CUYAMACA COLLEGE

Class Schedule SUMMER 2023



To apply and/or register go to www.cuyamaca.edu

THREE MAIN SUMMER OPTIONS:

8-WEEK | June 12 - August 3 6-WEEK | June 12 - July 20 6-WEEK | June 26 - August 3

1st 4-Week Session | June 12 - July 6 2nd 4-Week Session | July 10 - August 3



SUMMER 2023 CALENDAR

Instructional days – Monday through Thursday June 12 - August 3

For a complete listing of short-term class deadlines (add/drop, withdrawal, P/NP, refunds), please visit www.cuyamaca.edu/admissions/deadlines/index.php

Registration	May 1 - June 11
Payment Deadline for Registration Fees	May 25
Holiday (Juneteenth)	June 19
Holiday (Independence Day)	July 4
Last Day to Apply for Summer 2023 Degree/Certificate	June 29
Last Day to Apply for P/NP Last Day of Cl	ass Instruction

Final Examinations will be held on the last day of class.

8-Week Session June 12 - August 3

Late Registration and Program Change Jun	e 12 - June 15
Last day to Drop Classes without a "W"	June 15
Last Day to Apply for Refund	June 15
Last Day to Drop Classes	July 20
Instructor Grade Deadline	August 10

6-Week Session June 12 - July 20

June 12 - June 15
June 15
June 15
July 6
July 27

6-Week Session June 26 - August 3

Late Registration and Program Change	e June 26 - June 29
Last day to Drop Classes without a "W"	June 29
Last Day to Apply for Refund	June 29
Last Day to Drop Classes	July 20
Instructor Grade Deadline	August 10

Dates listed are subject to change. Please see

https://www.cuyamaca.edu/academics/class-schedules-catalog-and-self-service/academic-calendar/summer-2023-academic-calendar.php for the most current calendar.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

GCCCD Governing Board Members:

Elena Adams, Debbie Justeson, Desiree Klaar, Brad Monroe, Julie Schorr

Student Member: Courtney Etnyre, Sasha Reva

Chancellor: Lynn Ceresino Neault, Ed.D. **Cuyamaca College Interim President:**

Dr. Jessica Robinson, MSW

REGISTRATION

REGISTRATION INFORMATION

Registration Date and Time

All new and readmit students who apply by April 14, and all continuing students, will be sent a Registration Appointment. Those who apply after April 14 will be able to register during open registration. Students may register on or after their registration date and time.

Registration and Fee Payment Dates/Hours

Self Service availability:

Monday-Saturday, 7am-10pm

Internet Registration and Fee Payment

Students may register using **Self Service** located on Cuyamaca College's website (www.cuyamaca.edu). Registration fees are expected at the time of registration. You will be held to all fees incurred. Students may be dropped from classes for non-payment of fees. Failure to pay will result in a hold on your records. Refund deadlines vary by class; see calendar on this page and www.cuyamaca.edu/admissions/deadlines/index.php. It is the student's responsibility to drop any classes that they do not plan to attend.

User ID and Password

Your User ID and Password are needed to access **Self Service**. Your User ID is generally your firstname.lastname (all lowercase), and your password is initially your birth date (MMDDYY). You will be prompted to change your password the first time you log in.

Changes after Registration

Once you have registered, you may change your schedule by adding or dropping classes via **Self Service**:

Before the class has started, you may:

- · Add an open class.
- · Drop a class.
- Add your name to the Priority Wait List if the class has closed.

Once the class has started, you may:

- Add with an Add Code obtained from the instructor.
- Drop without a 'W' by the 'no W' drop deadline.
- Drop with a refund by the refund deadline.
- Drop with a 'W' by the drop deadline.

REGISTRATION POLICIES

Deadline Dates and Student Responsibility

Not all classes have the same deadline dates. Deadline dates vary depending on the length of the class. Be sure to pay careful attention to the deadline dates; see calendar on this page and www.cuyamaca.edu/admissions/deadlines/index.php. Each class has a specific refund deadline, as well as a specific deadline to Add, Drop without a 'W' and Drop with a 'W'. It is the student's responsibility to drop a class; do not rely on the instructor to do so. All deadlines are strictly enforced. Always verify your class schedule on Self Service.

Maximum units

You may enroll in a maximum of eight (8) units during the summer session districtwide. If you wish to enroll in more units, you will need to obtain an overload authorization form from Counseling on or after the first day of class.

Duplicate Classes

You may not enroll in two sections of the same course.

Repeating Classes

Students will only be allowed to enroll in a course three times if they received a substandard grade (D, F, NP or NC) or withdrew from the class with a "W." Students may not repeat a class if they received a satisfactory grade (A, B, C, P-Pass or CR) except those stated in the Cuyamaca College Catalog. Please visit https://www.gcccd.edu/web-advisor/title-5.php for more information on course repetition.

Course Prerequisites

Cuyamaca College fully enforces prerequisites and corequisites for all courses as stated in the college catalog. Prerequisite courses taken at another college are not automatically cleared and must be requested by the student two weeks (10 business days) prior to your registration date. Please note: Courses taken at Cuyamaca or Grossmont Colleges are automatically used to clear prerequisites where appropriate.

Prerequisites may be cleared through the following two options:

- I. To clear a prerequisite based on course work:
 - You have taken an equivalent course at another college and have the appropriate documentation, i.e., transcripts, grade reports, AP/IB test scores.
 - You have successfully passed an appropriate Advanced Placement, International Baccalaureate or CLEP exam.

II. To clear a prerequisite based on criteria other than coursework, this is known as "challenging a prerequisite."

The challenge process is designed for students who believe they have met a course prerequisite through means other than what is listed above.

You may challenge a prerequisite based on one or more of the following:

- You have acquired through work or life experiences the skills and knowledge that is presupposed in terms of the course or program for which it is established.
- You will be subject to an undue delay in attaining the goal in your educational plan because the college has not made the prerequisite or co-requisite course reasonably available.
- 3. You can demonstrate that you do not pose a threat to yourself or others in a course which has a prerequisite established to protect health and safety.
- 4. The prerequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites, and has not been established in accord with Title 5.
- 5. The prerequisite or co-requisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

Prerequisite Clearance/Challenge Process:

- Fill out and complete the "Prerequisite Clearance/Challenge Form".
- 2. Attach any supporting documentation to your form when submitting your petition.
- 3. You will be notified within five (5) working days from the date the form is submitted regarding the result of your petition.
- 4. If approved, you will be able to register in your class on Self Service. If you are having difficulty please contact the Placement Center at 619-660-4426.

Audit Policy

A student may audit the following designated, approved college courses under specific conditions:

ARAM 120 - Aramaic I

ARAM 121 - Aramaic II

ARAM 220 - Aramaic III

HIST 132 - Kumeyaay History I

HIST 133 - Kumeyaay History II HUM 116 - Kumeyaay Arts and Culture

MUS 106 - Music Theory and Practice II

MUS 127 - Class Guitar II

MUS 209 - Rock, Pop and Soul Ensemble

MUS 253 - Concert Band

MUS 257 - Jazz Ensemble

MUS 259 - Chorus

MUS 291 - Performance Studies

NAKY 120 - Kumeyaay I

NAKY 121 - Kumeyaay II

NAKY 220 - Kumeyaay III

Auditing Courses

- Audit enrollment will not be permitted until students have completed the allowable number of repeat courses. Courses are determined through agreement between the department and the appropriate administrator. Priority class enrollments are given to students desiring to take the course for credit. No student will be permitted to enroll for audit purposes until Monday of the third week of instruction.
- 2. A nonrefundable audit fee of \$15 per unit plus any required student fees or instructional materials fee (e.g. student health fee, representation fee and student center fee) shall be payable at the time of enrollment as an auditor. Fees are not refundable.
- Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer units per semester. If the student drops below the 10unit level, the \$15 per unit audit fee will be assessed.
- 4. 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. Audit enrollments which allow faculty to be eligible for large class bonus will not be counted.
- 5. No student auditing a course shall be permitted to change his or her enrollment to receive credit for that course.
- Permission to audit a class is done at the discretion of the instructor and with the instructor's signed permission.
- No credit will be received for auditing a course. The College will not maintain attendance or academic records for MIS reporting.

Auditing Process

- Obtain the Course Audit Application form from the Admissions and Records office.
- Verify you have a current application on file. Student must be eligible to enroll in for-credit courses in the semester they wish to audit a course.
- Obtain approval from the instructor to audit the course. The form cannot be submitted prior to Monday of the third week of instruction.
- Submit the form to the Admissions and Records office. Upon verification of audit requirements, student will pay required fees and will be registered in the course.

Registration Fees

Registration fees are expected at the time of registration. You will be held to all fees incurred. Students may be dropped from classes for

non-payment of fees. Registration is NOT complete until fees have been paid. Failure to pay will result in a hold on your records. Refund deadlines vary by class; refer to the Academic Calendar in the class schedule and www.cuyamaca.edu/admissions/deadlines/index.php. It is the student's responsibility to drop any classes that they do not plan to attend.

Students attending both Cuyamaca and Grossmont Colleges pay parking fees and health fees on ONE CAMPUS ONLY. Enrollment and health fees for these students are calculated on a district basis.

Enrollment Fee (Mandatory)	\$46 per unit
(fees are subject to change)	
Parking Permits:	
Auto Parking Permit - Summer	\$18
One Day Permit	\$2
*Health Fee (Mandatory) - Summer & Intersession	\$17
Student Representation Fee (Optional)	\$2
Nonresident Students - above fees plus	\$307 per unit
International Students - above fees plus	\$307 per unit

*Health Fee: The mandatory health fee supports the Health and Wellness Center and provides for insurance coverage should a student be injured during a supervised, on-campus or college-related activity. Students who 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 Dean, Student Affairs Office. Requests for exemption will be reviewed by the Vice President of Student Services and the Dean, Student Affairs. For additional information, please contact the Vice President of Student Services at (619) 660-4301.

Zero Textbook Cost sections, designated as " in the PDF version of 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 fee for items such as lab supplies, calculator, test forms, etc. but no conventional textbook fees.

Low Textbook Cost sections, are designated as " in the PDF version of the class schedule. The total cost of books, textbooks, and/or other instructional resources for this section will not exceed \$40.00.

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 " " in the class schedule.

NONDISCRIMINATION NOTICE

The Grossmont-Cuyamaca Community College District (GCCCD) is committed to providing learning and working environments that ensure and promote diversity, equity, and inclusion. People of diverse backgrounds, perspectives, socioeconomic levels, cultures, and abilities are valued, welcomed, and included in all aspects of our organization. GCCCD strives to provide an educational environment that fosters cultural awareness, mutual understanding, and respect that ultimately also benefits the global community.

No person shall be unlawfully subjected to discrimination or denied full and equal access to District programs or activities on the basis of ethnic group identification, race 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 groups mentioned above. (Board Policy 3410)

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:

- Dr. Lauren Vaknin, Dean, Student Affairs, Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019 619-660-4295
- Bri Hays, M.S., Interim Vice President, Student Services Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019 619-660-4301
- Aimee Gallagher, J.D., Vice Chancellor, Human Resources, Title IX Coordinator, 8800 Grossmont College Drive, El Cajon, CA 92020 619-644-7649

Cuyamaca College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Disabled Students Programs and Services department at 619-660-4239 (TTY 619-660-4386), room G-245, to obtain information on programs and services, activities and facilities on campus and for a geographical accessibility map.

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

Office for Civil Rights

U.S. Department of Education 221 Main Street, Suite 1020, San Francisco, CA 94105

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 619-660-4295 or visit the Student Affairs Office (Student Center, I-120). 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: www.cuyamaca.edu/student-support/student-affairs/title-ix-information.php

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 (AP3540).

SEXUAL HARASSMENT

Legal Background: Guidelines of Title VII of the Civil Rights Act focus upon sexual harassment as an unlawful practice. "Sexual harassment like harassment on the basis of color, race, religion or national origin, has long been recognized by the Equal Employment Opportunity Commission as a violation of Section 703 of Title VII of the Civic Rights Act as amended" (Federal Register, April 11, 1980). Interpretation of Title IX of the Education Amendments similarly delineates sexual harassment as discriminatory and unlawful.

Definition: Sexual harassment is defined in GCCCD Policy 3430 as the following:

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting 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 education environment; or
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

Process: Complaints must be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days (California Code Regulations, Title 5, Section 59328e).

If the alleged harasser is a student, initial action on the complaints shall be the joint responsibility of the Dean, Student Affairs, and the Director of Employee and Labor Relations.

If the alleged harasser is an employee, initial action on the complaint shall be the joint responsibility of the employee's immediate supervisor and the Director of Employee and Labor Relations.

For additional information and resources, www.cuyamaca.edu/student-support/student-affairs/title-ix-information.php

STUDENT CODE OF CONDUCT

Grounds for Disciplinary Action

(Please refer to www.cuyamaca.edu/student-support/student-affairs/student-code-of-conduct.php to access the Student Code of Conduct Policies & Student Grievance & Due Process Procedures.)

DISCLAIMER: CHANGES TO THE CLASS SCHEDULE

Grossmont-Cuyamaca Community College District and Cuyamaca 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 or Cuyamaca College for matters related to student enrollment, level of financial support, or for any other reason. The District and the College further reserves the right to add, amend or repeal any of their rules, regulations, policies and procedures.

VOTER REGISTRATION

Register to Vote at https://registertovote.ca.gov/

Cuyamaca College does not discriminate 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 or veteran status in any of its policies, procedures or practices. Please see the Grossmont-Cuyamaca Community College District Board policy BP 3410 Nondiscrimination for a full statement of the college's non-discrimination policy: www.gcccd.edu/governing-board/documents/policies/ch3/BP%203410.pdf

CLASS SCHEDULE

Go to Self Service to view the Class Schedule online. The online class schedule is constantly updated to reflect current class offerings and enrollment. You can search for specific courses. Disciplines offered for summer 2023 include:

American Sign Language Com

Arabic Art

Astronomy

Automotive Technology Biological Sciences

Business

CADD Technology Child Development Communication
Computer and

Information Science
Counseling

Economics

Environmental Health & Safety Management

Engineering English Ethnic Studies

Exercise Science Graphic Design

Health Education History

Humanities Mathematics Music

Native American Languages

Nutrition

Ornamental Horticulture Paralegal Studies

Paralegal Studies
Philosophy

Physics

Political Science Psychology Religious Studies

Spanish

CUYAMACA COLLEGE



Academic Resource Center - C Bldg Administration - F Bldg Admissions & Records - G Bldg Automotive Technology - K Bldg **Bookstore - Student Center** CalWORKs - G Bldg Campus & Parking Services (CAPS) - A Bldg CARÈ - G BIdg Career Center I Bldg Cashier - G Bldg Center for Water Studies - L Bldg Child Development Center - R Bldg Computer Labs/Tech Mall - E Bldg Counseling - G Bldg Cuyamaca Cares - Next to R Bldg

DSPS - G Bldg
DSPS Hi Tech Center - C Bldg
Duplicating (Faculty Support Services) F Bldg
Environmental Training Center (ETC) F Bldg
EOPS - G Bldg
Financial Aid - G Bldg
Fitness Center - D Bldg
Food Services - I Bldg
Gym - D Bldg
Health & Wellness Center - I Bldg
Heritage of the Americas Museum O Bldg
High School & Community Relations -

G Bldg

Institutional Effectiveness, Success & Equity - E Bldg Library (LRC) - C Bldg Mailroom - F Bldg Ornamental Horticulture - M Bldg Placement Center - G Bldg Samuel M. Ciccati Performing Arts Center - B Bldg Sheriff's Office - A Bldg STEM Achievement Center - H Bldg Student Affairs - I Bldg Student Center - I Bldg Switchboard - F Bldg Together We Rise! Center - Annex 2 Transfer Center - G Bldg Veterans Center - I Bldg Writing Center - B Bldg



WELCOME TO CUYAMACA COLLEGE SUMMER 2023

SEVEN STEPS TO REGISTER

STEP 1- APPLY ONLINE

- Before you can register for classes, you must apply at www.cuyamaca.edu.
- Start early! See the Academic Calendar for important deadlines.
- Visit the Admissions and Records Website to find out additional information about being admitted to Cuyamaca College.

STEP 2 - SEND YOUR TRANSCRIPTS

- If you have attended another college, have your official transcripts or documents sent to the Admissions and Records Office at Cuyamaca College to the Placement Center, and to Evaluations for degrees and certificates.
- If you took AP classes in high school, please have the College Board send your test scores to the Admissions and Records Office

STEP 3 - ONLINE ORIENTATION

- To get the earliest new student registration date, complete the Online Orientation (Step 3), Placement (Step 4), and Online Advising (Step 5) in that order.
- Watch a video to learn how to use Self Service.
- Complete the Online Orientation:
- 1. Login to Self Service
- 2. Click Students
- 3. Under Orientation/Placement/Advise, click Online Orientation

STEP 4 - ENGLISH & MATH PLACEMENT

- English as a Second Language (ESL) students should contact the placement center at 619-660-4426 for assistance.
 - Login to Self Service 1.
 - 2. Click Students
 - Under Orientation/Placement/Advise Placement Questionnaire
- See the Placement Center for more information.

STEP 5 - NEW STUDENT ADVISING

- Complete New Student Advising:
 - Login to Self Service
 - 2. Click Students
- Under Orientation/Placement/Advise, click Online Advising
- Completion of steps 3-5 will earn you an earlier registration date.

STEP 6 - REGISTER AND PAY FEES

- Register for classes online using Self Service on your registration date and time.
- **Self Service** is available.
- · Your registration is not complete until your tuition and fees are paid. Students are dropped for non-payment of fees.

STEP 7 - ATTEND CLASSES

Students taking online classes access them through Canvas on the day the class starts.

QUICK TIPS FOR REGISTRATION

REGISTER FOR CLASSES ONLINE USING: **SELF SERVICE**

Registration: April 18 until last day to add

Monday - Saturday, 7:00 am - 10:00 pm Hours:

(Self Service hours)

To Register:

- · You must have an application on file to register.
- April 14, 2023 Deadline for new students to file an application and participate in matriculation (assessment and orientation/ advising) in order to receive a registration appointment for Summer 2023. Students who apply after this date will be assigned to open registration.
- You may register on or after your registration date and time.

Summer Office Hours:

For Admissions & Records, Counseling, Financial Aid,

EOPS/CARE, CalWORKs, Student ID:

Available to provide remote services

Monday - Thursday, 8 am - 5 pm

HELP LINES FOR REGISTRATION

(619) 660-4275 Admissions & Records

(assistance registering, applying) Cuyamaca.admissions@gcccd.edu

Placement (619) 660-4539

(placement and clearing prerequisites) cuyamaca.placement@gcccd.edu

Cashier's Office (619) 660-4256

(assistance completing fee payment step) Cuyamaca.cashier@gcccd.edu

Counseling, Orientation and New (619) 660-4429

Student Advising

New Students-Cuyamaca.ecounseling@gcccd.edu

Current and returning students visit:

www.cuyamaca.edu/TALK

Disabled Students Programs & Services (619) 660-4239 DSPS@gcccd.edu (619) 660-4386 TTY

EOPS/CARE/Foster Youth Programs

(619) 660-4204

(academic assistance, personal counseling) Cuyamaca.eopscounter@gcccd.edu

Financial Aid

(619) 660-4201 Cuyamaca.financialaid@gcccd.edu

Other Counseling Services

Cuyamaca.transfer@gcccd.edu Cuyamaca.ecounseling@gcccd.edu

Cuyamaca.veterans@gcccd.edu

Cuyamaca.career@gcccd.edu

Cuyamaca.outreach@gcccd.edu

Financial Aid Assistance is available! For help to pay for college expenses, apply for financial aid at www.studentaid.gov or www.csac. ca.gov. For Financial Aid and Scholarship information, please visit www.cuyamaca.edu/financial-aid/index.php.