

SPRING 2019 - 298 & 299A & B COURSE DESCRIPTIONS

298: Courses of this type are new and experimental and may be found in the various disciplines of the college. They are not regular catalog offerings and may be offered in a seminar, lecture and/or laboratory format. Course content and unit credit will be determined by the discipline offering the course. A description of the current offerings can be found in the class schedule. Pass/No Pass only. Non-associate degree applicable.

299: Courses of this type are new and experimental and may be found in the various disciplines of the college. They are not regular catalog offerings, nor do they qualify for general education credit. The topics may be offered in a seminar, lecture, and/or laboratory format. Course content and unit credit will be determined by the discipline offering the course. A description of the current offerings can be found in the class schedule. **299A** courses are associate degree level and may not transfer to four-year universities. **299B** courses are baccalaureate level and transfer to California State Universities. Contact the four-year university you wish to attend for information regarding the acceptance of individual 299A & B courses.

ART 299A

ENCAUSTIC PAINTING STUDIO WORKSHOP

2 units 1.5 hours lecture 2.5 hours laboratory

Introduction to principles, elements, and practices of encaustic painting. Emphasizes history, painting tools, materials, techniques and color theory as well as creative responses to subject matter. Students will develop skill in handling form, space, and plastic aspects of encaustic paints as well as examine painting as a vehicle for social, political, and cultural expression.

ART 299A

PUBLIC ART PAINTING

This course is designed for students that have an interest in producing art in a public context and/or public art through a commissioning process. The course will cover several aspects and methods used in the production of public painted works. Issues examined will include negotiation, design, and budget through the procurement of materials, creation, and installation. Students will implement artistic skills, techniques and concepts to design and produce murals collaboratively for a public context.

CULINARY ARTS 299A

WORLD BEER STYLES

2 units 2 hour lecture

An introduction to the various styles of beers produced locally and around the world. The course content includes the history of beer, production practices, taste and analysis and the relationship of food and beer pairings. This course is open to all students 21 years or older.

WHAT IS THE STUDENT SUCCESS AND SUPPORT PROGRAM?

“OUR GOAL ... YOUR SUCCESS”

The Student Success and Support Program is the process that brings Grossmont College and a student who enrolls for credit into an agreement for the purpose of realizing the student’s educational objectives through the college’s established programs, policies, and requirements. It involves our giving you the KEYS TO SUCCEED IN COLLEGE.

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 FIRST TIME COLLEGE STUDENTS

Welcome! Grossmont College is a great place to help you meet your educational goals.

Your next step after submitting an online application is to complete the Student Success Program onboarding steps. To access the onboarding steps, log into WebAdvisor and click on the students menu tab and:

1. Complete Online Orientation, which is under Students menu under Orientation / Assess / Advising, Click Step 1 – Online Orientation
2. Complete Assessment. To sign up for an Assessment Session in English and/or Math or English as a Second Language (ESL), students can book appointments through clicking on “Step 2” on [WebAdvisor](#), calling the Assessment Center at (619) 644-7200, or visiting our front desk in Building 10 at Grossmont College.

OR

High school coursework and/or cumulative grade point average (GPA), Advanced Placement (AP), SAT/ACT, CAASPP scores, English and/or Math courses from another college or university can be used in lieu of an assessment test to determine your English and math placement levels. Use the online [placement form to upload any documents](#) (i.e. high school transcripts, SAT/ACT/AP scores)

3. Counseling / Advising. You will receive an abbreviated education plan (AEP), which is 1 or 2 semester plan that is designed to meet your educational goals. You have two options:

Option 1: Online Advising. Log into [WebAdvisor](#), click on students and under orientation/assess/advising click Step 3- Online Advising

Option 2: In-person Advising. Attend a New Student Advising (NSA) workshop. Check the [Counseling Center](#) website for schedule.

REGISTRATION

This is the process to actually enroll in classes by using WebAdvisor at www.grossmont.edu. See page 5 for registration information.

ASSESSMENT

To register or clear a prerequisite for a Math and/or English/ESL class you must:

Plan to take the Grossmont College Math and/ or English/and or ESL assessment. The Assessment sessions are available by appointment only. For more information go to: www.grossmont.edu/assessment or log into [WebAdvisor](#)

ALTERNATIVES TO THE ASSESSMENT:

High school coursework and/or cumulative grade point average (GPA), Advanced Placement (AP), SAT/ACT, CAASPP scores, English and/or Math courses from another college or university can be used in lieu of an assessment test to determine English and Math placement levels.

MATH

Math 103 or 110

*Algebra II “B” or better

*Algebra II “C” with GPA 2.8 or higher

Math 120 thru 178

*Pre-Calculus “B” or better

*Pre-Calculus “C” with GPA 2.8 or higher

AP STATS score of 3 or higher

SAT score of 570 or higher (Old SAT, 550)

ACT score of 23 or higher

CAASPP score of 4

ELM score of 50 or higher

*Integrated Math III “B” or better

*Integrated Math III “C” with GPA 2.8 or higher

Math 180

*AP Calculus (no test) “B” or better

Math 280

AP Calculus AB score of 3 or higher

Math 281, 284 or 285

AP Calculus BC score of 3 or higher

ENGLISH

English 120

CAASPP score of 4

SAT 550 in EBRW (Old SAT, 500)

ACT 22 or higher

IB English 1A Exam score of 4 or higher

EPT score of 147 or higher

English 120

Students must have one item from both Group 1 and Group 2 for placement

Group 1

CAAPS Score of 3
(Conditionally Ready)
SAT 460 thru 540
ACT 19 thru 21

AND

Group 2

Expository Reading & Writing Course (ERWC)
AP Literature and Comp (no test required)
AP Language & Comp (no test required)
IB English

Students must have completed a year-long senior English course listed with a “C” or better. If the class is not complete

If eligible based on the criteria described, use the online [placement form to upload any documents \(i.e. high school transcripts, SAT/ACT/AP scores\) to be placed into English and/or Math.](#)

ADDITIONAL ASSESSMENT INFORMATION

ENGLISH

English assessment and placement involves an online computer-adaptive test which allows students to demonstrate current skills in the use of standard written English as well as in reading comprehension. With their assessment results, students will receive a recommendation about which English course is most appropriate for them.

MATH

The math assessment consists of multiple-choice questions that evaluate a student’s previous math background and current skill level. Students will not be allowed to bring a calculator to the test, but a four function calculator will be provided on some questions. It is important that students prepare/study for the placement test. It will determine which class (level) that the student will be allowed to enroll in. There is information on this placement test at:

<http://www.grossmont.edu/academics/programs-departments/math/math-placement.aspx>

When the test is complete, the student will be given a print-out of their results as well as the math classes in which he/she can enroll. There are different “math paths” that a student can take (STEM vs non-STEM majors) so it is important that the student check with a counselor prior to registering for classes.

ENGLISH AS A SECOND LANGUAGE (ESL)

If English is not your first language, it is important that you take the ESL assessment. If your ESL assessment shows that you do not need ESL classes, you will be referred to English classes for native speakers of English.

The ESL assessment is given to help students decide which ESL courses will be most helpful for them. Part of the assessment is on reading and grammar skills. Students must also write a short composition. After students take the assessment, ESL faculty will recommend the course level best to begin.

CHEMISTRY 141 ASSESSMENT

Note: Clearance for Chemistry 141 can be accomplished by doing any of the following:

- Completing the required prerequisite course (Chem 120 with a “C” or better) at Grossmont College.
- Completing Grossmont College chemistry assessment available, by appointment, through the Assessment Office and Math 110 or the equivalent with a “C” grade or higher.
- Completing, with a “C” or better, an equivalent prerequisite course at another institution; **MUST** also contact the Department Chair, Diana Vance at diana.vance@gcccd.edu.

QUESTIONS

If you have general questions regarding your assessment results, please call the Assessment Office at (619) 644-7200, located in Room 10-170. Remember: a two business day turn-around time is needed for assessment results to be available. **No results or recommendations will be given over the phone.** You can access your assessment results by logging into WebAdvisor at www.grossmont.edu.

CONTINUING STUDENTS

Continuing students are encouraged to take advantage of the available counseling services. 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.

To clear prerequisites go to the prerequisite clearance website: www.grossmont.edu/assessment/prerequisite

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.

STUDENT INFORMATION, POLICIES AND SERVICES

ADULT REENTRY STUDENTS

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

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

ENGL 061	Writing Skills I
ENGL 062	Writing Skills II
ENGL 063	Writing Skills III
ENGL 064	Writing Skills IV
FS 110	Life Management
IDS 198	Supervised Tutoring
COUN 110	Career Decision-Making
COUN 120	College and Career Success
COUN 130	Study Skills and Time Management

INTERNATIONAL STUDENT PROGRAM

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

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

LOWER DIVISION COURSE EQUIVALENCIES

FOR UC, CSU AND INDEPENDENT/ PRIVATE UNIVERSITIES AND COLLEGES

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

ACCESS TO EDUCATIONAL PROGRAMS

It is the policy of the Grossmont-Cuyamaca Community College District Governing Board that, unless specifically exempted by statute or regulation, every course, course section or class reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to commencing with Section 55003 of Division 6, Chapter 2, Subchapter 1.

DISCLAIMER: CHANGES TO THE CLASS SCHEDULE

Grossmont-Cuyamaca Community College District and Grossmont College 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.

WHO MAY ATTEND?

LEGAL RESIDENTS of the State of California who possess a high school diploma or equivalent or are over 18 years of age may attend Grossmont College.

HIGH SCHOOL STUDENTS who are in 11th or 12th grades, and will be at least 14 years of age at the opening day of the session of attendance, may attend with the approval of the appropriate high school official, the approval of parent(s), and the approval of the college official.

NON-RESIDENTS may attend by paying the established tuition fee. A non-resident for tuition purposes is a student who has not established both physical presence and intent in California for more than one year immediately preceding the residence determination date for a term.

HEALTH FEE

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.

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 primary insurance first. Health Services information, and referrals for care can be obtained in Health Service, Building 60 – Room 130 (Inside Griffin Center) or by calling 619 644-7192 or the Health Services website: <http://www.grossmont.edu/student-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 Dean of Student Affairs.

SMOKE FREE CAMPUS

Grossmont College is a smoke-free/tobacco free facility as stipulated in Board Policy 3570. Violation of this campus tobacco policy will result in appropriate disciplinary penalties in place for both students and employees.

In accordance with AP 3570 “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 REPRESENTATION FEE

A \$1 fee per semester is collected to provide funds for the support of governmental affairs representatives who are students, staff and faculty for stating their positions and viewpoints before city, county and district governments, and before offices and agencies of the state government. The Associated Students of Grossmont College is the sponsoring campus entity.

STUDENT REPRESENTATION FEE WAIVER

A student may, for religious, political, financial or moral reasons, choose not to pay the Student Representation Fee by directly contacting the Office of Student Affairs by calling (619) 644-7600. The fee waiver request must be obtained and submitted before the final drop deadline for the current semester to the Cashier’s Office to be processed. (See calendar inside front cover.)

REFUND INFORMATION

Refunds are made according to the refund schedules below and are available from the College Cashier’s Office. You must present a valid government picture ID.

To be eligible for a refund students are responsible to drop classes by the refund drop deadline. Classes dropped after the refund deadline either by student or instructor are not eligible for refund.

- **Semester Length Courses:** Refund for withdrawals through the first two weeks of instruction only
- **8 Week Courses:** Refund for withdrawals through the first week of instruction only
- **Any course less than 8 weeks:** See A&R for the drop deadline date for your specific class

- Students who add a class after the drop deadline are not eligible for a refund.
- **Cash refunds** are only payable to the student if paid by cash. There is a maximum cash refund limit set by the Cashier Offices.
- **Credit Card Refund:** After 2-day processing period, a refund can be processed and posted back to the credit card used.

For other student payments: **Payment Plan, Wire Transfer, ACH, E-Check, Credit Card, etc.** will be processed approximately the second week of the semester after the refund drop deadline. Monthly refunds will be issued until the end of the semester.

Refund checks will be issued to the address on record.

Credit Card refunds will post to the credit card used.

Credit Card refunds may also be initiated by calling the Cashier’s office or stopping by in person (619) 644-7660.

****For faster refunds remember to sign up for cash card or Direct Deposit!**** www.gcccd.edu/cashcard

PARKING PERMIT AND STUDENT BENEFIT CARD REFUNDS

The refund deadline dates for Parking Permit and Student Benefit Card are consistent with the refund deadline for your class(es). **Note:** You must **physically** present your parking permit to the College Cashier’s Office by the last day of the refund deadline. Student Benefit Card refunds are available only if the card has not been used. After two weeks refunds are done through Student Activities, 619-644-7603.

STUDENT LOAD

The maximum number of units in which you may enroll is 18. Overloads must be approved by a counselor. Requests for excessive overloads will require an appointment with the Dean of Counseling. A copy of all college transcripts will be reviewed prior to the appointment. Overload requests will begin the first day of classes and must be accompanied with an authorization code.

REPEATING CLASSES

Students may not repeat any class offered within the Grossmont-Cuyamaca Community College District in which they have previously received a grade of A, B, C or Pass (CR).

NOTE: Some exceptions exist in the Exercise Science and Dance Departments. Please see the Exercise Science and Dance course listings for details.

CLASS ATTENDANCE

It is important to attend the first meeting of all classes. If students are unable to do so, the instructor should be notified. Failure to attend the first class may result in the student being dropped from the class. Regular attendance is expected of every student. A student may be dropped from class due to poor attendance when, in the judgement of the instructor, the student cannot benefit from further instruction. The student who has been absent due to illness or medical treatment should inform the instructor as to the cause of absence.

STUDENT WITHDRAWAL AND 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 withdraw properly.** You may drop classes by using WebAdvisor at www.grossmont.edu, or by 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. The official date of withdrawal is the date by which the withdrawal form is filed with the Admissions and Records Office. If this is not done, you may receive a grade of "F" and all fees will apply.

If you are enrolled in classes past the last day to drop, you will receive a grade. This means you must receive a grade other than the "W." In order to avoid receiving a grade, you must officially drop your class(es) no later than the deadline.

For refund deadline, see calendar (inside front cover). Other short term courses have different deadlines. Please see the Short Term Course listing on pages 12-17.

STUDENTS ENROLLED IN DISTANCE EDUCATION (online) COURSES

Students who are only enrolled in distance education (online) courses **must reside in California** during that semester to be eligible for financial aid. Students must verify their place of residence with the Financial Aid Office. If you are enrolled in online courses only and live outside of California, you are not eligible for federal financial aid. For more details, please visit the Financial Aid website at www.grossmont.edu/fa or call (619) 644-7129.

WITHDRAWALS AND THE REPAYMENT OF FINANCIAL AID FUNDS

Students receiving federal financial aid, who **withdraw from all of their classes during the first 60% of a term**, will be required to repay a portion of the federal grants that they have received. That is because a student must "earn" their financial aid. Financial aid is "earned" for each day you are enrolled in the semester.

For example, if you enroll in the fall semester on August 23 and withdraw from all of your classes on November 2, you will have "earned" 58 days worth of financial aid eligibility. The amount you have to repay will depend on the number of days you were enrolled compared to the number of days in the semester. Because there are 120 days in the fall semester, you would have only earned 49.2% of the aid you received (59 days/120 days in the term = 49.2%). If you had received a \$2000 Pell Grant award for the semester, you would have only earned \$984 of the Pell Grant ($\$2000 \times 49.2\% = \984). Because you have received \$1016 more financial aid than you "earned" ($\$2000 - \$984 = \$1016$), you will be required to repay half of the amount you did not earn. The amount you would be required to pay back in this case would be no more than \$508.

Students who stay in classes until 60% of the term is completed won't owe anything back to the federal government. For **Fall 2018** that means you must be enrolled and attending classes until **October 30, 2018**, to be eligible for all the financial aid you received. If you drop all of your classes before **October 30, 2018**, you will be billed for a portion of the Pell Grant and/or SEOG grant that you received in the Fall. For **Spring 2019** that means you must be enrolled and attending classes until **April 17, 2019**, to be eligible for all the financial aid you received. If you drop all of your classes before **April 17, 2019**, you may be billed for a portion of the Pell Grant, Direct Loan, and/or SEOG grant that you received in the spring.

Please note: If you fail all of your classes in a term, you will have only earned 50% of the Pell, Direct Loan, and/or SEOG that you received and you will be billed for the amount you did not earn.

If you are required to repay funds to the federal government, you will be billed and you will have 45 days to repay the funds in full or to set up a repayment schedule. You will be ineligible for any further financial aid at any college in the United States if you fail to repay the funds in full or set up a repayment schedule and make repayments according to the repayment schedule.

PREREQUISITES

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 or corequisite, 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 55002);
 - 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 he or she would otherwise 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 or corequisite 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.

Challenges to a prerequisite or corequisite should be filed with the Vice President of Academic Affairs. All challenges will be resolved by a committee consisting of the Vice President of Academic Affairs, Dean of Counseling Services and the Department Chair or Coordinator of the course with the prerequisite or corequisite in question.

Students wishing to challenge prerequisites or corequisites for any other reason should do so using the Student Due Process Procedures available in the Student Affairs Office, Room 60-204.

EXTERNAL EXAMINATIONS

Grossmont College grants credit toward its associate degrees for successfully passing external examinations including Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP). Approved exams may be used to certify areas on CSU GE-Breadth (AP, CLEP, IB) and IGETC (AP, IB). In order to receive credit, students must submit official scores (transcripts) to the Admissions and Records Office. Refer to the College Catalog to

determine the "External Exams," equivalent course(s), if any, at Grossmont College, and the specific area of Grossmont College, CSUGE Breadth and IGETC general education requirements that may be cleared.

CREDIT BY EXAMINATION

Credit may be granted to any student who satisfactorily passes an examination approved and conducted by proper authorities of Grossmont College. Credit by examination shall not count toward the residence requirement for graduation nor shall it count toward verification of full-time status. Such credit may be granted only:

1. To a student who is registered at Grossmont College.
2. For a course listed in the Grossmont College catalog and identified in the class schedule as one for which credit by examination may be granted.
3. In an amount not greater than the credit listed for the course.
4. To a student who has not enrolled in, or completed the same course or an advanced course in the area in which credit by examination is requested. Students dropping a course during the first four weeks of the semester will not be considered as enrolled for purposes of filing for Credit by Examination.

CREDIT BY EXAM MUST BE COMPLETED BY THE FOURTH WEEK OF THE SEMESTER.

THE PROCEDURE A STUDENT WOULD FOLLOW:

1. See catalog for Credit by Exam policy.
2. Obtain and complete a petition for Credit By Examination from the Office of Admissions and Records.
3. Obtain approval for taking an examination from the dean and instructor. This approval should be obtained before the student registers for classes.
4. Take an examination on the established date.
5. Send to Admissions and Records official transcripts from all institutions previously attended.
6. Instructor forwards certification that the examination was passed satisfactorily to the division dean.
7. The division dean forwards the Credit by Examination form to the Office of Admissions and Records for posting on the student's transcript.

COURSES FOR WHICH CREDIT BY EXAMINATION MAY BE GIVEN - SPRING 2019

Allied Health and Nursing

*Nursing, all courses; *Respiratory Therapy, all courses.

Arts, Languages and Communication

Music 105, 106, 132 (for qualified music majors).

Career and Technical Education/Workforce Development

*Business, all courses except BUS 120, 121, and 128; Cardiovascular Technology, all courses; Computer Science Information Systems 100

Mathematics, Natural Sciences, and Exercise Science and Wellness

Chemistry 120

**This department has special requirements. Contact the division dean or the department chairperson.*

GRADING PROCEDURE

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor in the absence of mistakes, fraud, bad faith or incompetency, shall be final (Section 76224 California Education Code).

ACADEMIC INTEGRITY

The faculty, administration, and staff of Grossmont College, in creating a culture of academic excellence, value honesty and integrity in all aspects of learning, working, and participating in the college community. Moreover, we believe that those who value learning would never view cheating (copying or otherwise presenting work that is not one's own) and plagiarism (presenting another writer's ideas, materials, images, or words as one's own without proper citation) as viable choices within an academic environment. It is incumbent on faculty, in particular, to communicate expectations to students with regard to academic honesty in each class, and it is the responsibility of each student to understand the actions and behaviors that constitute cheating or academic dishonesty within each class as well as in other venues on campus. Students are encouraged to ask questions of their instructors and are expected to read the college's statement on Academic Fraud (located in the class schedule). Penalties for actions inconsistent with classroom, library, and college expectations for academic integrity range from a failing grade on an assignment, exam, or project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information, please consult with your instructor or contact the office of the Dean of Student Affairs.

ACADEMIC FRAUD

The college is an academic community with high standards, and its teaching, learning and service purposes are seriously disrupted and subverted by academic fraud. All students at Grossmont College are expected to comply with the institution's high standards of academic integrity and avoid instances of dishonesty at all times. Such acts of dishonesty include cheating, plagiarism, fraud, false citations or data, and the fraudulent use of Internet resources.

Students are not to commit academic fraud, which is a form of cheating, lying and stealing. It is a serious violation of the Student Code of Conduct, as published in the catalog. The intent of this document is to increase student awareness as to what academic fraud is, to provide strategies to avoid the situations, and to explain the consequences of committing academic fraud. The faculty and administration expect students to have a responsible and sincere commitment to academic integrity during the performance of their instructional activities and completion of assignments or requirements.

Academic fraud includes, but is not limited to, the following situations:

***Plagiarism:** Using someone else's ideas or work without proper or complete acknowledgement. Plagiarism encompasses many things, and is by far the most common manifestation of academic fraud. For example, copying a passage straight from a book into a paper without quoting or explicitly citing the source is plagiarism. In addition, completely rewording someone else's work or ideas and using it as one's own is also plagiarism. It is very important that students properly acknowledge all ideas, work, and even distinctive wording that are not their own. Students who are unsure of how or when to properly acknowledge sources are encouraged to consult their instructor.

***Cheating:** Copying of any test or quiz question or problem, or work done in a class that is not the student's own work. It also includes giving or receiving unauthorized assistance during an examination whether it was intentional or not. Obtaining or distributing unauthorized information about an exam before it is given is also cheating, as is using inappropriate or unallowable sources of information during an exam. To avoid unintentional copying of work, students should cover their own exams and quizzes, and not leave a test or quiz on the desk where another student may be tempted to look at it.

***Multiple Submission:** Use of work previously submitted at this or any other institution to fulfill academic requirements in another class. For example, using a paper from an English 126 Creative Writing class for a Sociology 138 Social Psychology class is Academic Fraud. Slightly altered work that has been resubmitted is also considered to be fraudulent. With prior permission, some professors may allow students to complete one assignment for two classes. In this case, prior permission from both instructors is absolutely necessary.

***False Citation:** Falsely citing a source or attributing work to a source from which the referenced material was not obtained. A simple example of this would be footnoting a paragraph and citing a work that was never utilized.

***False Data:** Fabrication or alteration of data to deliberately mislead. For example, changing data to get better experiment results is Academic Fraud. Instructors and tutors in lab classes will often have strict guidelines for the completion of labs and assignments. Whenever in doubt about what may be considered Academic Fraud, students should immediately consult with the instructor.

***Plagiarism via the Internet:** Occurring with more and more frequency, and taking a number of different forms. As should be obvious, purchasing research papers on the Internet and submitting them as a student's own work constitutes a gross case of plagiarism. Cutting and pasting from a web site without putting the text being used in quotation marks and/or without properly citing the source also constitutes plagiarism. Posting stolen tests online and/or accessing such tests is cheating. Also students should be aware that while many web sites provide reliable information, others may not include well-documented research. Students should be sure to check facts using a variety of different types of resources in order to ensure accuracy.

***Intentional Deception:** Submission of false documentation (absence excuse, proof of attendance, volunteer hours, etc.) for falsifying any official college record. A student who misrepresents facts in order to obtain exemptions from course requirements has committed an act of intentional deception and may also be subject to the consequences listed below. It is best for a student to do the work as required in a course or speak to the instructor about circumstances that may cause problems in completing forms correctly or honestly.

Students who engage in academic fraud will be subject to authorized penalties at the discretion of the instructor of record in the class. Such penalties may range from a failing grade on an assignment, exam, or project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information contact the office of the Vice President of Student Services or the Dean of Student Affairs.

It is worthwhile to note the California Education Code Section 76224(a) states:

“When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the faculty member of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

The foregoing language indicates that the instructor has sole and final authority in awarding grades based on his/her determination of the quality of the student’s work in the course. Faculty are strongly encouraged to directly report all students found to be in violation of the college standards for academic integrity to the Dean of Student Affairs.

For further clarification and information on these issues, please contact the Office of Student Affairs at (619) 644-7600.

REGISTRATION FOR CUYAMACA COLLEGE COURSES

Current Grossmont College students can register for Cuyamaca College courses without completing a separate application. On or after your registration date and time, just select “Cuyamaca College” at the prompts through WebAdvisor at www.gcccd.edu. (Note: If you receive financial aid, you will need to complete a consortium agreement to have Cuyamaca courses paid via financial aid. Please see the Financial Aid Department for details.)

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

IGETC is a series of courses that community college students can use to satisfy lower-division general education requirements at any CSU or UC campus and some private/independent and out-of-state colleges and universities. IGETC patterns can be found at the Grossmont College Articulation web site: www.grossmont.edu/articulation.

Completion of the IGETC is not a guarantee of admission or in some cases a requirement for transfer, nor is it the only way to fulfill the lower-division general education requirements prior to transfer. Interested students should contact a Counselor for further information.

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH (CSU GE BREADTH)

The CSU General Education Breadth (CSU GE Breadth) allows California Community College transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. This curriculum provides an alternative to the IGETC requirements and can be a good option if you know you want to transfer to a CSU. The CSU GE Breadth pattern can be found at the Grossmont College Articulation website: www.grossmont.edu/articulation. Completion of CSU GE Breadth is not a guarantee of admission to a CSU. Interested students should meet with a Counselor.

298 AND 299 COURSES

298 Courses - Selected Topics

Courses of this type are new and experimental and may be found in the various disciplines of the college. They are not regular catalog offerings and may be offered in a seminar, lecture and/or laboratory format. Course content and unit credit will be determined by the discipline offering the course. A description of the current offerings may be found in the class schedule. Pass/No Pass only.

Non-associate degree applicable.

299 A-B Courses - Selected Topics

Courses of this type are new and experimental and may be found in the various disciplines of the college. They are not regular catalog offerings, nor do they qualify for general education credit. The topics may be offered in a seminar, lecture, and/or laboratory format. Course content and unit credit will be determined by the discipline offering the course. A description of the current offerings can be found in the class schedule. A 299A course is associate degree level and may not transfer to four-year universities. A 299B course is baccalaureate level and transfers to California State Universities. After being accepted to a university, students can contact the four-year university they wish to attend for information regarding the acceptance of individual 299 courses to fulfill specific classes.

STUDENT ID CARDS

Students will receive **one free** photo ID card as part of the registration process. This ID card is required when conducting college business or upon request of college staff. Picture ID cards will be issued at the Admission 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

Steps for obtaining a new state identification card:

1. Call 1-800-777-0133 for an appointment at a DMV office near you; the cost will be \$26.
2. Original documentation required: birth certificate, social security card or military ID. Allow 3-4 weeks for delivery.

Continuing students can update their ID card with a the current semester sticker by bringing their ID card to

the Student Activities Window, the Associated Students Office, the College Cashier's Office or the Admissions and Records Office.



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 material fee such as lab supplies, calculator, test forms, etc. but no conventional textbook fees.

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.

SEMESTER BUS AND TROLLEY PASSES

Students taking a minimum of 7 units at Grossmont College may purchase semester bus and trolley passes at the discounted rate of approximately \$190 for the Spring 2019 semester. A limited number of passes will be available for purchase, for cash only, beginning Wednesday, January 23, 2019, at the Student Activities Window located in Building 10 next to Financial Aid.

Passes are valid for unlimited use on a bus or trolley from date of purchase through May 31, 2019 (includes weekends and holidays).

NOTE: The price of the pass is based on a "per day" assessment according to the number of days in the semester and is therefore subject to change from semester to semester. Grossmont College photo ID required.

Monthly transit passes are also available for students taking a minimum of 7 units. Monthly passes are valid in a calendar month and cost \$57.60.

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

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 Degrees 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, \$6.00 includes library rate postage). For additional information about mailing catalogs, call the Cashiers Office at (619) 644-7660.

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. Students will not 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.

STUDENT SERVICES, EOPS AND FINANCIAL AID

STUDENT 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.

ACCESSIBILITY RESOURCE CENTER (A.R.C.) - Offers pre-registration information, 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: 21-256 21-257 26-230

A video phone is available at the Learning Resource Center (LRC) for students who are deaf or hearing impaired.

ADULT REENTRY CENTER — Acts as a bridge between the college, local businesses and the community providing referral services, information relating to training, adult reentry seminars, student employment, professional and academic counseling, self-help programs, financial aid and Adult Reentry Orientation. Website: www.grossmont.edu/adultreentry/.

ASSESSMENT/TESTING OFFICE — Provides English/ ESL/ Math/Chemistry and World Languages assessments.

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 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 CalWORKs Office located in Room 60-125, telephone: (619) 644-7552 or visit our web site at www.grossmont.edu/eops/calworks.

CAREER RESOURCE 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, and job search skills are also offered. Knowledgeable staff are available for personalized assistance in the use of online Career Assessment Tools, Occupational Files and other career related materials. The Career Resource Center is located in Room 60-140. 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, the English Writing Center, and the ESL/Independent Studies Lab. There are several other Learning Assistance Centers throughout the campus including the Anatomy Learning Center, Science Learning Lab, English Reading Annex, Health Science Lab, CSIS, Digital Media Arts Center, Speech and Physics. All areas provide access to computers. Please visit www.grossmont.edu/techmall for hours, locations, and access requirements.

NEXTUP FOSTER YOUTH SERVICES

NEXTUP is a supplemental component of the existing Extended Opportunity Programs and Services (EOPS) program. The purpose of the Grossmont College NEXTUP Program is to provide comprehensive support services tailored to current or former foster youth.

NEXTUP Services include:

- Academic and Personal Counseling Services tailored to the needs of Foster Youth
 - NEXTUP College Orientation Services
 - Specialized Student Success Workshops
 - Book Grants (Fall, Winter, Spring & Summer)
 - Meal Tickets
 - NEXTUP Cash Grants
 - Transportation assistance
- *Additional services may be provided as needed

NEXTUP Eligibility:

- A current or former foster youth in California whose dependency was established or continued by the court on or after the youth's 16th birthday
- *Must provide **ONE** of the following documents to verify foster dependency status.
- Verification in writing from the county child welfare agency or
 - Verification in writing from county independent living program or
 - Verification in writing from the county probation agency or
 - Verification in writing (form) from the California Department of Social Services Foster Care Ombudsman

In addition to the above, you also must meet the criteria below:

- Not older than 25 years of age at the commencement of any academic year in which you participate in NEXTUP

- EOPS Eligible
 - NEXTUP student may be enrolled in 9 units or more at the time of acceptance
 - A.R.C. students may enroll in less units per semester with verification from the A.R.C.

The NEXTUP Office is located in 60-125. For more information call (619)-644-7617.

COUNSELING CENTER — Professional counselors are available on an individual and group basis to assist you in meeting your academic, career, transfer, professional and personal goals.

Counseling: The mission of the Counseling Center is to provide quality educational, career, occupational and personal counseling and create a climate and structure in which each student has a maximum opportunity for self-fulfillment. The Counseling Department is committed to helping students achieve their educational and career goals. Whether the goal is to take one course, earn a certificate or an associate degree, or transfer to a four-year college, counselors are available to assist.

Personal and Crisis Counseling: The Counseling Center is staffed with professional counselors who offer individual counseling for students who want assistance in coping with problems they face in everyday life. Issues relating to self-esteem, anxieties, relationships, and academic performance are common obstacles for college students.

Academic Counseling: Planning is an important step in achieving academic success. Each semester, all students are encouraged to meet with a counselor prior to registration for academic counseling, course selection and setting up a student educational plan.

Career Counseling: The Counseling Center, in conjunction with the Career Center, specializes in assisting students in choosing a major and/or career goal.

Transfer Counseling: The Counseling Center, in conjunction with the Transfer Center, provides the most current information to assist in the smooth transition to four-year colleges and universities.

EOPS/CARE — The Extended Opportunity Programs and Services (EOPS) is a state funded program which provides educationally and financially disadvantaged students equal access to academic success while attending Grossmont College. Among the services provided are academic/career/personal counseling assistance with textbooks and financial grants.

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 18 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.

For more information or an application to EOPS and CARE, visit the EOPS/CARE office located in Room 60-125, or telephone: (619) 644-7617. Please visit our web site at www.grossmont.edu/eops.

FINANCIAL AID — Grossmont College offers a full array of financial aid programs—grants, work, loans and scholarships to full-time and part-time students. We have financial aid available to help you with the cost of fees, books and supplies, food, housing, transportation and childcare.

In 2016–2017, Grossmont College awarded:

- \$35.9 million in federal, state and institutional financial aid to approximately 58% of our full-time and part-time students.
- \$34 million (95%) of the funds provided to our students was in the form of grants (funds that do not have to be paid back).
- The average amount of financial aid awarded per student was \$3,039.

Applications are available in the Financial Aid office or visit us online at 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 Licensed Clinician, 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 I.D. or proof of enrollment is required for services. The mandatory Student Health Fee enables Health Services to provide general health care, counseling and outreach 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 forms. Health Insurance Information – Domestic & International; Bill W. Meeting Information; Blood Bank Visits; Blood Pressure Monitoring; Breast Cancer Awareness; 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; Drug and Alcohol abuse education & prevention; Eating Disorders and Referrals; First Aid; Health Fairs-General and Heart Healthy Events; Health Pamphlets, Information, Education; Hearing Screening; HIV/STD Testing Referrals; Ice Packs for Illness/Injury; Immunizations-MMR, Influenza, Hepatitis B, Tetanus Diphtheria Pertussis; Flu Shots; Laboratory Services; Nutrition Education; Nurse Visits; Student and Travel Immunizations, and Tuberculosis (TB) Testing, Clearances and Reviews; Over-The-Counter (OTC) Medications; Outreach Education Programs; Pregnancy Screening and Referrals for care; Referrals-Low Cost Medical/Dental Care/Mental Health Counseling/Personal Counseling; Sexual Assault-Tips, Reporting, Prevention Education, Counseling; Smoking Cessation Programs; Suicide Prevention & QPR Training-Mental Health Resources, Education; Suture Removal; Titers/Seropositivity Testing; Urgent Care Referrals; 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 Information can be obtained in Health Services, Building 60 – Room 130 (Inside Griffin Center) or by calling 619 644-7192 for help or the Health Services website <http://www.grossmont.edu/student-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 Dean of Student Affairs.

NEW HORIZONS — This VTEA funded program offers services to students qualifying in vocational programs. Services provided are transportation assistance, textbook vouchers, specialized counseling, referrals, and coordination with other campus services.

The New Horizons office is located in Room 60-125 or contact by telephone, (619) 644-7552 or visit our web site at www.grossmont.edu/eops/calworks.

STUDENT ACTIVITIES WINDOW — Located inside Building 10, maintains the financial accounting records for the Associated Students of Grossmont College and all clubs and campus-based trust funds. The Student Activities Window is located next to the Financial Aid office. A limited number of monthly bus/trolley passes are sold from the 25th of a preceding month. The window also sells benefit cards and distributes some of the benefit package. The **BENEFIT CARD** gets you give-away items and discounts which include: movie tickets (AMC, Regal, UA and Edwards), 10% off all cafeteria food purchases, 10% off Grossmont College Bookstore supplies, local business discounts, discounted locker rentals, Grossmont College Bookstore book rebate given at the window, and much more. Pick up a flyer at the ASGC office or the Student Activities Window for a list of all discounts.

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

The Office of Student Affairs supports the work of the Associated Students of Grossmont College (ASGC), Inter Club Council (ICC), and individual student clubs through the facilitation of leadership development and activities planning. The Student Affairs office oversees campus-wide student life programming including student activities. 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.

Students interested in serving on the ASGC Board, joining/starting a club, being a part of a campus-wide committee and/or obtaining additional information regarding the overall office description are encouraged to visit the Office of Student Affairs, Room 60, Room 204.

The Office of Student Affairs has the primary responsibility of managing student conduct issues related to classroom instruction, staff, faculty, department functions, and the overall campus environment. It is responsible for investigating, facilitating, and enforcing the student conduct process per the Grossmont-Cuyamaca Community College District's Student Disciplinary Procedures. The Office of Student Affairs also oversees student complaints and grievances in compliance with procedures for conflict resolution and conducts the initial investigations of discrimination and harassment related charges.

Additionally, the Office of Student Affairs oversees Student Health Services, as well as direct oversight of the Student Mental Health team. A wide variety of nursing and medical care services are available on campus to assist the health care needs of students.

STUDENT EMPLOYMENT SERVICES — Assists students in finding full- and part-time employment appropriate to their needs and qualifications. Employer and job information are online 24/7 for greater efficiency. In addition, the State of California Cal Jobs is now available on California Career Café, and offers additional employment opportunities for students 24/7 as well. For more information, please visit Room 60-145 and website: www.grossmont.edu/studentempervices.

TRANSFER CENTER — Located in Student Services and Administration building, Room 10-173. The Center provides transfer information, college application workshops, a college/university resource library, and ongoing workshops on transfer topics to help students interested in applying to a university.

TUTORING AND STUDY ROOMS — The Tutoring Center offers individual tutoring at no cost to all enrolled Grossmont College students requiring help with their academic needs in many General Education subjects. Visit www.grossmont.edu/tutoringcenter for information on how to make an appointment or reserve a study room. The Tutoring Center is located on the second floor of the Tech Mall, Room 70-202.

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

DISTRICT AND COLLEGE POLICIES

NONDISCRIMINATION NOTICE

(Board Policy 3410)

The Grossmont-Cuyamaca Community College District (District) is committed to providing learning and working environments that ensure and promote diversity, equity, and inclusion. People of diverse backgrounds, perspectives, socioeconomic levels, cultures, and abilities are valued, welcomed, and included in all aspects of our organization. The District strives to provide an educational environment that fosters cultural awareness, mutual understanding, and respect that ultimately also benefits the global community. No person shall be unlawfully subjected to discrimination or denied full and equal access to District programs or activities on the basis of ethnic group identification, race or ethnicity, color, national origin, religion, age, gender, gender identity, gender expression, physical or mental disability, medical condition, pregnancy, genetic information, ancestry, sexual orientation, marital status, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. District programs and activities include, but are not limited to any that are administered or funded directly by or that receive any financial assistance from the California Community Colleges Chancellor's Office.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall be used for membership or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with the District, to any private organization whose membership practices are discriminatory on the basis of the groups mentioned above.

Inquiries regarding the equal opportunity policies, the filing of grievances, or for requesting a copy of the college's grievance procedures may be directed to:

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

Sara Varghese, J.D., *Dean, Student Affairs*
Grossmont College
8800 Grossmont College Drive
El Cajon, CA 92020-1799
(619) 644-7600, Room 60-205



Grossmont College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Accessibility Resource Center (A.R.C.) at (619) 644-7112 voice, through VRS or Videophone: (619-567-7712). Room 60-120 to obtain information on programs and services, activities and facilities on campus and for a geographical accessibility map.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the college's compliance with those provisions may also be directed to:

Office for Civil Rights

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

SEXUAL ASSAULT

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

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

PROHIBITION OF HARASSMENT

(Administrative Procedures/Board Policy 3430)

The Grossmont-Cuyamaca Community College District (District) is committed to providing an academic and work environment free from harassment. This procedure defines sexual harassment and other forms of harassment on District property, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus or van, or at a class or training program sponsored by the District at another location. The procedure below is based, but may not be limited on the following definitions:

Definitions

General Harassment: Harassment based on ethnic group identification, race, color, national origin, religion, sex or gender, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, gender, gender identity, gender expression, military or veteran status, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats, or intimidation; or sexist, patronizing, or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation, or other protected status.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling, or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.
- **Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.
- **Environmental:** A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics

or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders, or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his or her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
- Submission to, or rejection of, the conduct by the individual is used as the basis for any for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

- "Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
- "Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Consensual Relationships

District employees are strongly discouraged from entering into or maintaining any romantic or sexual relationship with any student or employee over whom they exercise any academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence.

There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Academic Freedom

The Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination or harassment. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom insures the faculty's right to teach and the student's right to learn.

Procedure Regarding Complaints of Harassment

Any person who believes that they are being harassed based on an actual or perceived protected characteristic such as ethnic group identification, race, color national origin, religion, age, gender, gender identity, gender expression, physical disability, mental disability, medical condition, genetic information, ancestry, sexual orientation, marital status, veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or the perception that a person has one or more of these characteristics may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation.

The District may return without action any complaints that are inadequate because they do not state a clear allegation of harassment or violation of the 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 District college complaint procedures can be located in the policy/procedure on harrassing handbook or by contacting the Office of Student Affairs at either college.

STUDENT CODE OF CONDUCT

The Dean of Student Affairs in conjunction with the Vice President of Student Services administers the District's Student 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.

GROUND 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 and the Vice President of Student Services or designee.

3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.
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.
14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of District facilities.
16. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
17. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
22. 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 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.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Grossmont College accords to students all rights under the Family Educational Rights and Privacy Act. No one outside the institution shall have access to, nor will the institution disclose any information from, the student's education records without the written consent of students except to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. At Grossmont College, only those employees acting in the students' educational interests are allowed access to student education records within the limitations of their need to know.

The Act provides students with the right to inspect and review information contained in their education records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable. The Dean of Admissions and Records and Financial Aid has been designated by the institution to coordinate the inspection and review procedures for student education records.

Grossmont College student data is also submitted to the National Student Clearinghouse so that research may be conducted regarding transfer rates, college performance and other college success indicators. The information shared is maintained with the strictest of confidence; individual names or data are not disclosed. If students wish to restrict their data from being shared with the National Student Clearinghouse, they may complete a form at Admissions and Records which will restrict the release of their student data.

CAMPUS AND PARKING SERVICES

POLICE SERVICES at the District are provided by the San Diego County Sheriff's Department. A sheriff's sergeant and four deputies are assigned to the Grossmont and Cuyamaca college campuses. If necessary, the District also has access to Sheriff's Department specialized units that investigate crimes such as illegal drug sales, domestic violence, auto theft or gang-related crime.

In addition, a team of Campus and Parking Services (CAPS) specialists provides services such as automobile assistance, lost & found, and safety escorts. CAPS also enforces parking regulations on campus.

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

PUBLIC SAFETY CONTACT INFORMATION

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

- Life-threatening situation
- Medical emergency
- Crime in progress
- Fire
- Major disturbance

Call **(858) 565-5200** to contact law enforcement for a non-emergency

- Crime report
- Suspected suspicious activity

Call **(619) 644-7654** for Campus and Parking Services

- Automobile assistance
- Parking
- Lost & found
- Safety escort

Additional Public Safety information is available on the district website at <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.

Permit Parking is enforced on all district property:

- Monday thru Thursday - 7:00am to 10:00pm
- Friday thru Saturday - 7:00 to 4:00pm
- Sunday - student parking permits are not enforced

DISPLAYING PARKING PERMIT ON CAMPUS

The Parking Permit must be displayed so that the color and expiration date is clearly visible. The Parking Permits are only valid when properly displayed:

1. Affixed to the front windshield either side, inside the lower corner.
2. Vehicles with dark tint on the windows must completely affix the permit to an area without tint.

STUDENT PARKING PERMITS

Student parking permits are purchased through WebAdvisor at 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 canceling 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 AND STAFF PARKING PERMITS

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

Grossmont	Building 57
Cuyamaca	A101

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

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

DISABLED PARKING PERMITS

All vehicles utilizing Disabled parking spaces must display a state issued identification placard, i.e. DMV issued placard, DP or DV plates. Applications for Placards/Plates are available at the Department of Motor Vehicles.

As of January 1, 2017 students, visitors, faculty, or staff members who legally possess a current California

Disabled Placard, which must be displayed, are required to purchase a parking permit.

SPECIAL EVENTS PARKING

Please contact the hosting department for parking details. Parking request for special events or large groups are available through previous arrangements, for detailed information contact Campus and Parking Services at 619-644-7654.

REPLACEMENT FOR LOST OR STOLEN PERMITS

There are no refunds or replacement of lost or stolen parking permits.

MOTORCYCLE PARKING PERMITS

As of January 1, 2017 motorcycles, scooters, segways, and mopeds **MUST BE PARKED** in designated motorcycle areas with a valid motorcycle permit. Motorcycles parked in auto parking spaces are subject to citation.

Motorcycle permits must be purchased at the Cashier's Window with cash or credit card.

ALTERNATIVE TRANSPORTATION OPTIONS

Bicycle racks are available throughout campus.

The college Metropolitan Transit System (MTS) pass is a great way to avoid parking hassles, car expenses, and to have access to unlimited rides throughout the semester. Monthly or semester MTS passes are available at the student services window. For more information please visit the MTS website at www.sdmts.com

MOTORIST ASSISTANCE

Contact Campus and Parking Services at (619) 644-7654 for the following services:

- Unlocking vehicle
- Battery jump start

PARKING CITATION FINES

Parking citation fines are to be paid within 21 days of issue date or 14 days of delinquent notice. Failure to pay fines on time results in a delinquency fee.

PARKING CITATION PAYMENTS

Fees resulting from citations are payable at the College Cashier Office or online at: www.paymycite.com/gcccd

Citation status changes will not be processed until the full payment of all applicable fees.

Unpaid citations are subject to a \$75.00 delinquent fee per violation. Payment failure will eventually result in a DMV hold on the vehicle's registration.

CITATION APPEAL PROCESS

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

Public Safety Office is located at Grossmont College on the east side of the parking structure in Bldg. 57.

Additional public safety information is available at our home page www.gcccd.edu/public-safety/

ADDITIONAL SERVICES

ATM LOCATION

Grossmont College: Outside the Tech Mall.

LOST AND FOUND

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

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

This fee waiver is for California residents, eligible AB 540 students and eligible AB 1899 students, as 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 one of the criteria above.**

Method B:

- Meet these income standards for Fall 2018 and Spring 2019

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, 2019)	Maximum Total 2016 Family Income (Adjusted Gross Income and/or <u>Untaxed Income</u>)
1	\$18,090
2	\$24,360
3	\$30,630
4	\$36,900
5	\$43,170
6	\$49,440
7	\$55,710
8	\$61,980
+	Add \$6,270 for each additional dependent

- **Provide proof of income for 2016 - Official IRS Tax Return Transcript, etc. if requested.**

Method C:

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

Method D:

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

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

- A child or dependent of a service connected disabled or service related deceased veteran as certified by the California Department of Veterans Affairs or the National Guard
- A recipient or a child of a recipient of the congressional Medal of Honor
- A dependent of a victim of the 9/11/01 terrorist attack
- A dependent of a deceased law enforcement/fire suppression personnel

FULL-TIME FACULTY - BY DISCIPLINE

OFFICE	PHONE 644 - ####	OFFICE	PHONE 644 - ####	OFFICE	PHONE 644 - ####
	Accessibility Resource Center (A.R.C.)		Counseling		Extended Opportunity Program & Services (Cont.)
60-120J	Barr, Marlene 7115	10-162	Aceves, Maria Denise 7983	60-125F	Perez, Michael 7746
60-120E **	Braswell, Dr. Patrice 7881	10-161B	Allen, Jason 7466	60-125	Valladolid-Guzman, Maite 7618
60-120I	Fielden, Carl, Prof. 7111	10-166C *	Canady, Dr. James 7223	60-125D	Woolsey, Brian 7648
	Ho, Christine 7114	10-165B	Cruzado, Wendy, Asst. Prof. 7221		Family Studies
	Administration of Justice	10-164G	Cuevas, Caylor 7219	100-108	Gish, Angie 7326
100-106	Menck, Kelly 7321	10-162	Decker, Stephanie 7981	100-108	Sepulveda, Robin 7803
100-106	Sampson, Sharon 7072	10-166F	DeSaracho, Jorge 7229		Geography
54-518A **	Stewart, Michael 7619	10-165D	Dillon, Dave, Assoc. Prof. 7231	37-300A-1	Cliffe, Tim, Prof. 7344
100-106A**	Young, Tina, Prof. 7837	10-166A	Heidari, Narges 7217	37-300A-1 *	Curran, Judd, Prof. 7343
	American Sign Language	10-162	Johnson, Gary 7232	37-300A-3 *	Goodman, Mark, Prof. 7886
54-505B	Carmean, Jennifer, Prof. 7870	10-166B	Lim, Dr. Deborah 7224	37-300A-1	Therkelsen, Scott 7358
54-505A *	Shatwell, Jamie, Assoc. Prof. 7855	10-164B	Macias, Karolina 668-1732		Geology
	Anthropology	21-253	Martinez, Maria 7205	37-300A-1	Cliffe, Tim, Prof. 7344
54-504A	Braff, Lara 3907	10-173	Moore, Sarah 7094	37-300A-3	Jacobson, Gary 7887
54-514A *	Cardona, Israel 7784	10-165F	Patnaik, Dr. Gopa 7228		Health Education
54-504B	Yoshida, Bonnie, Asst. Prof. 7861	10-164C	Ray, Natalie 7826	41-142	Kelley, Beth, Prof. 7405
	Art	10-165E	Silva, Jessica 7226	41-139 *	Kerns-Campbell, Cheryl 7403
24-277	Bennett, Jennifer, Prof. 7966	10-161A	Toral, Michele 668-1760		History
24-276 **	De Koning, Dr. Marion, Prof. 7241	10-167E	Tuller, Renee, Prof. 7227	51-575A	Bell, Thomas 7500
27-202B	Garcia, Steve, Prof. 7250		Cross Cultural Studies	70-218	Conteras, Dr. Carlos, Prof. 7758
27-209	Mosley, William 7253	70-218 **	Gonda, Dr. Susan, Prof. 7875	54-506B	Ennis, Leon (Marty) 7522
24-276	Serrano, Malia, Prof. 7470	52-559A	Quezada, Raymundo 7492	70-208 *	Feres, Angela, Assoc. Prof. 7473
20-112	Turounet, Paul, Prof. 7482		CulinaryArts	70-218	Gonda, Dr. Susan, Prof. 7875
23-111	Wilsterman, James, Prof. 7297	60-172 **	Foran, James 7085	70-208	Henry, Robert, Asst. Prof. 7873
	Astronomy	60-174	Rossi, Josephine 7469		Humanities
34-158 +	Blanco, Dr. Philip 7312		Dance	50-590O	Davies-Morris, Gareth 7608
34-160	Carter, Brian 7315	24-272 *	Meyer, Kathleen, Prof. 7408	50-590S	Mapes, Gwenth, Prof. 7525
34-162	Cormier, Sebastian 7313	24-272	Mullen, David, Prof. 7759		Library
34-160	Fitzgerald, John 7310		Economics	70-256	Farina-Hess, Nadra, Prof. 7283
	Biology	54-515B *	Braunwarth, Joe 7514	70-266	Kalker, Felicia 7553
30-126	Alagia, Shina, Prof. 7334	70-214	McGann, Scott 7880	70-262 *	Middlemas, Julie, Prof. 7371
30-116	Caldwell, Susan, Assoc. Prof. 7888	54-508B	Myers, Todd, Assoc. Prof. 7848	70-263 *	Owens, Jessica 7751
30-122	Dudley, Virginia, Prof. 7858	54-511A	Shahrokhi, Dr. Shahrokh 7508		Mathematics
30-118	Golden, Michael, Prof. 7332		English	70-213 *	Capacia, Nemie, Assoc. Prof. 7519
30-130 *	Milgrim, Craig, Prof. 7337	52-568B	Balasubramanian, Kamala, Prof. 7506	70-111	Davis, Stephen 7729
30-134	Perchez, Michele, Assoc. Prof. 7335	52-569B	Bellinghiere, Janice, Prof. 7526	100-107	Funk, Raymond 7291
30-132	Ripley, Dr. Bonnie, Asst. Prof. 7045	52-564B	Brown, Sydney, Prof. 7523	70-216	Giles, Sharon 7082
30-132	Shearer, Allison 7324	52-568A	Cardenas, Juliana, Prof. 7486	100-107	Greenheck, Dan 668-1746
	Business Administration	52-565B	Crooks, Michelle 3912	30-214	Hicks, Shawn 7810
54-516B	Barendse, Michael, Assoc. Prof. 7521	52-560A	Griffith, Ryan 7836	70-211	Lee, Dr. Cary 7894
54-509B *	Kelihier, Brian, Assoc. Prof. 7520	52-566	Harris, Cindi 7502	100-107	Lines, Michael 7320
	Business Office Technology	52-564A *	Holder, Dr. Oralee, Prof. 7496	100-107	Manchester, Corey, Assoc. Prof. 7436
54-512B	Dixon, Donna 7533	52-566B	Hurvitz, Tate, Prof. 7874	100-107	Millan, Arturo 7068
70-219 **	Gillespie, Barbara, Assoc. Prof. 7984	52-560A	Jendian, Micah, Assoc. Prof. 7458	30-124	Munoz, Susy 3904
70-220	Pressnall, Mark, Prof. 7867	52-561A	Ledri-Aguilar, Lisa, Prof. 7246	70-213	Palacios, Irene 7834
	Cardiovascular Technology	52-558A	Martin, Sarah 7853	31-382A *	Pereira, Shirley, Prof. 7835
34-262 **	Barrow, Liz 7895	52-563A	Miller, Cathy 7865	100-107	Smith, Elizabeth, Prof. 7893
34-270	Farmer, Chad 7317	52-567	Nolen, Jenny 7278	70-211	Sundblad, Kristina 7889
34-275	Rosen, Daniel 7451	52-567	Schmitt, Adele 7568	70-212	Vanden Eynden, Jennifer, Prof. 7294
	Chemistry	52-558B	Sherlock, Karl, Assoc. Prof. 7871	100-107	Waller, Jeff 7248
30-216	George, Judy, Assoc. Prof. 7325	52-561B	Sow, Daniela 668-1743	70-212	Working, Susan, Prof. 7290
30-220	Larter, Martin, Asst. Prof. 7346	52-558A	Traylor, Alan 7507		Media Communications
30-218	Lehman, Jeff, Prof. 7341		English as a Second Language	20-203	Calo, Jeanette 7269
30-228 +	Olmstead, Dr. Thomas, Prof. 7483	50-590T	Aylett, Natalia 7493	20-206	Papageorge, James, Prof. 7438
30-214 *	Vance, Diana, Asst. Prof. 7047	50-590R	Carroll, Craig 7833	20-207 *	Wirig, Dr. Evan, Prof. 7465
	Child Development	70-217	Ferguson, Sara 7561		Music
100-108 **	Gish, Angie 7326	50-590Q *	Liesberg, Helen 7441	26-230H	Benedetti, Fred, Assoc. Prof. 7259
100-108 **	Sepulveda, Robin 7803	70-217	Loveless, Barbara, Prof. 7563	26-230E *	Cannon, Derek 7257
	Communication	50-590Q	Passentino, Charles 7566	26-230H	Grinnell, Melanie 7260
24-266 *	Castellaw, Joel, Prof. 7805	50-590R	Poupard, Mark 3947	26-230B	Tweed, Dr. Randall 7298
24-265	Curran, Victoria, Prof. 7771		Exercise Science & Wellness		Nursing
24-267	Perez, Tina, Prof. 7282	41-135 *	Abshier, Randy 7044	34-269	Aliyev, Gabi 7096
24-264	Schulmeyer, Denise, Assoc. Prof. 7285	41-141	Arnold, CJ 7402	34-264	Babini, Sarah 7450
24-267	Solan, Jade 7280	41-141	Aylward, Kathleen, Asst. Prof. 7987	34-268	Dyal, Andrea 7350
24-268B	Strothers, Sheri, Prof. 7242	41-140	Caires, Karen, Assoc. Prof. 7461	34-264	Brooks, Peter 7049
21-250	Tuscany, Roxanne, Prof. 7276	41-133	Ivers, Jamie 7410	34-268	Falsetta, Joanne 7429
	Computer Science	41-137	Jordan, Michael 7404	34-269	Harrison, Alison 7428
	Information Systems	41-142	Kelley, Beth, Prof. 7405	34-266	Maloy, Lisa, Asst. Prof. 7099
54-507B	Gelb, Janet 7708	41-139	Kerns-Campbell, Cheryl 7403	34-267	Morris, Rhonda 7885
54-510A	Gillespie, Robert 7515	41-136	Larsen, Larry 7425	34-264	Ngo-Bigge, Angela, Asst. Prof. 7319
50-590D	Hotz, James 7864	41-143	* Symington, Jim (Adjunct Co-Chair) 7418	34-267	Shadroff, Valerie 7452
54-516A	Nguyen, Hau 7555	41-138	Weber, Douglas 7878		Occupational Therapy Assistant
54-510B **	Quinn, Clifton, Prof. 7485		Extended Opportunity Program & Services	34-275	Fries, Joyce 7307
		60-125	DaCruz, Cintya 1749	34-261 **	Vicino, Christine, Prof. 7305
		60-125G	Gosselin, Gabrielle 7258		
		60-125	Lopez, Pearl 7651		

Faculty Offices

OFFICE	PHONE 644 - ####
Oceanography	
37-300A-3 Jacobson, Gary	7887
Philosophy	
52-559B * Close, Zoe	7510
54-508A Hoaglin, William	7557
54-511B + Yang, Dr. June, Assoc. Prof.	7274
Physical Science	
34-158 Blanco, Dr. Philip	7312
34-160 Carter, Brian	7315
34-162 Cormier, Sebastien	7313
30-226 Oakes, Dr. John, Prof.	7345
Physics	
34-158 Blanco, Dr. Philip	7312
34-160 * Carter, Brian	7315
34-162 Cormier, Sebastien	7313
34-160 Fitzgerald, John	7310
Political Science	
54-515B * Braunwarth, Dr. Joseph, Prof.	7514
54-508B Myers, Todd, Prof.	7848

OFFICE	PHONE 644 - ####
Psychology	
54-514A * Cardona, Israel	7784
70-209 Chafin Arenz, Sky	7719
70-210 Pak, Dr. Maria	7860
70-209 Ramos, Dr. Amy	7562
70-210 Thukral, Susmita	7564
Religious Studies	
52-559B * Close, Zoe	7510
Respiratory Therapy	
34-276 Flores, Carey	7311
34-276 Handley, Rebecca	7896
34-260 ** Wells, Peggy	7813
Sociology	
54-514A * Cardona, Israel	7784
50-590T Diaz, Janette	3902
54-514B Robinson, Dr. Gregg, Assoc. Prof.	7560
50-590T Soto, Julio	3923

OFFICE	PHONE 644 - ####
Theatre Arts	
22A-200A-1 Everett, Craig, Prof.	7273
22A-200A-1 * Duggan, Beth, Prof.	7235
22A-200A-1 Rickel, Brian	7243
World Languages	
54-506A * Crespo, Dr. Antonio, Prof.	7820
53-546 * Ghattas-Soliman, Dr. Sonia, Prof.	7348
54-517A Navarro, Ruth, Prof.	7292
54-517B Vincent, Paul, Prof.	7741
54-501A Young, Virginia	7951
* Department Chairperson	
** Coordinator	
++ Personal Leave	
+ Sabbatical Leave	
TBA To Be Arranged	
To reach an instructor by e-mail: first name.last name@gcccd.edu	

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

DISTRICT ADMINISTRATION

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Erik Munzenmaier	Sergeant, San Diego County Sheriff

GROSSMONT COLLEGE ADMINISTRATION

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Martha Clavelle	Dean, Counseling Services
Matt Calfin, E.D.	Interim Dean, Learning and Technology Resources
Sara Varghese, J.D.	Dean, Student Affairs
Lida Rafia, Ph.D.	Associate Dean, Student Success and Equity
Dave Evans	Acting Associate Dean, Athletics
Mario Chacon	Associate Dean, Extended Opportunities Programs and Services
Courtney Williams	Associate Dean, Student Services and Matriculation
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Lorena Ruggero	Director, College and Community Relations
Michael Copenhaver	Director, Financial Aid
Barbara Gallego	Interim Director, Student Development
Gabi Aliyev	Assistant Director of Nursing

DIRECTORY OF SERVICES AT GROSSMONT COLLEGE

	Room	www.grossmont.edu	Room		Room
ACCESSIBILITY RESOURCE CENTER (A.R.C.) (619-644-7112)	60-120	ASGC STUDENT ACTIVITIES WINDOW Located next to Financial Aid Monday - Thursday	10-110	COLLEGE CASHIER (619-644-7660)	10-110
Monday & Tuesday	8 am to 6 pm	Friday	9 am to 5 pm	Monday/Tuesday	8 am to 6 pm
Wednesday & Thursday	8 am to 5 pm	ASGC Rebate on Books	9 am to 1 pm	Wednesday/Thursday	8 am to 5 pm
Friday	8 am to 1 pm	Benefit Package		Friday	8 am to 1 pm
Testing Center (619-644-7120)	60-123	Bus/Trolley Passes			
www.grossmont.edu/arc		Discount Movie Tickets/Amusements		Catalogs	
Assistive Computer Technology		Fax Services (outgoing)		Childcare Payments	
Interpreters for Deaf/HOH & Real Time Captioning		Locker Rentals		College Fees Payment/Refund	
Learning Disabilities/Assessment		Postage Stamps		Fines/Bad Check Payment	
Notetaking Assistance		ASSESSMENT CENTER		Library Fines	
Registration Assistance		(619-644-7200)	10-170	Motorcycle Parking	
Testing Accommodations		Monday & Tuesday	8 am to 6 pm	Parking Citation Payment	
Free NCR Paper		Wednesday & Thursday	8 am to 5 pm	Student hold payment and information	
Learning Strategy Courses		Friday	8 am to 1 pm	Parking Permit Cash Payments	
ADMISSIONS AND RECORDS		www.grossmont.edu/assessment		Transcript Payment	
(619-644-7186)	10-150	Chemistry 141		Typing Tests	
Monday & Tuesday	8 am to 6 pm	English/English as a Second Language		COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)	
Wednesday & Thursday	8 am to 5 pm	Math		(619-644-7617)	60-125
Friday	8 am to 1 pm	World Languages		Monday & Tuesday	8 am to 6 pm
www.grossmont.edu/admissions		BOOKSTORE (619-644-7674)	62-600B	Wednesday & Thursday	8 am to 5 pm
Academic Probation Standards		Monday through Thursday	7:30 am to 7 pm	Friday	8 am to 1 pm
Adding or Dropping Classes		Friday	7:30 am to 2 pm	www.grossmont.edu/eops	
Applications for Admission, Re-Admission		www.grossmont.bncollege.com		Academic/Career/Personal Counseling	
Credit by Examination		Catalogs (619-644-7000)		Assistance with Obtaining Child Care	
Enrollment Verification		Internet Orders (Ext. 7673)		Book Accounts	
Evaluations		Leisure Reading (Books) (Ext. 7668)		Emergency Bus Passes	
Grade Forgiveness/Academic Renewal		Study Aids (Ext. 7668)		Financial Grants to Assist w/Childcare Costs	
Graduation Requirements		Sundries/Snacks/Gifts/Cards (Ext. 7668)		Liaison with CalWORKS	
International Student Admissions		School Supplies (Ext. 7668)		Meal Plan	
Petitioning for Pass/No Pass		Textbooks (Ext. 7675)		Workshop Series	
Photo ID Cards		CALWORKS (619-644-7552)	60-125	COUNSELING (619-644-7208)	10-162
Residency Determination		Monday & Tuesday	8 am to 6 pm	Monday & Tuesday	8 am to 6 pm
Student Records/Privacy Act Information		Wednesday & Thursday	8 am to 5 pm	Wednesday & Thursday	8 am to 5 pm
Transcripts		Friday	8 am to 1 pm	Friday	8 am to 1 pm
Veterans Affairs	10-152	Assistance for Students on Public Assistance		www.grossmont.edu/counseling	
(619-644-7165)		Academic/Career/Personal Counseling		Career Counseling	
ADULT RE-ENTRY (619-644-7697)	60-146	Assistance w/Child Care, Books, Transportation		Personal/Crisis Counseling	
Monday	9 am to 6 pm	Liaison with County CalWORKS		Educational Planning	
Tuesday, Wednesday, & Thursday	9 am to 5 pm	Work Study & Job Placement		Academic Counseling	
Friday	9 am to 1 pm	CAMPUS & PARKING SERVICES		International Student Counseling	
Orientation/Seminars		(619-644-7654)	57-101	New Student Orientation and Advising	
Reentry Seminars		9-911 for emergencies		Counseling Courses	
Referral Services		San Diego Sheriffs non-emergency: 858-565-5200		ENGLISH WRITING CENTER	
ANATOMY LEARNING CENTER (619-644-7336) or (619-644-7324)	30-162	Available 24 hours a day		(619-644-7516)	70-119
Drop-in tutoring for Anatomy & Physiology and Anatomy.		Law Enforcement		First Floor, Learning and Technology Resource Center	
Individual & group times TBA each semester		Medical Emergency		Drop-in tutoring for help with vocabulary, sentence, paragraph and/or essay writing.	
Equipment for Anatomy & Physiology and Anatomy students.		Crime Report		English 061-064 - Individualized courses designed for students with specific writing concerns	
ASSISTIVE TECHNOLOGY CENTER (619-644-7693)	70-135	Vehicle Assistance		EXERCISE SCIENCE AND WELLNESS (619-644-7400)	41-132
Instructional access to a variety of assistive computer technology products.		Parking Enforcement		ATHLETICS OFFICE	41-125
ASSOCIATED STUDENTS OF GROSSMONT COLLEGE (619-644-7604)	60-110	Lost and Found		www.grossmont.edu/athletics	
Monday - Thursday	10 am to 5 pm	Safety Escort		Associate Dean, Athletics (Ext. 7412)	
Please call for office hours.		CAREER RESOURCE CTR (619-644-7614) 60-140		Intercollegiate Athletics	
www.asgcinc.org		Monday	9 am to 6 pm	Dean's Office (Ext. 7163)	10-131
Student Government		Tuesday - Thursday	9 am to 5 pm	Department Chair (Ext. 7044)	41-142
Benefits Card Program		Friday	9 am to 1 pm	Men's Locker	41-105
ASGC Board Room		www.grossmont.edu/studentempservices		Women's Locker	41-113
Poster/Flyer Approvals		Career Fair		EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (619-644-7617)	60-125
Club Mail Boxes & Poster Room		Career Planning & Decision Making Resources		Monday & Wednesday	8 am to 6 pm
Free Popcorn (with Benefits sticker)		Computerized Career Assessment		Thursday	8 am to 5 pm
Housing Information (online also)		Employer Information		Friday	8 am to 1 pm
Inter-club Council		Interviewing Techniques		www.grossmont.edu/eops	
Copier		Occupational Information		Academic, Career & Personal Counseling	
		Resume Development Workshops		Assistance with College Admission & Financial Aid Forms	
				Book Accounts	

	Room		Room		Room
EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (CONTINUED)		HEALTH SERVICES OFFICE (CONTINUED)		OFFICE OF STUDENT AFFAIRS (CONT)	
Caring & Supportive Environment		HIV/STI Testing Referrals		Administrative Advisor, ASGC	
Emergency Bus Passes		Ice Packs for Illness/Injury		Administrative Advisor, ICC	
Financial Grants		Immunizations - MMR, Influenza, Hepatitis B, Tetanus		ASGC, Scholarship & Service Awards Ceremony	
Priority Registration		Diphtheria Pertussis		ASGC, Student Trustee Elections	
Referrals		Immunizations – Travel Reviews and Referrals		Commencement Ceremony	
Transfer Assistance		Insurance, Health – International		Discrimination/Harassment Policy Information	
UC/CSU Fee Waivers		Insurance, Health – Domestic		Drugs/Alcohol Policy Information	
Workshop Series		Laboratory Services - Immunity Testing, Cholesterol, Lipid Panel, Glucose		Posting Regulations Information	
FINANCIAL AID (619-644-7129) 10-109		Medical Referrals – Low Cost		Student Clubs and Organizations	
Monday & Tuesday 8 am to 6 pm		Mental Health Counseling – Licensed Clinicians		Student Complaints	
Wednesday & Thursday 8 am to 5 pm		Nutrition Education		Student Discipline Procedures (Student Code of Conduct)	
Friday 8 am to 1 pm		Nurse Visits – RN's		Student Grievance and Due Process Procedures	
www.grossmont.edu/fa		Nursing & Allied Health Immunization/Tuberculosis (TB) Reviews		Title IX Information	
College Work Study		Over-the-Counter (OTC) Medications		World Arts & Cultures Committee	
Eligibility Requirements		Outreach Education Programs/Events		STUDENT EMPLOYMENT SERVICES	
Financial Aid Applications		Pregnancy Screening and Low Cost/Free Care Referral		(619-644-7611) 60-145	
Grants and Loans		Sexual Assault Prevention - Tips, Reporting, Prevention Education, Counseling		Monday 9 am to 6 pm	
Scholarships		Smoking Cessation Program Referrals		Tuesday/Wednesday/Thursday 9 am to 5 pm	
Emergency Assistance		Suicide Prevention and Mental Health Resources, Education		Friday 9 am to 1 pm	
California College Promise Grant Fee Waivers		Suture Removal		www.grossmont.edu/studentempervices	
FINE ARTS		Seropositivity Testing for Disease Immunity		City, County, State and Federal Listings	
Dance (Ext. 7759) 24-272		Titers – Blood Draw for Disease Immunity Test/Seropositivity		Full- and Part-time Job Placement	
Fine Arts Recital Hall 26-220		Tuberculosis (TB) Testing, Risk Assessment and Clearance		Interviewing and Resume Information	
Hyde Art Gallery (Ext. 7299) 25-216		Urgent Care Referrals		Job Applications	
Music Dept. Office (Ext. 7254) 26-223A		Vision Screening and Reading Glasses		Job Search Techniques	
Theatre Box Office (Ext. 7234) 22A-200A-1		Weight Management		On-campus Positions	
Theatre Arts (Ext. 7267) 22A-200A-1		Wellness Tables and Events		Seasonal/Summer Jobs	
GRAD COACHES		Wound Care		Volunteer Needs	
Monday through Thursday 7:30 am to 7:30 pm		LEARNING & TECHNOLOGY RESOURCE CENTER Bldg. 70		TRANSFER CENTER	
Friday 7:30 am to 3:00 pm		Located in the center of the campus, houses the Library, Open Computer Lab, Assistive Technology Center, Math Study Center, Business Office Technology Lab, English Writing Center, ESL/Independent Studies Lab, Grad Coaches and Tutoring.		(619-644-7215) 10-173	
www.grossmont.edu/gradcoach		LIBRARY (619-644-7355) 70-100		Monday & Tuesday 8 am to 6 pm	
Second Floor, Learning & Technology Resource Center		Learning & Technology Resource Center		Wednesday & Thursday 8 am to 5 pm	
Shardai Zaragoza (619-644-7382) 70-206		(Tone Device for Deaf 644-7901)		Friday 8 am to 1 pm	
Alexis Lytle (619-644-7384) 70-205		Monday through Thursday 7:30 am to 9 pm		www.grossmont.edu/transfercenter	
Grad Coaches assist students in reaching their educational goals by helping them connect with important resources. Visit www.grossmont.edu/gradcoach for more information on how to make an appointment to meet with a Grad Coach. The Grad Coaches are located on the second floor of the Learning and Technology Resource Center (Building 70, Rooms 205 and 206).		Friday 7:30 am to 3 pm		www.grossmont.edu/transfercenter	
HEALTH SERVICES OFFICE		Circulation (Check-out and return of library materials)		College and University Information	
(619-644-7192) 60-130		Instructional Media		College Transfer Information - Applications	
Monday through Thursday 9 am to 6 pm		Library		College/University Resource Library	
Friday 9 am to 1 pm		Reference Services		Internet Resources	
Grossmont College Student ID is required to be seen. http://www.grossmont.edu/student-services		Reserves		Transfer Related Workshops	
Access and Crisis Hotlines for Health Call for Help		MATH STUDY CENTER		TUTORING CENTER AND STUDY ROOMS	
Accident/Illness-reports, claim forms, insurance information		(619-644-7706) 70-112		(619-644-7387) 70-202	
Bill W. Meeting Information		First Floor, Learning & Technology Resource Center		2nd Floor - Tech Mall	
Blood Bank Visits		Monday through Thursday 9 am to 9 pm		Monday through Thursday 9 am to 9 pm	
Blood Pressure Monitoring		Friday 9 am to 3 pm		Friday 9 am to 3 pm	
Cholesterol Tests and Education		Drop-in Tutoring		Individual or small study-group tutoring appointments available for Grossmont College students in most General Education subjects.	
Counseling - Personal: Anxiety, Cutting, Depression, Stress, Substance Abuse, Warning Signs for Mental Health Illness and other related areas		Calculator Help		Study rooms available for small student groups. Rooms may be reserved in advance or same-day on a first-come, first-serve basis.	
Crutches - Loan to Students		NEW HORIZONS (619-644-7552) 60-125		Visit www.grossmont.edu/tutoringcenter for information on how to make an appointment or reserve a study room. Grossmont College student ID is required.	
Dental Referrals – Low Cost		Please visit EOPS/CARE, CalWORKs departments for information.		VETERANS' SERVICES OFFICE	
Diabetes/Glucose Tests and Education		OPEN COMPUTER LAB		(619-644-7165) 10-152	
Domestic Violence-Tips, Reporting and Prevention Education and Counseling		(619-644-7037) 70-142		VETERANS' RESOURCE CENTER	
Eating Disorders and Referrals		1st Floor, Tech Mall		(619-644-7205) 21-253	
Eye Glasses - Reading		Monday through Thursday 7:30 am to 9 pm		Monday & Tuesday 8 am to 6 pm	
First-Aid Care and Referrals		Friday 7:30 am to 3 pm		Wednesday & Thursday 8 am to 5 pm	
Flu Shots		Students have access to computer software, Internet, and MS Office applications.		Friday 8 am to 1 pm	
Glucose Testing and Education		OFFICE OF STUDENT AFFAIRS		Access to computers and assistance in the use of assistive technologies, including specialized software for nontraditional learners	
Health Fair-General and Heart Healthy Events		(619-644-7600) 60-204		Academic counseling	
Health Insurance Information – Domestic and International		Monday through Thursday 9 am to 5 pm		Peer support, mentoring	
Health Pamphlets, Information, Education		Friday 9 am to 1 pm		Financial aid information and application assistance	
Hearing Screening		Academic Fraud Information		Referral to on- and off-campus resources (e.g., A.R.C., campus Veterans Affairs Office, community veterans agencies)	

Public Safety & 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 2019)
- General Law Enforcement
- Corrections, Probation and Parole
- Corrections Academy - Spring 2019
See Academy website for application instructions
- Forensic Technology
- Security Management
- Security Academy - Spring 2019
- Public Safety Dispatch

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

about

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Chicanas/os, and Middle Eastern Cultures**

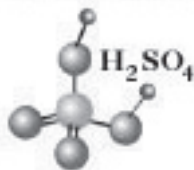
Courses satisfy G.E. requirements for Grossmont College
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THE CHEMISTRY OF CRIME!

- Introductory Chemistry with forensic applications in the laboratory. Students will gain experience with gas and liquid chromatography and spectroscopy.
- No previous chemistry experience necessary.
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- Designed specifically to meet requirements of the Administration of Justice Program.
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- Enroll now!



**Chemistry 113
Forensic Chemistry**

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Principles of Management

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Medical Office Training

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

(619) 644-7548 or

www.grossmont.edu/bot/degreeinfo

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Includes: MS Word, Excel, and Keyboarding.

Job placement assistance
Counseling available

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- Some courses are available until the 10th week of the semester.

For more information see the Grossmont College catalog or brochures located in Counseling and the BOT Flex Lab, room 70-131 and online
www.grossmont.edu/bot or call 619-644-7548.

Business Office Technology

Increase Your College Success Take A Counseling Class!

COUN 110: Career Decision Making (1 unit)

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

COUN 120: College and Career Success (3 units)

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

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

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

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- Easy transfer to Grossmont after ACE



www.grossmont.edu/ace

Phone: 1-619-644-7293

Email: ace.grossmont@gcccd.edu

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Communication 238-241
**Speech & Debate
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Serving children 6 months to pre-kindergarten entrance.

Priority based on financial need.

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Check our Webpage www.grossmont.edu/es

For more information,
contact Randy Abshier, ESW Co-Chair,
at 619-644-7044 or randy.abshier@gcccd.edu

DANCE DEPARTMENT

AUDITIONS FOR THE SPRING 2019 DANCE CONCERT

Friday, February 1, 2019
2:00 p.m. - Auditions for Dancers
Dance Studio, Room 24-271

Dancers Needed - Beginning to Advanced Levels
Faculty Choreographed Concert
performed at the Joan B. Kroc Theatre
April 25, 26, 27 at 7:30 p.m.

Discover the Exciting World of Literature

The English Department offers G.E. classes in:



Shakespeare • Mythology • American Literature • British Literature • Black Literature • Chicano Literature • Images of Women in Literature

See English listings for registration information.

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

Treat the right side of your brain.

Also this spring,
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Creative Writing

English Writing Center

The English Writing Center helps students by offering a peer writing tutoring service and a series of writing courses taught by instructors.

For peer tutoring assistance, students can get walk-in help as follows:

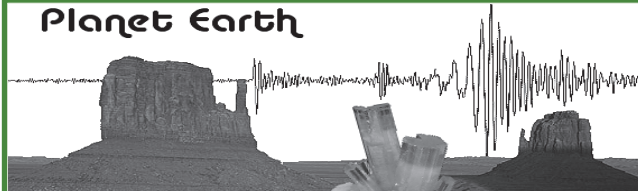
- **Tutoring** – Walk-in assistance for brainstorming, essay writing, vocabulary, and grammar help.
- **Reading** – Understanding and using vocabulary words assigned in reading classes

English 061-064 – Small group, individualized instruction focused on the development of writing skills. (See descriptions in schedule of classes for details.)

EWC Location: Room 70-119 in the LTRC
Hours: Monday-Thursday, 8:00 a.m.-6:50 p.m.
Friday, 8:00 a.m. - 12:50 p.m.

For questions about Peer Tutoring, please call (619) 644-7516

Planet Earth



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

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

GE Credit, Transfers to UC, CSU

DISCOVER THE EXCITING WORLD OF GEOGRAPHY



HUMAN & CULTURAL GEOGRAPHY: A GLOBAL ADVENTURE

Highlights

- Roots of Global Terrorism
- Geopolitics: borders & wars
- Religion: regions, beliefs & strife
- Population: change & challenges
- Feeding the world: foods, taboos & customs
- Language: origins & relationships

Geography 130

3 Units of Social Science
G.E. Credit for CSU & Grossmont

BOOST YOUR UNIVERSITY, SCHOLARSHIP AND CAREER OPTIONS!



Knowledge of German is important for:

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

Learn about German language, culture and people!

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

World Languages Prerequisites Holding You Back?

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

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

Learn Russian!



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

Learn about Russian language, culture and people!

If you have any questions, contact Astrid Ronke (619) 644-3888.

Parlez-Vous Français?

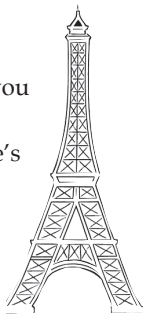
You, Too, Can Speak French!

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

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

Learn about French language, culture, and people!

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



ARABIC 148 - The Arabic Culture

Listed under "Arabic" (taught in English)



Discover the Arabic Culture

Learn about the peoples of the Arab World, their societies, their culture and their ideology.

Satisfies General Education for:

Grossmont College C2; CSU C2

Required for Arabic Certificate and A.A in Arabic

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

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

¿Quieres mejorar tu español?



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

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

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

This course is for you! Enroll now! ¡Inscríbete ya!

For more information contact:
Lourdes Pomplun (619) 244-1205.

Conversational Spanish

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

Spanish 250/251 Conversational Spanish I & II

3 units, 3 hours lecture

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

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

Looking for a Great Career?

Become a Certified Occupational Therapy Assistant

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

Study:

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

FOR MORE INFORMATION CALL
(619) 644-7304

MEDIA COMMUNICATIONS

Lights, Camera, Action

Are YOU the next Hollywood Director, Pulitzer
Prize Winning Journalist, TV Broadcast
Personality, or National Radio Personality?



ENROLL IN FALL MCOM COURSES

MCOM 116

Introduction to Audio Production

MCOM 117

Television Studio Operations

MCOM 119 A-B-C

Fundamentals of Radio Broadcasting

MCOM 132 A-B-C

Media News Practicum I, II, III

GROSSMONT COLLEGE HEALTH PROFESSIONS

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



Nursing

- Registered Nursing
- LVN to RN Transition
- (619) 644-7300



Orthopedic Technology

- Adult & Pediatric Cast Application
- Assist in Trauma Intervention
- Application of Orthopedic Traction
- (619) 644-7448



Occupational Therapy Assistant

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



Respiratory Therapy

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



Cardiovascular Technology

- Cardiac Catheterization Procedures
- Cardiac Ultrasound
- Vascular Ultrasound
- (619) 644-7302



EKG/Telemetry Technician

- (619) 644-7448

See our web site at: [www.grossmont.edu/
healthprofessions](http://www.grossmont.edu/healthprofessions)

THEATRE ARTS

Auditions for Spring 2019

*Auditions for the Inside the Actor's Process
and Spring Awakening will be held Dec. 3, 2018
starting at 6pm.*

*Auditions for Failure: A Love Story will be held
Feb. 6, 2019 starting at 6pm.*

Please set up an appointment time.

Call (619) 644-7234 for an audition appointment.

Inside The Actors Process – Monsters, Magic, And Mischief

Coordinated by Ben Cole

Rehearsal: Jan

Performance Dates:

Feb – March

Spring Awakening

Book and Lyrics by Stephen Sater &

Music by Duncan Sheik

Based on the play by Frank Wedekind

Directed by Meg DeBoard

Rehearsals: Jan – Mar

Performance Dates:

March 14, 15, 16, 21, 22, 23 at 7:30pm

March 16 & 23 at 2:00pm

Failure: A Love Story

by Philip Dawkins

Directed by Brian Rickel

Rehearsals: April – May

Performance Dates:

May 9, 10, 11, 16, 17, 18 at 7:30pm

May 11 and 18 at 2:00pm



Check our WEB page
[www.grossmont.edu/
theatrebrochure](http://www.grossmont.edu/theatrebrochure)
or our Facebook page.

Find your road to a career or job!

Let your journey begin here!

*Career Counseling
Career Assessments*

The Career Resource Center offers help with:

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

Student Employment Service:

- ▶ Online Job Listings 24/7 for Career, Full-Time, Part-time, Temporary, or Summer Jobs
- ▶ Griffin Works Internship Program
- ▶ Job Club
- ▶ Hiring & Employer Recruitment Events

See us for your employment needs!

Career Resource Center

Room 60-140 • (619) 644-7614

Student Employment Services

Room 60-145 • (619) 644-7611

TRANSFER CENTER

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

Among the resources available in the Transfer Center:

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



assist

Visit the Transfer Center web site
www.grossmont.edu/transfercenter
or phone (619) 644-7215



A.R.C.

Accessibility Resource Center



*Providing Academic Accommodations
and Support Services to
Students with Disabilities*

A full array of services to help
YOU succeed academically!

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

OPPORTUNITY! CHALLENGE! SUCCESS!

Grossmont Middle College High School

located on the Grossmont College campus

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

WASC-accredited

Contact: Jason Martinez

(619) 644-7524

e-mail jmartinez@guhsd.net
www.middlecollege.guhsd.net

Music



**Play a musical
instrument?
Learn to sing?**

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

Anyone interested in majoring in music
should contact Derek Cannon at
derek.cannon@gcccd.edu.

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

Courses offered by the
Computer Science & Information Systems Department



**Make your
hobby work
for you!**

UPGRADE YOUR SKILLS AND
LEARN NEW ONES!

[www.grossmont.edu/academics/
programs-departments/csis/default.aspx](http://www.grossmont.edu/academics/programs-departments/csis/default.aspx)

Adult Reentry

The Adult Reentry Center provides adults
the opportunity to experience a higher degree
of personal, vocational and academic self-
fulfillment within the supportive environment
of Grossmont College.

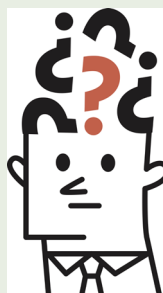
- Pre-Semester Open House
- Seminars
- Career Navigator Appointments

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

Wondering if you qualify for scholarships?

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

**For more information and
deadlines go to www.grossmont.edu/fa/scholarships/ or visit the
Financial Aid Office, room 10-109.**





GLOBALIZATION

What is it and what's it got to do with you?

INTRODUCTION TO GLOBAL STUDIES (GEOG 100)

Satisfies Grossmont GE requirements and transfer requirements to UC and CSU

Offered online with ZERO textbook costs



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

TAKE CULTURAL GEOGRAPHY (GEOG 130) TO FIND THE ANSWERS

Satisfies Grossmont GE requirements and transfer requirements to UC and CSU

Offered on campus and online with ZERO textbook costs

ASGC

(ay-es-gee-see) noun

1. Your student government who strives to represent the interests and concerns of all Grossmont College students.
2. Group of individual students working to improve the quality of campus life by promoting awareness of issues affecting students and providing philanthropic support.
3. Student body representatives searching for new board members and volunteers to further strengthen partnerships within the community.



FIND OUT MORE TODAY:

<https://www.grossmont.edu/campus-life/asgc/default.aspx>

(619) 644-7604 • Bldg. 60 - Rm. 110

Public meetings are held weekly on Tuesdays and Thursdays, feel free to stop by and sit in from 8:00am-9:20am in Bldg. 60-Rm 207

Purchase a benefit sticker for a variety of discounts both on campus and off. An up-to-date list of discounts may be found online at: www.asgcinc.org/students/benefits/

JOIN ASGC TODAY!

Be a student leader. Make a difference.

**THERE'S A
PLACE
FOR YOU**



**Join one of Grossmont's 30+ clubs,
here on campus**

IT'S EASY

Get involved by joining one of our existing programs, or create your own?

THERE'S SOMETHING FOR EVERYONE

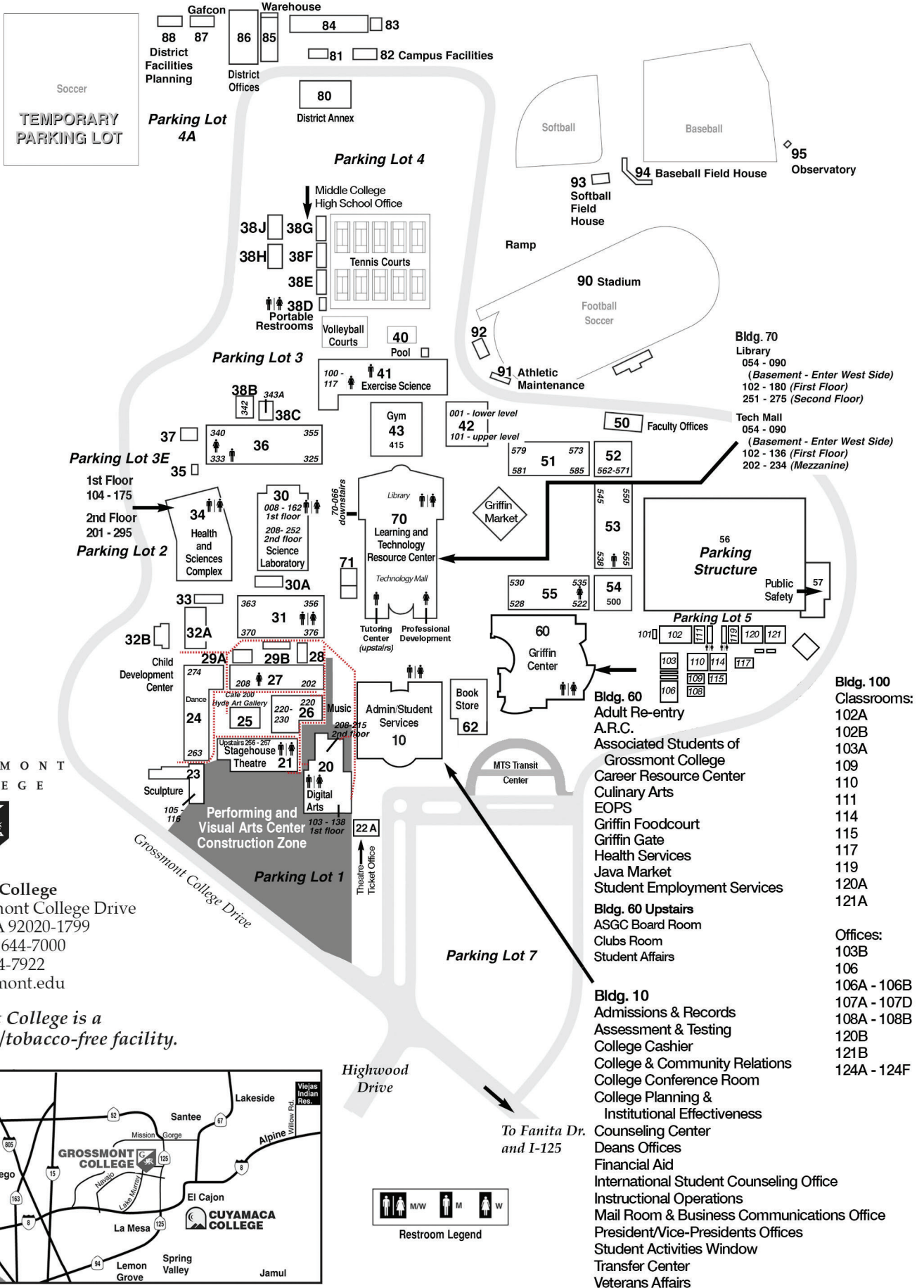
From religion to politics, community service & gaming, from academic programs to advocacy, we have it all!

FIND OUT MORE!

Visit us at: www.grossmont.edu/campus-life/clubs-orgs



Grossmont College Campus Map

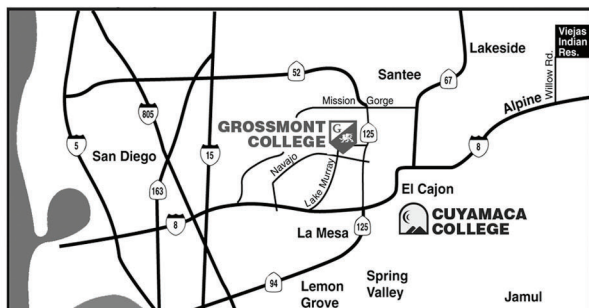


GROSSMONT COLLEGE



Grossmont College
 8800 Grossmont College Drive
 El Cajon, CA 92020-1799
 Phone (619) 644-7000
 Fax (619) 644-7922
 www.grossmont.edu

Grossmont College is a smoke-free/tobacco-free facility.



Highwood Drive
 To Fanita Dr. and I-125



- Bldg. 70**
Library
054 - 090
(Basement - Enter West Side)
102 - 180 (First Floor)
251 - 275 (Second Floor)
- Tech Mall**
(Basement - Enter West Side)
102 - 136 (First Floor)
202 - 234 (Mezzanine)
- Bldg. 100**
Classrooms:
102A
102B
103A
109
110
111
114
115
117
119
120A
121A
- Offices:**
103B
106
106A - 106B
107A - 107D
108A - 108B
120B
121B
124A - 124F
- Bldg. 60**
Adult Re-entry A.R.C.
Associated Students of Grossmont College
Career Resource Center
Culinary Arts
EOPS
Griffin Foodcourt
Griffin Gate
Health Services
Java Market
Student Employment Services
- Bldg. 60 Upstairs**
ASGC Board Room
Clubs Room
Student Affairs
- Bldg. 10**
Admissions & Records
Assessment & Testing
College Cashier
College & Community Relations
College Conference Room
College Planning & Institutional Effectiveness
Counseling Center
Deans Offices
Financial Aid
International Student Counseling Office
Instructional Operations
Mail Room & Business Communications Office
President/Vice-Presidents Offices
Student Activities Window
Transfer Center
Veterans Affairs

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

www.grossmont.edu



Governing Board Members: Elena Adams, Greg Barr, Bill Garrett, Edwin Hiel, Debbie Justeson
Student Members: Kyrie Macogay, Edwin Hernandez Armenta
Chancellor: Cindy L. Miles, Ph.D.
Grossmont College President: Nabil Abu-Ghazaleh, Ed.D.