SUMMER 2015
CLASS SCHEDULE

Three Main Summer Options:
• 8 Weeks: June 8 - July 30
• 6 Weeks: June 8 - July 16
• 6 Weeks: June 22 - July 30

TO APPLY AND/OR REGISTER GO TO WWW.CUYAMACA.EDU
### REGISTRATION

#### REGISTRATION INFORMATION

**REGISTRATION DATE AND TIME**

All new and readmit students who apply by April 10, and all continuing students, will be sent a Registration Appointment. Those who apply after April 10 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**

**WebAdvisor availability:** Monday-Saturday, 7am-10pm

**INTERNET REGISTRATION AND FEE PAYMENT**

Students may register via the Internet using **WebAdvisor** from Cuyamaca College’s web page at 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 page 2 and www.cuyamaca.edu/services/admissions/deadlines.aspx. 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 **WebAdvisor**. 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 **WebAdvisor**.

**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 page 2 and www.cuyamaca.edu/services/admissions/deadlines.aspx.

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 WebAdvisor.**

#### 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 www.cuyamaca.edu/services/admissions/changes/course-repetition.aspx 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.  

- You have an English and/or math assessment test from another local area college.

II. To clear a prerequisite based on criteria other than course-work, 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:

1. 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.
2. 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 co-requisites, 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:**

1. 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 WebAdvisor. If you are having difficulty please contact the Counseling Department at 619-660-4429.

**AUDIT POLICY**

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

- 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

**AUDITING COURSES**

1. 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.
3. 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 10-unit 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 in that course to receive credit for that course.
6. Permission to audit a class is done at the discretion of the instructor and with the instructor’s signed permission.
7. No credit will be received for auditing a course. The College will not maintain any attendance or academic records for MIS reporting.

**AUDITING PROCESS**

1) Obtain the Course Audit Application form from the Admissions and Records Office.
2) 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.
3) Obtain approval from the instructor to audit the course. Form cannot be submitted prior to Monday of the third week of instruction.
4) 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.

**CLASS SCHEDULE**

Go to WebAdvisor 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 2015 include:

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<thead>
<tr>
<th>Art</th>
<th>Communication</th>
<th>English as a Second Language</th>
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<tbody>
<tr>
<td>Astronomy</td>
<td>Computer and Information Science</td>
<td>Exercise Science</td>
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<tr>
<td>Automotive Technology</td>
<td>Counseling</td>
<td>Graphic Design</td>
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<tr>
<td>Biological Sciences</td>
<td>Economics</td>
<td>Health Education</td>
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<td>Business</td>
<td>Electronics Technology</td>
<td>History</td>
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<td>CADD Technology</td>
<td>Engineering</td>
<td>Humanities</td>
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<td>Chemistry</td>
<td>English</td>
<td>Mathematics</td>
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<td>Child Development</td>
<td>Music</td>
<td>Ornamental Horticulture</td>
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<td>Philosophy</td>
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<td>Religious Studies</td>
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<td>Water/Wastewater Technology</td>
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Welcome to Cuyamaca College Summer 2015!

SEVEN EASY STEPS FOR STUDENTS

Step 1 - Apply Online
- Before you can register for classes, you must fill out an application to the college. This can be done online and it is free!
- Start early! Steps 1 through 5 must be completed before you register. 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 & Records office at Cuyamaca College to clear prerequisites, and to award prior credit for degrees and certificates.
- If you took AP classes in high school, please have the College Board send your test scores to the Admissions & Records office.

Step 3 - Online Orientation
- To get the earliest new student registration date, you must complete the Online Orientation (Step 3), Assessment (Step 4), and Online Advising (Step 5) in that order.
- Watch a video to learn how to use WebAdvisor.
- Complete the Online Orientation:
  1. Login to WebAdvisor
  2. Click Students
  3. UnderOrientation/Assess/Advising, click Step One - Online Orientation
- See the Counseling website for more information.

Step 4 - Take English and Math Assessment Test
- Visit the Exemptions page to find out if you are exempt from taking the test.
- Please visit the Assessment page to find out how to make an assessment appointment and other important information.

Step 5 - New Student Advising
- Complete Online Advising after completing the Online Orientation (Step 3) and Assessment (Step 4).
- If you are exempt from taking the Assessment, and have course work from another institution, you may see a counselor.
- Complete New Student Advising:
  1. Login to WebAdvisor
  2. Click Students
  3. UnderOrientation/Assess/Advising, click Step Three - Online Advising
- See the Counseling website for more information.

Step 6 - Register and Pay Fees
- Register for classes online using WebAdvisor on your registration date and time.
- WebAdvisor online tutorials are available to assist you.
- Your registration is not complete until your tuition and fees are paid. Students are dropped for non-payment of fees.

Step 7 - Attend Classes
- Find your classrooms on the campus map.
- Students taking online classes access them through Blackboard on the day the class starts.

$ Financial Aid Assistance is available!
For Financial Aid, Scholarship and Fee waiver information, please visit www.cuyamaca.edu/services/finaid.

QUICK TIPS FOR REGISTRATION

Register for classes online using: WebAdvisor

Registration: April 27 until last day to add
Hours: Monday – Saturday, 7:00 am – 10:00 pm (WebAdvisor hours)

To Register:
- New and returning students must have an application on file to register.
- April 10, 2015 - 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 2015. Students who apply after this date will be assigned to open registration.
- You may register on or after your registration date and time.
- Free Internet access for registration is available in the Admissions & Records and Counseling office lobbies.

Important Changes:
There are important upcoming changes that will impact students. Please visit www.cuyamaca.edu/admissions/changes

Summer Office Hours:
For Admissions & Records, Counseling, Financial Aid, EOPS/CARE, CalWORKs, Student ID:
Monday - Thursday, 8 am – 6 pm

HELP LINES FOR REGISTRATION

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<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Admissions &amp; Records</td>
<td>(619) 660-4275</td>
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<tr>
<td>Cashier’s Office</td>
<td>(619) 660-4256</td>
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<tr>
<td>Counseling</td>
<td>(619) 660-4429</td>
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<tr>
<td>Disabled Students Programs &amp; Services</td>
<td>(619) 660-4239</td>
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<tr>
<td>EOPS/CARE/Foster Youth Programs</td>
<td>(619) 660-4204</td>
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<tr>
<td>Financial Aid</td>
<td>(619) 660-4201</td>
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<tr>
<td>Orientation, Assessment and New Student Advising</td>
<td>(619) 660-4426</td>
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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 Non-discrimination for a full statement of the college’s non-discrimination policy: www.gcccd.edu/governing-board/documents/policies/ch3/BP%203410.pdf

GCCCD Governing Board Members:
Greg Barr, Bill Garrett, Edwin Hiel, Debbie Justeson, Mary Kay Rosinski
Student Members: Jocelyn Estrada, Zack Gianino
Chancellor: Cindy L. Miles, Ph.D.
Cuyamaca College President: Mark J. Zavocic, Ph.D.
Grossmont College Interim President: Tim Froud