

# Services for Students

## ASSOCIATED STUDENT GOVERNMENT OF CUYAMACA COLLEGE (ASGCC)

Cuyamaca College supports the organization of students known as the Associated Student Government of Cuyamaca College (ASGCC). The association promotes the following objectives:

- To serve as an active student voice in the operation of the college, including both shared governance and the management of student activities.
- To provide an opportunity for leadership experience and training for students.
- To enhance, wherever possible, the general excellence of the college, uniting the interests of all persons—students, faculty, administration, staff and the local community.

### ASSOCIATED STUDENT GOVERNMENT (ASG) SHARED GOVERNANCE

Since virtually all major decisions made at Cuyamaca College affect students in some way, student input to the various decision-making bodies is relevant, necessary and welcomed. ASGCC has adopted a constitution which established an organized student voice at Cuyamaca College. This voice is facilitated by the ASGCC and is a critical constituency among the college governance structure.

Associated Student Government meetings are held weekly; dates and times are posted on the ASGCC bulletin board. For more information, please call (619) 660-4273. All members of the college community are welcome to attend. Additional information regarding student government is available in the ASGCC Office and the Student Affairs Office.

### ASSOCIATED STUDENT GOVERNMENT SERVICES AND ACTIVITIES

With the support of the student body, the ASGCC plans, organizes, promotes, sponsors and finances a comprehensive program of activities and services for all Cuyamaca College students. The activities program is organized to achieve the following objectives:

- To provide opportunities for the development of the social and cultural interests of the entire college community.
- To afford avenues for the enrichment of each individual's life through sharing and enjoying a group spirit of mutual responsibility, leadership and creativity.
- To promote college spirit and community awareness. The variety of departments, clubs and facilities permits a student to experience a broad spectrum of interest, including but not limited to, music, art, drama, sports, ecology, community service and business.

### STUDENT AFFAIRS OFFICE

The Associate Dean of Student Affairs acts in an advisory role to the Associated Student Government of Cuyamaca College. Opportunities are provided for students to organize, meet, and work together to extend their academic learning process through campus involvement and participation. By providing this educational culture, the Student

Affairs Office helps foster the intellectual, social, and emotional growth of the campus community.

Facilitating student complaints and grievances in compliance with District policies and helping students learn about college policies and procedures is a major component of this office.

In addition, overseeing ASGCC and Student Trustee elections and the yearly commencement ceremonies are some of the primary responsibilities of this office.

Students interested in obtaining club charters and ASGCC candidate petitions should come to the Student Affairs Office which is located in I-120.

### STUDENT BENEFIT "COYOTE" STICKER

A Student Benefit "Coyote" Sticker may be purchased for \$12. This card entitles a student to free admission to all college-sponsored athletic events, 10% off all supplies from the college bookstore (not including textbooks), as well as special college and community discounts.

The Student Benefit "Coyote" Sticker not only benefits students, it also helps the ASGCC to support various activities and programs on campus.

For additional information, please contact the Associated Student Government Office at (619) 660-4273 or the Student Affairs Office at (619) 660-4491.

### HONOR SOCIETY/PHI THETA KAPPA

Phi Theta Kappa (PTK) is an honors organization reflecting the hallmarks of scholarship, leadership, service and fellowship. The programs of the Society are designed to give the members opportunities for personal growth in all areas, encouraging the more balanced individual. The organization was created in 1918. Cuyamaca College has an honor society chapter. The requirements for admission as a provisional member are:

- Academic excellence as defined by a GPA of 3.5 or better,
- Must have completed a minimum of twelve semester units at Cuyamaca College that qualify for an Associate Degree program, and
- Each prospective student must pay a non-refundable administration processing fee of \$65 at the time of filing application and profile forms for provisional membership admission.

Students must apply for membership.

### COLLEGE STUDENT ORGANIZATIONS/CLUBS

Cuyamaca College offers a wide spectrum of special interest and program-related clubs for student participation.

Information on how to organize a new club or join an existing one is available in the Student Affairs Office. College clubs include Art, Automotive, Club Aled, Engineering and many others from which to choose.

An Inter-Club Council, consisting of representatives from each college club on campus, exists to coordinate events and activities and share ideas.

In accordance with Sections 76035, 32050 and 32051 of the Education Code of the State of California, the Governing Board of the Grossmont-Cuyamaca Community College District has ruled that secret fraternities,

sororities or clubs may not be formed. Moreover, Section 32051 of the Education Code forbids the practice of hazing by organizations or individuals either on or off the Cuyamaca College campus.

### CULTURAL ACTIVITIES

As part of the educational offering, Cuyamaca College presents a year-long series of cultural events. Among the presentations are lectures by persons of note in the political and science disciplines, artists in the fields of music and dance, art festivals, film series, and other events that add variety to the intellectual and cultural life of the college community. These include both day and evening programs which are open to students and the general public.

A selected day each month serves as "College Hour," when college-wide and specialized activities are held as enriching experiences outside of classroom academic life.

## BOOKSTORE

Barnes & Noble Bookstores, Inc., the world's largest bookseller, manages the Cuyamaca College Bookstore. The bookstore carries all required textbooks and supplies, as well as Cuyamaca College emblematic giftware and clothing. A portion of the revenues generated by the bookstore is paid to the Grossmont-Cuyamaca Community College District and reallocated for the improvement and expansion of college programs.

## BORDERLESS SPACES

Borderless Spaces is a program for undocumented students as a result of the 2013 California Dream Act legislation. The program is designed to assist undocumented students with counseling, assistance with financial aid, peer advocacy, book loans, specialized workshops and cohort building events and orientations. The program is located within the EOPS office in the Student Services One-Stop Center, Bldg A300. You may contact us at (619) 660-4204 or visit our website at [www.cuyamaca.edu/eops](http://www.cuyamaca.edu/eops)

## CALWORKS S.T.E.P.S.

The CalWORKs (California Work Opportunities and Responsibility to Kids) S.T.E.P.S. (Success Through Education Produces Self-Sufficiency) Program helps students who receive family cash assistance fulfill their Welfare-to-Work program requirements and provides additional support services. Eligible students receive assistance with arranging subsidized child care, obtaining necessary textbooks and supplies, and providing on-campus, paid work study. The CalWORKs counselors work with each student to develop an education plan that leads to self-sufficiency. In addition to providing counseling services, counselors help students access campus and community resources.

If you are a current Welfare-to-Work participant, or believe that you may be eligible for family cash aid, contact the CalWORKs S.T.E.P.S. office in the Student Services One-Stop Center at 619-660-4340. Let us be your liaison with the County CalWORKs Welfare-to-Work staff.

## CAREER AND STUDENT EMPLOYMENT CENTER

The Career and Student Employment Center provides career planning and employment assistance to all students, staff and community members. The Center provides assistance in the areas of career assessment, career exploration, goal setting, decision-making, labor market information, and the education and training required. Information regarding various careers is available in the Center's library, through workshops, career fairs and individual appointments with professional staff. Career assessment tests are available to help students explore their interests, skills, work values and personality type as an aid in making career decisions. A career library is available, as well as computerized occupational information which contains information on local, state and national trends, salaries and skills for various jobs. Internet access is also available.

The Career and Student Employment Center also refers students to on-campus and off-campus job openings and assists students with employment skills such as developing resumes, interviewing and job search skills. Jobs are open to Cuyamaca students and alumni. Jobs are posted on the "Cuyamaca Job Link" on the Internet. For job referral services, students must apply in person at the Center. Jobs are also posted on the Employment Bulletin Board located across from the Administration building. Students register by completing a Student Application Form, presenting their Social Security Card and picture identification. The use of computers is available to perform job search and create resumes. Over 200 employer files containing employment information are also available in the Center.

The Career and Student Employment Center is located in A221 in the Student Services Center (next to Counseling) or you can call (619) 660-4450. Visit us at our website at [www.cuyamaca.edu/careerserv/](http://www.cuyamaca.edu/careerserv/) for more information.

## CHILD DEVELOPMENT CENTER

The Child Development Center is a critical component of the academic program and mirrors the teachings of the Child Development Department. Child Development students use the Center as a lab school for observations and work experience. The Center serves children of students, faculty, staff and the community with a professional and quality program. The Center's educational philosophy is built on a partnership of children, families and staff, with respect and value for each participant. The Center is open year-round, following the college schedule for closures. Hours of operation are Monday through Friday, 7:30 a.m. to 5:30 p.m. The Center accepts children from 18 months to 5 years old (pre-kindergarten). For more information call (619) 660-4660.

## COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

CARE is a state-funded program designed to recruit and assist single parent students who are EOPS eligible. CARE eligibility requires that the student or their dependent child be a current recipient of CalWORKs/TANF, and the student must have one child under the age of 14.

CARE provides support services and possible grant funds. The CARE counselor works with each student to promote academic success and assist students in attaining their career and vocational goals. For more information contact the CARE program in the EOPS office located in the One-Stop Center, Build A300, or call (619) 660-4293. Visit us at our website at [www.cuyamaca.edu/eops/cte-care.asp](http://www.cuyamaca.edu/eops/cte-care.asp)

## 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 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 ADVISING

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 advising, course selection and setting up a student educational plan.

### CAREER ASSESSMENT AND ADVISING

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

### TRANSFER PLANNING

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

Counseling is located in A200 in the Student Services One Stop Center, or you can call (619) 660-4429. Visit us at our website at [www.cuyamaca.edu/transfer\\_center](http://www.cuyamaca.edu/transfer_center).

### ASK A COUNSELOR - ONLINE COUNSELING SERVICE

Cuyamaca College offers online counseling via the "Ask A Counselor" web tool available at [www.cuyamaca.edu/counseling](http://www.cuyamaca.edu/counseling). Online counseling services include general

information about Cuyamaca College's programs, classes, degree requirements, transfer advising and educational planning. Students using "Ask A Counselor" can expect a response from a counselor within 72 hours, not including weekends.

### COUNSELING (COUN) COURSES

Cuyamaca College offers a number of COUN courses to benefit students including COUN 101, Introduction to College, and COUN 120, College and Career Success, taught by counselors. For resources and more information, see [www.cuyamaca.edu/pdc](http://www.cuyamaca.edu/pdc). For a complete listing of courses, see the Course Descriptions section of the catalog.

A First Year Success Program (Cuyamaca Link) is also offered by the college in conjunction with some of the local high schools to help new students adjust to the college experience.

## DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Disabled Students Programs & Services (DSP&S) provides support services to students with disabilities to enhance their opportunities to experience educational success.

Students who have a disability and require special services and/or equipment in order to access educational opportunities and achieve academic success are asked to contact DSP&S, where qualified staff members are available to assist with such needs. Academic and disability-related counseling is available along with the following services: application and registration assistance, short-term special parking, campus mobility assistance, test proctoring, special equipment, High Tech Lab use, interpreters for the deaf, readers for the blind, note-taking services, learning disability assessment, speech-language assessment and intervention, additional tutoring hours, TTY (619) 660-4386 and referrals to other colleges and outside agencies such as the Department of Rehabilitation, the Access Center and the San Diego Regional Center. Services through DSP&S are authorized based on the documentation of disability available to our office and the functional effects of the student's disability upon his/her educational pursuit.

Cuyamaca College recognizes that a disability may prevent a student from demonstrating required math, reading, and/or writing competencies or from completing course requirements necessary for an AA or AS degree in the same manner as nondisabled students. The college also recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising the student's course of study and the integrity of the student's degree. Contact DSP&S for further information at (619) 660-4239.

Questions regarding accessibility, Sections 504 and 508, Americans with Disabilities Act, Title 5 regulations, and VTEA funding should be addressed with DSP&S personnel.

Note: Affiliation with DSP&S is not mandatory in order to receive accommodations. For further information, contact the college ADA-504 Coordinator.

## DISTRICT PUBLIC SAFETY DEPARTMENT

The District Public Safety Department provides police services to the college community and their property on college grounds, facilities, and parking lots. However, all persons on college grounds are primarily responsible for their own safety and property.

District Public Safety Officers are sworn officers in compliance with the California Education Code and the California Penal Code, and have the same full law enforcement powers and responsibilities as local police and sheriff's deputies in your home community.

In addition to the District Public Safety Officers, the Department employs uniformed Public Safety Assistants who provide building security, escorts, and assistance with special events.

The District Public Safety Department has established Memorandums of Understanding (MOUs) with local law enforcement agencies in whose jurisdictions the two colleges are located. The mutual agreements allow the District Public Safety Department to have primary operational responsibility for law enforcement and investigative services on college district property, with the assurance that local law enforcement agencies can be called for assistance and mutual aid as appropriate. Copies of these agreements are available to the public at the Public Safety Office in the Student Services One-Stop Center.

### EMERGENCY SPEED DIALING PAY PHONES

At least one phone in each group of pay phones throughout both campuses is equipped with emergency speed dialing. Dialing the pound sign (#) and one (1) will immediately connect the caller to the Public Safety Department. These phones are easily identified by a sign above the phone.

### EMERGENCY CALL BOXES

Emergencies and other requests for services can be reported to the District Public Safety Office by using one of the Call Boxes located throughout the campus.

Emergency directions in Braille are also on each phone to assist the visually impaired. More information is available through Disabled Students Programs and Services.

### CRIME REPORTING PROCEDURES

District Public Safety personnel are available 24 hours a day, 7 days a week. Emergencies, criminal activities, or other incidents may be reported at any time by calling:

**GCCCD PUBLIC SAFETY EMERGENCIES** (619) 644-7654 911  
**EL CAJON POLICE** (619) 579-3311  
**S.D. SHERIFF** (858) 565-5200

### DISTRICT PROPERTY

District property may not be removed from the campus without prior written authorization from the Division Dean or area supervisor. Unauthorized removal of district property from the campus is a violation of the law and violators may face prosecution.

### CRIME PREVENTION

One of the most essential ingredients of any successful crime prevention program is an informed public. It is the goal of the District Public Safety Department to inform students and staff in a timely manner of any criminal activity or security problem that may pose a reasonable threat to their safety. Information will be provided to students, faculty and staff through several district notification systems (District phones, classroom emergency phones, District Mass Notification system, and District email).

Individuals who need to be on campus other than during regular scheduled work hours must secure authorization from the department chairperson or supervisor prior to their arrival. The District Public Safety Office should also be notified of their presence. Many campus rooms

and areas are protected by intrusion alarms, so before entering these areas, District Public Safety Officers should be contacted. It is the responsibility of those using rooms, offices or other areas to lock access doors, turn off lights and close all windows. Facilities Services staff and Public Safety Department personnel will check many campus areas during off-hours, but the primary responsibility for security lies with the user.

### CRIME STATISTICS

The Clery Act requires that institutions disclose statistics for offenses committed in certain geographic locations associated with the institution. A crime should be included in the annual security report only if it occurred in one of the following locations: on campus, in or on a non-campus building or property, or on public property within or immediately adjacent to and accessible from the campus. All crimes, including hate crimes, must be disclosed by geographic location.

**On Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

**On Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Non-campus Building or Property:** The District does not own or control any site off campus.

### SMOKE FREE CAMPUS

Smoking and/or other tobacco use is prohibited on all property owned or controlled by the District. Any District Public Safety Officer may warn or cite any person who is in violation of this policy.

### PETS ON DISTRICT PROPERTY

Unless animals are involved in the instructional process, all District property is closed to dogs and other pets, with the exception of guide dogs for the visually impaired and disabled.

### POLICE SERVICES COMPLAINT PROCEDURE

The District Public Safety Department realizes it must be responsive to all persons in the community. If you are not satisfied with the performance of any members of the Department, we need to know the specifics. The District and the District Public Safety Department pledge to respond swiftly, thoroughly, and fairly to all reports of unsatisfactory service. To file a written complaint, go to the District Public Safety Office at either campus. Besides completing a written report, you are also encouraged to personally discuss the situation with a Public Safety supervisor.

### LOST & FOUND

Lost and Found items should be given to District Public Safety personnel. To check if an item has been turned in, call (619) 644-7654 or stop by the District Public Safety Office.

INCIDENTS	2009		2010		2011	
	CAMPUS	PUBLIC PROPERTY	CAMPUS	PUBLIC PROPERTY	CAMPUS	PUBLIC PROPERTY
GC = GROSSMONT CC = CUYAMACA	GC / CC	GC / CC	GC / CC	GC / CC	GC / CC	GC / CC
MURDER AND NONNEGLIGENT MANSLAUGHTER	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
NEGLIGENT MANSLAUGHTER	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
FORCIBLE SEX OFFENSES	2 / 0	0 / 0	0 / 0	0 / 0	0 / 1	1 / 0
NONFORCIBLE SEX OFFENSES	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
ROBBERY	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	1 / 0
AGGRAVATED ASSAULT	0 / 0	0 / 0	1 / 0	0 / 0	0 / 0	0 / 0
BURGLARY	1 / 1	0 / 0	3 / 2	0 / 0	9 / 1	0 / 0
MOTOR VEHICLE THEFT	0 / 0	6 / 0	0 / 0	0 / 1	0 / 0	2 / 0
ARSON	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
ALCOHOL POSSESSION	0 / 0	0 / 1	0 / 1	0 / 0	1 / 1	0 / 0
SIMPLE ASSAULT	4 / 1	2 / 2	6 / 3	4 / 0	8 / 2	2 / 0
AUTO BURGLARY	0 / 0	5 / 3	0 / 0	11 / 3	0 / 0	4 / 1
DRUG/NARCOTIC OFFENSES	1 / 1	6 / 5	2 / 1	8 / 1	0 / 0	5 / 1
HATE CRIMES	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
WEAPONS POSSESSION	1 / 0	1 / 1	0 / 1	0 / 0	1 / 0	0 / 1
ARRESTS						
LIQUOR LAW VIOLATIONS	0 / 0	0 / 0	0 / 0	0 / 0	0 / 2	0 / 0
DRUG LAW VIOLATIONS	0 / 1	4 / 5	2 / 0	6 / 1	0 / 0	2 / 1
ILLEGAL WEAPONS POSSESSION	0 / 0	1 / 1	0 / 0	0 / 0	0 / 0	0 / 1



## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The EOPS Program at Cuyamaca College is designed to recruit, inform and assist students who have been identified as economically and educationally disadvantaged. Eligible students are assisted by qualified counselors who provide the necessary academic and personal support services to enable them to succeed at Cuyamaca College. Services may include, but are not limited to, personal and academic counseling, transfer advising, peer advising and advocacy, financial assistance in the form of book grants, orientations, seminars, and courses for student success.

The EOPS office is located in the Student Services One-Stop Center, Bldg A300. You may contact us at (619) 660-4204 or visit our website at [www.cuyamaca.edu/eops](http://www.cuyamaca.edu/eops).

## UNLIMITED POTENTIAL! (UP!) PROGRAM

The UP! Program, sponsored by EOPS and Financial Aid, is designed to assist students who have been in foster care or guardianships, as well as students who are homeless. Students may receive EOPS and/or CARE services as well as counseling case management, personalized financial aid assistance, resource referrals, mentoring, life skills workshops, and cohort building events and orientations.

The program is located within the EOPS office in the Student Services One-Stop Center, Bldg A300. You may contact us at (619) 660-4204 or visit our website at [www.cuyamaca.edu/eops/cte-up-program.asp](http://www.cuyamaca.edu/eops/cte-up-program.asp)

## FINANCIAL AID

### PURPOSE OF FINANCIAL AID

The purpose of financial aid is to help students who might not otherwise be able to attend school. Although the primary responsibility for meeting college costs rests with the student and/or his or her family, it is recognized that many families have limited resources and are unable to meet the cost of post-secondary education. For this reason, financial aid programs have been established to provide assistance to students with documented financial need. Financial need exists when the cost of education exceeds the resources available to a student. The cost of education includes fees, books and supplies, room and board, personal expenses and transportation. Student earnings from employment, as well as savings, veterans benefits, social security, TANF/CalWORKs and/or expected contributions from parents' income and assets, are some examples of the resources considered available to a student for the cost of education.

Financial need is determined by the information provided by applicants on the Free Application for Federal Student Aid (FAFSA). Cuyamaca College will attempt to meet the need by offering assistance through the financial aid programs available.

### GAINFUL EMPLOYMENT

Federal regulations require higher education institutions to disclose information regarding the success of its students in certificate programs that lead to employment. The information includes graduation rates, estimated education costs, median debt of students who completed programs, and other information designed to help students make better-informed choices about colleges and universities they select. Please visit the [GCCCD Gainful Employment web page at www.gcccd.edu/research-planning/career-and-tech-ed.html](http://www.gcccd.edu/research-planning/career-and-tech-ed.html) for detailed information.

## FINANCIAL AID PROGRAMS

### GRANTS

**Board of Governors Waiver:** The State of California through the Board of Governors Waiver Program (BOGFW) provides three ways to help students pay mandatory fees (enrollment fee, health services fee and the student center construction fee). Method A waives the enrollment, health services, and student center construction fees; Method B and Method C waive the enrollment fees; Methods A, B & C waive parking fees over \$20. The program also has a special classification BOGFW that will waive the enrollment fees only. If applications have not been processed for the Board of Governors Waiver by the time of registration, fees will be charged and a refund will be made upon approval of the application. To apply for the BOGFW, visit our website at [www.cuyamaca.edu/finaid](http://www.cuyamaca.edu/finaid). Students who apply for financial aid by submitting a Free Application for Federal Student Aid (FAFSA) will also be considered for a waiver. For more information, please visit the Financial Aid Office in the Student Services Center, A300.

**Bureau of Indian Education's:** The BIE's mission "is to provide quality education opportunities from early childhood through life in accordance with a tribe's needs for cultural and economic well-being, in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities." The Bureau of Indian Education has established links to various scholarships to be used by qualified Native Americans students. The American Indian scholarships can be found on the BIE website [www.bie.edu](http://www.bie.edu). Individual grants and scholarships are awarded based on the specific requirements outlined by each nation, tribe, and Alaskan Village. The educational department of each nation, tribe, or Alaskan Village can assist students in applying for grant and scholarship. To receive financial assistance most nations, tribes, and Alaskan Villages require that their students complete the FAFSA as well as any other forms required by individual financial aid departments. In addition, each nation, tribe, and Alaskan Villages will determine blood requirements to be considered for new membership in the individual nations, tribes, or Alaskan Villages.

**Cal Grants:** There are three types of Cal Grants, administered by the California Student Aid Commission (CSAC). These grants are for California residents and other qualified non-residents who will be attending a California college or university. To apply for Cal Grant A, B and C, submit a FAFSA and a GPA

Verification form postmarked by March 2, prior to the academic year. For more information on Cal Grants visit [www.csac.ca.gov](http://www.csac.ca.gov). For GPA verification, once a student has completed 16 college-level units, the Cuyamaca College Admissions and Records Office will automatically send the GPA to CSAC.

**Cal Grant A:** Cal Grant A provides assistance to students from low and middle income families who will be attending tuition-charging institutions after leaving Cuyamaca College. Cal Grant A pays tuition charges at public California colleges or universities and up to \$9,708 of tuition charges at private California colleges or universities.

**Cal Grant B:** Cal Grant B provides access costs for low income students up to \$1,473 per year for up to four years and pays tuition charges at public California colleges or universities and up to \$9,708 of tuition charges at private California colleges or universities for the second through fourth year.

**Cal Grant C:** Cal Grant C is for vocational students from low and middle income families. The maximum award is \$547 at Cuyamaca College. To qualify, the student must be enrolled in an approved vocational course of study from four months to two years in length. Cal Grant C's are awarded for the length of the vocational course.

**Cal Grant Community College Deadline:** Community college students who miss the March 2 priority deadline may continue to apply for a limited number of special community college Cal Grants (A or B) until September 2. Students must list a community college first on their FAFSA and submit the FAFSA and a GPA Verification form postmarked by September 2. For GPA verification, once a student has completed 16 college-level units, the Cuyamaca College Admissions and Records Office will automatically send the GPA to CSAC.

**Chafee Grant:** The California Chafee Grant program is available for current or former foster youth to use for career and technical training or college courses. The maximum grant amount is \$5,000 per year. Students must be enrolled in six or more units each semester to be eligible. For questions regarding eligibility, please contact the Financial Aid Office at 619-660-4291 or the EOPS Office at 619-660-4293 or go to [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov).

**Child Development Grant:** The Child Development Grant program is administered by the California Student Aid Commission (CSAC). The program is designed for students who are attending a California Community College or four-year institution and pursuing a Child Development permit to teach or supervise in licensed children's centers. You can receive up to \$1,000 each academic year and you must sign a service commitment agreement to provide one full year of service in a licensed children's center for every year you receive the grant.

**Federal Work Study (FWS):** FWS is a federally-funded program which gives students the opportunity to earn part or all of their financial need by working on campus while in school. Jobs available include teacher's aide, clerk, groundsperson, custodian and lab assistant. The student's wage will be determined by the type and difficulty of the work to which the student is assigned.

**Federal Pell Grant:** The Federal Pell Grant is available for undergraduate study until

students receive their first bachelor's degree to a maximum of six years of full time study. Federal Pell Grants range from \$568 to \$5,645 per academic year depending upon the "Expected Family Contribution" (as determined by the federal government), the cost of attendance and the student's enrollment status. Amounts subject to change based on the Federal Pell Grant Payment Schedule. Undergraduate students who have submitted a valid Student Aid Report (SAR) may qualify for the Federal Pell Grant.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** FSEOG is a federal grant program for undergraduate students who have "exceptional need" and who have not received a bachelor's degree. First priority will be given to students enrolled full-time with an Expected Family Contribution (EFC) of 900 or below. Generally, the maximum FSEOG award at Cuyamaca College will be \$400 per academic year.

### SCHOLARSHIPS

Scholarships are an untapped fund that is available throughout the year. Learn how to effectively search and apply for scholarships. Learn how you are the key to your own success when searching and applying for scholarships. Search for scholarships online, Public Libraries, and Scholarship books. Also, find scholarships by using the Cuyamaca College Scholarship website. For additional scholarship information, contact the Cuyamaca College Scholarship Specialist and setup an appointment at (619) 660-4537 or go to [www.cuyamca.edu/scholarships](http://www.cuyamca.edu/scholarships).

### LOANS

**William D. Ford Direct Loan:** The Direct Loan is a low-interest loan made to the student by the federal government to help the student pay for his or her education. The interest rate is fixed. Grade level one students may borrow up to a maximum of \$3,500 (subsidized and/or unsubsidized) per academic year. Grade level two students may borrow up to a maximum of \$4,500 (subsidized and/or unsubsidized) per academic year. Total borrowing may not exceed \$31,000 for all undergraduate study. To apply for a Direct Loan, a student must first apply for federal financial aid via the FAFSA.

**Subsidized Direct Loan:** These loans are available to students who demonstrate financial need. Students who are eligible to apply for a subsidized Direct Loan based upon need qualify to have the federal government pay the interest on their loan while they are in school.

**Unsubsidized Direct Loan:** These loans are available to students who do not qualify for need-based financial aid. Students are responsible for monthly interest payments (or capitalization of interest) from the date the loan is disbursed.

**Emergency Book Loan Fund:** The Emergency Book Loan program provides 30-day interest free loans to enable students experiencing a temporary shortage of funds to purchase their books. Students must be enrolled in a minimum of six units and are required to have a co-signer who is at least 21 years of age whose full-time employment can be verified. Depending on the student's enrollment status, loans can range from \$75 to \$150. These monies are made available through donations from the Associated Students of Cuyamaca College, Grossmont-Cuyamaca Community College District Foundation, Grossmont-

Cuyamaca Alumni Association, Cuyamaca College Faculty and the Spring Valley Rotary Club.

### OTHER SOURCES OF FUNDS

Other assistance programs are available for students through government agencies such as the County Department of Social Services, Social Security Administration and Veterans Administration. When a student applies for assistance through the Financial Aid Office, documentation of the money received from these programs is required.

Please check with the Career and Student Employment Center regarding job announcements. The Center is located in A-221 in the Student Services One-Stop Center.

### WITHDRAWALS AND REPAYMENT OF FINANCIAL AID FUNDS

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

For example, if a semester starts on August 21 and you withdraw from all of your classes on October 23, you will have "earned" 63 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. For example, if there are 121 days in the semester, you would have only earned 52% of the aid you received (63 days/121 days in the term = 52%). If you had received a \$1,500 Pell Grant award for the semester, you would have only earned \$780 of the Pell Grant (\$1,500 x 52% = \$780). Because you have received \$720 more financial aid than you "earned" (\$1,500 - \$780 = \$720), 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 \$360.

*Please note: If you fail all of your classes in a term, you will have only earned 50% of the Pell and/or SEOG that you received and you will be billed for the amount you did not earn. This rule applies even if you were enrolled in classes for the whole term.*

If you are required to repay funds to the federal government, you will be billed and 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 until you have repaid the funds in full or you have set up a repayment schedule and make repayments according to the repayment schedule.

### BUDGETS

Cuyamaca College has a diverse student population which means that people have different economic lifestyles and obligations. The budgets used by the Financial Aid Office are expressions of average costs for the student population; they are intended to provide sufficient funds for most students in most circumstances. These budgets are not and cannot be intended to meet each person's full financial responsibilities. For a student who comes to Cuyamaca College relatively free of past obligations, these budgets should provide a sufficient economic base for a student to survive financially and attend school.

Since one purpose of the budget is to fairly distribute the available dollars among all eligible students, it is impossible to take into account all of the situations in which people find themselves or all of the consumer choices they make. People make their own budget decisions about what is most important to them. They may choose to share a low-rent apartment in order to have a car, or they may choose to live alone within biking distance of the campus. The choices are there for each individual.

The following budgets\* for the 2013-2014 academic year are based on full-time (12 semester units or more) enrollment at Cuyamaca College:

Housing Status	Living with Parent(s)	Living away from Parent(s)	Living with Relatives/Friends
Fees	\$ 1,336	\$ 1,336	\$ 1,336
Books and Supplies	1,500	1,500	1,500
Food and Housing	4,500	11,000	7,900
Personal Expenses	2,500	2,800	2,800
Transportation	1,200	1,200	1,200
<b>TOTAL</b>	<b>\$11,036</b>	<b>\$17,836</b>	<b>\$14,736</b>

\*Amounts subject to change. Contact the Financial Aid Office or go to [www.cuyamaca.edu/finaid](http://www.cuyamaca.edu/finaid) for current budget amounts.

For disabled students, additional allowances may be made for documented special costs that are educationally related but not covered by other assisting agencies. For the current academic year budget, please check with the Financial Aid Office.

Contact the Financial Aid Office, located in the Student Services One-Stop Center, for further information regarding eligibility, programs available, applications or other information.

## HEALTH & WELLNESS CENTER

To promote the health and well-being of students, the Health & Wellness Center is maintained by a registered nurse and support staff who evaluate and care for the health needs of Cuyamaca College students. Services are available on a confidential basis and include first aid and urgent care; blood pressure, glucose, vision and hearing screenings; tuberculosis clearance testing; body composition analysis; and illness and injury assessment, care and referral to community resources. The Health & Wellness Center is also a health education resource providing up-to-date information and direction on subjects including nutrition, illness prevention, substance abuse, birth control, sexually transmitted diseases, and much more.

The mandatory health fee which supports these services also provides for insurance coverage should a student be injured during a supervised, on-campus or school-related activity. Report all accidents and injuries to the Health & Wellness Center. Insurance forms are available.

Students that 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 Admissions and Records Office. Requests for exemptions will be reviewed by the Associate Dean for Student Affairs.

The Health & Wellness Center is located in the Student Center, Room I-134 (619 660-4200).

## HIGH SCHOOL AND COMMUNITY RELATIONS (OUTREACH)

The overall mission of High School and Community Relations is to facilitate access to the institution by providing accurate information and appropriate referrals to a broad and diverse community of individuals who seek to benefit from a wide range of programs and services. High School and Community Relations, also known as Outreach, is a primary point of access to the institution. Outreach provides comprehensive contact information and general descriptions for many aspects of the institution. The Outreach Department meets the introductory informational needs of the campus community: students, faculty members, staff, prospective students and their family members, and general visitors.

Specific services provided by the Outreach staff include distribution of printed information about the college and its programs, visits to schools for career fairs, college nights, peer advising, and interactive presentations. Tours of the college campus are also provided.

Outreach invites all prospective students and interested members of the community to take advantage of the programs and services offered. Please contact the High School and Community Relations (Outreach) office, located in I-121 or call (619) 660-4264.

## INTERCOLLEGIATE ATHLETICS

The mission of the Cuyamaca College Athletics Department is to provide all student athletes quality intercollegiate sports that will complement the college's instructional programs, enhance student life on campus, and foster community interest and support.

The Cuyamaca College Coyotes' cross country, soccer, volleyball, basketball and tennis teams compete in the Pacific Coast Conference, which consists of the following colleges: Grossmont, Imperial Valley, Mira Costa, Palomar, San Diego City, San Diego Mesa, San Diego Miramar, and Southwestern. Men's and women's golf is hosted into the Orange Empire Conference. Track and field is hosted in the Foothills Conference.

Cuyamaca College has won conference championships in women's tennis, men's and women's soccer, men's and women's cross country, and men's and women's track and field. State championships have been awarded to men's and women's cross country and many track and field individual events. Cuyamaca coaches have had numerous coaching excellence awards in soccer, tennis, cross country and track and field.

Student athletes must be continuously and actively enrolled in 12 or more units during the sport season. 24 units must be completed for eligibility between the first and second season of competition. Athletes follow an educational plan and maintain a minimum 2.0 GPA. Authority for eligibility must be verified by the Athletics Director. Academic achievement and high level athletic performance is strongly

connected to Cuyamaca sports participation. Advancing student athletes to four-year universities is a primary goal of the Athletics Department.

## LEARNING RESOURCES CENTER (LIBRARY SERVICES) - LRC

The LRC offers both print and electronic information resources for students. Librarians assist students in using the online public access catalog, electronic periodical databases and the Internet to locate books, e-books, periodical articles and other print and electronic resources. Materials not available at the Cuyamaca Library are routinely provided through interlibrary loan.

Students are actively encouraged to become trained researchers in the complex and changing world of information literacy. Learning opportunities range from one-on-one reference assistance to formal group orientations designed to meet specific course objectives. A one unit online course (LIR 110 *Research Methods in an Online World*) is available to students who would like a more comprehensive introduction to research methods.

The Open Computer Lab is located on the first floor of the E Building (Business and Technology Building). This lab contains PC and Macintosh computers. Software necessary to support the instructional program is provided. This lab is available to faculty and to currently enrolled Cuyamaca and Grossmont College students for general use.

## STUDENT PICTURE I.D. CARD

A Student Picture I.D. Card is required for access to library check-out services, the Fitness Center, Tutoring Center, and may be required for some laboratory classes. After you have completed the registration process (new students must wait 24 hours), please come to the Student Picture I.D. Office for the card. You must present a valid government issued identification card. The office is in the Student Services Center, Building A200, in room 202 next to Counseling. Every Cuyamaca College student is issued one Student Picture I.D. Card while attending Cuyamaca College.

## TUTORING

### GENERAL TUTORING CENTER

The General Tutoring Center provides assistance at no cost to currently enrolled Cuyamaca College students seeking help with course work. Tutoring is available in a variety of subjects including business, child development, computer science, foreign languages, graphic design, all sciences and social science courses. Study groups are available for certain subjects. The General Tutoring Center is located in the LRC, with all tutoring by appointment only. For more information call (619) 660-4306.

### STEM ACHIEVEMENT CENTER

The STEM Achievement Center for Science, Engineering and Math students is located in H-103. Free tutoring assistance is available for students enrolled in any Cuyamaca College math or science class. For more information call (619) 660-4396.

### WRITING CENTER

The Writing Center, located in B-167, provides support for students in any course who would like assistance with reading, writing, or ESL skills. Thirty minute tutoring sessions are available by appointment. Drop-in students are also served when scheduling permits. The Writing Center's computer lab with wireless Internet access provides a supportive environment in which students may work on course-related assignments. Reading, writing, and ESL skill-building software is available for self-paced study. For more information call (619) 660-4463.

## TRANSFER CENTER

The Transfer Center assists students with the process of transferring to four-year colleges and universities by providing the most current information available to ensure a smooth transition. This is achieved by providing quality programs and services that support student success through a Transfer Center. The community college is the crucial link between the K-12 system and four-year academic institutions, and the Transfer Center is the focus for that smooth transition. It promotes coordination with student services units and instruction within the college, and attempts to strengthen ties with the external agencies that affect student transfer.

Students have access to a current catalog collection of California public universities, articulation agreements, CSU and UC admissions applications, college handbooks, and a video collection of four-year universities and private colleges. In addition, the Center has a computer lab which allows students to access the various university web pages. Some of the top web locations for students are: [www.csumentor.edu](http://www.csumentor.edu); [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu); and [www.assist.org](http://www.assist.org). Our website, [www.cuyamaca.edu/transfer\\_center](http://www.cuyamaca.edu/transfer_center), provides the student with comprehensive transfer information to assist in the transfer process.

The Transfer Center hosts representatives from four-year universities to assist students in planning for transfer, provides annual Transfer Fairs, Application Workshops for transfer to the UC and CSU, and holds a Transfer Achievement Celebration to honor those students who will be going on for a Bachelors degree. For additional information, stop by the Transfer Center in A-200 in the Student Services One Stop Center or call (619) 660-4439.