

Days of Week

Advanced Search Selection: MATH-160

Filters Applied: Spring 2021

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

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.

Academics

- Student Planning & Registration
- Advanced Search for Classes
- Grades
- Unofficial Transcript
- Academic Attendance
- Test Summary

Advanced Search for Classes

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

check 'Open Section Only' filter option.

Scroll to bottom to see open sections.

Advanced Search Selection: HIST-123

Filters Applied: Spring 2021

Add To Schedule	Term	Section Name	Title	Planned Status	Dates	Location
Add	Spring 2021	HIST-123-4359	Women in Modern American Hist	Planned	2/1/2021-6/7/2021	Cuyamaca College

Selecting **Add Section** in the previous step only adds the course as a planned course. 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.

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."**

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.

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>

④ Authorized for Add

✓ Planned

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

Meeting Information

Register

View other sections

2pm
3pm
4pm
5pm
6pm

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

Academics > Student Planning & Registration > Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Summer 2019

Filter Sections Save to iCal Print

Register Now

Planned: 9 Credits Enrolled: 5 Credits Waitlisted: 0 Credits

ABBC 120-2259: Arabic I

✓ Registered, but not started

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

Meeting Information

Drop

View other sections

Sun Mon Tue Wed Thu Fri Sat

11am
12pm
1pm
2pm
3pm
4pm
5pm

Registered courses will appear in green.

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

test.student Sign out Help 1

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

Search Feature Coming Soon!

How to drop a section:

Academics > Student Planning & Registration > Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< Summer 2019 +

Filter Sections Save to iCal Print

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

CHEM-120-1441: Prep for General Chemistry

✓ Registered, but not started

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

Meeting Information

Drop

View other sections

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

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

Register and Drop Sections

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

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

Select sections to drop:

☒ CHEM-120-1441 (4 Credits)

Cancel Update

Academics > Student Planning & Registration > Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< Summer 2019 - +

Filter Sections Save to iCal Print

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

CHEM-120-1441: Prep for General Chemistry

✓ Planned

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

Meeting Information

Register

View other sections

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

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

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

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