

WEB REGISTRATION INSTRUCTIONS

How to Sign In:

The screenshot shows the 'WEB ADVISOR' login page. At the top, there is a navigation bar with 'Log In', 'MAIN MENU', and 'CONTACT US'. A red circle highlights the 'Log In' link. Below the navigation bar, a 'main menu' is visible with 'Students' and 'Faculty' links. A text box with an arrow pointing to the 'Log In' link in the main menu contains the text: 'Click on Log In & follow the steps'. On the left side, under 'Welcome Guest!', there is a note: 'Students and Faculty must Log In then select a point of entry to the right.' Below this are links for 'Search Class Schedule', 'List of Open Sections', and 'Self Service Tutorial for Registration' in English, Spanish, Arabic, and Farsi. At the bottom, there are links for 'Account Information', 'I'm New to WebAdvisor', and 'What's My Password?'. The bottom navigation bar also includes 'Log In', 'MAIN MENU', and 'CONTACT US'.

Sign In

User name

Password

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

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

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

Change Password

Please enter your user name, current password, and new password.

1 Your password has expired. Please choose a new password.

User name:

Current password:

New password:

Confirm new password:

Change Password

Your 6 digit DOB (MMDDYY)

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

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT WEB ADVISOR

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

Welcome

Students and Faculty must [Log In](#) then select a point of entry to the right.

[Search Class Schedule](#)

[List of Open Sections](#)

Self Service Tutorial for Registration [English](#), [Spanish](#), [Arabic](#), [Farsi](#)

Click on Student

Students

Faculty

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

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

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

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

User Account

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

Student Billing

[Student Billing \(Make a Payment\)](#)
[Payment Plan Enrollment](#)
[Drop for Non-Payment Important Information](#)

Financial Aid

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

Orientation/Placement/Advice

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

Registration

[Search, Plan, Register, Waitlist, Schedule](#)
[FAQ's for Wait List Process](#)
[Cuyamaca - How to Add a New Semester Starts](#)
[Grossmont - How to Add a New Semester Starts](#)
[Cuyamaca How to Register Videos](#)
[Grossmont How to Register Videos](#)
[Grossmont Course Format Info](#)

Academic Profile

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

Other Services

[Parking Permit/Benefit Card](#)
[My Text Books](#)
[Transcript Request](#)
[FAQ for 1099-T Forms](#)
[Register to Vote](#)

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

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

How to Register:

The screenshot shows the online registration interface. On the left, the 'Academics' menu is expanded, and 'Advanced Search for Classes' is highlighted with a red circle. A red arrow points from this menu item to the 'Advanced Search' tab on the search results page. The search results page shows the 'Catalog Advanced Search' section with 'Section Listing' selected. Below this, there are fields for 'Term', 'Meeting Start Date', 'Meeting End Date', and three rows for 'Courses And Sections' (Subject, Course number, Section). A '+ Add More...' button is at the bottom of the search results.

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:

Subject Search

Advanced Search

Search for a course subject:

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

Plan & Schedule:

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

Search for Courses and Course Sections

[Back to Advanced Search for Classes](#)

Filter Results

Hide

Availability

☐ Open and Waitlisted Sections
 ☐ Open Sections Only

Subjects

☐ Mathematics (44)

Locations

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

Terms

☒ Spring 2021 (44)

Days of Week

Advanced Search Selection: MATH-160

Filters Applied: Spring 2021

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

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

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

Section Details

MATH-160-0259 Elementary Statistics
Spring 2021

Instructors	Palacios, I (irene.palacios@gcccd.edu)
Meeting Information	M, T, W, Th, F 8:00 AM 11:10 AM 1/4/2021 - 1/29/2021 Grossmont College, Distance Education/Online WEB (Lecture)
Dates	1/4/2021 - 1/29/2021
Seats Available	45 of 45 Total
Credits	4
Grading	Graded ▼
Requisites	Prerequisite: "C" grade or higher or "Pass" in MATH 096 or

Close
Add Section

If you would like to schedule this course, select **Add Section**. If not, select **Close** and repeat the previous steps until you have selected the course you want to schedule.

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

Advanced Search for Classes

and Cuyamaca campuses are closed to the public and employ
CD's response to COVID-19 and resource information click [here](#)

check "Open Section Only" filter option.
all to bottom to see open sections.

Course Sections

Search for courses...ex ART-100

Advanced Search Selection: HIST-123
Filters Applied: Spring 2021 X

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

Selecting **Add Section** in the previous step only adds the course as a planned course. To complete the **Registration Process**, you must select **Student Planning & Registration** from the Student Planning drop down at the top of the

Academics · Student Planning & Registration · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Summer 2019

Remove Planned Courses Register Now

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

Filter Sections Save to iCal Print

MATH-160-0142: Elementary Statistics

✓ Planned

Credits: 4 Credits
Grading: Graded
Instructor: Rudeman, S
6/10/2019 to 7/18/2019
Seats Available: 42

Meeting Information

Register

View other sections

11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm 7pm 8pm 9pm

Sun Mon Tue Wed Thu Fri Sat

MATH-160-0142 X MATH-160-0142 X MATH-160-0142 X MATH-160-0142 X

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**.

Academics · Student Planning & Registration · Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Summer 2019

Register Now

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

Filter Sections Save to iCal Print

CHEM-120-1441: Prep for General Chemistry

✓ Registered, but not started

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

Meeting Information

Drop

View other sections

9am 10am 11am 12pm 1pm 2pm 3pm 4pm

Sun Mon Tue Wed Thu Fri Sat

CHEM-120-1441 X CHEM-120-1441 X CHEM-120-1441 X CHEM-120-1441 X

CHEM-120-1441 X CHEM-120-1441 X CHEM-120-1441 X CHEM-120-1441 X

Registered courses will appear in green.

Registering Using Add Authorization:

To complete the **Registration Process Using Add Authorization**, you must select **Plan and Schedule** under Student Planning & Registration.

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

After the Course has started, this popup will appear **"Please See Instructor for Add Authorization."**

If you type something into the text box. It will give you an error message. The **Add Authorization** is not a code, but access to be into the desired section that is only given by the instructor.

From: Grossmont.Admissions@gcccd.edu

To: Wayne Branker

Cc:

Subject: Add Authorization For < Class & Section Number>

If you do not have an add authorization, here is example email to send to your instructors for an add authorization.

Dear <Professor's Name>,

My name is <Your Name> and my student ID is <Your ID Number>. I am interested in attending your <Class & Section Number>. Would I please be able to get add authorization to your <Class & Section Number> via Self-Service? This will allow me to register for your section. Thank you for your time, <Your Name>

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.

Authorized for Add

Planned

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

Meeting Information

Register

View other sections

Registered courses will appear in green.

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

test.student Sign out Help

Academics Student Planning & Registration Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Summer 2019

Filter Sections Save to iCal Print

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

ARBC-120-2259, Arabic 1

Registered, but not started

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

Meeting Information

Drop

View other sections

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

ARBC-120-2259 ARBC-120-2259 ARBC-120-2259 ARBC-120-2259

test.student Sign out Help 1

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

Search Feature Coming Soon!

How to drop a section:

Academics > Student Planning & Registration > Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< Summer 2019 +

Filter Sections Save to iCal Print

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

CHEM-120-1441: Prep for General Chemistry

✓ Registered, but not started

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

Meeting Information

Drop

View other sections

9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm

Sun Mon Tue Wed Thu Fri Sat

CHEM-120-1441 CHEM-120-1441 CHEM-120-1441 CHEM-120-1441

CHEM-120-1441 CHEM-120-1441 CHEM-120-1441 CHEM-120-1441

Register Now

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

Register and Drop Sections

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

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

Select sections to drop:

☒ CHEM-120-1441 (4 Credits)

Cancel Update

Academics > Student Planning & Registration > Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< Summer 2019 - +

Filter Sections Save to iCal Print

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

CHEM-120-1441: Prep for General Chemistry

✓ Planned

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

Meeting Information

Register

View other sections

9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm

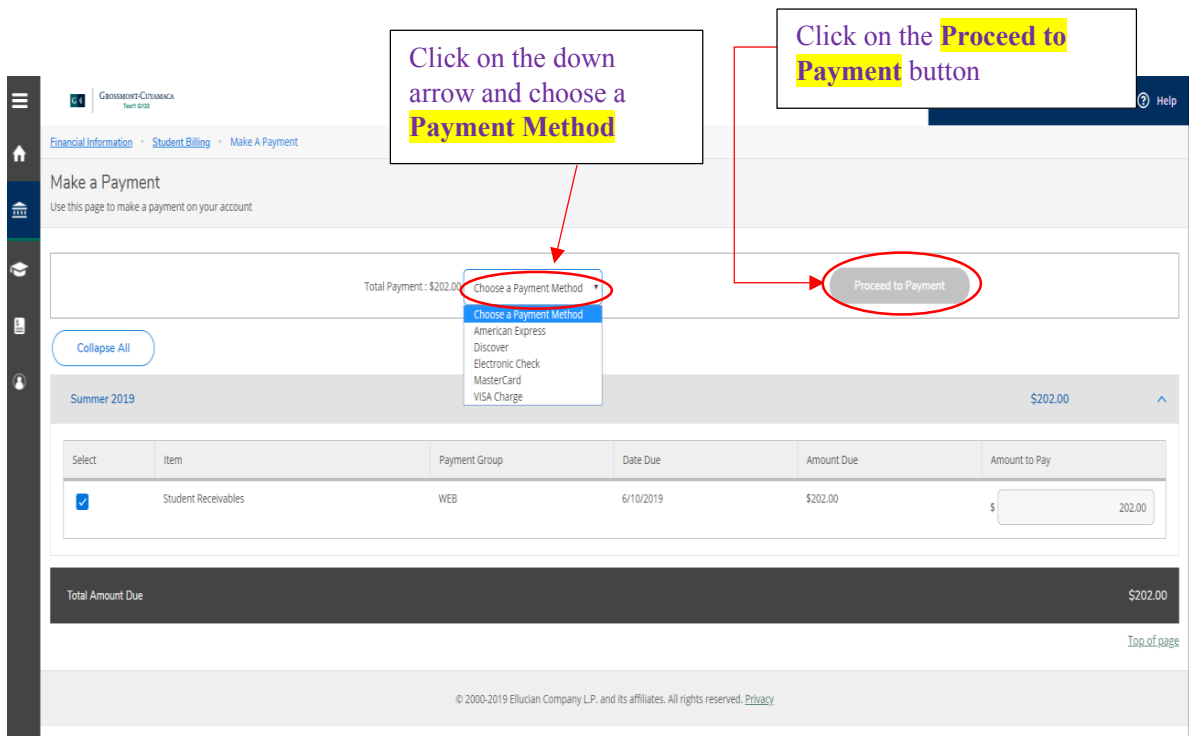
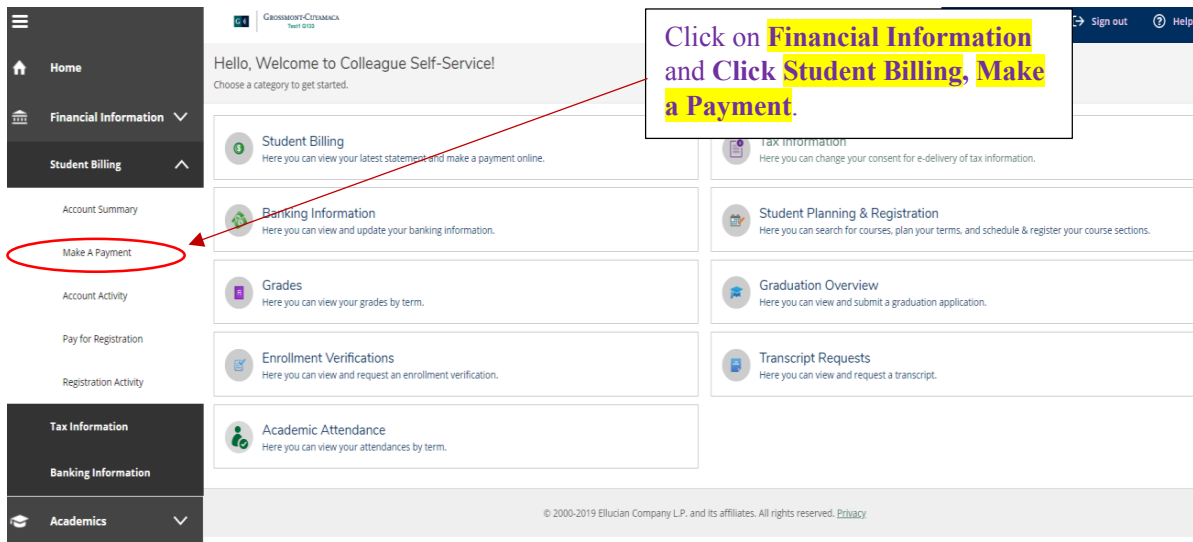
Sun Mon Tue Wed Thu Fri Sat

CHEM-120-1441 X CHEM-120-1441 X CHEM-120-1441 X CHEM-120-1441 X

CHEM-120-1441 X CHEM-120-1441 X CHEM-120-1441 X CHEM-120-1441 X

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:



STEPS TO BECOME A NEW STUDENT

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

NEW STUDENT CHECK LIST

1. SUBMIT AN APPLICATION

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

- Free Application for Federal Student Aid (FAFSA): studentaid.ed.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 for possible English and math placement.

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](#) 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](#).

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](#). Please register early to save your space. Results will be available within 3-4 business days. This is a free ESL assessment.

CONTINUING STUDENTS

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

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

READMIT STUDENTS/TRANSFER-IN STUDENTS

You are encouraged to take advantage of the available counseling services. If you have completed an English and/or math course previously at Grossmont or at another college, you may be excused from the placement process. Arrange for transcripts of previous college/university work to be sent directly to the Admissions & Records Office at Grossmont College. In selecting courses, students should consult the current Grossmont

College catalog for prerequisites, corequisites, advisories on recommended preparation and course descriptions.

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

ADULT REENTRY STUDENTS

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

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

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

INTERNATIONAL STUDENT PROGRAM

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

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

LOWER DIVISION COURSE EQUIVALENCIES

FOR UC, CSU AND INDEPENDENT/PRIVATE UNIVERSITIES AND COLLEGES

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

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