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 second 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.

### COURSES PERMITTED FOR AUDITING PURPOSES

<table>
<thead>
<tr>
<th>ART</th>
<th>Ceramics III</th>
<th>ES 044C</th>
<th>Lap Swimming for Health &amp; Fitness</th>
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<tr>
<td>ART</td>
<td>Three-Dimensional Design</td>
<td>ES 060C</td>
<td>Advanced Badminton</td>
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<td>ART</td>
<td>Sculpture I</td>
<td>ES 076C</td>
<td>Advanced Tennis</td>
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<td>ART</td>
<td>Jewelry Design III</td>
<td>ES 125C</td>
<td>Advanced Golf</td>
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<td>ART</td>
<td>Ceramics IV</td>
<td>ES 130C</td>
<td>Advanced Gymnastics</td>
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<td>ART</td>
<td>Sculpture II</td>
<td>ES 155C</td>
<td>Advanced Basketball</td>
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<td>CVTE</td>
<td>Diagnostic Procedures I, Adult</td>
<td>ES 170C</td>
<td>Advanced Soccer</td>
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<tr>
<td>CVTE</td>
<td>Diagnostic Procedures, Invasive Cardiology</td>
<td>ES 175C</td>
<td>Advanced Volleyball</td>
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<tr>
<td>CVTE</td>
<td>Diagnostic Procedures I, Vascular Technology</td>
<td>ES 185C</td>
<td>Advanced Fencing</td>
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<td>Diagnostic Procedures II, Adult</td>
<td>ES 204</td>
<td>Advanced Techniques &amp; Strategies of Intercollegiate Baseball</td>
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<td>CVTE</td>
<td>Interventional Procedures, Invasive Cardiology</td>
<td>ES 207</td>
<td>Advanced Techniques &amp; Strategies of Intercollegiate Basketball</td>
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<tr>
<td>CVTE</td>
<td>Diagnostic Procedures II, Vascular Technology</td>
<td>ES 214</td>
<td>Advanced Techniques &amp; Strategies of Intercollegiate Offensive &amp; Defensive Football</td>
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<td>Interventional Procedures, Vascular Technology</td>
<td>ES 216</td>
<td>Advanced Techniques &amp; Strategies of Intercollegiate Softball</td>
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<tr>
<td>CVTE</td>
<td>Interventional Procedures, Cardiology</td>
<td>ES 219</td>
<td>Advanced Techniques &amp; Strategies of Intercollegiate Soccer</td>
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<td>CVTE</td>
<td>Interventional Procedures, Cardiology</td>
<td>ES 221</td>
<td>Advanced Techniques &amp; Strategies of Intercollegiate Swimming</td>
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<td>Interventional Procedures, Vascular Technology</td>
<td>ES 225</td>
<td>Advanced Techniques &amp; Strategies of Intercollegiate Tennis</td>
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<td>Modern I, IV</td>
<td>ES 231</td>
<td>Advanced Techniques &amp; Strategies of Intercollegiate Volleyball</td>
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<td>Tap I</td>
<td>ES 234</td>
<td>Advanced Techniques &amp; Strategies of Intercollegiate Water Polo</td>
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<td>MUS 001</td>
<td>Music Fundamentals</td>
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<td>Ballet I, IV</td>
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<td>Preparatory Performance Studies</td>
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<td>Dance Theatre Performance III</td>
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<td>ENGL</td>
<td>Short Fiction Writing</td>
<td>MUS 106</td>
<td>Music Theory &amp; Practice II</td>
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<td>ENGL</td>
<td>Creative Nonfiction Writing</td>
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<td>Poetry Writing</td>
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<td>ENGL</td>
<td>The Acorn Review: Edit &amp; Prod</td>
<td>MUS 135</td>
<td>Music Theory for Guitar II</td>
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<td>ENGL</td>
<td>Drama Writing</td>
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<td>Jazz &amp; Pop Keyboard II</td>
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<td>Novel Writing</td>
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<td>Aerobic Fitness &amp; Wt Training</td>
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<td>Total Body Fitness</td>
<td>MUS 233</td>
<td>Classical Guitar III</td>
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<td>ES</td>
<td>Aerobic Walking for Fitness &amp; Wellness</td>
<td>MUS 237</td>
<td>Chamber Singers</td>
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<td>ES</td>
<td>Aerobic Dance Exercise</td>
<td>MUS 239</td>
<td>Grossmont Master Chorale</td>
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<td>ES</td>
<td>Weight Training</td>
<td>MUS 249</td>
<td>Classical Guitar Ensemble</td>
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<td>ES</td>
<td>Yoga</td>
<td>MUS 251</td>
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<td>Springboard Diving</td>
<td>MUS 253</td>
<td>Concert Band</td>
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<tr>
<td>ES</td>
<td>Aquatic Fitness</td>
<td>MUS 257</td>
<td>Jazz Ensemble</td>
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<td>Advanced Swimming</td>
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<td>Advanced Tennis</td>
<td>MUS 291</td>
<td>Performance Studies</td>
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<td>Advanced Golf</td>
<td>PHYC 140</td>
<td>Mechanics of Solids</td>
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<tr>
<td>ES</td>
<td>Advanced Gymnastics</td>
<td>THTR 130</td>
<td>Beginning Acting</td>
</tr>
</tbody>
</table>

 summer2015
**LOWER DIVISION COURSE EQUIVALENCEs 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 exact requirements for majors or as elective units. To determine if courses are equivalent or if they have transfer designation, visit the Grossmont College Articulation web site: [www.grossmont.edu/articulation](http://www.grossmont.edu/articulation).

All official articulation for the CSU (California State University) and UC (University of California) systems is available at [www.assist.org](http://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.

**DISTRICT AND COLLEGE POLICIES**

**NONDISCRIMINATION NOTICE**

(Board Policy 3410)

The Grossmont-Cuyamaca Community College District (GCCCD) 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. GCCCD 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, color, national origin, religion, age, sex or gender, physical disability, mental disability, ancestry, sexual orientation, marital status, veteran status, or on the basis of these perceived 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 against any staff or faculty member or student at Grossmont College.

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 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:

- **Victoria Kerba Miller**, Associate Dean, Student Affairs
- Title IX Coordinator
- Grossmont College
- 8800 Grossmont College Drive
- El Cajon, CA 92020-1799
- (619) 644-7108, Room 10-115

Grossmont College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Disabled Students Programs and Services department at (619) 644-7112, 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
- 221 Main Street, Suite 1020
- San Francisco, CA 94105

**PROHIBITION OF HARASSMENT**

(Board Policy 3430)

The 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. The procedure below is based on the following definitions:

**Definitions**

**General Harassment**: Harassment based on ethnic group identification, race, color, national origin, religion, sex or gender, ancestry, physical disability, mental disability, marital status, 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, whistleblowing, 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.

- **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 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.

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.

**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.

**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, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, marital status, veteran status, or physical or mental disability, 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 anti-harassment 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 must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing.

Information on college complaint procedures can be located in the Student Grievance Manual or by contacting the Office of Student Affairs at either college.

**STUDENT CODE OF CONDUCT**

The Associate Dean of Student Affairs in conjunction with the Vice President of Student Services administers the District’s Student Discipline 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 charges of misconduct 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.

**GROUNDS FOR DISCIPLINARY 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 disciplined 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 discipline, including but not limited to the removal, suspension, or expulsion of a student. Other misconduct not listed may also result in discipline 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 a District employee, which is concurred in by the (designate position?).
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.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to District property or to private property on campus.
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
7. 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.
9. 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 [insert local practice].
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 persuasiveness 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. District students who engage in any of the above are subject to the procedures outlined in AP 5520 Student Discipline Procedures.

For additional information and/or a copy of the District’s Student Discipline Procedures, please contact the Associate Dean of Student Affairs, in room 60-204 or at (619) 644-7600.

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.

ACCESS TO EDUCATIONAL PROGRAMS

It is the policy of the Grossmont-Cuyamaca Community College District Governing Board, that unless specifically exempted by statute regulation, every course, course section or class for which the average daily attendance is to be reported for state aid, shall be open to enrollment and participation by any person who has been admitted to the college and who meets the bona fide academic prerequisites of such course as may be established pursuant to law, and such exceptions as permitted by law as stated in Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

DISCLAIMER: CHANGES TO THE CLASS SCHEDULE

The Grossmont-Cuyamaca Community College District and both colleges have made every reasonable effort to determine that everything stated in this schedule is accurate. Courses offered, together with other matters contained herein, are subject to change without notice and at the discretion of the administration of the Grossmont-Cuyamaca Community College District for matters related to student enrollment, level of financial support, or for any other reason. The District further reserves the right to add, amend or repeal any of their rules, regulations, policies and procedures.

DISABLED STUDENTS: ACADEMIC ACCOMMODATIONS AND APPEALS

Grossmont College recognizes that a disability may preclude a student from demonstrating required math, reading, and writing competencies or from completing course requirements necessary for an A.A. or A.S. degree in the same manner that students without disabilities are expected to. The college also recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student’s course of study and without compromising the integrity of any student’s degree. Contact the Disabled Students Programs and Services Office (Room 60-120) for further information.

SMOKE FREE CAMPUS

Smoking and/or other tobacco use is prohibited on all property owned or controlled by the District. Any District public safety officer may warn or cite any person who is in violation of this policy.

In accordance with AP 3560 “Smoking” means engaging in an act that generates smoke or vapor, such as possessing a lighted pipe; a lighted hookah pipe, operating an electronic cigarette or other electronic nicotine delivery system; a lighted cigar; a lighted cigarette of any kind; or lighting or igniting a pipe, a hookah pipe, a cigar, or a cigarette of any kind.

STUDENT DUE PROCESS

It is the stated educational philosophy of the Grossmont-Cuyamaca Community College District Governing Board that GCCCD accepts and is committed to the following premise: “The college recognizes the worth of the individual and that individual needs, interests, and capacities vary greatly.” With acceptance of this principle comes the recognition that divergent viewpoints exist which may not be reconciled; therefore, the Student Rights and Due Process Committee has been established to assist students to understand their rights and due process, to objectively analyze the facts and to suggest positive alternatives. It is also through the Student Rights and Due Process that students may seek redress of complaints or grievances that result in injury to the student or which adversely affect the student’s status, rights or privileges as a student.

The initial step is the informal phase, which is a good faith effort to settle a dispute before filing a formal grievance. Informal discussion between the persons directly involved in a grievance is essential in the early stages of the dispute and will be encouraged at all times. Even after filing, efforts to resolve the dispute by informal means will continue.

For additional information or a copy of the Student Rights and Due Process procedures, please contact the Associate Dean of Student Affairs, in Room 60-204 or (619) 644-7600.

STUDENT GRADE RESPONSIBILITY

You are held responsible for all classes for which you register. This includes attending all class sessions, being prompt in your attendance, and meeting instructor course requirements. If, for some reason, you decide to withdraw from a class(es), it is your responsibility to properly withdraw. This means using WebAdvisor or coming to campus and picking up a Drop Card from the Admissions and Records Office, accurately and thoroughly completing the card, and filing it with the Admissions and Records Office.
Office. The official date of withdrawal is the date which the withdrawal form is filed with the Admissions and Records Office. If this is not done, students may receive a grade of "F" and all fees apply.

**PREREQUISITE ALERT**

www.grossmont.edu/assessment/prerequisite

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

A corequisite is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

An advisory on a recommended preparation is a condition of enrollment that a student is advised, but not required, to meet before, or in conjunction with, enrollment in a course or educational program.

All courses shall be open for enrollment to any student who has been admitted to the college, except that students may be required to meet necessary and valid prerequisites. In addition, the District may also limit enrollment in a course based on health and safety considerations, facility limitations, or legal requirements imposed by statute or regulations.

A student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:

1. If space is available in a course when a student files a challenge to the prerequisite, corequisite, or advisory on recommended preparation, the college shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the college fails to resolve the challenge within the five (5) working day period, the student shall be allowed to enroll in the course.

If no space is available in the course when the challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.

2. Grounds for challenge are:
   a. The prerequisite or corequisite has not been established in accordance with the college’s process for establishing prerequisites and corequisites;
   b. The prerequisite or corequisite is in violation of Title 5 regulations (Section 55201);
   c. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
   d. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
   e. The student will be subject to undue delay in attaining the goal of his or her Student Educational Plan because the prerequisite or corequisite course has not been made reasonably available. If other courses are available which meet the same requirement, the student is not being delayed. There is no obligation to honor the student’s preference.
   f. The student has not been allowed to enroll in a course due to a limitation on enrollment established for (a) a course that involves intercollegiate competition or public performance, or (b) a course limited to a cohort of students. The student shall be allowed to enroll if otherwise he or she would be delayed by a semester in attaining the degree or certificate specified in his or her Student Educational Plan.
   g. The student seeks to enroll in a course which has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.

3. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to the determination of whether the student’s challenge should be upheld are or ought to be in the college’s own records, then the college has the obligation to produce that information. Students wishing to challenge prerequisites for any other reason should do so using the Student Due Process Procedures (check the catalog).

**STUDENT INFORMATION AND SERVICES**

The following student services are available at Grossmont College. For location of these offices, please see the college map on the back of this schedule.

**ADULT REENTRY CENTER** — Acts as a bridge between the college and the community providing referral services or information relating to college and community agencies, job placement, career, personal and academic counseling, self-help programs, financial aid and transportation. In addition to a REENTRY ORIENTATION prior to fall and spring semesters, a series of “Success Seminars” are offered to support the adult Grossmont College student throughout the year. Web site www.grossmont.edu/adultreentry/

**ASSESSMENT/TESTING OFFICE** — Provides English/Reading/ESL/Math/Chemistry assessment.

**CAREER CENTER** — Offers a current, extensive range of occupational and educational resources in the Career/Job Search Library. Assistance with resume writing, interview techniques and strategies, application preparation, employer contact, and job search skills are also offered. Knowledgeable staff are available for personalized assistance in the use of computerized vocational assessment tools, Occupational Files and other career-oriented materials. Web site: www.grossmont.edu/careercenter.

**COMPUTER ACCESS** — The Learning and Technology Resource Center, located in the center of the campus, houses the Library, Open Computer lab, Assistive Technology Center, Math Study Center, Business Office Technology lab, the English Writing Center, and the ESL/Independent Studies lab. There are several other Learning Assistance Centers throughout the campus including the Biology lab, Chemistry lab, English Reading Center, Health Science lab, CSIS labs, Speech lab, Physics lab, Digital Media Arts Center, Digital Photo Lab, and the Multimedia Lab. All areas provide access to computers. Please visit www.grossmont.edu/techmall for hours, locations, and access requirements.
COUNSELING CENTER — Professional counselors are available on an individual and group basis to assist you in meeting your academic, transfer, professional and personal goals.

DISABLED STUDENTS’ SERVICES — Offers pre-registration information, temporary disabled parking, counseling and advisement, registration assistance, disability related accommodations, equipment loan, and other special services as individually needed, for students with disabilities.

The following classrooms have stairs and are inaccessible to students in wheelchairs:

- Rooms: 26-230, 21-257, 21-256, 21-259

Public video phones (VP) are available for students who are deaf or hearing impaired. A VP is located at the Tech Mall (Bldg. 70) during business hours. Deaf or hard of hearing individuals may contact DSPS at: (619) 567-7712 (VP).

EOP/CARE/CalWORKS – The Extended Opportunity Programs and Services (EOPS) program provides assistance to students who have faced academic and financial hurdles in meeting their educational goals. Among the services provided are financial grants, books, and academic/career/personal counseling.

As a supplement program of EOPS, CARE (Cooperative Agencies Resources for Education) provides additional services for EOPS eligible students who are single head of household receiving cash aid for themselves or their child(ren) and have one child under 14 years of age at the time of acceptance into CARE. Additional services may include assistance with financial grants and a meal program while attending college.

CalWORKS – California Work Opportunities and Responsibility to Kids (CalWORKS), also known as Project Workplace, provides intensive counseling and support services such as liaising with county case managers and the work experience/work study opportunities for students currently receiving public assistance. This program assists students preparing for immediate and successful employment as well as academic success. Additional information and an application to CalWORKS may be obtained at the EOPS/CARE/Career Office located in Room 60-125, telephone: (619) 644-7552 or visit the website at: www.grossmont.edu/eops/calworks.

Additional information and application for EOPS, CARE and CalWORKS may be obtained at the EOPS/CARE Office, Room 60-125 or call (619) 644-7167. You may also visit our web site: www.grossmont.edu/EOPS/

FINANCIAL AID — Financial assistance in the form of grants, work study, loan programs and scholarships is available in the Financial Aid Office. Contact Financial Aid at (619) 644-7129 or visit www.grossmont.edu/fa/.

HEALTH SERVICES – The Health Services Office promotes the health and wellness of students. The office is staffed with Registered Nurses, a Clinical Social Worker, Health Services Specialist and support staff. The Health Services Office provides services to all enrolled students who have paid the Health Fee or have received a financially determined waiver for the Health Fee. Students whom depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the payment of the Health Fee. Current Grossmont College student, L.D. or proof of enrollment is required for services. The mandatory Student Health Fee enables Health Services to provide general health care, counseling and out-reach education programs at low or no-cost to students. Student injuries resulting from a college sponsored class or other activity and transmissible illnesses must be reported to Student Health Services.

Health Care Services include: Access and Crisis Hotlines for Health Call for Help; Accident/illness – reports, claim forms, insurance information; Affordable Care Act 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); Crutches-loan to students; Diabetes/Glucose Tests and Education; Domestic Violence-Tips, Reporting, Prevention Education, Counseling; Eating Disorders and Referrals; First Aid; Health Fairs-General and Mini Health Fairs; Health Pamphlets, Information, Education; Hearing Screening; HIV/STD Testing Referrals; Ice Packs for Illness/Injury; Immunizations-MMR, Influenza, Hepatitis B, Tetanus Diphtheria Pertussis; Laboratory Services; Nutrition Education-Nurse Visits; Nursing & Allied Health Immunization/Tuberculosis (TB) Reviews; Over-The-Counter (OTC) Medications; Outreach Education Programs; Pregnancy Screening; Referrals-Low Cost Medical/Dental Care/Personal Counseling/Travel Immunizations/Pregnancy Care; Sexual Assault-Tips, Reporting, Prevention Education, Counseling; Smoking Cessation Programs; Suicide Prevention-Mental Health Resources, Education; Suture Removal; Titer/Seropositivity Testing; Tuberculosis (TB) Testing and Clearance; Urgent Care; Vision Screening; Weight Management; Wellness Tables; Wound Care.

The mandatory health fee provides accident insurance for the protection of any student who may experience an injury while participating in a college sponsored credit or non-credit class, or other activity. The sponsored class or activity must be during a directly supervised, on-campus or school-related activity. The supervision of the sponsored class or activity must be by a member of the college staff at a college approved co-curricular activity or event. Insurance deductibles range from $50 to $100. Student Insurance is secondary to any group, blanket franchise, group practice, individual practice or other pre-payment coverage; the claim must be filed with the primary insurance first.

Health Services information, accident/illness report forms and insurance claim forms can be obtained in Health Services, Building 60 – Room 130 (Inside Griffin Center) or by calling 619 644-7192 or the Health Services website www.grossmont.edu/health-services/.

Note: Students whom depend exclusively upon prayer for healing according to the teaching of a bona fide religious sect, denomination or organization may petition for an exemption from the health fee by submitting a written request to the Office of Student Affairs. Waiver forms may be obtained in Admissions and Records, Student Affairs Office and Student Health Services. Requests for exemptions will be reviewed by the Dean of Admissions and Records and the Associate Dean of Student Affairs.
**STUDENT ACTIVITIES OFFICE/Window** — The Student Activities Office is located within the ASGC office in the Griffin Center. The Activities Window is located in the main thoroughfare of the Griffin Center. This office maintains the financial accounting records for the Associated Students of Grossmont College, Inc., all clubs and campus-based trust funds. The window sells benefit cards (and distributes the benefit packages), bus/trolley passes, discounted movie tickets, (AMC, Edwards, Regal), postage stamps, outgoing fax service and discounts to campus/community events. The ASGC, Inc. cash rebate on books may be picked up at the window during designated periods throughout the semester.

**STUDENT AFFAIRS OFFICE** — The Student Affairs office manages programs and services in collaboration with staff, faculty and students to enhance the quality of campus life for students. The office helps students become active members of the college community while providing an educational foundation of learning through doing.

The Student Affairs office supports the work of the Associated Students of Grossmont College, Inc. (ASGC, Inc.), the Inter-Club Council (ICC), and individual student clubs by facilitating leadership development, activities planning, the purchasing process, supervising budgets, approving the use of facilities and the posting of campus flyers/announcements. Many opportunities are provided for students to become leaders on campus through ongoing workshops and numerous special events throughout the year, including Week of Welcome, Club Fair and Commencement.

The Student Affairs office serves as the administrative advisor to the ASGC, Inc., which includes administrative responsibilities of the ASGC, Inc., student benefit card matters, grant application process, student participation in shared governance committees, the ASGC, Inc. Board election and Student Trustee election including the student body voting process for student leadership positions which represent student interests.

Student Affairs has the primary responsibility to manage student disciplinary issues related to classroom instruction, staff, faculty, department functions, and the overall campus environment. It is responsible for investigating, reviewing, and facilitating the student discipline issues with respective to staff and faculty per the District’s Student Disciplinary Procedures. It conducts complete investigations for recommending appropriate administrative action to the Vice President of Student Services. It manages grievances in compliance with Board policies, educational related codes, and the District’s Student Rights and Due Process Procedures.

Students interested in serving on campus-wide committees, including WACC (World Arts and Cultures Committee), joining clubs or obtaining club charters for establishing a new club on campus or renewing an existing club’s charter, serving on the ASGC, Inc. Board, and/or obtaining additional information regarding the overall office description are encouraged to visit the Student Affairs office for the respective information.

**STUDENT EMPLOYMENT SERVICES** — Assists students in finding full- and part-time employment appropriate to their needs and qualifications. Employer and student information is computerized and students can look for work 24/7 for greater efficiency and additional web sites have additional opportunities for students and are available in the Student Employment and Career offices. [www.grossmont.edu/studentempervices](http://www.grossmont.edu/studentempervices).

**TRANSFER CENTER** — Located in Room 10-173, provides transfer information, college applications, workshops, college catalogs, pamphlets and college guides to help students interested in transferring.

Contact the Transfer Center at (619) 644-7150; visit [www.grossmont.edu/transfercenter](http://www.grossmont.edu/transfercenter); follow us on twitter, [https://twitter.com/grossmonttransc](https://twitter.com/grossmonttransc).

**TUTORING** — Individual or small-group tutoring available for Grossmont College students. Most General Education subjects are available. Appointments are first-come, first-serve for 30 or 60 minutes, at no cost. Students may sign-up in Room 70-202; located on the 2nd floor of the LTRC.

**VETERAN’S SERVICES OFFICE** — Located in Room 10-152. A veteran certifying official is available at Grossmont College to assist students eligible for service-connected benefits. Call (619) 644-7165 for more information.

**THE VETERAN’S RESOURCE CENTER (VRC)** — Located in Room 21-253, provides a central entry point for veterans and their families as they transition from the military into the Grossmont College community. Staffed by veterans, the overall goal is to deliver tangible tools and services to optimize students’ academic success. Separate from the campus Veteran’s Services Office, the VRC fosters a collaborative delivery of student services between such offices as Disabled Student Programs and Services (DSPS), Counseling, the Assistive Technology Center, as well as other on- and off-campus agencies who provide services to veterans and their families. The VRC provides services in three primary areas: academics, camaraderie, and wellness. Specific services include the following:

- Access to computers and assistance in the use of assistive technologies, including specialized software for nontraditional learners
- Peer support, mentoring
- Financial aid information and application assistance
- Referral to on- and off-campus resources (e.g., DSPS, campus Veteran’s Services Office, community veterans agencies)

For more information, contact Carl Fielden, the Project Coordinator for the VRC. He can be reached at (619) 644-7111 or [carl.fielden@gcccd.edu](mailto:carl.fielden@gcccd.edu).

**CATALOG**

The college catalog contains degree/certificate requirements, course listings, general education requirements for The California State University, the Intersegmental General Education Transfer Curriculum and Grossmont College’s associate degree along with a variety of other important aspects of college life. The catalog is your guide to obtaining a degree or certificate, transferring to a four year institution and keeping aware of all prerequisites, policies and procedures that affect you, as a student, while attending Grossmont College. The catalog is available in the Campus Bookstore and at the College Cashier’s office for $3.00. The College Cashier will also mail the catalog upon request (prepaid, $6 includes library rate postage). For additional information about mailing catalogs, call the Cashier’s office at (619) 644-7660.
REGISTRATION FOR CUYAMACA COLLEGE COURSES
Grossmont students registering for Cuyamaca College courses may do so through WebAdvisor at www.grossmont.edu.

UNIVERSITY TRANSFER ADMISSION GUARANTEE AGREEMENTS
Grossmont students interested in transferring to San Diego State University, UC Davis, UC Irvine, UC Merced, UC Riverside, UC Santa Cruz, and UC Santa Barbara can do so through university transfer admission guarantee agreements. For more information, visit the Transfer Center website at www.grossmont.edu/transfercenter or meet with a counselor.

ASSOCIATED STUDENTS OF GROSSMONT COLLEGE, INC. (ASGC, INC.)
The Associated Students of Grossmont College, Inc. (ASGC, Inc.) is a body of elected and appointed students that actively represent the student body to the administration, faculty, alumni, and the community at large. As the students’ representative body, ASGC, Inc. ensures communication and attention to the students’ needs and concerns. The ASGC, Inc. is made up of seven officers: President, Vice-President, Executive Secretary of Student Legislation, Comptroller, Director of Campus Activities, Director of Publicity, and Director of Fundraising. The Board of Directors consists of one person for every 1,000 students officially enrolled as of the most recent census week prior to the ASGC, Inc. election and one additional member of any remaining number of students over 500. The ASGC, Inc. Board meetings are held every Tuesday and Thursday from 8-9:20 a.m. during fall and spring semesters and are open to anyone who is interested in the operation of student government. Information concerning the student government may be obtained in the Student Affairs or ASGC, Inc. offices. As elected representatives, all officers and board members are more than willing to discuss matters of student concern with other students. Students interested in becoming active on the campus are urged to contact an officer of the ASGC, Inc. to get involved in various committees related to the college. The following are some of the academic and career skills one develops from ASGC, Inc. experiences:

- Teamwork and organizational skills
- Effective communication techniques and styles
- Understanding of the college and district operating systems
- Knowledge of shared governance process, Brown Act, and parliamentary procedures
- Networking relationships with the faculty, staff, and students
- Working in an organizational corporate climate including a Board of Directors.

STUDENT ID CARDS
Students will receive a free photo ID card as part of the registration process (student must be in 1 or more credit units). This ID card is required when conducting college business or upon request of college staff. Picture ID cards will be issued at the Admissions and Records Office to new and returning students. One of the following IDs is a requirement as proof of identification:
- Current State Identification Card
- Current State Driver’s License
- Current Passport
- Current Military ID

BUS/TROLLEY PASSES
A very limited number of monthly passes will be available for purchase at the Student Activities Window (cash only). Passes are valid during stated month for unlimited use on the bus and trolley including weekends and holidays. Bus/Trolley Passes cost: $57.60 for a student carrying 3 units or more.

For bus schedule information call the Regional Transit Information Office at (619) 233-3004 or 1-800-COMMUTE.

CAMPUS AND PARKING SERVICES
POLICE SERVICES at the District are provided by the San Diego County Sheriff’s Department. A sheriff’s sergeant and seven 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, safety escorts and traffic control when needed. CAPS also enforces parking regulations on campus.

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

PUBLIC SAFETY CONTACT INFORMATION
Call 911 in an emergency
- Life-threatening situation
- Medical emergency
- Crime in progress
- Fire
- Major disturbance

Call (619) 644-7800 to contact law enforcement for a non-emergency
- Crime report
- Suspected drug 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 http://www.gcccd.edu/public-safety/.
**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.

**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 rear window or front windshield either side, inside the lower corner.
2. Vehicles with dark tint on the back or side windows must completely affix the permit to the front windshield, either side, inside the lower corner.
3. Hanging from the rear view mirror, completely attached to the plastic permit hanger provided by the college, or placed on the dashboard facing date/semester side up.

**PERMIT HANGERS**

A free plastic permit hanger is available from all student services offices, and the CAPS office.

**STUDENT PARKING PERMITS**

Student parking permits are purchased through WebAdvisor at [www.grossmont.edu](http://www.grossmont.edu). It will link you to Credentials, Inc., to purchase your parking permit. You may pay by credit card online or if you choose to pay by cash or check you may bring in your PRINTED ORDER FORM to the College Cashier's office and we will process your payment so that your parking permit can be mailed.

**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 from Credentials, Inc. If you paid by cash or check, we will refund your money to you after cancelling your parking permit through Credentials, Inc.

For help with purchasing your permit you may call the Customer Service number of Credentials, Inc., at 1-800-646-1858.

**FACULTY, STAFF & VENDOR PARKING PERMITS**

Permits are available at the Business Communication Services office at each campus.

- Grossmont: (619) 644-7621
- Cuyamaca: (619) 660-4233

**CALL BOXES AND LOCATIONS**

Emergencies and requests for motorist assistance can be reported to the District Police at (619) 644-7654 or by using one of the Call Boxes located in Parking Lots: 1, 3, 4, 4A, 5 (Parking Structure each level), 7, on the north-west side of the football field, and inside of all campus elevators.

**PAY STATIONS**

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

Business visitors may obtain a parking pass from the Business Communication Services Office.

**TEMPORARY PERMITS**

Temporary permits are available at the Public Safety office. These permits are intended for extraordinary circumstances such as emergencies or unexpected events.

**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 or can be picked up at Disabled Student Services. Disabled Permits are also valid in student lots. Temporary Disabled Parking Permits may be issued by the District Police’ or Disabled Student Services (This permit is valid only on District property, and it is not to exceed two weeks).

**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**

Motorcycles, scooters, segways, and mopeds MUST BE PARKED in designated motorcycle areas; permit is not required. However, 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 web site at [www.sdmts.com](http://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**

Paging 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. Payment failure will eventually result in a DMV hold on the vehicle’s registration.

CITATION APPEAL FORMS
You may obtain a “Citation Appeal Form” from Campus and Parking Services office. On-line Appeals can be made by visiting www.paymycite.com/gcccd. Campus and Parking Services is located at Grossmont College on the east side of the parking structure in Parking Lot 5. Additional public safety information is available at our home page www.gcccd.edu/public-safety/.

ADDITIONAL SERVICES
ATM LOCATIONS
Grossmont College: Outside the Tech Mall.

LOST & FOUND
Lost and Found items should be returned to Campus and Parking Services Office. To check if an item has been turned in, call or stop by the Campus and Parking Services Office.

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.
### DIRECTORY OF SERVICES AT GROSSMONT COLLEGE

**SUMMER HOURS**

Visit the college web site at [www.grossmont.edu](http://www.grossmont.edu) for individual office hours.

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<td><strong>ASSOCIATED STUDENTS OF GROSSMONT COLLEGE, INC.</strong> (619-644-7604)</td>
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<td><a href="http://www.grossmont.edu">www.grossmont.edu</a></td>
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<td>Fax Services (outgoing)</td>
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<td>Postage Stamps</td>
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<tr>
<td><strong>ASSESSMENT CENTER</strong> (619-644-7200)</td>
<td>Ability to Benefit</td>
<td>10-170</td>
<td><a href="http://www.grossmont.edu/assessment">www.grossmont.edu/assessment</a></td>
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<tr>
<td></td>
<td>Assessment/Testing Services</td>
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<td>Chemistry 141</td>
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<td>English/English as a Second Language</td>
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<td></td>
<td>Math</td>
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<td></td>
<td>Internet Orders (Ext. 7669)</td>
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<td></td>
<td>Leisure Reading (Books) (Ext. 7675)</td>
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<td>Study Aids (Ext. 7675)</td>
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<td>Sundries/Snacks/Gifts (Ext. 7668)</td>
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<td>School Supplies (Ext. 7668)</td>
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<td>Textbooks (Ext. 7675)</td>
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<tr>
<td><strong>CalWORKs (619-644-7552)</strong></td>
<td>Assistance for Students on Welfare</td>
<td>60-125</td>
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<td></td>
<td>Academic Career/Personal Counseling</td>
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<td>Assistance w/Child Care, Books, Transportation</td>
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<td>Liaison with ECM’s</td>
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<td>Work Study &amp; Job Placement</td>
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<tr>
<td><strong>CAREER CENTER</strong> (619-644-7614)</td>
<td>Annual Career Fair</td>
<td>60-140</td>
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<td>Career Planning &amp; Decision Making Resources</td>
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<td>Computerized Career Assessment</td>
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<td>Employer Information</td>
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<td>Interviewing Techniques</td>
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<td>Occupational Information</td>
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<td>Career Job Search</td>
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<tr>
<td><strong>COLLEGE CASHIER</strong> (619-644-7660)</td>
<td>College Fees Payment/Refund</td>
<td>10-110</td>
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<td>Financial Aid Direct Deposit Processing</td>
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<td>Fines/Bad Check Payment</td>
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<td>Library Fines</td>
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<td>Parking Citation Payment</td>
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<td>Parking Permit Cash Payments</td>
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<td>Transcript Payment</td>
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<tr>
<td><strong>COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)</strong> (619-644-7617)</td>
<td>Transcript Payment</td>
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<td>Assistance w/Childcare Costs</td>
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<td>Liaison with AFDC/CalWORKs</td>
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<td>Meal Plan</td>
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<td>Parking Permits</td>
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<tr>
<td><strong>COUNSELING</strong> (619-644-7208)</td>
<td>Career Counseling</td>
<td>10-162</td>
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<td>College Orientation</td>
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<td>Crisis Intervention</td>
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<td>Drop-in Counseling</td>
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<td>Educational Planning</td>
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<td>Individual Counseling</td>
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<td>International Student Admisssion</td>
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<td>New Student Advisement/Orientation</td>
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<td></td>
<td>Personal Development</td>
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<tr>
<td><strong>DISABLED STUDENT SERVICES</strong> (619-644-7112)</td>
<td>Adapted Equipment</td>
<td>60-120</td>
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<tr>
<td></td>
<td>Assistive Computer Technology</td>
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<td>Materials/Readers for Blind/V visually Impaired</td>
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<td>Interpreters for Deaf/Real Time Captioning</td>
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<td>Learning Disabilities/Assessment/Instruction Strategies</td>
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<td>Handicapped Parking (Temporary)</td>
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<td>Notetaking Assistance</td>
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<td>Registration Assistance</td>
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<td>Testing Accommodations</td>
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<td>Free NCR Paper</td>
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<tr>
<td><strong>DISTRICT POLICE/CAMPUS AND PARKING SERVICES</strong> (619-644-7654)</td>
<td>9-11 for emergencies</td>
<td>57-101</td>
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<tr>
<td></td>
<td>Available 24 hours a day</td>
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<td></td>
<td>Law Enforcement</td>
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<td>Medical Emergency</td>
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<td>Crime Report</td>
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<td>Vehicle Assistance</td>
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<td>Parking Enforcement</td>
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<td>Lost and Found</td>
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<td>Safety Escort</td>
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<tr>
<td><strong>ENGLISH WRITING CENTER</strong> (619-644-7516)</td>
<td>70-119</td>
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<td></td>
<td>First Floor, Learning and Technology Resource Center</td>
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<td></td>
<td>Drop-in peer tutoring for grammar skills and essay writing skills</td>
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<td></td>
<td>English 061/064-Individualized courses designed for students with specific writing concerns</td>
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<tr>
<td><strong>EXERCISE SCIENCE &amp; WELLNESS</strong> (619-644-7400)</td>
<td>41-132</td>
<td></td>
<td><a href="http://www.grossmont.edu/athletics">www.grossmont.edu/athletics</a></td>
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<tr>
<td></td>
<td>ATHLETICS OFFICE</td>
<td>41-124</td>
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</tr>
</tbody>
</table>
GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

DISTRICT ADMINISTRATION

Cindy L. Miles, Ph.D. .............................................................. Chancellor
Sue Rearic ................................................................. Vice Chancellor, Business Services
Tim Corcoran ............................................................................. Vice Chancellor, Human Resources
TBD ........................................................................................ Associate Vice Chancellor, Human Resources
John Valencia ................................................................. Director, Fiscal Services
Doug Jenson .......................................................................... Interim Associate Vice Chancellor, Business Services
Christopher Tarman ................................................................. Senior Dean, Research Planning and Institutional Effectiveness
Randall Clark ................................................................. Senior Director, Facilities Planning, Development and Maintenance
Carmen Coniglio ................................................................. Interim Director, Fiscal Services
Linda Bertolucci .............................................................................. Director, Purchasing and Contracts
TBD .................................................................................. Director, Grossmont-Cuyamaca Community College District Auxiliary
Anne Krueger ............................................................................. Director, Communications and Public Information
Nicole Conklin ................................................................. Director, Campus and Parking Services (CAPS)
Richard Goggin ............................................................................. Sergeant, San Diego County Sheriff

GROSSMONT COLLEGE ADMINISTRATION

Tim Flood ............................................................... Interim President
Katrina VanderWoude, Ed.D. ....................................................... Vice President, Academic Affairs
Chris Hill, Ph.D. ................................................................. Interim Vice President, Student Services
Linda Jensen ................................................................................. Interim Vice President, Administrative Services
Beth Smith ................................................................. Interim Senior Dean, College Planning and Institutional Effectiveness
Jim Custeau ................................................................. Interim Dean, Career and Technical Education/Workforce Development
Steve Baker ......................................................................... Dean, Arts, Languages and Communication
Agustín Albarrán ................................................................. Dean, English, Social and Behavioral Sciences
Martha Clavelle .............................................................................. Dean, Counseling and Enrollment Services
Michael Reese, Ed.D. ................................................................. Dean, Math, Natural Sciences and Exercise Science and Wellness
Debbie Yaddow ................................................................. Senior Dean, Allied Health and Nursing
Taylor Ruhl, Ed.D. ................................................................. Interim Dean, Learning and Technology Resources
Mario Chacon ........................................................................ Associate Dean, Extended Opportunity Program and Services (EOPS)
Victoria Kerba Miller ................................................................. Associate Dean, Student Affairs
James Spillers ........................................................................ Associate Dean, Athletics
Sara Glasgow, J.D. ................................................................. Interim Associate Dean, Student Success and Equity
Michael Copenhaver ........................................................................ Director, Financial Aid
Ken Emmons ........................................................................... Director, Campus Facilities, Operations and Maintenance
Shakerra Carter ........................................................................... Interim Director, Student Activities
Lorena Ruggero ........................................................................... Director, College and Community Relations
Lisa Maloy .............................................................................. Assistant Director of Nursing
Eligibility Criteria for Board of Governors Waiver

This fee waiver is for California residents, eligible AB 540 students, and eligible AB 1899 students, as determined 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/fa/feewaivers

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 the condition.

Method B:
- Meet these income standards for Fall 2014 and Spring 2015

<table>
<thead>
<tr>
<th>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, 2015)</th>
<th>Maximum Total 2013 Family Income (Adjusted Gross Income and/or Untaxed Income)</th>
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<tbody>
<tr>
<td>1</td>
<td>$17,235</td>
</tr>
<tr>
<td>2</td>
<td>$23,265</td>
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<tr>
<td>3</td>
<td>$29,295</td>
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<tr>
<td>4</td>
<td>$35,325</td>
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<tr>
<td>5</td>
<td>$41,355</td>
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<tr>
<td>6</td>
<td>$47,385</td>
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<tr>
<td>7</td>
<td>$53,415</td>
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<tr>
<td>8</td>
<td>$59,445</td>
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<tr>
<td>+</td>
<td>Add $6,030 for each additional dependent</td>
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</tbody>
</table>

- Provide proof of income for 2013 - copy of IRS tax return, etc. if requested.

Method C:
File a Free Application for Federal Student Aid (FAFSA) and demonstrate $1,104.00 of financial need.

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
Public Safety and Security Programs

(Administration of Justice)
Careers in Public Safety and Security

Email kathy.sentz@gcccd.edu
Visit our web site at www.grossmont.edu/aoj.

- Police Academy (begins Fall 2015)
- General Law Enforcement
- Corrections, Probation and Parole
- Corrections Academy
  See Academy website for application instructions:
  http://www.grossmont.edu/aoj/correctionsacademy
- Forensic Technology
- Security Management

Office Professional Training

Become an Office Professional
in one semester! Includes:
MS Word, Excel, and Keyboarding.

Job placement assistance
Counseling available

- Insurance
- Banking
- Accounting
- Office Support

FREE tuition to those who qualify
(619) 644-7247

PROJECT SUCCESS

An opportunity to be a participant in a
learning community where content, ideas,
and activities are connected.

The following courses are linked and
must be taken concurrently.

Six-Week Session
English 098 (1570)
English Fundamentals - 4.0
7:30 - 10:00am • MTWTh • Rm. 51-581
  • A. Ding
  and
English 098R (1572)
Reading Fundamentals - 3.0
10:30am - 1:10pm • MTWTh • Rm. 53-547
  • L. Ledri-Aguilar

Health Professions Opportunities
at Grossmont College

The Health Field Needs You!!

Cardiovascular Technology
(619) 644-7302
Disability Services Management
“Continuing Education through Cuyamaca College”
(619) 594-4054
Occupational Therapy Assistant
(619) 664-7304
Orthopedic Technology
(619) 644-7550
Registered Nursing
(619) 644-7300
Respiratory Therapy
(619) 644-7448

For more information,
come to the Health Professions Office,
Rooms 34-256

Disabled Students
Programs and Services

Providing Accommodations
and Support Services to
Students with Disabilities

A full array of services to help
YOU succeed academically!
Voice (619) 644-7112
Video Phone (619) 567-7712

PROJECT SUCCESS

The following courses are linked and
must be taken concurrently.

Six-Week Session
English 090 (1568)
Basic English Skills - 3.0
8:00 - 10:40am • M W • Rm. 53-554
8:00 - 9:15am • TTh • Rm. 53-554
9:25 - 10:40am • TTh • Rm. 70-122
  • C. Farquhar
  and
English 090R (1569)
Reading Fundamentals - 3.0
10:55am - 1:35pm • MTWTh • Rm. 53-547
  • L. Thomas
The English Writing Center helps students with all aspects of writing by providing:

- Tutoring—Walk-in assistance for essay writing, reading, study skills, and vocabulary
- English 061-064—Small group individualized instruction targeting development of writing skills

**SUMMER HOURS:**
TUTORING: To be announced
ENGLISH 061-064: See schedule of English classes for details.
For information call: (619) 644-7516
Let your journey begin here!
The Career Center offers help with:
- Career Planning
- Career and Educational Exploration
- Job Search: Assistance with Resume, Interview and Application Preparation

Student Employment Services:
- Online Job Listings 24/7 for Career, Full-time, Part-time, Temporary, or Summer Jobs
- CalJOBS

See us for all of your employment needs!

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 Education (CARE) is supplemental to EOPS and provides support to students who are single parents receiving CalWORKs/AFDC Recipients and have children under 14 years of age.

EOPS/CARE offers:
- Academic, Career, and Personal Counseling
- Priority Registration
- Financial Grants and Book Accounts
- Workshop Series
- Application fee waivers to the UC and CSU 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

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

Among the resources available in the
- Names and addresses of all accredited colleges in the U.S. and the majors offered at each institution.
- Small group transfer workshops.
- Transfer information for CSU, UC and selected independent colleges.
- On-going visitation by area university representatives and annual Transfer Fair.
- Articulation agreements with four-year colleges

Visit the Transfer Center web site www.grossmont.edu/transfercenter or phone (619) 644-7150

Increase College Success!
Take A Counseling Course!

Learn how to:
- Study more effectively in less time
- Improve your GPA
- Manage your time more efficiently
- Determine what courses you need to transfer
- Choose an appropriate major
- Calculate when you will complete your educational goal

Take a Counseling (COUN) class:
COUN 120 - College & Career Success 3 units
There’s a place for you!

Grossmont College has over 30 active student clubs/organizations on campus.

From religion to politics, from community service to gaming, from academic programs to advocacy—there’s something for everyone!

Getting involved at Grossmont College is easy. Simply join one of our existing campus organizations—or create your own!

Find out more at
www.grossmont.edu/student_activities/gcclubs

Join Student Government

The Associated Students of Grossmont College, Inc. (ASGC, Inc.) strives to represent the interests and concerns of all Grossmont College students by improving the quality of campus life, promoting awareness of issues affecting students, and providing philanthropic support that strengthens partnerships within the campus community.

- Find out more online at www.asginc.org, call (619) 644-7604 or stop by Bldg. 60, Room 110.
- Public Meetings are held weekly on Tuesday & Thursday, 8:00 a.m. to 9:20 a.m. in Bldg. 60, Room 207.
- Purchase a Benefit Card for a variety of discounts both on campus and off. An up-to-date list of discounts can be found online at www.asginc.org/students/benefits/

Join ASGC, Inc. today! Be a student leader. Make a difference.
Grossmont College is a smoke free/tobacco free facility.

Grossmont College
8800 Grossmont College Drive
El Cajon, CA 92020-1799
Phone (619) 644-7000
Fax (619) 644-7922
www.grossmont.edu
Enroll now...it’s easy!

It’s Easy to Apply and Register at Grossmont College!

■ To Apply to the College
  If you are a new or readmit student, you need to apply online at www.grossmont.edu

■ To Register for Classes
  Register online using WebAdvisor at www.grossmont.edu

■ Convenient
  Register from home or work for Grossmont and/or Cuyamaca College classes.

■ Before You Register
  ■ Review the Summer 2015 Class Schedule online.
  ■ Check prerequisite clearance information on page 15.
  ■ Read the registration information in the online class schedule starting on page 5.
  ■ Check online for your registration date and time.
  ■ Sign onto WebAdvisor at www.grossmont.edu and follow the steps carefully.

■ Easy Payment Options
  Master Card, VISA, Discover, American Express, check or money order.
  Students are responsible for all appropriate fees and are dropped from classes for non-payment of fees.

■ Registration Dates and Hours
  April 27, 2015 - June 5, 2015
  Monday – Saturday 7 a.m. to 10 p.m.
  (Not available on holidays - see Summer 2015 calendar on the inside front cover of this schedule for specific dates).

■ Do you know you may be eligible to have your fees waived?
  ■ Many students are eligible to have their fees waived but they don’t apply.
  ■ The easiest way to qualify for a fee waiver is to complete the Free Application for Federal Student Aid (FAFSA).
  ■ You can fill out the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.
  ■ By completing the FAFSA you will also be considered for all of the financial aid programs at Grossmont College including the fee waiver.
  ■ You can also apply for the fee waiver by going online to www.grossmont.edu/fa/feewaivers and select “Apply for an Enrollment Fee Waiver.”
  ■ If you are eligible for a fee waiver, you may be eligible for a refund of the fees you have already paid.
  ■ You have nothing to lose!! It’s a free application no matter which way you choose to apply. So don’t delay, apply today!

Register early for the classes you need!

www.grossmont.edu

8800 Grossmont College Drive, El Cajon, CA 92020-1799