WEB REGISTRATION INSTRUCTIONS

How to Sign In:

Click on Log In & follow the steps

Type in your user ID. Your user ID is your firstname.lastname *All lowercase*

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

If you experience any issues or errors while registering, please contact: Admissions and Records at grossmont.admissions@gcccd.edu or 619-644-7186.
Your 6 digit DOB (MMDDYY)

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

Click on Student

Click Search, Plan & Register, Waitlist, Schedule
How to Register:

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

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

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.

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 screen.
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.
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.
How to drop a section:

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

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

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

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

Click on the down arrow and choose a Payment Method.

Click on **Proceed to Payment** button.
STEPs to become a new student

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) 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).

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). 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, 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.asist.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.