# 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:

Aimee Gallagher, Interim Vice Chancellor of Human Resources Title IX Coordinator Grossmont College 8800 Grossmont College Drive El Cajon, CA 92020-1799 (619) 644-7572

Sara Varghese, J.D., Dean, Student Affairs Grossmont College 8800 Grossmont College Drive El Cajon, CA 92020-1799 (619) 644-7600, Room 60-205 Grossmont College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Accessibility Resource Center (A.R.C.) at (619) 644-7112 voice, through VRS or Videophone: (619-567-7712). 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

U.S. Department of Education 50 United Nations Plaza San Francisco, CA 94502

#### SEXUAL ASSAULT

For sexual assault emergencies, contact 911. If you are a victim of sexual assault (rape, sexual violence or stalking), please contact the Office of Student Affairs at 619-644-7600 or visit the Office of Student Affairs (Student Center, 60-204). Student Affairs will provide students with the resources and support needed during this time. In addition, students will be provided guidance on reporting options. Additional resources can be found at: <a href="https://www.grossmont.edu/student-support/student-affairs/title-ix.php">https://www.grossmont.edu/student-support/student-affairs/title-ix.php</a>. For all emergencies, please contact 911.

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on Grossmont-Cuyamaca Community College District property, 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 or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student conduct procedures (AP 3540).

#### PROHIBITION OF HARASSMENT

(Administrative Procedures/Board Policy 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 and employees 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:

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# District and College Policies

### **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. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. 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:

- 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 exists 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 conduct of a sexual nature when:
- Submission to the conduct is 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; or
- Submission to, or rejection of, the conduct by the individual is used as the basis for any 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.

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## **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 discipline against any affected employee.

#### **Academic Freedom**

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, race, color national origin, religion, age, gender, gender identity, gender expression, physical disability, mental disability, medical condition, genetic information, ancestry, sexual orientation, marital status, veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or the perception that a person has one or more of these characteristics 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 website, 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

The Dean of Student Affairs in conjunction with the Vice President of Student Services administers the District's Student Conduct Procedures. The procedures ensure a safe environment for members of the campus community, for their academic studies, and for work.

Students are subject to the policies and procedures of the Grossmont-Cuyamaca Community College District, as well as all federal, state, and local laws. Students are subject to student conduct action when prohibited behavior is committed on District-owned or controlled property or at District-sponsored activities.

Student conduct must conform to district and college rules and regulations. If a Student Code of Conduct violation occurs while a student is enrolled, he or she may be issued administrative action.

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# College Policies

# GROUNDS FOR STUDENT CONDUCT ACTION

#### (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 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. These categories of behavior are not intended to be an exhaustive list, but are examples of causes and are good and sufficient causes for Student Conduct action, including but not limited to the removal, suspension, or expulsion of a student. Other misconduct not listed may also result in Student Conduct action if good cause exists (Education Code Section 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.
- Committing or attempting to commit robbery or extortion.
- 5. Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- 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.
- 15. 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).

For additional information and/or a copy of the District's Student Conduct Procedures, please contact the Dean of Student Affairs office at (619) 644-7600.

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#### 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.

# 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. 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, and safety escorts. CAPS also enforces parking regulations on campus.

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

### PUBLIC SAFETY CONTACT INFORMATION

Call 911 in an emergency or (9)911 from a campus phone

- 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 suspicious 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="https://www.gcccd.edu/public-">https://www.gcccd.edu/public-</a> safety/default.html.

# 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
- Sunday student parking permits are not enforced

#### 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
- 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 at <u>paymycite.com/grossmont/parkingpermit.</u> aspx. It will link you to purchase your parking permit. You may pay by credit card online.

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. If you paid by cash or check, we will refund your money to you after canceling your parking permit.

#### FACULTY AND STAFF PARKING PERMITS

Permits are available at the Campus & Parking Services office at each campus.

**Building 57** Grossmont Cuyamaca A101

#### **PAY STATIONS**

We have partnered with Passportparking.com to make your day easier. Just download the app, insert you information one time and pay while you walk to class.

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

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

#### 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.

All students or staff displaying a disabled placard are not required to display a GCCCD parking permit. Placard misuse will be heavily enforced and a CAPS specialist may ask to see your placard and registration at any time. Please be prepared to show proof of ownership when requested by a Parking Services Specialist.



#### SPECIAL EVENTS PARKING

Please contact the hosting department for parking details. Parking request for special events or large groups are available through previous arrangements, 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 PERMITS

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

#### 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 website 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: www.paymycite.com/gcccd

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 per violation. Payment failure will eventually result in a DMV hold on the vehicle's registration.

# CITATION APPEAL PROCESS

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

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

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

#### ATM LOCATION

Grossmont College: Outside the Tech Mall, Bldg. 70 south side.

# ADDITIONAL SERVICES

#### LOST AND FOUND

Lost and Found items should be returned to Public Safety. To check if an item has been turned in, call or stop by the District Police Department, Building 57.

# **Eligibility Criteria for The California College Promise Grant** (formerly known as the Board of Governors Fee Waiver)

This fee waiver is for California residents, eligible AB 540 students and eligible AB 1899 students, as deterined by the Admissions and Records office. If you are not a California resident, you can complete the Free Application for Federal Student Aid (FAFSA) to be considered for other types of financial aid.

You may apply online at www.grossmont.edu/financial-aid/grants/california-college-promise-grant.php

#### Method A:

- · Currently receiving monthly cash assistance from: TANF/CalWORKs or
- SSI/SSP (Supplemental Security Income/State Supplemental Program) or
- General Assistance
- You will be required to provide documentation proving you meet one of the criteria above.

#### Method B:

Meet these income standards for Fall 2022 and Spring 2023

| Number in Household (including yourself, your spouse, and anyone who lives with you and receives more than 50% of their support from you, now and through June 30, 2023) | Maximum Total <b>2020</b> Family Income (Adjusted Gross Income and/or <u>Untaxed Income</u> ) |
|--|---|
| 1  | \$19,320  |
| 2  | \$26,130  |
| 3  | \$32,940  |
| 4  | \$39,750  |
| 5  | \$46,560  |
| 6  | \$53,370  |
| 7  | \$60,180  |
| 8  | \$66,990  |
| +  | Add \$6,810 for each additional dependent   |

Provide proof of income for 2020 - Official IRS Tax Return Transcript, etc. if requested.

File a Free Application for Federal Student Aid (FAFSA) or California Dream Act application and demonstrate \$1,104.00 or grantor of financial need.

Be designated as homeless by a Financial Aid professional at the time of application.

#### Special Classifications (you will be required to provide documentation proving you meet the condition):

- A child or dependent of a service connected disabled or service related deceased veteran as certified by the California Department of Veterans Affairs or the National Guard
- A recipient or a child of a recipient of the congressional Medal of Honor
- A dependent of a victim of the 9/11/01 terrorist attack
- A dependent of a deceased law enforcement/fire suppression personnel
- A dependent or a spouse of a deceased physician, nurse or first responder who died of COVID-19 during the pandemic state of emergency in California.
- A person exonerated of a crime by writ of habeas corpus or pardon that can be documented by the Department of Corrections and Rehabilitation.



# FULL-TIME FACULTY - BY DISCIPLINE

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|--------------------|--|--------------|--------------------|---|--------------|--|--|--------------|
| OFFICE             | PHONE 644 -  |              | OFFICE             |   | 644 - ####   | OFFICE   | PHONE 64   | 4 - ####     |
|                    | Accessibility Resource Cente   | er           |                    | Counseling (continued)  |              |  | Family Studies   |              |
| (0.100I            | (A.R.C.)   | E115         | 10-165B            | Cruzado, Wendy, Asst. Pro                                     |              | 100-108  | Sepulveda, Robin   | 7803         |
| 60-120J            | Barr, Marlene  | 7115         | 10-164G            | Cuevas, Caylor  | 7219         | 400 400  | Geography  | =            |
| 60-120E            | ** Braswell, Dr. Patrice<br>Fielden, Carl, Prof.                           | 7881<br>7111 | 10-162             | Decker, Stephanie   | 7981         | 100-108  | * Cliffe, Tim, Prof.   | 7344         |
| 60-120I            | Ho, Christine  | 7111         | 10-165D            | Dillon, Dave, Prof.   | 7231<br>7217 | 100-108  | Curran, Judd, Prof.  | 7343         |
|                    | Administration of Justice  | /114         | 10-166A<br>10-165F | Heidari, Narges<br>Hellon, Taneisha                           | 7217<br>7218 | 100-108<br>100-108   | Goodman, Mark, Prof.<br>Therkalsen, Scott  | 7886<br>7358 |
| 31-118             | ** Menck, Kelly, Asst. Prof.   | 7321         | 10-1631            | * Johnson, Gary   | 7232         | 100-106  | Geology  | 7336         |
| 31-118             | Sampson, Sharon, Asst. Prof.   | 7072         | 10-164B            | Macias, Karolia   | 668-1732     | 100-108  | Cliffe, Tim, Prof.   | 7344         |
| 54-518A            |  | 7619         | 21-253             | Martinez, Maria   | 7205         | 100-108  | Teachout, Anne   | 7386         |
| 31-118             | Young, Tina, Prof.   | 7837         | 10-173             | Moore, Sarah, Asst. Prof.                                     | 7094         |  | Health Education   |              |
|                    | American Sign Language   |              | 10-167E            | Morente, Dr. Desmond  | 7220         | 41-142   | Kelley, Beth, Prof.  | 7405         |
| 54-505B            | Carmean, Jennifer, Prof.   | 7870         | 10-165F            | Patnaik, Dr. Gopa, Prof.                                      | 7228         | 41-139   | * Kerns-Campbell, Cheryl   | 7403         |
| 54-505A            | * Shatwell, Jamie, Prof.   | 7855         | 10-164D            | Ramirez, Diana  | 7229         |  | History  |              |
|                    | Anthropology   |              | 10-164C            | Ray, Natalie  | 7826         | 70-218   | Contreras, Dr. Carlos, Prof.   | 7758         |
|                    | + Braff, Lara, Asst. Prof.   | 3907         | 10-165E            | Silva, Jessica  | 7226         | 54-506B  | Ennis, Leon (Marty)  | 7522         |
| 54-514A            |  | 7784         | 10-165C            | Tajii, Marilyn  | 7230         | 70-208   | * Feres, Angela, Assoc. Prof.  | 7473         |
| 54-504B            | Yoshida, Bonnie, Asst. Prof.<br><b>Art</b>                                 | 7861         | 10-164E            | To, Charles   | 7216         | 70-208   | Henry, Robert, Assoc. Prof.  | 7873         |
| 24-277             | * Bennett, Jennifer, Prof.   | 7966         | 10-161A            | Toral, Michele  | 668-1760     |  | Humanities   |              |
| 24-276             | + Molina, Malia, Prof.   | 7470         |                    | CulinaryArts  |              | 50-590O  | Davies-Morris, Gareth, Prof.   | 7608         |
| 20-112             | Turounet, Paul, Prof.  | 7482         | 60-174             | Carlona Baker, Valarie  |              | 50-590S  | Mapes, Gwenyth, Prof.  | 7525         |
| 20 112             | Astronomy  | 7 102        | 60-172             | ** Foran, James   | 7085         |  | Library  | ====         |
| 34-158             | Blanco, Dr. Philip   | 7312         | 60-174             | Rossi, Josephine  | 7469         | 70-256   | Farina-Hess, Nadra, Prof.  | 7283         |
| 34-160             | Carter, Brian  | 7315         | 24.252             | Dance   | ===0         | 70-266   | Kalker, Felicia  | 7553         |
| 34-162             | Cormier, Sebastian   | 7313         | 24-272             | * Mullen, David, Prof.  | 7759         | 70-262   | * Middlemas, Julie, Prof.  | 7371         |
| 34-160             | Fitzgerald, John, Asst. Prof.  | 7310         | 70.214             | Economics   | 7000         | 70-263   | Owens, Jessica   | 7751         |
|                    | Biology  |              | 70-214             | McGann, Scott, Assoc. Prof                                    |              | 70.212   | Mathematics  | 7510         |
| 30-126             | * Alagia, Shina, Prof.   | 7334         | 54-508B<br>54-511A | * Myers, Todd, Prof.<br>Shahrokhi, Dr. Shahrokh, Assoc        | 7848         | 70-213<br>30-214   | Capacia, Nemie, Assoc. Prof. Davis, Stephen  | 7519<br>7729 |
| 30-122             | Dudley, Virginia, Prof.  | 7858         | 54-511A            | English   | Prof. 7508   | 100-107  | Funk, Raymond  | 7291         |
| 30-118             | Golden, Michael, Prof.   | 7332         | 52-568B            | Balasubramanian, Kamala, l                                    | Prof. 7506   | 70-216   | Giles, Sharon  | 7082         |
| 30-116             | Holden, James  | <b>500</b> 0 | 52-569B            | Bellinghiere, Janice, Prof.                                   | 7526         | 100-107  |  | 668-1746     |
| 30-134             | Miles, Selena  | 7338         | 52-564B            | Brown, Sydney, Prof.  | 7523         | 30-214   | Hicks, Shawn   | 7810         |
| 30-124<br>30-132   | Perchez, Michele, Assoc. Prof.   |              | 52-568A            | Cardenas, Juliana, Prof.                                      | 7486         | 70-211   | Lee, Dr. Cary  | 7894         |
| 30-132             | * Ripley, Dr. Bonnie, Assoc. Prof.<br>Shearer, Allison, Assoc. Prof.       | 7324         | 52-564A            | Cervantes, Enrique  | 7496         | 100-107  | Lines, Michael   | 7320         |
| 30-110             | Business   | 7324         | 52-565B            | Crooks, Michelle, Asst. Pro                                   |              | 100-107  | Manchester, Corey, Prof.   | 7436         |
| 54-516B            | Barendse, Michael, Assoc. Prof.  | 7521         | 52-563B            | Deutsch, Adam   | 7505         | 100-107  | Millan, Arturo   | 7068         |
| 54-509B            | * Keliher, Brian, Assoc. Prof.   | 7520         | 52-560A            | Griffith, Ryan  | 7836         | 30-124   | Munoz, Susy  | 3904         |
| 54-518B            | Hern, Karen  | 7020         | 52-566             | * Harris, Cindi, Prof.  | 7502         | 70-213   | Palacios, Irene, Prof.   | 7834         |
| 54-513B            | * Nicasio-Mercier, Eva   | 7446         | 52-566B            | Hurvitz, Tate, Prof.  | 7874         | 31-382A  | Pereira, Shirley, Prof.  | 7835         |
|                    | Business Office Technology   |              | 52-560A            | Jendian, Micah, Prof.   | 7458         | 70-212   | Rawlings, Cierra   | 7467         |
| 54-512B            | ** Dixon, Donna  | 7533         | 52-561A            | Ledri-Aguilar, Lisa, Prof.                                    | 7246         | 70-211   | Sundblad, Kristina   | 7889         |
| 70-220             | ** Pressnall, Mark, Prof.  | 7867         | 52-558A            | * Martin, Sarah   | 7853         | 70-212   | * Vanden Eynden, Jennifer, Pro   |              |
| 70-220             | ** Thomas, Sosha   | 7816         | 52-563A            | Miller, Cathy   | 7865         | 100-107  | Waller, Jeff   | 7248         |
|                    | CalWORKs   |              | 52-559A            | Nolen, Jenny  | 7278         | 70-221   | * Working, Susan, Prof.  | 7290         |
| 38E                | Corona-Batalona, Yohany  | 7373         | 52-559B            | Roe, Adele  | 7568         |  | Media Communications   | =0.00        |
| 38E                | Gosselin, Gabrielle  | 7258         | 52-558B            | Sherlock, Karl, Prof.   | 7871         | 20-202   | Ahearn, Breanne  | 7063         |
| 24.262             | Cardiovascular Technology  | 7005         | 52-561B            | + Sow, Daniela  | 668-1743     | 20-203   | * Calo, Jeanette, Assoc. Prof.   | 7269         |
| 34-262             | ** Barrow, Liz, Assoc. Prof.   | 7895<br>7317 | 52-558A            | Traylor, Alan   | 7507         | 20-207   | Wirig, Evan, Prof.   | 7465         |
| 34-270<br>34-275   | Farmer, Chad<br>Rosen, Daniel  | 7451<br>7451 | 50-590Q            | English as a Second Lang                                      | 7493         | 26-230E  | Music  | 7257         |
| 34-273             | Chemistry  | 7431         | 50-590Q<br>50-590R | Aylett, Natalia, Asst. Prof.<br>Carroll, Craig                | 7493<br>7833 | 26-230H  | * Cannon, Derek, Prof.<br>Grinnell, Melanie  | 7260         |
| 30-216             | George, Judy, Prof.  | 7325         | 70-217             | ** Ferguson, Sara, Assoc. Pro                                 |              | 26-230H  | Tweed, Dr. Randall   | 7298         |
| 30-226             | Joshi, Hima  | 7020         | 50-590Q            | Gorokhova, Alyana   | 7566         | 20 2000  | Nutrition  | 7270         |
| 30-220             | Larter, Martin, Asst. Prof.  | 7346         | 50-590R            | Poupard, Mark   | 3947         | 41-139   | Kerns-Campbell, Cheryl   | 7403         |
| 30-218             | Lehman, Jeff, Prof.  | 7341         |                    | Ethnic, Gender and Social                                     |              | 41-146   | Stevens, Dr. Jason   | 7882         |
| 30-228             | Olmstead, Dr. Thomas, Prof   | 7483         | 52-566             | Harpin, Natalye   | 7557         |  | Nursing  |              |
| 30-224             | <ul> <li>Vance, Diana, Asst. Prof.</li> </ul>                              | 7047         | 52-567             | ** Quezada, Raymundo  | 7492         | 34-269   | Aliyev, Gabi, Assoc. Prof.   | 7096         |
|                    | Child Development  |              |                    | Exercise Science & Well                                       | lness        | 34-264   | + Babini, Sarah, Assoc. Prof.  | 7450         |
| 31-102             | ** Sepulveda, Robin  | 7803         | 41-135             | * Abshier, Randy  | 7044         | 34-268   | Dyal, Andrea   | 7350         |
| 31-102             | Soltero, Michelle  | 7717         | 41-141             | Arnold, CJ  | 7402         | 34-264   | + Brooks, Peter, Assoc. Prof.  | 7049         |
|                    | Communication  | =            | 41-141             | Aylward, Kathleen, Asst. P.                                   | rof. 7987    | 34-268   | Falsetta, Joanne   | 7429         |
| 24-266             | Castellaw, Joel, Prof.   | 7805<br>7771 | 41-140             | Caires, Karen, Assoc. Prof.                                   | 7461         | 34-269   | Harrison, Alison   | 7428         |
| 24-265             | * Curran, Victoria, Prof.  | 7771<br>7282 | 41-133             | Ivers, Jamie  | 7410         | 34-264   | Ngo-Bigge, Angela, Prof.   | 7319         |
| 24-267<br>24-264   | Perez, Tina, Prof.<br>Schulmeyer, Denise, Prof.                            | 7282<br>7285 | 41-137             | Jordan, Michael   | 7404         | 34-267   | Shadroff, Valerie, Assoc. Pr   |              |
| 24-264             | Solan, Jade, Asst. Prof.   | 7280         | 41-142             | Kelley, Beth, Prof.   | 7405         |  | Occupational Therapy Assis   |              |
| 24-268B            | Strothers, Sheri, Prof.  | 7242         | 41-139             | Kerns-Campbell, Cheryl  | 7403         | 34-275   | Fries, Joyce, Assoc. Prof.   | 7307         |
| 21-250             | * Tuscany, Roxanne, Prof.  | 7276         | 41-136             | Larsen, Larry   | 7425         | 34-261   | ** Vicino, Christine, Prof.  | 7305         |
|                    | Computer Science   | ,            | 41-143             | * Symington, Jim (Adjunct Co-                                 |              | 100 100  | Oceanography   | F004         |
|                    |  |              | 41-138             | Weber, Douglas  | 7878         | 100-108  | Teachout, Anne   | 7386         |
|                    |  |              |                    | EVIOUGOG I INNOPPLINITY                                       |              | T. Control of the Con |  |              |
| 54-510A            | Information Systems  | 7515         |                    | Extended Opportunity  |              | E4 E11D  | Philosophy   | 7074         |
| 54-510A<br>50-590D | <b>Information Systems</b> Gillespie, Robert                               | 7515<br>7864 | (0.125             | Program & Services  | 15.40        | 54-511B  | * Yang, Dr. June, Assoc. Prof.   | 7274         |
|                    | Information Systems<br>Gillespie, Robert<br>Hotz, James                    |              | 60-125             | Program & Services DaCruz, Cintya                             | 1749         |  | * Yang, Dr. June, Assoc. Prof. <b>Physical Science</b>   |              |
| 50-590D            | Information Systems<br>Gillespie, Robert<br>Hotz, James                    | 7864         | 60-125             | Program & Services DaCruz, Cintya Lopez, Pearl                | 7651         | 34-158   | * Yang, Dr. June, Assoc. Prof.<br><b>Physical Science</b><br>Blanco, Dr. Philip                    | 7312         |
| 50-590D            | Information Systems Gillespie, Robert Hotz, James * Nguyen, Hau            | 7864         | 60-125<br>60-125F  | Program & Services DaCruz, Cintya Lopez, Pearl Perez, Michael | 7651<br>7746 | 34-158<br>34-160   | * Yang, Dr. June, Assoc. Prof.<br><b>Physical Science</b><br>Blanco, Dr. Philip<br>* Carter, Brian | 7312<br>7315 |
| 50-590D<br>54-516A | Information Systems Gillespie, Robert Hotz, James * Nguyen, Hau Counseling | 7864<br>7555 | 60-125             | Program & Services DaCruz, Cintya Lopez, Pearl                | 7651<br>7746 | 34-158   | * Yang, Dr. June, Assoc. Prof.<br><b>Physical Science</b><br>Blanco, Dr. Philip                    | 7312         |

| OFFICE  | PHONE 644 -                         | ####    | OFFICE   | PHONE                      | 644 - ####    | OFFICE    | PHONE 644 - ####                         |
|---------|-------------------------------------|---------|----------|----------------------------|---------------|-----------|--|
|         | Physics                             |         |          | Religious Studies          |               |           | World Languages                          |
| 34-158  | Blanco, Dr. Philip                  | 7312    | 54-508A  | Burke, Elisabeth           | 7510          | 54-506A   | Crespo, Dr. Antonio, Prof. 7820          |
| 34-160  | * Carter, Brian                     | 7315    | 54-511B  | * Yang, June               | 7274          | 53-546    | * Ghattas-Soliman, Dr. Sonia, Prof. 7348 |
| 34-162  | Cormier, Sebastien                  | 7313    |          | Respiratory Therapy        |               | 53-502A   | Ireiqat, Noha 7519                       |
| 34-160  | Fitzgerald, John, Asst. Prof.       | 7310    | 34-276   | * Flores, Carey            | 7311          | 54-517A   | Navarro, Ruth, Prof. 7292                |
|         | Political Science                   |         | 34-276   | Handley, Rebecca           | 7896          | 54-517B   | * Vincent, Paul, Prof. 7741              |
| 54-515B | Braunwarth, Dr. Joseph, Prof.       | 7514    |          | Sociology                  |               | 54-501A   | Young, Virginia 7951                     |
| 70-214  | Crespo, Ricardo                     | 7459    | 54-514A  | * Cardona, Israel          | 7784          |           |  |
| 54-511A | Shahrokhi, Dr. Shahrokh, Assoc. Pro | f. 7508 | 50-590T  | Diaz Arreola, Janette, Ass | t. Prof. 3902 |           |  |
| 54-508B | * Myers, Todd, Prof.                | 7848    | 54-514B  | Robinson, Dr. Gregg, Asso  | c. Prof. 7560 |           |  |
|         | Psychology                          |         | 50-590T  | Soto, Julio                | 3923          |           |  |
| 70-214  | Bacon, Michael                      | 7839    |          | Theatre Arts               |               | *         | Department Chairperson                   |
| 54-514A | * Cardona, Israel                   | 7784    | 22A-200A | 8 * Banville, Kathleen     |               | **        | Coordinator                              |
| 70-209  | Chafin Arenz, Sky, Assoc. Prof.     | 7719    | 22A-200A | 8 * Everett, Craig, Prof.  | 7273          | ++        | Personal Leave                           |
| 70-210  | Pak, Dr. Maria                      | 7860    |          | _                          |               | +         | Sabbatical Leave                         |
| 70-209  | Ramos, Dr. Amy, Prof.               | 7562    |          |                            |               | TBA       | To Be Arranged                           |
| 70-210  | Thukral, Susmita, Asst. Prof.       | 7564    |          |                            |               |           | n an instructor by e-mail:               |
|         |                                     |         |          |                            |               | first nan | ne.last name@gcccd.edu                   |
|         |                                     |         |          |                            |               | l         |  |

# GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

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| Michael Copenhaver   |  |
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# DIRECTORY OF SERVICES AT GROSSMONT COLLEGE

www.grossmont.edu

| D  | D  | D   |
|--|--|---|
| Room   | Room   | Room  |
| ACCESSIBILITY RESOURCE CENTER (A.R.C.)   | ASGC STUDENT ACTIVITIES WINDOW   | COLLEGE CASHIER (619-644-7660) 10-110                     |
| (619-644-7112)   | (CONTINUED)  | Monday - Thursday 8 am to 5 pm                            |
| Friday   | Fax Services (outgoing)  | Friday8 am to 1 pm  |
| Testing Center (619-644-7120)  | Locker Rentals   | Catalogs  |
|  | Postage Stamps   | Childcare Payments  |
| https://www.grossmont.edu/student-support/                                     | ASSESSMENT CENTER  | College Fees Payment/Refund                               |
| accessibility-resource-center/   | (619-644-7200)   | Fines/Bad Check Payment                                   |
| Assistive Computer Technology Interpreters for Deaf/HOH & Real Time Captioning | Monday - Thursday 8 am to 5 pm   | Library Fines   |
|  | Friday 8 am to 1 pm  | Motorcycle Parking  |
| Learning Disabilities/Assessment   | https://www.grossmont.edu/admissions/                                      | Parking Citation Payment                                  |
| Notetaking Assistance  | placement-assessments/index.php  | Student hold payment and information                      |
| Registration Assistance  | Chemistry 141  | Parking Permit Cash Payments                              |
| Testing Accommodations Free NCR Paper  | English as a Second Language   | Transcript Payment  |
| Learning Strategy Courses  | World Languages  | Typing Tests  |
| ADMISSIONS AND RECORDS (A&R)   | BOOKSTORE (619-644-7674)   | COOPERATIVE AGENCIES RESOURCES FOR                        |
| (619-644-7186)10-150   |  | EDUCATION (CARE)  |
| Monday - Thursday 8 am to 5 pm   | Monday - Thursday 8:00 am to 3 pm  | (619-644-7617)  |
| Friday 8 am to 1 pm  | www.grossmont.bncollege.com  | Monday - Thursday 8 am to 5 pm                            |
| www.grossmont.edu/admissions   | Catalogs   | Friday 8 am to 1 pm                                       |
| Academic Probation Standards   | Internet Orders  | https://www.grossmont.edu/student-support/eops-           |
|  | Study Aids   |   |
| Adding or Dropping Classes Applications for Admission, Re-Admission            | School Supplies  | care-nextup/index.php                                     |
| Credit by Examination  | Textbooks  | Academic/Career/Personal Counseling                       |
| Enrollment Verification  | CALWORKS (619-644-7552)  | Assistance with Obtaining Child Care                      |
| Evaluations  | Monday - Thursday 8 am to 5 pm   | Book Accounts   |
|  | Friday   | Emergency Bus Passes & Gas Cards                          |
| Grade Forgiveness/Academic Renewal<br>Graduation Requirements                  | Support for student parents in poverty. Academic/Career                    | Financial Grants to Assist w/Childcare Costs              |
| International Student Admissions   | Counseling   | Liaison with CalWORKs                                     |
| Petitioning for Pass/No Pass   | Assistance with:   | Meal Vouchers   |
| Photo ID Cards   | Personal mentorship  | Workshop Series   |
| Residency Determination  | Childcare  | COUNSELING (619-644-7208)10-162                           |
| Student Records/Privacy Act Information  | Books  | Monday - Thursday 8 am to 5 pm                            |
| Transcripts  | Transportation costs   | Friday  |
| Veterans Affairs 10-152  | Activity Workshops   | https://www.grossmont.edu/student-support/                |
| (619-644-7165)   | Counseling Course (as available)   | counseling/counseling-courses.php                         |
| ADULT RE-ENTRY (619-644-7697) 60-146   | Work Study(as available)   | Career Counseling   |
| Monday - Thursday 8 am to 5 pm   | Liaison with county agencies and social service                            | Personal/Crisis Counseling                                |
| Friday   | Student social club and advocacy   | Educational Planning                                      |
| Orientation/Seminars   | CAMPUS & PARKING SERVICES (CAPS)   | Academic Counseling                                       |
| Reentry Seminars   | (619-644-7654)   | International Student Counseling                          |
| Referral Services  | 9-911 for emergencies  | New Student Orientation and Advising                      |
| ANATOMY LEARNING CENTER (619-644-7336)   | San Diego Sheriffs non-emergency: 858-565-5200                             | Counseling Courses  |
| or (619-644-7324)  | Available 24 hours a day   | ENGLISH WRITING & HUMANITIES CENTER                       |
| Drop-in tutoring for Anatomy & Physiology and Anatomy.                         | Law Enforcement  | (619-644-7516)  |
| Individual & group times TBA each semester                                     | Medical Emergency  | First Floor, Learning and Technology Resource Center      |
| Equipment for Anatomy & Physiology and Anatomy students.                       | Crime Report   | 1-on-1 tutoring for writing, reading, & critical thinking |
| ASSISTIVE TECHNOLOGY CENTER  | Vehicle Assistance   | assistance for assignments in any class.                  |
| (619-644-7693)   | Parking Enforcement  | EXERCISE SCIENCE AND WELLNESS (ESW)                       |
| Instructional access to a variety of assistive computer                        | Lost and Found   | (619-644-7400)  |
| technology products.   | Safety Escort  | ATHLETICS OFFICE41-125                                    |
| ASSOCIATED STUDENTS OF GROSSMONT   | CAREER RESOURCE CTR (619-644-7614) 60-140                                  | https://www.grossmontgriffins.com/general                 |
| COLLEGE (ASGC)   | Monday - Thursday 9 am to 2 pm (in person)                                 | Associate Dean, Athletics (Ext. 7412)                     |
| (619-644-7604) 60-110  | 2 pm to 5 pm (virtually)   | Intercollegiate Athletics                                 |
| Monday - Thursday 9 am to 5 pm   | Friday   | Dean's Office (Ext. 7163)                                 |
| Please call for office hours.  | https://www.grossmont.edu/student-support/                                 | Department Chair (Ext. 7044) 41-142                       |
| Student Government   | career-center/index.php  | Men's Locker  |
| Benefits Card Program  | <u>Career-center/index.pnp</u><br>Career Fair                              | Women's Locker  |
| ASGC Board Room  |  | EXTENDED OPPORTUNITY PROGRAMS                             |
| Poster/Flyer Approvals   | Career Planning & Decision Making Resources Computerized Career Assessment | AND SERVICES (EOPS)                                       |
| Club Mail Boxes & Poster Room  | Employer Information   | (619-644-7617)  |
| Free Popcorn (with Benefits sticker)   | Interviewing Techniques  | Monday - Thursday 8 am to 5 pm                            |
| Housing Information (online also)  | Occupational Information   | Friday8 am to 1 pm  |
| Inter-club Council   | Resume Development Workshops   | https://www.grossmont.edu/student-support/eops-           |
| Copier   | ·  | care-nextup/index.php                                     |
| ASGC STUDENT ACTIVITIES WINDOW 10-110  |  | Academic, Career & Personal Counseling                    |
| Located next to Financial Aid  | Drop-in tutoring for Chemistry  Nanday Thursday 7:20 am to 0:20 pm         | Assistance with College Admission & Financial Aid Forms   |
| Monday - Thursday 9 am to 5 pm   | Monday - Thursday 7:30 am to 9:30 pm                                       | Book Accounts   |
| Friday9 am to 1 pm   | Friday/Saturday 7:30 am to 3 pm  | Caring & Supportive Environment                           |
| ASGC Rebate on Books   |  | Emergency Bus Passes                                      |
| Benefit Package  |  | Financial Grants  |
| Bus/Trolley Passes   |  | Priority Registration                                     |
| Discount Movie Tickets   |  | s.n.j . rogionation                                       |
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| Room  | Room  | Room   |
|---|---|--|
| EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS) (CONTINUED) Referrals Transfer Assistance UC/CSU Fee Waivers Workshop Series FINANCIAL AID (619-644-7129)   | HEALTH SERVICES OFFICE (CONTINUED) Suture Removal Titers – Blood Draw for Disease Immunity Test/Seropositivity Tuberculosis (TB) Testing, Risk Assessment and Clearance Urgent Care Referrals Vision Screening and Reading Glasses Weight Management Wellness Tables and Events                   | STUDENT EMPLOYMENT SERVICES (619-644-7611)   |
| College Work Study Eligibility Requirements Financial Aid Applications Grants and Loans Scholarships Emergency Assistance California College Promise Grant Fee Waivers FINE ARTS Dance (Ext. 7759)  | Wound Care LEARNING & TECHNOLOGY RESOURCE CENTER (LTRC)   | Interviewing and Resume Information Job Applications Job Search Techniques On-campus Positions Seasonal/Summer Jobs Volunteer Needs SUCCESS COACHES Monday - Thursday  |
| Fine Arts Recital Hall       26-220         Hyde Art Gallery (Ext. 7299)       25-216         Music Dept. Office (Ext. 7254)       26-223A         Theatre Box Office (Ext. 7234)       25-216         Theatre Arts (Ext. 7267)       25-216         HEALTH SERVICES OFFICE       60-130  | Learning & Technology Resource Center (Tone Device for Deaf 644-7901) For library hours, please refer to the library web page at <a href="https://www.grossmont.edu/library">www.grossmont.edu/library</a> .  Circulation (Check-out and return of library materials) Instructional Media Library | www.grossmont.edu/student-services/gradcoach Second Floor, Learning & Technology Resource Center Shardai Zaragoza (619-644-7382)   |
| Monday - Thursday   | Reference Services Reserves MATH STUDY CENTER (619-644-7706)  | Success Coach. The Success Coaches are located on the second floor of the Learning and Technology Resource Center (Building 70, Rooms 205 and 206).  TRANSFER CENTER   |
| health-and-wellness/services.php Access and Crisis Hotlines for Health Call for Help Accident/Illness-reports, claim forms, insurance information Bill W. Meeting Information Blood Bank Visits Blood Pressure Monitoring Cholesterol Tests and Education Counseling - Personal: Anxiety, Cutting, Depression, Stress, Substance Abuse, Warning Signs for Mental Health Illness and other related areas Crutches - Loan to Students | First Floor, Learning & Technology Resource Center Monday - Thursday  | (619-644-7215)   |
| Dental Referrals – Low Cost Diabetes/Glucose Tests and Education Domestic Violence-Tips, Reporting and Prevention Education and Counseling Eating Disorders and Referrals Eye Glasses - Reading First-Aid Care and Referrals Flu Shots Glucose Testing and Education Health Fair-General and Heart Healthy Events Health Insurance Information – Domestic and International   | Vist the EOPS office to learn more.  OFFICE OF STUDENT AFFAIRS (619-644-7600)   | TUTORING CENTER AND STUDY ROOMS (619-644-7387)   |
| Health Pamphlets, Information, Education Hearing Screening HIV/STI Testing Referrals Ice Packs for Illness/Injury Immunizations - MMR, Influenza, Hepatitis B, Tetanus Diphtheria Pertussis Immunizations – Travel Reviews and Referrals Insurance, Health – International  | Discrimination/Harassment Policy Information Drugs/Alcohol Policy Information Posting Regulations Information Student Clubs and Organizations Student Complaints Student Conduct Procedures (Student Code   | come, first-serve basis.  Visil https://www.grossmont.edu/student-support/ tutoring/tutoring-center.php for information on how to make an appointment or reserve a study room. Grossmont College student ID is required.  VETERANS' SERVICES OFFICE (619-644-7165) |
| Insurance, Health – Domestic Laboratory Services - Immunity Testing, Cholesterol, Lipid Panel, Glucose Medical Referrals – Low Cost Mental Health Counseling – Licensed Clinicians Nutrition Education Nurse Visits – RN's Nursing & Allied Health Immunization/Tuberculosis (TB) Reviews   | of Conduct) Student Grievance and Due Process Procedures Title IX Information World Arts & Cultures Committee OPEN COMPUTER LAB (619-644-2724)  | VETERANS' RESOURCE CENTER (619-644-7205)   |
| Over-the-Counter (OTC) Medications Outreach Education Programs/Events Pregnancy Screening and Low Cost/Free Care Referral Seropositivity Testing for Disease Immunity Sexual Assault Prevention - Tips, Reporting, Prevention Education, Counseling Smoking Cessation Program Referrals Suicide Prevention and Mental Health Resources, Education   | Students have access to computer software, Internet, and MS Office applications.  SCIENCE LEARNING CENTER (619-644-2055)  | Peer support, mentoring Financial aid information and application assistance Referral to on- and off-campus resources (e.g., A.R.C., campus Veterans Affairs Office, community veterans agencies)  |

www.grossmont.edu Fall 2022

# Public Safety & Security Programs

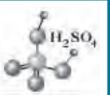
(Administration of Justice)
Careers in Public Safety and Security

Visit our web site at <a href="https://www.grossmont.edu/academics/programs/aoj/index.php">https://www.grossmont.edu/academics/programs/aoj/index.php</a>

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

# FORENSIC CHEMISTRY THE CHEMISTRY OF CRIME!

Introductory Chemistry with forensic applications in the laboratory. Students will gain experience with gas and liquid chromatography and spectroscopy.



 No previous chemistry experience necessary.

- Meets General Education requirements at Grossmont College, CSU, and UC for a science lecture and lab.
- Transferable to CSU and UC.
- Designed specifically to meet requirements of the Administration of Justice Program.
- Questions: Contact jeff.lehman@gcccd.edu
- Enroll now!

Chemistry 113 Forensic Chemistry

# IMPROVE YOUR PUBLIC SPEAKING SKILLS

JOIN THE SPEECH AND DEBATE TEAM

Schedule information located under: Communication 238-241 Speech & Debate Competition I, II, III, IV



# LOVE HEAVY METAL?

Take Classes in the Sculpture Area Facility

"Really nothing else like it in California."

3-D Design Sculpture I, II, III Studio Workshop in Public Art Foundry Technology & Equipment Jewelry Design I, II and III



Learn Sculpture and Jewelry Design in the largest and most comprehensive sculpture program in Southern

California—right here at Grossmont College!

Questions? Contact us at (619) 644-7241

# **FACE TOMORROW**

## DIGITAL ART COURSES

WILL HELP YOU PREPARE FOR AN ART CAREER

in many exciting and rewarding fields

ADVERTISING
ANIMATOR
CARTOONIST
CHARACTER DESIGN
FINE ARTIST
ILLUSTRATOR
LAYOUT ARTIST
WEB DESIGN

Learn Digital Art on the FASTEST Macintosh computers on campus!

QUESTIONS? CONTACT PROGRAM COORDINATOR AT marion.de.koning@gcccd.edu

# Medical Office Training

- BOT 161 Medical Terminology
- BOT 165 Medical Insurance Billing
- BOT 167 Medical Coding
- BOT 170 Medical Office Procedures

(619) 644-7548 or

www.grossmont.edu/academics/programs/bot

# INTERNATIONAL BUSINESS

Are you ready for the ever changing global economy?

> Import/Export **International Business**

# MARKETING

Over 23% of all jobs in San Diego are in Marketing.

Prepare for this exciting, competitive and rapidly changing field!

# RETAIL MANAGEMENT

Approximately 18% of the U.S. workforce is employed in Retail Management.

LEAD THE WAY TO THE TOP Certificate and Degree Programs available.

# MANAGEMENT

Every business and organization needs a Manager. Prepare and Let it be You!

> **BUSINESS 156 Principles of Management**

Certificate and Degree Programs are available. Pick up a brochure in the Counseling Center or call (619) 644-7446.

# **Diversity in Action!**

Your Connections and Inspirations In Ethnic, Gender & Social Justice Classes

- Art
- Politics
- Literature
- Identity
- History
- Perspectives
- Social Justice
- Group Relations

about

African American, Native American, Chicanas/o, and Women Studies

Courses satisfy G.E. requirements for Grossmont College and CSU and transfer to CSU and/or U.C.

(619) 644-7875

# Office Professional Training

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

Job placement assistance Counseling available

- Accounting
- Insurance
- Medical Office
- Office Support



Full-time program FREE tuition to those who qualify Info: Candy McLaughlin at candy.mclaughlin@gcccd.edu or 619-644-7548

# **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.



Cooperative Agencies Resources for Éducation (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 (CARE)
- Bus Passes
- Gas Cards (CARE)
- Meal Cards (CARE)
- 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



# **INTERNATIONAL STUDENTS**

Tell your friends and family about ACE!

American Collegiate English

at Grossmont College



- Intensive English program, small classes
- No TOEFL required
- Conditional Acceptance to Grossmont
- Easy transfer to Grossmont after ACE



www.grossmont.edu/ace

Phone: 1-619-644-7293 Building: 38E-101A

Email: ace.grossmont@gcccd.edu

# Increase Your College Success Take A Counseling Class!

## **COUN 110: Career Decision Making (1 unit)**

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

### COUN 120: College and Career Success (3 units)

- Learn about college success skills such as time management, reading systems, and test taking strategies
- Establish your career and educational goals
- Complete an educational plan

### COUN 130: Study Skills and Time Management (1 unit)

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

# Child Development Center

FREE OR LOW COST TO QUALIFYING STUDENTS

- Quality child care while you attend classes, study and work.
- Serving children6 months to 5 years.
- Enrollment priority is based on income and family size.



Contact our office at (619) 644-7715.

# **DANCE DEPARTMENT**

# **AUDITIONS**

Friday, August 26, 2pm

Dancers of all levels and student choreographers wanted for our Fall 2022 student choreographed dance concert!



BREAKING BOUNDARIES 2022 November 17-18-19 Performing & Visual Arts Center



david.mullen@gcccd.edu | 619-644-7759

# Discover the Exciting World of Literature

The English Department offers G.E. classes in:



- American Literature
- Black Literature
- British Literature
- Chicano/Chicana Literature
- Fantasy & Science Fiction
- Introduction to Literature
- Mythology

See English listings for registration information.

**Creative Writing •** Fiction • Novel Writing • **Poetry • Creative Nonfiction** (Courses offered by the English Department)

# Treat the right side of your brain.

Also this spring, The 27th Annual Literary Arts Festival grossmont.edu/laf





# BOOST YOUR UNIVERSITY, SCHOLARSHIP AND CAREER OPTIONS!



# Knowledge of German is important for:

- International Business
- Travel and Tourism
- Engineering
- The Military
- Chemistry
- History
- Art History
- Music
- Literature
- Philosophy

# Learn about German language, culture and people!

If you have any questions, contact Astrid Ronke at astrid.ronke@gcccd.edu



Satisfy your GE Physical Science requirement with Planet Earth (GEOL 110 & 111), lecture & lab

Study of earthquakes, volcanoes, tsunamis, rocks, minerals, plate tectonics, and more.

GE Credit, Transfers to UC, CSU

# **English Writing & Humanities** Center

Visit the English Writing & Humanities Center for free 1-on-1 tutoring. Get reading, writing, & critical thinking assistance for assignments in any class.

The center offers the following types of tutoring:

- In person, on campus tutoring
- Online tutoring
  - o Meet with a tutor live via video or chat
  - o Submit a file with questions and receive feedback from a tutor within 12 hours.

Visit www.grossmont.edu/student-support/ tutoring/english-writing-center for updated schedule & availability.

Email danielle.feliciano@gcccd.edu or call 619-644-7516 for questions or more information.



# **Wondering if you qualify for** scholarships?

You may qualify for our campus based scholarships which are offered during the fall and spring semesters or for one of the many outside agency scholarships offered.

For more information and deadlines go to www.grossmont.edu/financial-aid/ scholarships/index.php/ or visit the

Financial Aid Office, room 10-109.



# World Languages Prerequisites <a href="Holding You Back?">Holding You Back?</a>

- Are you interested in enrolling in a higher level World Languages class but do not meet the prerequisite required?
- Has it been a while since you last took a World Languages class?

If so, then take the placement test for the course you wish to take. It is free, and it takes less than an hour to complete. Drop by the Assessment Office located inside Building 10 and ask to take the test to enroll in the course of your choice. It is that simple. You may request to take the placement test for any World Languages course that has a prerequisite.

# Learn Russian!



Even if you have never spoken Russian or if you have already had some Russian, take advantage of one of Grossmont College's excellent Russian courses.

# Learn about Russian language, culture and people!

If you have any questions, email Astrid Ronke at <a href="mailto:astrid.ronke@gcccd.edu">astrid.ronke@gcccd.edu</a>.

# Parlez-Vous Français?

# You, Too, Can Speak French!

Even if you have never spoken French or if you have already had some French.

Take advantage of one of Grossmont College's excellent French courses.

Learn about French language, culture, and people!

If you have any questions, contact Sonia Ghattas-Soliman at (619) 644-7348.

# ARABIC 148 - The Arabic Culture

Listed under "Arabic" (taught in English)



# Discover the Arabic Culture

Learn about the peoples of the Arab World, their societies, their culture and their ideology. Satisfies General Education for: Grossmont College C2; CSU C2 Required for Arabic Certificate and A.A in Arabic

> For additional information, contact Dr. Sonia Ghattas-Soliman, 619-644-7348 or email sonia.ghattassoliman@gcccd.edu

# Spanish 122 & 123: Spanish for the Native Speaker I & II

¿Quieres mejorar tu español?



Did you know that Spanish is spoken in 21 neighboring countries and around the world and is the second most important language in the U.S.?

Did you know that you can improve your reading and writing skills in Spanish?

Did you know that you can improve your bilingual employment opportunities?

This course is for you! Enroll now! iInscribete ya!

For more information, please contact Professor Paul Vincent, (619) 787-8874.

# **Conversational Spanish**

We are offering courses during mid-day and evenings. Check the schedule for time and day information.

# Spanish 250/251 Conversational Spanish I & II

3 units, 3 hours lecture

Prerequisite: A "C" grade or higher in Spanish 121 or three years of high school Spanish or equivalent.

The course will continue to develop oral, listening, reading and writing skills with emphasis on oral proficiency.

# Looking for a Great Career?

Become a Certified Occupational Therapy Assistant

One of the most exciting health care professions in the nation!

# Study:

- Dynamics of movement
- Assistive technology
- Therapeutic use of activity
- Human occupation throughout the life span
- Interpersonal relationships

FOR MORE INFORMATION CALL (619) 644-7304

# **MEDIA COMMUNICATIONS**

# Lights, Camera, Action!

Are YOU the next Hollywood director, Pulitzer Prize-winning journalist, TV broadcast personality or national radio voice?



## **ENROLL IN MCOM COURSES**

MCOM 116
Music Production:
Introduction to Audio Production

MCOM 117
Television:
Television Studio Operations

MCOM 119

Radio: Fundamentals of Radio Broadcasting

MCOM 112
Journalism:
Intro to Reporting and News Writing

# GROSSMONT COLLEGE HEALTH PROFESSIONS

Outstanding Career Opportunities 
Excellent Salary & Benefits
Join the Healthcare Team of Caring Professionals



#### **Nursing**

- 2-year ADN Program
- LVN to RN Transition
- **(619) 644-7300**



### **Orthopedic Technology**

- Cast & Splint Application
- Orthopedic Trauma & Surgical Intervention
- Orthopedic Disorders & Treatments
- Hospital, Operating Room & Private Practice
- **(619) 644-7303**



#### **Occupational Therapy Assistant**

- Adult & Pediatric Rehabilitation
- Mental Health Care & Rehabilitation
- **(619) 644-7304**



## **Respiratory Therapy**

- Adult, Neonatal & Pediatric Critical Care
- Pulmonary Diagnostics
- Home Care
- Sleep Medicine
- **(619)** 644-7448



## **Cardiovascular Technology**

- Cardiac Catheterization Procedures
- Cardiac Ultrasound
- Vascular Ultrasound
- **(619) 644-7303**



# **ECG/Telemetry Technician**

**(619) 644-7303** 

See our web site at:

https://www.grossmont.edu/healthprofessions

www.grossmont.edu Fall 2022 31

# Find your road to a career or job!

Let your journey begin here! Career Counseling Career Assessments

The Career Resource Center offers help with:

- Career Planning
- Career and Educational Exploration
- Career Workshops
- Job Search: Assistance with Resume, Interview and
- Application Preparation
- ➤ Day in the Life Presentations

### Student Employment Service:

- Online Job Listings 24/7 for Career, Full-Time,
- Part-time, Temporary, or Summer Jobs
- Griffin Works Internship Program
- Job Club

Hiring & Employer Recruitment Events

Career Fair/Expo

See us for your employment needs!
Career Resource Center
Room 60-140 • (619) 644-7614

Student Employment Services Room 60-145 • (619) 644-7611

# A.R.C.

# **Accessibility Resource Center**



Providing Academic Accommodations and Support Services to Students with Disabilities

Visit the A.R.C. to help YOU succeed academically!

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

# TRANSFER CENTER

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

Among the resources available in the Transfer Center:

- Transfer information for CSU, UC and select independent colleges.
- Workshops on transfer topics.
- Articulation agreements with fouryear colleges and ASSIST website: www.assist.org
- Visitation by area college representatives and annual Transfer Fairs.
- Online CSU/UC application assistance.
- Names and addresses of all accredited colleges in the U.S. and the majors offered at each institution.

assist

Visit the Transfer Center web site https://www.grossmont.edu/student-support/ transfer-center/index.php or phone (619) 644-7215

# **OPPORTUNITY! CHALLENGE! SUCCESS!**

# Grossmont Middle College High School

located on the Grossmont College campus

- 11th and 12th grade students
- Get a head start on your future!
- Complete high school graduation requirements!
- Earn college credits at the same time!

### **WASC-accredited**

Contact: Jason Martinez

(619) 644-7524

e-mail <u>jmartinez@guhsd.net</u> www.middlecollege.guhsd.net

# Music



Play a musical instrument? Learn to sing?

Check out our vocal and instrumental groups, plus piano, guitar, and voice classes.

Anyone interested in majoring in music should contact Derek Cannon at <a href="mailto:derek.cannon@gcccd.edu">derek.cannon@gcccd.edu</a>.

# **Adult Reentry**

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.

- Pre-Semester Open House
- Seminars
- Career Navigator Appointments
- Career Advising/Counseling
- Community Resources

For more information or to register, please call (619) 644-7697 or visit Room 60-146.

Gaming • Programming • Creating Web Pages • Digital Graphics • Animation

Courses offered by the Computer Science & Information Systems Department



Make your hobby work for you!

UPGRADE YOUR SKILLS AND
LEARN NEW ONES!

<u>www.grossmont.edu/academics/</u> <u>programs-departments/csis/default.aspx</u>

# THEATRE ARTS

Auditions for Fall 2022

Initial auditions will take place August 16, with callbacks August 18.

For more details and sign-up info, please visit the Theatre Arts Instagram @ stagehousetheatre, call (619) 644-7267, or visit the department website:

https://www.grossmont.edu/get-involved/arts-and-culture/theater-arts/index.php

# James and the Giant Peach

Music and lyrics by Benj Pasek and Justin Paul Based on the book by Roald Dahl Director: Katie Banville Rehearsals start August 22 Performs October 6, 7, 8, 13, 14, 15

# Winged Wonders

Based on a children's book by Meeg Pincus Director: Skyler Sullivan Rehearsals start August 22 Daytime tour of local elementary schools October 18 – December 8

# To Begin With

By Rachael VanWormer Director: Meg DeBoard Rehearsals start October 17 Performs December 1, 2, 3, 8, 9, 10



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# **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



- ✓ What's up with North Korea?
- √ What is the <u>real</u> story of American immigration?
- ✓ Why have we been at war for your entire life?
- ✓ What is Climate Change and what have <u>we</u> got to do with it?

# TAKE <u>CULTURAL GEOGRAPHY</u> (<u>GEOG 130</u>) TO FIND THE ANSWERS

Satisfies Grossmont GE requirements and transfer requirements to UC and CSU

Offered on campus and online with ZERO textbook costs



ASGC Board meetings are held on an alternating weekly basis. Please visit the ASGC webpage for the current meeting schedule.

ASGC meetings listed above are open to public and are subject to change . All Grossmont College students and staff are welcome to join!

> G R O S S M O N T C O L L E G E



@GC\_CAMPUSLIFE

https://www.grossmont.edu/get-involved/asgc/index.php



# MAJOR UNDECLARED? **UNSURE WHERE** TO START?

# START HERE

**Business Office** Technology has essential classes for academic & career **SUCCESS** 

# **CHOOSE YOUR MODE**

Online, short-term, inperson, 1-unit options

NEED FREE JOB TRAINING? CONSIDER BOT'S OPT PROGRAM

FARN BOT DEPT, CERTIFICATES OF PROFICIENCY

# GOT SKILLS?

# **ESSENTIAL**

- Microsoft Word, Excel. Outlook.
- Windows, Adobe Acrobat
- Keyboarding, doc processing
- Job search, social media

# **SPECIALIZED**

- Accounting, QuickBooks. **business** calculators
- Medical terminology, billing, coding
- Insurance
- Filing

# **ADVANCED**

Google Apps

Comprehensive Word, Excel, Access, PowerPoint

# **BOT INFO**

Call or click 619-644-7548 www.gcccd.edu/bot

