# DISTRICT AND COLLEGE POLICIES

## **NONDISCRIMINATION NOTICE**

(Board Policy 3410)

The Grossmont-Cuyamaca Community College District (District) is committed to providing learning and working environments that ensure and promote diversity, equity, and inclusion. People of diverse backgrounds, perspectives, socioeconomic levels, cultures, and abilities are valued, welcomed, and included in all aspects of our organization. The District strives to provide an educational environment that fosters cultural awareness, mutual understanding, and respect that ultimately also benefits the global community.

No person shall be unlawfully subjected to discrimination or denied full and equal access to District programs or activities on the basis of ethnic group identification, race or ethnicity, color, national origin, religion, age, gender, gender identity, gender expression, physical or mental disability, medical condition, pregnancy, genetic information, ancestry, sexual orientation, marital status, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. District programs and activities include, but are not limited to any that are administered or funded directly by or that receive any financial assistance from the California Community Colleges Chancellor's Office.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall be used for membership or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with the District, to any private organization whose membership practices are discriminatory on the basis of the groups mentioned above. Inquiries regarding the equal opportunity policies, the filing of grievances, or for requesting a copy of the college's grievance procedures may be directed to:

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

Grossmont College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Accessibility Resource Center at (619) 644-7112, Room 60-120 to obtain information on programs and services, activities and facilities on campus and for a geographical accessibility map.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the college's compliance with those provisions may also be directed to:

• Office for Civil Rights

San Francisco Office U.S. Department of Education 50 Beale Street, Ste. 7200 San Francisco, CA 94105-1813 Telephone: (415) 486-5555 Facsimile: (415) 486-5570 Email: OCR.SanFrancisco@ed.gov

#### **PROHIBITION OF HARASSMENT**

(Administrative Procedures 3430)

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

This procedure protects students, employees, unpaid interns and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus or van, or at a class or training program sponsored by the District at another location. The procedure below is based, but may not be limited on the following definitions:

#### **Definitions**

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

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

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

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

**Sexual Harassment:** In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

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

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

### **CONSENSUAL RELATIONSHIPS**

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

#### **ACADEMIC FREEDOM**

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

## PROCEDURE REGARDING COMPLAINTS OF HARASSMENT

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

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

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

#### **EMPLOYMENT**

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

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

#### STUDENTS AND VISITORS

Complaints alleging violations that do not involve hiring processes should be filed as soon as possible after the occurrence of an alleged violation.

Information on college complaint procedures can be located at <a href="https://www.grossmont.edu/student-support/student-affairs/index.php">https://www.grossmont.edu/student-support/student-affairs/index.php</a> or by contacting the Office of Student Affairs at either college.

#### STUDENT CODE OF CONDUCT

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

## GROUNDS FOR STUDENT CODE OF CONDUCT VIOLATION

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

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

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

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

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

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

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

#### **ETHICAL PRINCIPLES**

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

## ACCESS TO EDUCATIONAL PROGRAMS

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

## DISCLAIMER: CHANGES TO THE CLASS SCHEDULE

The Grossmont-Cuyamaca Community College District and both colleges have made every reasonable effort to determine that everything stated in this schedule is accurate. Courses offered, together with other matters contained herein, are subject to change without notice and at the discretion of the administration of the Grossmont-Cuyamaca Community College District for matters related to student enrollment, level of financial support, or for any other reason. The District further reserves the right to add, amend or repeal any of their rules, regulations, policies and procedures.

## **SMOKE-FREE CAMPUS**

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

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

#### STUDENT DUE PROCESS

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

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

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

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

#### STUDENT GRADE RESPONSIBILITY

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

## PREREQUISITE ALERT

www.grossmont.edu/assessment/prerequisite

A **prerequisite** is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

A **corequisite** is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

An **advisory on a recommended preparation** is a condition of enrollment that a student is advised, but not required, to meet before, or in conjunction with, enrollment in a course or educational program.

All courses shall be open for enrollment to any student who has been admitted to the college, except that students may be required to meet necessary and valid prerequisites. In addition, the District may also limit enrollment in a course based on health and safety considerations, facility limitations, or legal requirements imposed by statute or regulations.

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

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

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

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

## 2. Grounds for challenge are:

- a. The prerequisite or corequisite has not been established in accordance with the college's process for establishing prerequisites and corequisites;
- b. The prerequisite or corequisite is in violation of Title 5 regulations (Section 55201);
- 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 estab-lished for (a) a course that involves intercollegiate competition or public performance, or (b) a course limited to a cohort of students. The student shall be allowed to enroll if otherwise he or she would be delayed by a semester in attaining the degree or certificate specified in his or her Student Educational Plan.
- g. The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
- 3. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to the determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

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

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

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

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

# CAMPUS AND PARKING SERVICES

**POLICE SERVICES** at the District are provided by the San Diego County Sheriff's Department. A sheriff's sergeant and four deputies are assigned to the Grossmont and Cuyamaca college campuses. If necessary, the District also has access to Sheriff's Department specialized units that investigate crimes such as illegal drug sales, domestic violence, auto theft or gang-related crime.

In addition, a team of Campus and Parking Services (CAPS) specialists provides services such as automobile assistance, lost & found, safety escorts and traffic control when needed. CAPS also enforces parking regulations on campus.

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

## **PUBLIC SAFETY CONTACT INFORMATION**

Call 911 in an emergency

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

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

- Crime report
- Suspected drug activity

Call (619) 644-7654 for Campus and Parking Services

- Automobile assistance
- Parking
- Lost & found
- Safety escort

Additional Public Safety information is available on the district website at <a href="http://www.gcccd.edu/public-safety/">http://www.gcccd.edu/public-safety/</a>.

#### **PARKING & TRAFFIC REGULATIONS**

All vehicles must display a valid college parking permit while parked on campus property. The responsibility of finding a legal parking space, as well as knowing where and when a parking permit is valid, rests with the vehicle operator. The purchase of a parking permit does not guarantee a space to park. For the safety of the college community, all California Vehicle Codes are enforced. All community members (students, staff, faculty and visitors) are primarily responsible for their own safety and property.

For further information, contact Campus and Parking Services at (619) 644-7654.

Permit Parking is enforced on all district property:

- Monday thru Thursday 7:00am to 10:00pm
- Friday thru Saturday 7:00 to 4:00pm

#### **DISPLAYING PARKING PERMIT ON CAMPUS**

The Parking Permit must be displayed so that the color and expiration date is clearly visible. The Parking Permits are only valid when properly displayed:

- 1. Affixed to the front windshield either side, inside the lower corner.
- 2. Vehicles with dark tint on the windows must completely affix the permit to an area without tint.

#### **STUDENT PARKING PERMITS**

Student parking permits are purchased through Self-Service/WebAdvisor at <a href="https://www.grossmont.edu">www.grossmont.edu</a>. It will link you to Credentials, Inc., to purchase your parking permit. You may pay by credit card online or if you choose to pay by cash or check you may BRING in your **PRINTED ORDER FORM** to the College Cashier's office and we will process your payment so that your parking permit can be mailed.

**Refunds for parking permits**—You must physically return your parking permit to the College Cashier's office WITHIN the REFUND DEADLINE for your class/ es to receive a refund. If you paid by credit card, we will process your transaction and you will receive a credit to your card from Credentials, Inc. If you paid by cash or check, we will refund your money to you after cancelling your parking permit through Credentials, Inc.

For help with purchasing your permit you may call the Customer Service number of Credentials, Inc., at 1-800-646-1858.

## FACULTY, STAFF AND VENDOR PARKING PERMITS

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

## **CALL BOXES AND LOCATIONS**

As part of the District's commitment to safety, several projects are coming up that will support a safe and welcome environment for our students and staff. The first project consists of installing exterior surveillance cameras throughout both campuses. The cameras will serve as deterrents during closures as well as provide evidence during investigations of events. Several phases of camera installation will be completed over the next five years.

In addition, we will be removing the out-of-order blue emergency phone towers throughout each campus. The emergency phones have had minimal use the past several years and to replace them would be of significant cost and disruption to the campuses. In their place, bilingual emergency signage such as the sign to the left will be installed. The emergency phones located inside all campus elevators are outdated and will be replaced for better functionality.

In case of Emergency, dial 911.



#### **PAY STATIONS**

Daily Permits for students and visitors may be purchased from the Pay Stations located in Parking Lots: 1, 3, 4, 5, 7, and on each level of the Parking Structure.

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

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

We have partnered with <u>Passport Parking</u> to make visitor parking quick and simple. Just download the application on your phone, insert your information ONE TIME and pay while you walk to class, or even ahead of time

## **DISABLED PARKING PERMITS**

All vehicles utilizing Disabled parking spaces must display a state issued identification placard, i.e. DMV issued placard, DP or DV plates. Applications for Placards/Plates are available at the Department of Motor Vehicles

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

#### SPECIAL EVENTS PARKING

Parking request for special events or large groups are available through previous arrangements at least one week in advance. For detailed information contact Campus and Parking Services at (619) 644-7654.

## REPLACEMENT FOR LOST OR STOLEN PERMITS

There are no refunds or replacement of lost or stolen parking permits.

#### **MOTORCYCLE PARKING**

Motorcycles, scooters, segways, and mopeds **MUST BE PARKED** in designated motorcycle areas with a valid motorcycle permit. Motorcycles parked in auto parking spaces are subject to citation.

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

## **ALTERNATIVE TRANSPORTATION OPTIONS**

Bicycle racks are available throughout campus.

The college Metropolitan Transit System (MTS) pass is a great way to avoid parking hassles, car expenses, and to have access to unlimited rides throughout the semester. Monthly or semester MTS passes are available at the student services window. For more information please visit the MTS web site at www.sdmts.com

#### **MOTORIST ASSISTANCE**

Contact Campus and Parking Services at (619) 644-7654 for the following services:

- · Unlocking vehicle
- Battery jump start

#### **PARKING CITATION FINES**

Parking citation fines are to be paid within 21 days of issue date or 14 days of delinquent notice. Failure to pay fines on time results in a delinquency fee.

### **PARKING CITATION PAYMENTS**

Fees resulting from citations are payable at the College Cashier Office or online at: <a href="https://www.paymycite.com/gcccd">www.paymycite.com/gcccd</a>

Citation status changes will not be processed until the full payment of all applicable fees.

Unpaid citations are subject to a \$75.00 delinquent fee. Payment failure will eventually result in a DMV hold on the vehicle's registration.

#### **CITATION APPEAL FORMS**

You may appeal your citation at: <a href="www.paymycite.com/gcccd.edu">www.paymycite.com/gcccd.edu</a> within **21 calendar days** of the citation's issued date. You will receive a response to your request by mail within two weeks.

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

Additional public safety information is available at our home page <a href="www.gcccd.edu/public-safety/">www.gcccd.edu/public-safety/</a>

## ADDITIONAL SERVICES

#### **ATM LOCATIONS**

Grossmont College: Outside the Tech Mall.

#### **LOST & FOUND**

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



## **DIRECTORY OF SERVICES AT GROSSMONT COLLEGE**

## **SUMMER HOURS**

Visit the college web site at www.grossmont.edu for individual office hours.

www.grossmont.edu				
Room	Room	Room		
ACCESSIBILITY RESOURCE CENTER (A.R.C.) (619-644-7112)	_	COUNSELING (619-644-7208)		



www.grossmont.edu				
Room	Room			
HEALTH SERVICES OFFICE  (619-644-7192)	_	TRANSFER CENTER (619-644-7215)		

## **GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

## **DISTRICT ADMINISTRATION**

I Consider Manualt E.I.D.	C1
Lynn Ceresino Neault, Ed.D.	
Sahar Abushaban	
Tim Corcoran.	•
TBD	
Todd McDonald	
Craig Leedham	
Kerry Kilber Rebman	50
Ken Emmons	
Jennifer Fujimoto	
Nahid Razi	-
Anne Krueger	Director, Communications and Public Information
Cynthia Nagura	Director, Community and Workforce Partnerships
Jerry Williamson	Director, Computer Services
Michael Carr	Director, Enterprise Systems
Alyssa Brown	Director, Human Resources
Anaid Northdraft	Director, Human Resources
Kristine Ogden	Director, Payroll
Nicole Conklin	Director of Public Safety
GROSSMONT COLLEGE ADMINISTRATION	
Marsha V. Gable, Ed.D.	Interim President
Marshall T. Fulbright III, Ed.D.	
Bill McGreevy	
Aaron Starck	
Nancy Saks, DNSc	
Gabi Aliyev	
Joan Ahrens, Ed.D	
Barbara Gallego	
Joel Castellaw	
Javier Ayala, Ph.D	
Martha Clavelle	•
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Agustín Albarrán	
Eric Klein, Ph.D.	9 90
Shawn Hicks	
Sara Varghese, J.D	**
Nedra Brown	
Beverly Warren Interim Associate Dean	n, Extended Opportunity Program and Services (EOPS)
Lida Rafia, Ph.D	Dean, Student Success and Equity
Loren Holmquist	irector, Campus Facilities, Operations and Maintenance
Lorena Ruggero	Director, College and Community Relations
Michael Copenhaver	Director, Financial Aid
Heriberto Vasquez	Director, Student Development

# Public Safety & Security Programs

(Administration of Justice)
Careers in Public Safety and Security

Visit our web site at <u>www.grossmont.edu/aoj</u>.

- General Law Enforcement
- Corrections, Probation and Parole
- Forensic Technology
- Security Management
- Security Academy
- Public Safety Dispatch

## Office Professional Training

Become an Office Professional in one semester! Includes: MS Word, Excel, Outlook, Keyboarding.

Job placement assistance Counseling available

- Accounting
- Insurance
- Medical Office
- Office Support



FREE tuition to those who qualify
For more info contact Candy McLaughlin at
candy.mclaughlin@gcccd.edu or 619-644-7548

# English Writing Center Tutoring

Visit the English Writing Center at <a href="https://grossmont.mywconline.com">https://grossmont.mywconline.com</a> to receive free online tutoring for all your writing assignments! Ask questions about brainstorming, organization, topic development, formatting and more!

We offer two types of tutoring:

- Online tutoring allows you to meet with a tutor live via video or chat
- eTutoring allows you to submit a file with your questions and receive feedback from a tutor within 12 hours

Email <u>danielle.feliciano@gcccd.edu</u> with questions or for more information.

## Health Professions Opportunities at Grossmont College

## The Health Field Needs You!!

Cardiovascular Technology (619) 644-7303

EKG and Telemetry Technician (619) 644-7303

Occupational Therapy Assistant (619) 664-7448

Orthopedic Technology

(619) 644-7303

Registered Nursing

(619) 644-7300

Respiratory Therapy

(619) 644-7448

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

## A.R.C.

## **Accessibility Resource Center**



Providing Academic Accommodations and Support Services to Students with Disabilities

A full array of services to help YOU succeed academically!

Voice (619) 644-7112 VP (619) 567-7712 or contact California Relay Service 1-877-735-2929

## **Exercise Science & Wellness**

## Why Exercise?

## Did you know that exercise can:

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

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

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

## FIND YOUR ROAD TO A CAREER OR JOB!

## Let your journey begin here!

## The Career Center offers help with:

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

### Student Employment Services:

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

See us for all of your employment needs!



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

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

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

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

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

#### Counseling 120:

College & Career Success (3 units)

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

## **Counseling 130:**

Study Skills & (1 unit)

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



## **EOPS/CARE**

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



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

## **EOPS/CARE** offers:

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

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

or call our remote number (619) 609-7430

Summer 2021 www.grossmont.edu

## TRANSFER CENTER

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

Among the resources available in the Transfer Center:

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



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

# PILATES



INDEPENDENT

Improve your core strength, alignment, balance, stamina, coordination, and overall fitness level!

## **SUMMER SEMESTER 2021**

MAT CLASS

M/T/W/TH 9:00-10:45am Dance 118ABCD - Pilates I, II, III, IV (1.5 units)
Instructor: Kathy Meyer

Pilates is designed to improve strength, body alignment, flexibility, balance, coordination, and breathing. The course includes a brief aerobic component with a focus on balance and stamina with a progression to the Pilates mat work. Lectures will focus on injury prevention and recognizing imbalances brought on by poor posture and injuries. Students will also learn the fundamental principles of physical fitness and their impact on lifelong health and wellness.

The class meets the Area "E" requirement for Fitness/Wellness Associate Degree requirements.

## DEUTSCH <mark>VERGNÜGEN!</mark>



## Knowledge of German is important for:

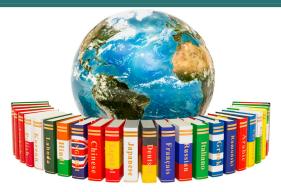
- International Business
- Travel and Tourism
- Journalism
- Engineering
- Art History
- The Military
- Music
- ChemistryBanking
- TheologyPhilosophy

## Learn about German language, culture and people!

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

## Planning to travel abroad?

Want to begin your World Language studies?



Get a head start this summer at Grossmont College! Classes June 22 – July 30

Arabic • German • Japanese • Spanish

FREE PARKING SUMMER SESSION SPECIAL

Earn credit for high school or college See your school counselor for eligibility requirements.

Only \$46/unit for CA residents.

Register early!

https://www.grossmont.edu/admissions/index.php



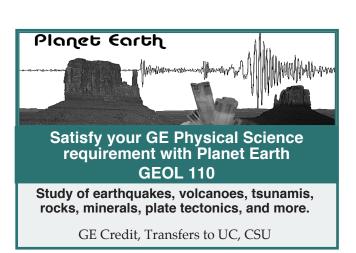
## **GLOBALIZATION**

What is it and what's it got to do with you?

#### **INTRODUCTION TO GLOBAL STUDIES (GEOG 100)**

Satisfies Grossmont GE requirements and transfer requirements to UC and CSU

Offered online with ZERO textbook costs



## **ASGC**

(ay-es-gee-see) noun

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



## FIND OUT MORE TODAY:

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

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

Visit www.grossmont.edu/campuslife/asgc for the current meeting schedule.

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

**JOIN ASGC TODAY!** Be a student leader. Make a difference.

## THERE'S A **PLACE FOR YOU**



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

## IT'S EASY

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

#### THERE'S SOMETHING FOR EVERYONE

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

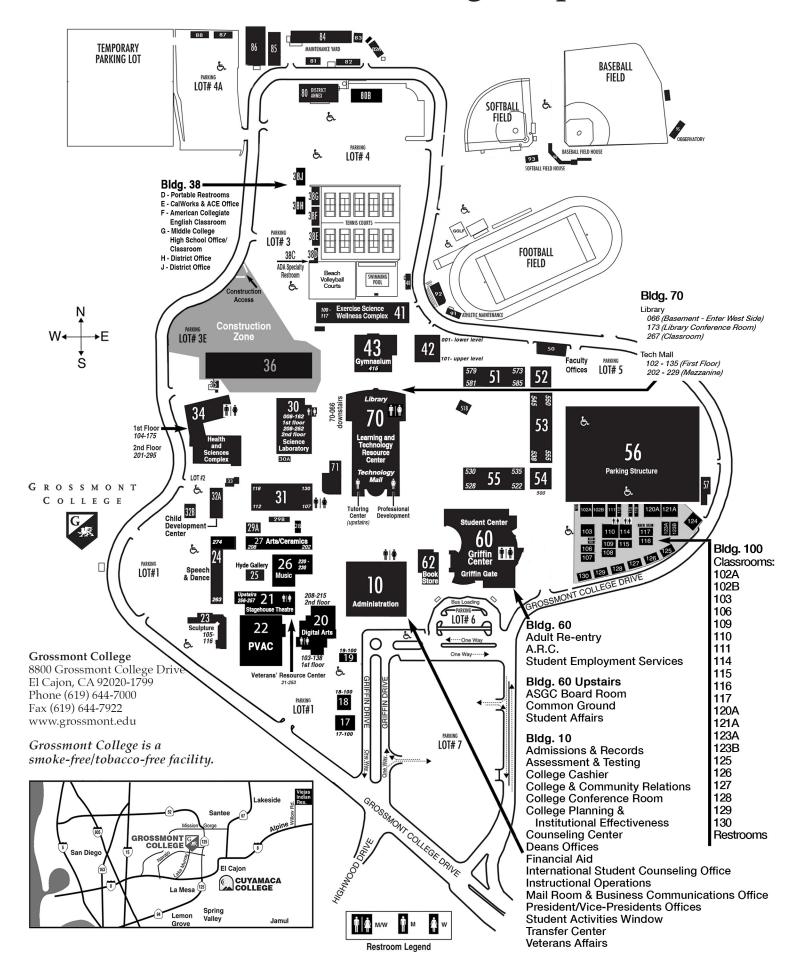
## FIND OUT MORE!

Visit us at: www.grossmont.edu, campus-life/clubs-orgs

65 Summer 2021 www.grossmont.edu



## **Grossmont College Map**



# Enroll now...it's easy! It's Easy to Apply and Register at Grossmont College!

## ■ To Apply to the College

If you are a new or readmit student, you need to apply online at www.grossmont.edu

## ■ To Register for Classes

Register online using Self-Service/WebAdvisor at www.grossmont.edu

## ■ Convenient

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

## ■ Before You Register

- Review the Summer 2021 Class Schedule online.
- Check prerequisite clearance information on page 6.
- Read the registration information in the online class schedule starting on page 5.
- Check on line for your registration date and time.
- Sign onto Self-Service/WebAdvisor at www.grossmont.edu and follow the steps carefully.

## **■** Easy Payment Options

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

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

## ■ Registration Dates and Hours

April 19 - June 13, 2021

Monday - Sunday 7 am. to 10 pm.

(Not available on holidays - see Summer 2021 calendar on the inside front cover of this schedule for specific dates).

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

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

# Register early for the classes you need! www.grossmont.edu

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

Grossmont-Cuyamaca Community College Governing Board Members: Elena Adams, Linda Cartwright, Debbie Justeson, Brad Monroe, Julie Schorr Student Members: Benjamin Blevins, Robert McClain Chancellor: Lynn Ceresino Neault, Ed.D. Grossmont College Interim President: Marsha Gable, Ed.D.