

WEB REGISTRATION INSTRUCTIONS

How to Sign In:

Welcome Guest!

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](#)

[Log In](#) | [MAIN MENU](#) | [CONTACT US](#)

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

[Log In](#) | [MAIN MENU](#) | [CONTACT US](#)

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Sign In

User name

Password

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.

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*If you experience any issues or errors while registering, please contact:
Admissions and Records at grossmont.admissions@gccd.edu or 619-644-7186.*

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.



Welcome

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

[Search Class Schedule](#)

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Click on Student

Students
Faculty

Click Search, Plan & Register, Waitlist, Schedule

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

User Account
[Go Home to WebAdvisor](#)
[What is my username?](#)
[What is my password?](#)
[Change Password](#)
[User Profile/Student ID](#)

Student Billing (Make a Payment)
[Payment Plan Consideration](#)
[View My Account Financial Information](#)

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

Orientation/Placement/Advising
[Site One - Online Orientation](#)
[Site Two - Placement Questionnaire](#)
[Site Three - Online Advising](#)
[Placement Results](#)
[Cuyamaca Pre-Enrollment Clearance](#)
[Grossmont Pre-Enrollment Clearance](#)
[Time to Student Success](#)

Registration
[Registration, Waitlist, Register, Waitlist, Schedule](#)
[FAQ's for Wait List Process](#)
[Orientation - How to Add Other Semesters/Starts](#)
[Grossmont - How to Add Other Semesters/Starts](#)
[Cuyamaca - How to Register/Waitlist](#)
[Grossmont - How to Register/Waitlist](#)
[Grossmont - How to Register/Waitlist](#)
[Grossmont - How to Register/Waitlist](#)

Academic Profile
[Grades by Term](#)
[Academic Transcript](#)

Other Services
[Parking Permit/Deposit Card](#)
[My First Book](#)
[Financial Resources](#)
[FAQ for 1005-T Form](#)
[Register to Vote](#)



How to Register:

The screenshot shows the registration interface. On the left sidebar, 'Advanced Search for Classes' is circled in red. The main area displays a navigation bar with 'Schedule', 'Ed Plan', 'Plan Notes', and 'Petitions & Waivers'. Below this is a term selector for 'Spring 2021'. A notification bar states: 'Your registration period for Spring 2021 begins on 11/15/2020 at 12:00 AM'. There are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. Statistics show 'Planned: 0 Units', 'Enrolled: 0 Units', and 'Waitlisted: 0 Units'. A calendar grid shows times from 6am to 11am for days of the week. A message box says 'No Courses Selected For This Term'.

This screenshot shows the 'Catalog Advanced Search' form. It has two tabs: 'Subject Search' and 'Advanced Search'. Under 'Results View', 'Section Listing' is selected. The form includes fields for 'Term' (a dropdown menu), 'Meeting Start Date' (M/d/yyyy), and 'Meeting End Date' (M/d/yyyy). There are three rows for 'Courses And Sections', each with a 'Subject' dropdown, a 'Course number' input, and a 'Section' input. An '+ Add More...' button is at the bottom. A callout box with a purple border contains the text: 'Click on **Academics** and Click **Advanced Search for Classes**. "Similar to Search Class Schedule via Web Advisor" to look for specific class/section.'

If you experience any issues or errors while registering, please contact: Admissions and Records at grossmont.admissions@gccd.edu or 619-644-7186.

Or Search by Subject:

Subject Search Advanced Search

Search for a course 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:

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

Search for Courses and Course Sections

[Back to Advanced Search for Classes](#) Search for courses... ex ART-100

Advanced Search Selection: MATH-160

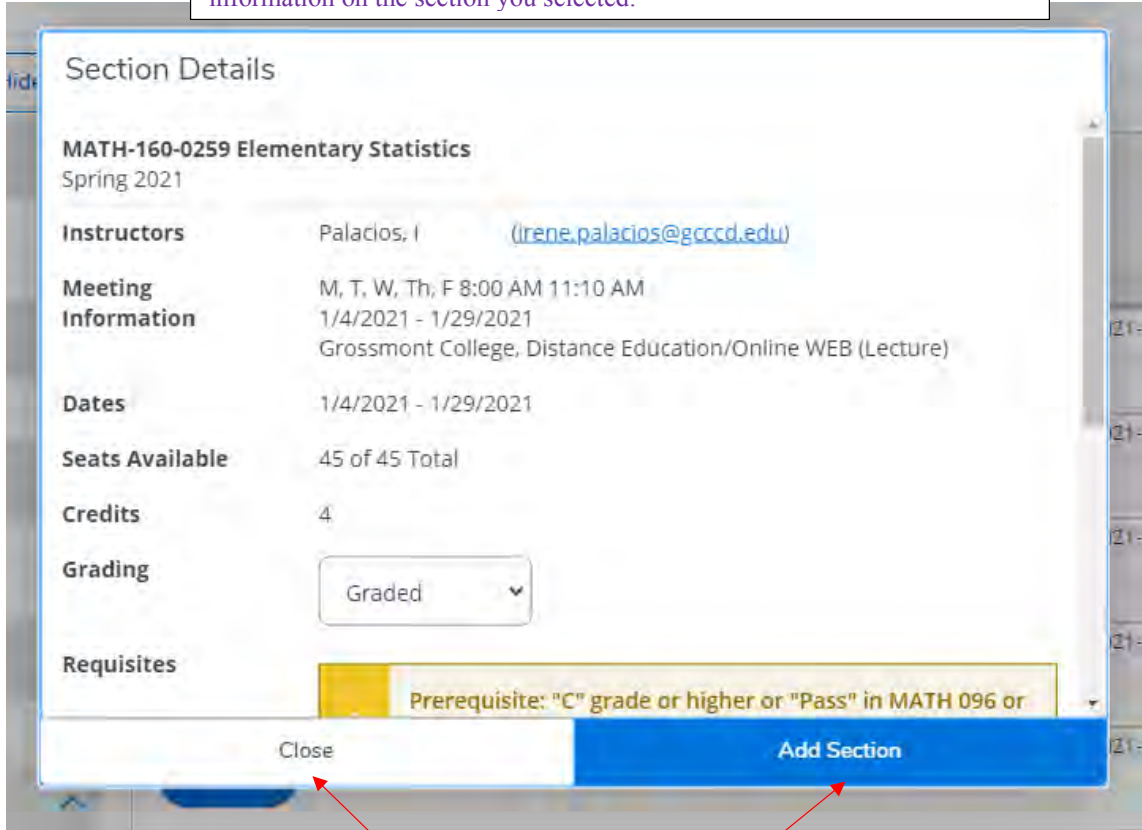
Filters Applied: Spring 2021

Add To Schedule	Term	Section Name	Title	Planned Status	Dates	Location	Meeting Information
<input type="button" value="Add"/>	Spring 2021	MATH-160-0259	Elementary Statistics		1/4/2021-1/29/2021	Grossmont College	M, T, W, Th, F 8:00-11:20 AM (LEC)
<input type="button" value="Add"/>	Spring 2021	MATH-160-0287	Elementary Statistics		2/1/2021-6/7/2021	Grossmont College	T, Th 9:30-11:20 AM (LEC)
<input type="button" value="Add"/>	Spring 2021	MATH-160-0288	Elementary Statistics		2/1/2021-6/7/2021	Grossmont College	M, W 1:30-3:20 PM (LEC)
<input type="button" value="Add"/>	Spring 2021	MATH-160-0299	Elementary Statistics		2/1/2021-6/7/2021	Grossmont College	M, W 10:30 AM-12:00 PM (LEC)
<input type="button" value="Add"/>	Spring 2021	MATH-160-0501	Elementary Statistics		2/1/2021-6/7/2021	Grossmont College	M, W 12:00-1:50 PM (LEC)

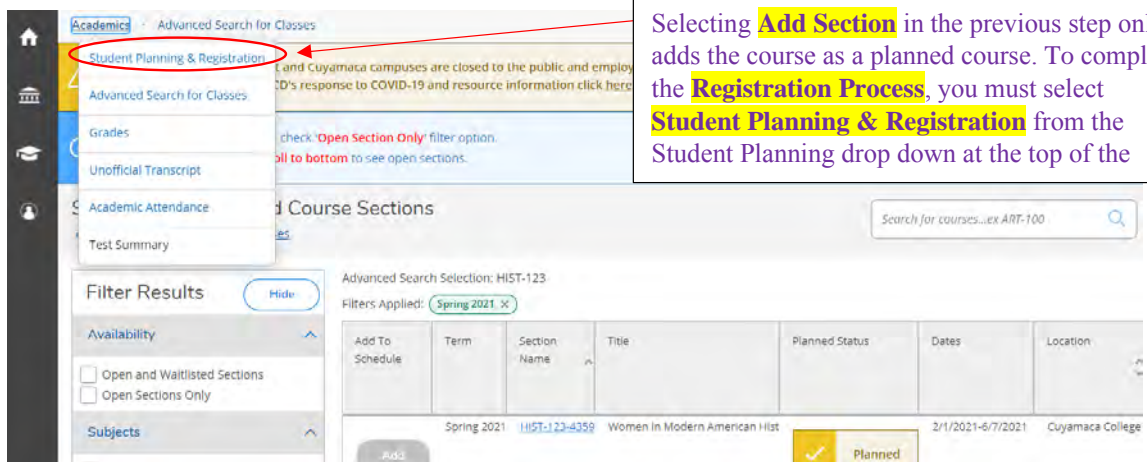
Select **Add** once you have found the section you would like to register for.



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



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 screenshot shows the 'Plan your Degree and Schedule your courses' interface. A course card for 'MATH-160-0142: Elementary Statistics' is displayed on the left, with a 'Planned' status and a 'Register' button. The main schedule grid shows the course is planned for Friday, 11am. A red arrow points from the 'Register' button to a callout box.

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

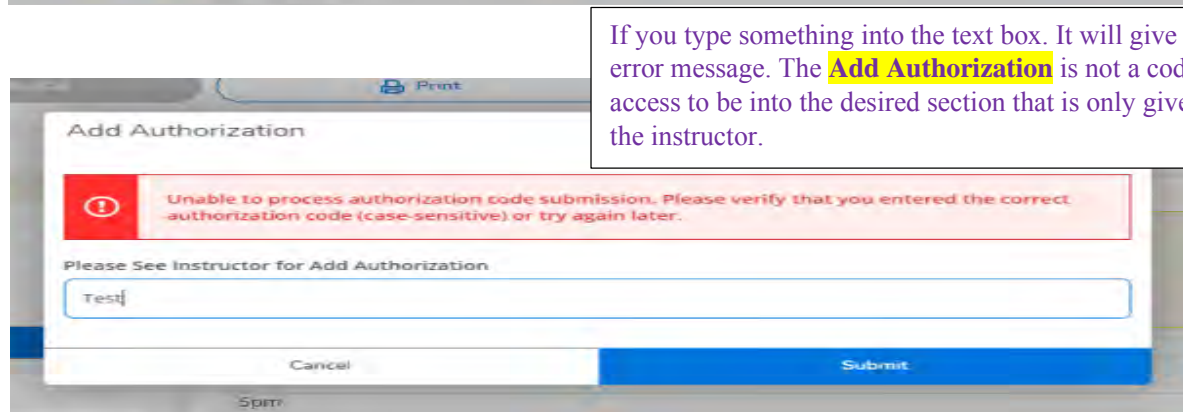
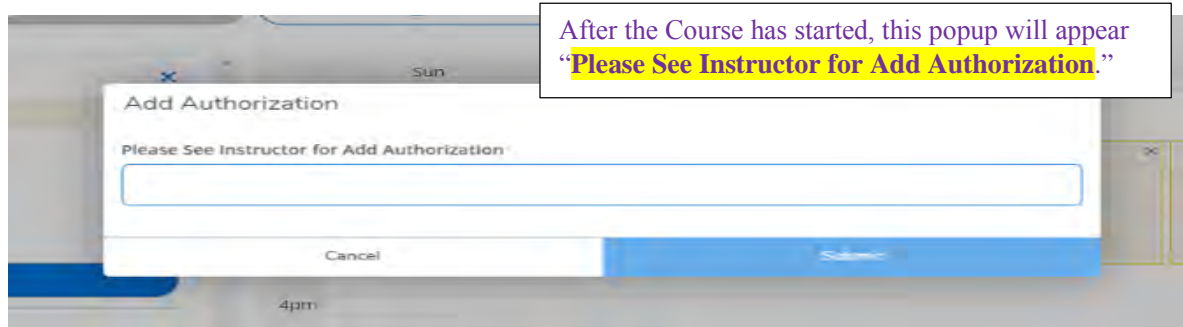
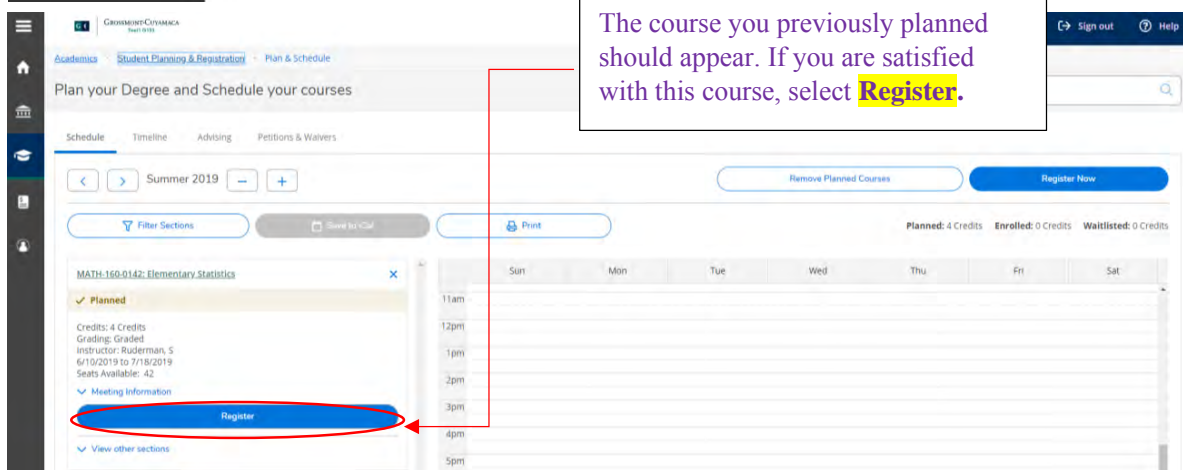
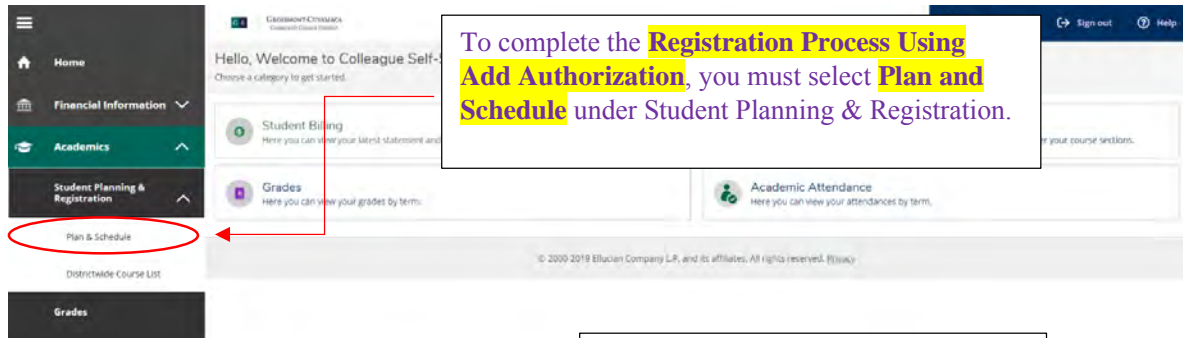
If you have more than one course planned and you would like to schedule them all at one time, select **Register Now Scheduled Courses**.

The screenshot shows the same interface, but the course card for 'CHEM-120-1441: Prep for General Chemistry' is now 'Registered, but not started' and has a 'Drop' button. The main schedule grid shows the course is registered for Monday, Tuesday, Wednesday, and Thursday, 10am-11am. A callout box points to the 'Drop' button.

Registered courses will appear in green.



Registering Using Add Authorization:



From: Grossmont.Admissions@gcccd.edu
 To: Wayne Branker
 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.

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:

Plan your Degree and Schedule your courses

Summer 2019

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: Chimire, S
6/24/2019 to 8/1/2019
Seats Available: 26

Drop

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

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

Plan your Degree and Schedule your courses

Summer 2019

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

CHEM-120-1441: Prep for General Chemistry

Planned

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

Register

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.**

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

Click on the **Proceed to Payment** button

Total Payment: \$202.00

Choose a Payment Method

- American Express
- Discover
- Electronic Check
- MasterCard
- VISA Charge

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

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STEPS TO BECOME A NEW STUDENT

General Education course choices for transfer and the associate degree may differ between Cuyamaca and Grossmont College. Each college strongly recommends that students visit the Counseling Centers for specific information if they plan to attend both campuses.

NEW STUDENT CHECK LIST

1. SUBMIT AN APPLICATION

Submit an admissions application
Visit www.grossmont.edu and click "Apply Today!"
Remember to complete your financial aid application, choose one:

- Free Application for Federal Student Aid (FAFSA):
<https://studentaid.gov/>
- California Dream Act Application:
<https://dream.csac.ca.gov>

2. COMPLETE ONLINE ORIENTATION

- Log into Self-Service/WebAdvisor
- Click on "Students"
- Under Orientation/Placement/Advise, Click **Step 1 - Online Orientation**

3. RECEIVE PLACEMENT/ASSESSMENT

Determine your placement level in Math and English, or ESL.

- Use the online guided self-placement questionnaire
- Log into Self-Service/WebAdvisor
- Click on "Students"
- Under Orientation/Placement/Advise, Click **Step 2 - Assessment/Placement Questionnaire**
The questionnaire will determine if English language learners will need to take the ESL Assessment.
- If the ESL Assessment is recommended, complete the online ESL self-guided questionnaire through the student menu.

4. CREATE AN ABBREVIATED EDUCATION PLAN

This is a one semester plan with recommended courses to take based on student's educational goals. You have two options to complete this step:

Option 1 (Online)

- Log into Self-Service/WebAdvisor
- Click on "Students"
- Under Orientation/Placement/Advise, Click **Step 3 - Online Advising**

Note: In order to complete this step, you must have completed the online Assessment/Placement Questionnaire.

Option 2 (In person at Grossmont College)

Make a virtual appointment with a counselor on the counseling center website.

5. REGISTER AND PAY FOR CLASSES

You will be able to view your registration date/time and register for classes through Self-Service/WebAdvisor under the "Registration" menu. You can pay on Self-Service/WebAdvisor or Cashier's office located in Building 10.

OTHER STEPS TO CONSIDER

Grossmont-Cuyamaca College Promise – This covers tuition and mandatory fees for first-time, full-time students for the first two years. Visit MyCollegePromise.net

Grad Guru – Download Grad Guru app (iOS/Android) to keep deadlines and school events organized

Request College Transcripts/Advanced Placement (AP) Test scores

Official AP Test scores and college transcripts from all colleges and universities previously attended must be requested and submitted to the Admissions and Records office.

Clear course prerequisites online: www.grossmont.edu

- Click on Admissions in the header
- Scroll down to the bottom and click "Prerequisite Clearance Form"

ENGLISH AND MATH PLACEMENT

As of March 1, 2019, Grossmont College students will no longer need to take the Accuplacer English and math assessment test for placement into English and math classes due to AB705.

Please refer below for the multiple ways in which a student can receive English and math placement:

HIGH SCHOOL GPA

The State of California has passed a new law (AB705) which provides students access to complete transfer level courses in English and math in one year. High school GPA will be the primary factor in determining placement. An online questionnaire will be available to provide placement for English and math classes.

As of March 1, 2019, please access the online guided self-placement questionnaire by following the directions listed below:

Log into Self-Service/WebAdvisor

Click on "Students"

Under "Orientation/Placement/Advise"

Click "**Step 2-Assessment/Placement Questionnaire**"

COURSE FROM ANOTHER COLLEGE

If an English or math class has been completed from another college or university within the United States, students can submit the appropriate documentation through the prerequisite clearance online form (<https://www.grossmont.edu/admissions/placement-prerequisite-clearance-form.php>).

ADVANCED PLACEMENT (AP) EXAM

If an AP exam has been passed with a score of 3 or higher in the following classes: English Language and Composition, English Literature and Composition, Calculus AB or BC, or Statistics, students can submit the appropriate documentation through the prerequisite clearance [online form \(https://www.grossmont.edu/admissions/placement-prerequisite-clearance-form.php\)](https://www.grossmont.edu/admissions/placement-prerequisite-clearance-form.php) for possible English and math placement.

Please refer to the following document for a complete list of options for English and math placement: [Placement Options \(https://www.grossmont.edu/admissions/placement-assessments/index.php\)](https://www.grossmont.edu/admissions/placement-assessments/index.php).

ESL PLACEMENT

Students who are required to take English as a Second Language (ESL) classes will take Grossmont College's ESL Guided Self-Placement to determine the most appropriate starting level. If the ESL guided self-placement is recommended, complete the online ESL Guided Self-Placement through the student menu.

WORLD LANGUAGE AND CHEMISTRY 141 TESTS

The Assessment Center also provides various tests for placement into World Language courses. These tests are available to take once a semester for students who are not currently enrolled into a World Language course. A chemistry test for placement into Chemistry 141 is also available for students to take. This test can only be taken once and will not be available to students who have already enrolled into Chemistry 120.

INSTITUTIONAL ESL ASSESSMENT FOR INTERNATIONAL STUDENTS

Grossmont College offers an Institutional ESL Assessment. The minimum placement score is ESL 105 for admission purposes. The ESL placement score is valid for one year and ESL Assessment can be taken once per application period. For more information, test dates, and to register, please click here: [Institutional ESL Assessment Registration Form \(https://www.grossmont.edu/student-support/international-student/students/future/index.php\)](https://www.grossmont.edu/student-support/international-student/students/future/index.php). Please register early to save your space. Results will be available within 3-4 business days. This is a free ESL assessment.

CONTINUING STUDENTS

Continuing students are encouraged to take advantage of the available counseling services. Pre-set appointments will be available throughout the year. In selecting courses, students should consult the Grossmont College catalog for prerequisites, or corequisites, advisories on recommended preparation and course descriptions.

Information regarding degree and certificate programs is available in the Counseling Center and online at www.grossmont.edu.

READMIT STUDENTS/TRANSFER-IN STUDENTS

You are encouraged to take advantage of the available counseling services. If you have completed an English and/or math course previously at Grossmont or at

another college, you may be excused from the placement process. Arrange for transcripts of previous college/university work to be sent directly to the Admissions & Records Office at Grossmont College. In selecting courses, students should consult the current Grossmont College catalog for prerequisites, corequisites, advisories on recommended preparation and course descriptions.

Information regarding degree and certificate programs is available in the Counseling Center and online at www.grossmont.edu.

ADULT REENTRY STUDENTS

The Adult Reentry Center provides adults the opportunity to experience a higher degree of personal, vocational and academic self-fulfillment within the supportive environment of Grossmont College. The re-entry person is one who has been away from the formal educational setting for a period of time.

The following courses are recommended to help re-entry students succeed with their transition into college.

FS 110	Life Management
IDS 198	Supervised Tutoring
COUN 110	Career Decision-Making
COUN 120	College and Career Success
COUN 130	Study Skills and Time Management

INTERNATIONAL STUDENT PROGRAM

International students who have received an I-20 from Grossmont College Admissions Office and have F-1 status are expected to meet the assessment, orientation and registration requirements in their admission letter.

All International F-1 visa students must be full-time (12 units minimum each fall and spring semester) and maintain a minimum grade point average (GPA) of 2.0 to remain in status with Immigration.

LOWER DIVISION COURSE EQUIVALENCIES

FOR UC, CSU AND INDEPENDENT/PRIVATE UNIVERSITIES AND COLLEGES

Students who are interested in satisfying lower division course requirements in the major or in general education can complete courses at Grossmont College that have been deemed comparable to those at colleges/universities. In addition to articulated courses, it is important to know that courses designated transferable to CSU or UC that are completed at Grossmont College fulfill unit credit toward a baccalaureate degree, general education requirements at the university, and/or major preparation at the university. For more information on transferability and articulation, visit the Grossmont College Articulation web site: <https://www.grossmont.edu/student-support/transfer-center/articulation/index.php>.

All official articulation for the CSU (California State University) and UC (University of California) systems is available at www.assist.org. This site is readily available via the Grossmont College Articulation web site. It is important to use these tools along with the assistance from Counselors at Grossmont College.

