

Admission Information

ADDRESS CHANGE

A change of address and email address should be immediately reported to the Admissions and Records Office. You may change your address information online on **WebAdvisor** (www.cuyamaca.edu) or in the Admissions and Records Office.

ADMISSION AND REGISTRATION

The college year is divided into three sessions: fall and spring semesters and a summer session. Courses offered during the various sessions are similar in scope and maintain equivalent standards. The same requirements for admission, enrollment and graduation apply to all students, regardless of the time of day or period of the year they attend classes. The college library, laboratories and other facilities are available throughout each session.

ADMISSION PROCEDURES

Students should observe the following admission procedures:

1. Submit an Application for Admission online at www.cuyamaca.edu
2. Request official transcripts to be sent to Cuyamaca College from all colleges attended in the United States. An official transcript is one that has either been sent directly to Cuyamaca College from the issuing institution or one that is hand carried in a sealed envelope. Transcripts submitted by students who never enroll are kept on file for two years.

Cuyamaca College accepts credit from institutions accredited by one of the six regional accrediting associations and foreign transcripts evaluated by either Academic Credentials Evaluation Institute (ACEI) or International Education Research Foundation (IERF). Please refer to the specific guidelines in this catalog regarding the evaluation of foreign transcripts.

3. Take the English and Math Assessments. The recommendations that result from these assessments will be helpful in selecting appropriate English and Math classes and in planning a successful college program. Students may obtain clearance from the assessment process if they have:

- taken an English and Math class at a college and received a grade of "Pass" or a minimum grade of "C," or
- earned an Associate Degree or higher, or
- completed an Advanced Placement Examination, or
- completed the assessment process at a local college.

To obtain a clearance, you are required to bring to the Counseling Center one of the following:

- a grade report, or
- a transcript or diploma, or
- a copy of your Advanced Placement Examination results with scores of 3, 4 or 5, or
- assessment scores from any local college.

4. Arrange for a counseling appointment for program advisement.
5. Complete the formal registration process as outlined in the class schedule.

ADMISSION REQUIREMENTS

High school graduates or equivalent, or students who are over 18 years of age and have the ability to benefit from the instruction offered, may attend Cuyamaca College.

While it may be advisable for a student to qualify for a high school diploma through a local adult school, non-graduates over 18 years of age may be admitted directly to Cuyamaca College.

Transfers from accredited colleges and universities are eligible for admission to Cuyamaca College.

High school students who are in the 11th and 12th grades may attend with the approval of the appropriate high school official, the appropriate college official and the student's parents.

ASSESSMENT, ORIENTATION AND NEW STUDENT ADVISING

Assessment, Orientation and New Student Advising are expected of all new students. Assessment includes validated placement tests and other measures, and is intended to assist students in selecting courses appropriate to their abilities and educational goals. Assessment gives students knowledge of present skill levels in the areas of Mathematics, English, and English as a Second Language (ESL). An Orientation and New Student Advising session follows assessment. These sessions, conducted by a counselor, provide important information to students about the programs and services available at the college as well as strategies for student success. The Assessment process takes approximately 3 hours to complete. Orientation and New Student Advising sessions offer an opportunity for the new student to develop an Educational Plan, an important tool to assist students attain goals efficiently. Assessment results are distributed at the Orientation and New Student Advising session, or may be picked up in the Counseling Center. New students must complete the Assessment, Orientation and New Student Advising Program before registering for classes.

New, returning, or transfer students may be exempt from the process of Orientation, Assessment and New Student Advising if they:

- Have an Associate's Degree or higher;
- Are taking personal growth courses only;
- Are enrolled in non-credit, Community Education courses;
- Are taking classes to upgrade their job skills;
- Are concurrently attending another college or university.

In order to meet the placement test requirement, students may instead submit documentation of previous college course work and/or assessment scores from another college. Scores expire after two years; course

work does not expire. Such information should be given to a counselor in the Counseling Center.

The Assessment Office is located in A-200 in the Student Services One Stop Center. The primary mission of the Assessment Office is to assist students through the placement test process. In addition to administering the tests for English, Mathematics and ESL, the Assessment Office also administers the Ability to Benefit (ATB) tests for financial aid purposes. Accommodations are available to students with disabilities. For more information, call (619) 660-4426 or visit the website at www.cuyamaca.edu/assessment.

ENROLLMENT VERIFICATIONS

Each student who has an academic record on file at Cuyamaca College and who is not in arrears to the district with regards to fees, tuition, loans or other charges may request verification of enrollment (commonly used to verify enrollment for insurance purposes, scholarships, student worker eligibility, etc.) from the Admissions and Records Office. Verification of enrollment may be obtained at \$3 per copy (processed within 5 working days). Exception: This charge will not be assessed for student loan deferments. An emergency or rush verification of enrollment will be provided for \$5 per copy (processed within 24 hours).

FEES

Cuyamaca College is part of the California Community College system and requires enrollment, student center construction and health services fees for all students, payable at the time of registration. Students are dropped from classes for non-payment of fees. The Board of Governors Waiver Program provides methods to assist low income students pay these fees. Eligibility requirements are available in the Financial Aid Office.

Students may purchase daily or semester parking permits. If a student elects to purchase a multi-car parking permit, the permit may be used on any number of vehicles, but entitles the student to the use of a single parking space per permit. See "Parking and Traffic Regulations" for more information.

Students are required to purchase their own textbooks and supplies and may be required to pay for equipment which is lost or broken after it has been issued.

All students are encouraged to support the student activity program through the purchase of a Student Benefit Card.

INSTRUCTIONAL MATERIALS

Students may be required to purchase instructional and other materials required for a credit or non-credit course, provided that such materials are of continuing value to a student outside of the classroom setting, and provided that such materials are not solely or exclusively available from the district.

INTERNATIONAL STUDENT PROGRAM

ADMISSION

- Applications for admission must be received by the following deadlines:

- Fall semester – June 1
- Spring semester – November 1

All application materials must be received by the above deadlines.

- TOEFL scores must be submitted in order to be considered for admission. The minimum score is 450 paper based or 45 internet-based. The TOEFL test must be completed by the application deadline.
- New students must enroll in the appropriate level English class.

FULL-TIME STATUS

An international student must maintain a minimum of 12 units with a 2.0 grade point average each fall and spring semester at Cuyamaca College.

FINANCIAL RESOURCES

- Each international student must submit a complete financial statement. The financial statement must indicate the ability of the student to finance the year's education to the satisfaction of the Admissions and Records Office (approximately \$21,000 per year).
- An international student attending Cuyamaca College must pay international student tuition and other fees as required by the Governing Board.
- Financial aid is not available for international students.
- An international student may not work off-campus while attending college unless approval is granted by the Department of Homeland Security and the International Student Specialist in Admissions and Records. In some instances an international student may, after completing at least two semesters, work on campus for 20 hours per week.

HEALTH

Cuyamaca College **strongly** recommends that international students obtain a health and accident insurance policy. The Health and Wellness Center has information on where to acquire such a policy.

HOUSING

Cuyamaca College does not have on-campus housing; however, we do work with a home family agency. Information is available in the Admissions and Records Office. The college assumes no responsibility for providing or supervising such housing facilities.

GRADING STANDARDS

International students are subject to all Cuyamaca College grading, probation and disqualification standards.

ADVANCED DEGREES

International students with an associate degree or its equivalent are considered beyond the scope of community colleges and are discouraged from applying to Cuyamaca College.

NOTIFICATION OF ADMISSION

Students will be notified of their acceptance to Cuyamaca College as soon as their application materials are received and approved. Students need to be available for preregistration orientation and educational counseling approximately two to four weeks prior to the start of each semester.

REFUND SCHEDULE

The refund schedule for international student tuition, nonresident tuition, enrollment, student center construction and health services fees is as follows:

- Full semester courses:
 - 100% refund through first two weeks of instruction
 - 0% refund after second week of instruction
- 8 week courses:
 - 100% refund through first week of instruction
 - 0% refund after first week of instruction
- Other short-term classes:
 - Contact the Admissions and Records Office or go to www.cuyamaca.edu/cc/schedules.asp and click on "Class Deadline Dates" under "Helpful Links"

NONRESIDENT TUITION REFUND

Refunds after the refund deadline will be made for the following reasons only:

- Erroneous determination of nonresident status.* If a student is erroneously determined to be a nonresident and, consequently, a tuition fee is paid, such fee is refundable in full, provided acceptable proof of state residence is presented within the period for which the fee was paid.
- Compulsory military service.*

RESIDENCY INFORMATION

Each person enrolled or applying for admission to any California community college will provide such information and evidence of residence as deemed necessary by the District Governing Board to determine residence classification. Falsification of residency information may result in admission to the college being denied. Guidelines for determining residency are outlined in the California Administrative and Education Codes. The determination of a person's classification will be made in accordance with the provisions of these policies and the residence determination date for the semester or session for which the person proposes to attend. The following is a summary of residency guidelines and is by no means complete. Changes may have been made in the statutes and regulations since the time this catalog was published. For more information, contact the Residency Specialist in the Admissions and Records Office.

I. RESIDENCE CLASSIFICATION

- A "resident" is a person who has been both physically present, and has established intent to make California his/her residence for more than one year immediately preceding the residence determination date (Section

54020 of Title 5 of the California Administrative Code). The "residence determination date" is the day immediately preceding the first day of instruction of the semester or session to which the person seeks admission.

- A "nonresident" is a person who has not been both physically present or established intent to make California his/her residence for more than one year immediately preceding the residence determination date. Persons so classified, unless they qualify under one or more of the exceptions later enumerated, will be required to pay a tuition fee as established by the Grossmont-Cuyamaca Community College District Governing Board.

II. DETERMINATION OF RESIDENCE

- Residence. To determine a person's place of residence, the following rules are observed:

- Every person has, in law, a residence.
- Every person who is married or 18 years of age, or older, and not precluded from doing so, may establish residence.
- There can only be one residence.
- Residence is the place where one remains when not called elsewhere for labor or other special or temporary purposes, and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- Residence can be changed only by the union of act and intent.
- A man or woman may establish his or her residence. A person's residence shall not be derived from that of his or her spouse.

- Adults. Persons 18 years of age or older may establish residence in accordance with Section A.

- Minors. Persons under 18 years of age may establish residence in accordance with the following:

- A married minor may establish his/her own residence.
- If the parents are permanently separated, the residence of the minor is the residence of the parent with whom the minor lives.
- If both parents are deceased, and there is no court-appointed guardian, the minor may establish his/her own residence.
- The residence of an unmarried minor who has a parent living cannot be changed by his or her own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control, unless the minor qualifies for the two-year care and control or the self-support exception.
- A person who is a minor, and resides with either the father or mother (or both), may be classified as a resident of California if the parent (or parents) with whom the minor lives has established residence in California for more than one year prior to the residence determination date.

III. FACTORS TO BE CONSIDERED IN DETERMINING RESIDENCE

A. Residence is established only by the union of both physical presence and intent. No one factor is decisive, however, the college may look for certain objective manifestations of subjective intent on the part of one asserting that residence status has been established, or has been maintained in spite of an absence from California.

The following factors may be used to demonstrate evidence of maintaining physical presence:

1. Carrying on of a business or employment in California.
2. Maintaining active savings and checking accounts in California banks.
3. Ownership of residential property or continuous occupancy of rented or leased property in California.
4. Active resident membership in service or social clubs.

The following factors may be used to demonstrate intent to reside in California:

1. Filing California personal income taxes as a resident.
2. Registering to vote and voting in California elections.
3. Possession of a California Driver's License or California Identification Card from the Department of Motor Vehicles.
4. Possession of California resident vehicle license plates.
5. Petitioning for a divorce or lawsuit as a resident of California.
6. Carrying on of a business or employment in California.
7. Possession of a California resident hunting or fishing license.
8. Licensing from California for professional practice.
9. California address on federal income tax forms and W-2 forms.
10. Maintaining a California address as the home of record on military records and on the Leave and Earnings Statement (LES) while in the armed forces.

B. Factors that are inconsistent with a claim for California residence include, but are not limited to, the following:

1. Filing California State income taxes as a nonresident or filing income taxes as a resident in another state.
2. Maintaining a driver's license in another state.
3. Maintaining vehicle registration in another state.
4. Maintaining voter registration and voting in another state.
5. Attending an out-of-state institution as a resident of that state.
6. Petitioning for a divorce or lawsuit as a resident in another state.

C. The Cuyamaca College admissions/residency questionnaire shall contain a variety of questions directed at establishing the residency classification of a person.

D. Exceptions.

1. Persons who have attended a California high school for at least three years and have graduated from a California high school, or have attained the equivalent status, are exempt from paying nonresident tuition. This exemption applies to persons who would usually be classified as nonresidents, including undocumented immigrants. Nonimmigrant aliens, including persons on F and B visas, are not eligible for this exemption.
2. A minor who remains in California after resident parents establish residence elsewhere (within one year immediately prior to the residence determination date), may retain resident status until the minor has attained the age of majority and has resided in California long enough to establish residence, so long as, once enrolled, continuous full-time attendance is maintained. Nothing in this section will require attendance during summer intersession or any session beyond the normal academic year.
3. A minor who has been entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date, with the intention of acquiring a residence therein, shall be entitled to resident classification until he/she has resided in California the minimum time necessary to become a resident. Certain requirements must be met.
4. A student who currently resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.
5. A minor shall be entitled to resident classification if, immediately prior to enrolling at a California community college, the minor has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have been domiciled in California for more than one year immediately prior to the residence determination date. This exception shall continue until the student has attained the age of majority and has resided in California the minimum time necessary to become a resident so long as continuous full-time attendance is maintained.
6. An unmarried minor alien will be entitled to resident classification if the minor and the minor's parents have not been precluded by the Immigration and Nationality Act from establishing domicile in the United States, provided that the parents have established residence in California for more than one year prior to the residence determination date for the semester or session for which the minor proposes to attend. An exception is made to minors, for establishing residency, if the minor is a U.S. citizen and his/her parents are undocumented aliens.
7. A person who is an adult alien will be entitled to resident classification if he/she is not precluded by the Immigration and Nationality Act from establishing domicile in the United States, provided that he/she has established residence in California for more than one year prior to the residence determination date for the semester or session for which he/she proposes to attend.
8. A person classified as a nonresident shall not obtain resident classification, as a result of maintaining continuous attendance at an institution, without meeting the other requirements of obtaining such classification.
9. An undergraduate student who is a dependent (natural or adopted child, stepchild or spouse) of a member of the armed forces of the United States stationed in California on active duty, is exempt from paying nonresident tuition for the duration of his/her enrollment at a California community college. Graduate dependents are exempt from paying nonresident tuition for one year from the date of his/her arrival in California. If the member of the armed forces, whose undergraduate dependent is in attendance at Cuyamaca College (1) is transferred, on military orders, to a place outside of California, or (2) retires from active duty, the dependent shall not lose his or her exemption status for the one year duration it takes to establish residency. After one year has elapsed, the dependent is subject to reclassification according to the policies stated in this section.
10. An undergraduate student who is a member of the armed forces of the United States stationed in California on active duty, except a member assigned for educational purposes to state-supported institutions of higher education, shall be exempt from paying nonresident tuition for the duration of his/her enrollment at a California community college. Graduate active military students are exempt from paying nonresident tuition for one year from the date of his/her arrival in California. After one year has elapsed, the student is subject to reclassification according to the policies stated in this section.

11. An undergraduate student who was a member of the armed forces stationed in California on active duty for more than one year immediately prior to being discharged, shall be exempt from paying nonresident tuition for up to one year for the time he/she lives in California after being discharged. This one year waiver after the discharge date allows the time necessary to establish residence. After one year has elapsed, the student is subject to reclassification according to the policies stated in this section.

12. A person who is an apprentice, as defined in Section 3077 of the Labor Code, will be entitled to resident classification.

13. A person holding a valid credential authorizing service in the public schools of California and who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the person enrolls, shall be entitled to resident classification if such person meets any of the following requirements:

- Holding of a provisional public school credential and enrollment in courses necessary to obtain another type of credential authorizing service in the public schools.
- Holding a public school credential issued pursuant to Section 44250 and enrollment in courses necessary to fulfill credential requirements.
- Enrollment in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Section 44259.

14. A person who is a full-time employee of a California community college, California State university or college, the University of California, or the California Maritime Academy; or the child or spouse of that person, may be entitled to resident classification until he/she has resided in California the minimum time necessary to become a resident.

15. For purposes of the nonresident tuition fee, a community college district shall disregard the time during which a person living in the district resided outside of California if:

- The change of residence to a place outside of California was due to a job transfer and was made at the request of the person's employer or the employer of the person's spouse or, in the case of a person who resided with and was a dependent of the person's parents, the change of residence was made at the request of an employer of either of the person's parents.
- Such absence from California was for a period of not more than four years.

- At the time of application for admission to a college maintained by the district, the person would qualify as a resident if the period of the person's absence from California was disregarded.

A nonresident tuition fee shall not be charged to a person who meets each of the conditions specified in subdivisions a. to c., inclusive.

IV. REVIEW AND APPEAL OF CLASSIFICATION

Any person, following a final decision on residence classification by the college, may make a written appeal to the Chancellor of the District or designee within 30 calendar days of notification of final decision by the campus regarding classification. The Chancellor, on the basis of the Statement of Legal Residence, pertinent information contained in the file of the Dean of Counseling & Enrollment Services, and information contained in the person's appeal, will make the determination and notify the person by United States mail, postage prepaid.

V. RECLASSIFICATION AND FINANCIAL INDEPENDENCE

Students must complete reclassification forms, which are available in the Admissions and Records Office, for a change in classification from nonresident to resident status. Students will be requested to provide appropriate documentation to prove California residence, for more than one year prior to the residence determination date, for the semester or session which the student is claiming resident status. Education Code Section 68044 requires that the financial independence of a nonresident student seeking reclassification as a resident be included in the factors to be considered in the determination of residence.

VI. NONRESIDENT TUITION

A person classified as a nonresident will be required to pay nonresident tuition, in addition to other fees required by the college. Nonresident tuition must be paid at the time of registration.

VII. INTERNATIONAL STUDENT TUITION

A nonresident person who is a citizen and resident of a foreign country will be required to pay international student tuition, in addition to other fees required by the college. International student tuition must be paid at the time of registration.

TRANSCRIPTS

Each student who has an academic record on file at Cuyamaca College and who is not in arrears to the district with regard to fees, tuition, loans or other charges may request official transcripts from the Admissions and Records Office. The official transcript includes course work from both Cuyamaca and Grossmont College. Two official transcripts of records are provided without charge; additional copies may be obtained at \$3 per copy (processed within 5 working days). An emergency or rush transcript will be provided for \$5 per copy (processed within 24 hours).

TRANSFER CREDIT

EVALUATION OF U.S. TRANSCRIPTS

Courses taken at a regionally accredited college or university and designated as appropriate for general education, Associate Degree, baccalaureate or graduate credit by that institution will be accepted by Cuyamaca College for credit. In support of general education reciprocity, courses used to meet general education requirements at another California community college will be applied towards general education at Cuyamaca College. The extent to which courses taken at other colleges satisfy specific certificate and degree requirements is determined by a review of comparability to courses in the Cuyamaca College curriculum.

Courses completed at institutions without regional accreditation are not generally accepted.

EVALUATION OF FOREIGN TRANSCRIPTS

Transcripts (educational credentials) issued in foreign countries from non-American system institutions and those in languages other than English require special handling. Each foreign transcript must be translated into English and submitted to one of the companies listed below for an official evaluation.

Cuyamaca College accepts the evaluation of foreign transcripts **only** from the following **two** academic evaluations companies:

- Academic Credentials Evaluation Institute, Inc. (ACEI)**
P.O. Box 6908
Beverly Hills, CA 90212 USA
TEL (310) 275-3530
FAX (310) 275-3528
www.acei1.com
- International Education Research Foundation (IERF)**
P.O. Box 366S
Culver City, CA 90231-366S USA
TEL (310) 390-6276
FAX (310) 397-7686

Students will need to contact the evaluation company they select for their particular foreign transcripts evaluation procedure. Once completed, have the evaluation report mailed to the Evaluations Office, Cuyamaca College, 900 Rancho San Diego Parkway, El Cajon, CA 92019.

CUYAMACA COLLEGE'S PROCEDURE FOR THE EVALUATION OF FOREIGN TRANSCRIPTS

- We must receive a detailed evaluation report from one of the companies listed above with **subject breakdowns** and **grades** from the *official* foreign transcripts. The official report must be in **English** and in a *sealed* envelope.
- The official report will be reviewed by the Cuyamaca College Evaluations Office regarding the possible clearing of general education courses for graduation.
- English** and **speech** courses on any evaluation report will be awarded elective credit only.
- Courses will **only** be used to satisfy major requirements with the approval of the department on a "Modification of Major" form.
- Courses will **not** be used for General Education Breadth or IGETC certifications.

6. In some instances, additional documentation such as the course syllabus or detailed course description may be needed before an evaluation of foreign course work can be completed.
7. Official transcripts will not be required by Cuyamaca College since the official transcripts are submitted to the evaluation service.

VETERANS SERVICES

Upon filing an application for admission to Cuyamaca College, a veteran should immediately contact the Veterans Certifying Official in Admissions and Records. Military form DD-214 must be presented to the Veterans Office in order to take advantage of veteran's benefits.

Veterans must request official transcripts of all previous college work, including military transcripts of service (AART, SMART, CGIT or CCAF), be sent to the Admissions and Records Office. An official transcript is one that has been sent directly to Cuyamaca College from the issuing institution or one that is hand carried in a sealed envelope. Students not taking advantage of the GI Bill benefits who wish to receive credit should also submit official transcripts.

Credit may be granted for military service schools as recommended in the publication *A Guide to Evaluation of Educational Experiences in the Armed Forces*, published by the American Council on Education (ACE). Military credit will be counted toward graduation as general education for military courses substantially similar to coursework offered by Cuyamaca College, or elective credit, unless specifically accepted by a department for use within a student's major. A maximum of 20 units of military credit (including up to 3 units of Exercise Science) will be allowed. Students should meet with the veterans' counselor to request an Evaluation of Military Credit.

Veterans who have completed at least one year of honorable active service will receive up to 3 units of credit for Exercise Science activity that will meet the graduation requirement at Cuyamaca College.

Students planning to transfer should consult the catalog of the four-year institution for granting of military credit; award varies. Those planning to transfer to a CSU may be able to satisfy Area E, Lifelong Learning, on CSU GE Breadth. To receive this credit for military service, a DD-214 and appropriate military records must be submitted to the Admissions and Records Office.

A veteran may not repeat a course and receive veterans' benefits where a "D" or "F" grade was received unless the course is required for graduation or a grade of "C" is required for the degree.

Veterans should pay special attention to add/drop deadlines and consult the campus Veterans Office when any change in enrollment is made.

If any veteran or dependent receiving VA educational benefits has been on academic or lack of progress probation for two consecutive semesters, Cuyamaca College will not certify the student's enrollment to the VA for payment of benefits until the cumulative GPA at the GCCCD has improved to a 2.0.

Any veteran who petitions for readmission to the college following disqualification must meet with the veterans' counselor and have the counselor make a recommendation on the petition prior to being considered for readmission.

Veterans should be aware that short-term classes and other flexible schedules may affect benefits. Before registering, check with the veterans' counselor or the Veterans Certifying Official in the Admissions and Records Office about the implications of taking short-term courses.

CALIFORNIA COLLEGE FEE WAIVER (CALVET)

The children and spouses of U.S. veterans with service-connected disabilities or veterans who have died in service or from service-connected disabilities may be eligible for waiver of College fees. The student must complete the BOGW enrollment fee waiver application and submit the VA letter of eligibility to the Financial Aid Office. For more information see the Veterans Certifying Official in Admissions and Records.

SERVICEMEMBERS OPPORTUNITY PROGRAM (SOC)

As a Servicemember Opportunity College, Cuyamaca College provides academic assistance to active-duty personnel which includes program planning and guidance in understanding educational options, acceptance of traditional and nontraditional learning experiences, tutoring, or similar learning opportunities.