

STEPS TO BECOME A NEW STUDENT

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

NEW STUDENT CHECK LIST

1. SUBMIT AN APPLICATION

Submit an admissions application

Visit www.grossmont.edu and click "Apply Today!"

Remember to complete your financial aid application, choose one:

- Free Application for Federal Student Aid (FAFSA): <https://studentaid.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. COMPLETE PLACEMENT QUESTIONNAIRE

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 - 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

Make a virtual or in-person 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 - 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.

ESL PLACEMENT

Students who are recommended to take English as a Second Language (ESL) classes will complete the online ESL self-guided placement questionnaire to determine the most appropriate starting level. For more information, please contact the Assessment Center by emailing <https://www.grossmont.edu/admissions/placement-assessments/index.php>.

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 assessment process. 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.

STUDENTS WITH DEGREES

You are required to meet all class prerequisites and corequisites listed in the current college catalog. Prerequisites may include a class and/or assessment. If you have completed an equivalent course, you may be excused from meeting that specific course requirement. You are encouraged to contact the Counseling Center for more information at (619) 644-7208.

ADULT REENTRY STUDENTS

The Adult Re-Entry 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. The Adult Re-Entry Center is located in Building 60, Room 146. Website: <https://www.grossmont.edu/student-support/career-center/index.php>

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

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

INTERNATIONAL STUDENT PROGRAM

International students who have received an I-20 form 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.

AUDITING PROCEDURES

Audit enrollment will not be permitted until students have completed the allowable number of repeats in practice or performance courses. Priority class enrollments are given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until Monday of the third week of instruction.

Audit enrollment will be based on “seats available” and will not be used to count toward minimum enrollment requirements. If a class closes after an auditor has been admitted, the auditor may be asked to leave to make room for the credit students. Instructor discretion is strongly recommended.

Permission to audit a class is done at the discretion of the instructor and with the instructor’s signed permission. Appropriate forms and procedures are available in the Admissions and Records Office.

No credit will be received for auditing a course. The college will not maintain any attendance or academic records for a student that audits a course.

LOWER DIVISION COURSE EQUIVALENCIES FOR UC, CSU and Independent/Private Universities and Colleges

Students who are interested in satisfying certain lower division course requirements in the major or in general education can complete equivalent courses at Grossmont College. In addition to articulated equivalent courses, it is important to know that the vast majority of courses completed at Grossmont College transfer as fulfilling requirements for majors or as elective units. For additional assistance, 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.



ZERO TEXTBOOK COST

Zero Textbook Cost sections, designated as "ZTC" in the class schedule, do not require students to purchase a textbook. These sections may have recommended (but not required) books, or may use free, openly licensed teaching and learning resources, such as Open Educational Resources (OER). ZTC sections may have a materials fee such as lab supplies, calculator, test forms, etc. but no conventional textbook fees. The college strives to ensure that the ZTC designations are accurate; however, under some circumstances, the instructor or assigned materials may change, affecting course material costs. The online version of the class schedule has the most current listing of ZTC course offerings. If possible, please refer to the online schedule instead of the print schedule for the most up-to-date list of ZTC classes.

OPEN EDUCATIONAL RESOURCES (OER)

Open Educational Resources (OER) are teaching, learning, and research resources that reside in the public domain or have been released under an open license. OER are legally available and free of cost to students. Class sections using OER with no textbook costs are designated as "ZTC" in the class schedule.

CHANGES AFTER CLASSES BEGIN

THE "AUTHORIZATION CODE" PROCESS

You may add open classes the first week of school by obtaining an Authorization Code from the instructor. With this Authorization Code you may register using **Self-Service/WebAdvisor** www.grossmont.edu.

The last day to use the AUTHORIZATION CODE will vary by class. You must add the class by the "USE BY" date printed on the AUTHORIZATION CODE label. Once the AUTHORIZATION CODE has expired, you must get the instructor's signature on an Add/Drop card.

The AUTHORIZATION CODE is for your use only. If you share this code with someone who uses it first, you will not be permitted to enroll in the class unless the instructor assigns another AUTHORIZATION CODE to you.

This code will not override course prerequisites! You will not be permitted to add the class until course prerequisites are cleared at the Counseling Center.

You will need to provide the AUTHORIZATION CODE when you use Self-Service/WebAdvisor. Once the AUTHORIZATION CODE is entered, the class should be added.

Payment for added classes is expected at time of registration.

A Class and Fee Statement will NOT be mailed. You may print a list of your classes on **Self-Service/WebAdvisor** (use the "View/Print Schedule" link).

TO DROP A CLASS

You may drop a class using **Self-Service/WebAdvisor**.

You must complete the drop before the drop deadline for the class. To be eligible for a **refund**, you must drop the class before the refund deadline.

A refund check will be mailed to you or you may contact the College Cashier's Office. Refunds do **not** carry over to future semesters.

