

# CUYAMACA COLLEGE: LEADING THE WAY



*Dear Student,*

Welcome to Cuyamaca College, what many believe is the most beautiful college in California. On behalf of the entire

college community, we are proud to help you achieve your educational goals. At Cuyamaca College you will find faculty and staff who are personally committed to academic excellence and passionately dedicated to ensuring that you meet your goals.

All of us at Cuyamaca College are eager to help you have a positive and rewarding experience at our institution. We realize that the best way to put yourself on a successful personal and

professional career path is to have a solid educational foundation. As Interim President and someone who is personally dedicated to your academic success, I would like to share some recommendations with you to help you stabilize that foundation and reach your educational goals:

**Plan ahead:** Cuyamaca College is growing rapidly and we continue to reach record enrollments each semester. As a result, there are more students making more demands on college services. To avoid inconvenience and possible frustrations, please make appointments as early as possible to meet with a counselor, apply for financial aid, or any other college services you may need.

**Be patient:** Even when you plan, there will occasionally be lines and waits, sometimes long lines and waits. But the sooner you plan, the better prepared and more successful you will be.

**Be persistent:** Your success, whether in college or outside in “the real world”, will greatly depend upon your attitude. Be patient, but also be persistent.

**Keep pursuing your dream!** Your most difficult step is already behind you – deciding to take classes. As a Cuyamaca College student, your success is critically important to us, and we will do all we can to help you achieve your academic goals. You are in one of the most exciting times of your life, and we are grateful to be a part of it.

Thank you for choosing Cuyamaca College to help you on your path to academic and professional success. On behalf of the entire college community, I wish you a wonderful and exciting semester and future!

Sincerely,

*Ron Manzoni*

Interim President

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### CODE OF ETHICS

Cuyamaca College, as a public community college and in the fulfillment of its mission, embraces a code of conduct for students, faculty, classified staff, and administrators. We recognize the value and dignity of each individual within the framework of the campus community.

We strive in all our affairs to:

- ✦ respect the opinions, values and traditions of others,
- ✦ be responsible for our own behavior,
- ✦ be honest, open and trustworthy,
- ✦ be fair and equitable in our treatment of others, and
- ✦ promote democratic principles, good citizenship and the standards of academic freedom.

### GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT GOVERNING BOARD:

Rick Alexander, Greg Barr, Bill Garrett, Mary Kay Rosinski, Deanna Weeks **STUDENT MEMBERS:** Christopher Enders, Charles Taylor III  
**CHANCELLOR:** Cindy L. Miles, Ph.D. **CUYAMACA COLLEGE INTERIM PRESIDENT:** Ronald D. Manzoni

## 4 Easy Steps for New Students

### 1 Apply for Admission

Submit a FREE Application for Admission online at [www.cuyamaca.edu](http://www.cuyamaca.edu).

### 2 Send Your Transcripts

Official transcripts are needed to clear prerequisites and to award prior credit for degrees and certificates. If needed, have official transcripts sent to:

Admissions and Records  
900 Rancho San Diego Parkway  
El Cajon, CA 92019-4369

### 3 Attend Assessment, New Student Orientation/Counseling

Attend an Assessment session before you register. The recommendations that result will help you in selecting appropriate English and math courses. Attend a New Student Orientation/Counseling session to develop an educational plan. If you have transcripts from other colleges, please contact the Counseling Department to schedule an appointment.

### 4 Register and Pay Fees

Register for classes online at your registration date and time. Registration is not complete until your fees are paid. You are responsible for all appropriate fees. **Students are dropped from classes for non-payment of fees.**

#### *Financial Assistance is available!*

Contact the Financial Aid Office at (619) 660-4201 or visit [www.cuyamaca.edu/finaid](http://www.cuyamaca.edu/finaid)

## Help Lines for Registration

- Admissions and Records (619) 660-4275  
(assistance registering, applying)
- Cashier's Office (assistance (619) 660-4256  
completing fee payment step)
- Counseling (clearing prerequisites) (619) 660-4429
- Disabled Student Services (619) 660-4386  
(hearing impaired)
- Financial Aid (need fee waiver, etc.) (619) 660-4201
- Assessment, New Student (619) 660-4426  
Orientation/Counseling

## FREE EMAIL!!!

Every student registered during the current semester has an email account accessible from ANYWHERE in the world! For more information go to [www.cuyamaca.edu/cc/email.asp](http://www.cuyamaca.edu/cc/email.asp). If you have questions, feel free to visit the **open computer lab** in the Business & Technology Building for personal assistance.

## Quick Tips for Registration

Register for classes online using

**WebAdvisor:**  
[www.cuyamaca.edu](http://www.cuyamaca.edu)

**Registration:** Nov. 19 - Jan. 22

**Hours:** Monday-Saturday 7am -10pm

**Semester starts:** January 25



**To Register:**

- **New and Returning students** must have an application on file to register. Apply on the web at [www.cuyamaca.edu](http://www.cuyamaca.edu) or in the Admissions and Records Office.
- **Registration times** will be mailed to those students with a current application on file by October 26. After that mailing, registration times will be assigned on a rolling basis.
- You may register at or after your registration date and time.
- **Prerequisites** should be cleared in the Counseling Center before registering.
- **Fee payment** is expected at the time of registration. Failure to pay will result in a hold on your records. Students are dropped from classes for non-payment of fees. No bill will be mailed.
- **Free Internet access** for registration is available in Admissions and Counseling office lobbies.

**More detailed information begins on page 25.**

**Spring Office Hours** for Admissions and Records, Counseling, Financial Aid, CalWORKs, Student ID:

Monday	8:00am - 7:00pm
Tuesday -Thursday	8:00am - 5:00pm
Tuesday -Thursday (1/19- 1/28)	8:00am - 7:00pm

## COLLEGE HOUR

College Hour provides the college community with the opportunity to participate in social and educational activities outside the classroom. Instructors are encouraged to support these college hour events by recommending their students to participate in the monthly, theme-based programs which are sponsored by the Student Affairs Office.

Thursday, Feb.18, 6:30-7:30pm, Student Center  
**Black History Month**

Wednesday, March 17, 11:30-12:30pm, Student Center  
**Women's History Month**

Tuesday, April 13, 10-11am, Grand Lawn  
**Health Fair**

Monday, May 6, 11:30-12:30pm, Grand Lawn  
**Mexican Cultural Heritage Celebration**

# SPRING 2010 CALENDAR

Deadlines are for SEMESTER-LENGTH classes. For a complete listing of short-term class deadlines (add/drop, withdrawal, P/NP, refunds), please visit [www.cuyamaca.edu/cc/schedules.asp](http://www.cuyamaca.edu/cc/schedules.asp)

Continuous through January 22 .....	Program Advisement
November 9-January 22 .....	Registration
January 19-22 .....	Professional Development- Organizational Meetings
<b>January 25 .....</b>	<b>Regular Day &amp; Evening Classes Begin</b>
January 25-February 5 .....	Program Adjustment
February 5 .....	Last Day to Add Semester-Length Classes
February 5 .....	Last Day to Drop Semester-Length Classes without a 'W' appearing on Transcripts
February 5 .....	Last Day to Receive a Refund for Semester- Length Classes
February 8 .....	Census Day
February 12-13 .....	Holiday (Lincoln Day)
February 15 .....	Holiday (Washington Day)
February 26 .....	Last Day to Apply for P/NP (CR/NC)- Semester-Length Classes
March 19.....	Last Day to Apply for Spring 2010 Degree/ Certificate
March 19.....	End of First 8-Week Session
<b>March 22 .....</b>	<b>Second 8-Week Session Begins</b>
March 29.....	Classified Staff Appreciation Day
March 29-April 1 .....	Spring Recess
April 2 .....	District Employees Holiday
April 23.....	Last Day to Drop Semester-Length Classes
May 21.....	End of Second 8-Week Session
<b>May 24, 25, 26, 27, 28, 29, June 1 .....</b>	<b>Final Examinations</b>
May 31 .....	Holiday (Memorial Day)
June 1 .....	Close of Spring Semester
June 2 .....	Instructor Grade Deadline
June 2 (Wednesday).....	Commencement

## ASSESSMENT, NEW STUDENT ORIENTATION/COUNSELING

### ASSESSMENT - MATH, ENGLISH/ESL, OR CHEMISTRY

Once you have submitted your application, you must register for the Math, English/Reading, and/or ESL assessment. Please arrive 15 minutes early and allow 3 hours. Log onto **WebAdvisor** to view and register for an Assessment session. For information about exemptions from the Assessment component, or if you wish to clear the prerequisite for Chemistry 141, please go to [www.cuyamaca.edu/assessment](http://www.cuyamaca.edu/assessment).

### NEW STUDENT ORIENTATION/COUNSELING SESSIONS

After completing the Assessment process, all new students must attend a New Student Orientation/Counseling session. Log onto **WebAdvisor** to view and register for one of these sessions. These sessions will inform you of degree and university transfer requirements, campus resources, and focus on developing a class schedule for the spring term. Please allow 2 hours.

### ESL NEW STUDENT ORIENTATION/COUNSELING SESSIONS

ESL students will be contacted one week after completing the assessment test to schedule an Orientation/Counseling session. These sessions are 2 hours in duration and will focus on planning your class schedule for the spring term.

## LAST CHANCE TO ADD A CLASS FOR SPRING 2010!

**Did you know?** To receive a grade you must officially enroll in the class:

1. Enroll in the class online by using **WebAdvisor**
2. Pay your fees or apply for financial aid
3. Attend classes regularly and complete assigned work and tests

**FEBRUARY 5 IS THE LAST DAY TO ADD SEMESTER-LENGTH CLASSES AND PAY FEES**

**Regular office hours for Admissions and Records:**

M 8am-7pm, T-Th 8am-5pm

**Extended hours from 1/19- 1/20:**

T-Th 8am-7pm



## STUDENT WITHDRAWAL & GRADE RESPONSIBILITY

You are held responsible for all classes in which you register. If you decide to withdraw from a class(es), it is your responsibility to drop using **WebAdvisor** or to obtain an Add/Drop Card from the Admissions and Records Office, complete the card, and submit it to the Admissions and Records Office. The official date of withdrawal is the date you drop your class(es) using **WebAdvisor** or when an Add/Drop Card is submitted. If this is not done, you may receive a grade of "F." If you withdraw from a semester-length class(es) by the end of the second week, the class(es)

will not appear on your transcript. If you withdraw from a semester-length class(es) between the third and twelfth week, a grade of "W" is issued. If you are still enrolled in a semester-length class(es) past the end of the twelfth week, you will receive a grade other than a "W." For classes which are scheduled for eight weeks, classes will not appear on the transcript for classes dropped during the first week and a "W" may be awarded only for withdrawals for weeks 2 through 6. (Deadline dates are listed on the calendar above.)

**For other short-term classes contact the Admissions and Records Office for dates.**

### WITHDRAWAL & GRADE RESPONSIBILITY TIMELINE

