

SPRING 2024 CLASS SCHEDULE

GROSSMONT
COLLEGE



[GROSSMONT.EDU](https://www.grossmont.edu)

Intersession: Jan. 2 - 27, 2024

Spring Semester: Jan. 29 - May 25, 2024

1st 8-Week Session: Jan. 29 - Mar. 23, 2024

2nd 8-Week Session: Apr. 1 - May 25, 2024

Welcome to Grossmont College!

A message from the president

Dear Grossmont College student,

Welcome to the spring semester at Grossmont College.

While it is still the beginning of a new calendar year, we are in the middle of our academic year here at Grossmont College. For many of you, this may be your last semester at Grossmont College and for so many more of you, your academic journey is still just beginning.

As you plan your classes for the upcoming semester, know that your success inside and outside the classroom is important to us. Building 10 is full of resources to help you stay on top of your academic and career goals. You can visit the Outreach desk as the perfect starting point. You can talk to financial aid about all the financial aid options available to you, including the Promise and the Pell Grant. You can visit with a counselor to plan out your student education plan.



Our student life is thriving at Grossmont College. Our student government, ASGC, and our clubs and organizations are meeting and welcoming new members at many of their events. You can find community in The Village through programs like UMOJA, Puente, Dreamers Resource Center, and student success coaches. You can become a leader in our student government or our clubs and organizations. You can find the help you need to transfer at the Transfer Center or find your pathway to a great career at the Career Center.

Whatever help you may need, we are here for you. I hope you will take advantage of all the incredible services here at Grossmont College.

Have a wonderful spring semester and I look forward to seeing so many of you around campus.

Go Griffins!

Denise Whisenhunt, J.D.
President, Grossmont College

Spring 2024

Important Dates and Deadlines

Application Deadline (for appointment time)	October 27
Registration	November 13 - January 28
Intersession 2024	January 2 - 27
Holiday (Martin Luther King Day)	January 15*
Professional Development-Organizational Meetings	January 22 - 26
Semester Length/First 8-Week Classes Begin	January 29
Program Adjustment (Add/Drop Period Full Semester Classes)	January 29 - February 11
Last Day to Drop without "W" (semester length classes)	February 11
Last Day to Apply for Refund (semester length classes)	February 11
Census Day (semester length classes)	February 12
Holiday (Lincoln's Birthday Observed)	February 16 & 17* (Friday & Saturday)
Holiday (Washington's Birthday Observed)	February 19*
Last Day to Apply for Spring 2024 Degree/Certificate	March 8
Last Day to Apply for P/NP (First 8-week Session)	Last Day of Instruction
End of First 8-Week Session	March 23
Spring Recess	March 25 - 30
1st 8-Week Instructors Grade Deadline	March 28
Spring Holiday	March 29 - 30 (Friday & Saturday)
Second 8-Week Session Begins	April 1
Last Day to Drop Semester Length Classes (with "W")	April 28
End of Second 8-Week Session & Semester Length Classes	May 25
Final Examinations	Last Day of Instruction
Last Day to Apply for P/NP (2nd 8-week & semester length classes)	Last Day of Instruction
Spring Semester Ends	May 25
Holiday (Memorial Day)	May 27
Cuyamaca Commencement	May 29 (Wednesday)
Grossmont Commencement	May 30 (Thursday)
Instructor Grade Deadline	May 30
Summer 2024	June 10 - August 1

VOTER REGISTRATION

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

For information on voter registration, dates, and upcoming elections, please review the voter registration website at
<https://registertovote.ca.gov/>

You can also access the San Diego County Registrar of Voter website at
<https://www.sdvote.com/>

FOLLOW US ON SOCIAL MEDIA

Stay up to date with important dates on deadlines by following Grossmont College on social media.

@grossmontedu
on Instagram, Facebook and TikTok



This schedule is available in alternate formats upon request. Please call the Accessibility Resource Center at (619) 644-7112 (voice) or (619) 644-7119 (TTY).

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REGISTRATION PROCEDURES

WHAT DOES IT COST TO ATTEND?

REGISTRATION FEES

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

Enrollment Fee (Mandatory)	\$46 per unit
Health Fee*	\$20
Student Benefit Card (Grossmont College).....	\$12
Student Representation Fee**	\$2
Parking Fee:	
Auto Parking Permit.....	\$40
Motorcycle Parking Permit.....	\$20
Non-resident Students — above fees plus	\$332 per unit
International Students — above fees plus	\$332 per unit

*Students who depend exclusively upon prayer for healing in accordance with teachings of a bona fide religious sect, denomination, or organization are exempt from health fees.

**Approved by vote of students.

Fees may be paid by Visa, MasterCard, DiscoverCard, American Express, cash, personal check, cashier's check, or money order. Make checks payable to: GCCCD or Grossmont College. The student's ID number must be clearly written on the front of checks and money orders.

Checks or credit card transactions returned by the bank will result in a \$10 returned item charge. Do not send cash through the mail.

HOW TO MAKE A PAYMENT

Grossmont College accepts payment by check, money order, Visa, MasterCard, Discover and American Express. Checks are to be made payable to Grossmont College.

Payment Plan—\$25.00 per semester nonrefundable enrollment fee (ACH & credit/debit card). Easy online enrollment—log-in to Self-Service at www.gcccd.edu, click on Students' menu. Flexible payment options available. No interest is charged; however, penalties will be applied for missed payments—\$30.00 fee if a payment is returned. For more information, call the Cashier's Office at (619) 644-7660.

Credit Card—Payments are due at the time of registration through Self-Service (www.grossmont.edu). We accept Visa, MasterCard, Discover and American Express.

Check or Money Order—Make sure your student identification number is written on your check or money order. Make payable to GCCCD or Grossmont College. You may mail your check (for registration payments ONLY) to:

Grossmont College Cashier's Office
8800 Grossmont College Drive
El Cajon, CA 92020-1799

Walk-In—Cashier's office, Room 10-110.

*Note: You may confirm that your payment was received by logging online at www.grossmont.edu and selecting Self-Service to review your account.

Returned Check Charge

A \$10 fee will be charged for all returned checks.

Delinquent Debt Collection Charge

If a delinquent debt is sent to the Chancellor's Office Tax Offset Program, a 33% penalty charge will be added to the balance owed.

CALIFORNIA COLLEGE PROMISE GRANT

The California College Promise Grant (formerly called the Board of Governors Fee Waiver) helps low income students pay the enrollment fee and the parking fee in excess of \$20.00. This aid does not have to be repaid. Eligibility requirements are available at www.grossmont.edu/financial-aid/grants/california-college-promise-grant.php or in the Financial Aid Office.

You must submit your FAFSA (Free Application for Federal Student Aid), California Dream Act application or the California College Promise Grant application every award year to be considered for this program. You must also make satisfactory academic progress as outlined in the College catalog and be approved by the Financial Aid Office.

ALERT!

Students are responsible for all appropriate fees and may be dropped from classes for non-payment of fees.

HOW DO I REGISTER FOR CLASSES?

APPLICATION PROCESS

New students and students who have missed two or more consecutive semesters (re-admit) must file an application for admission online at www.grossmont.edu.

Continuing, new and readmit students who apply after October 30, 2023, may register during open registration.

REGISTRATION PROCESS

Registration can be completed through Self-Service (online registration). See page 6 for detailed registration information.



CHANGES AFTER CLASSES BEGIN

Adds and drops can be processed through Self-Service prior to the deadline for the class during the following hours on or AFTER your assigned registration time.

Self-Service can be accessed at www.grossmont.edu. Computers are available on campus. Registration assistance will be available during regular office hours.

STEPS TO ADD CLASS(ES)

Full Term Classes

- Acquire an Add Authorization at the first meeting of the class.
- Login to the Self-Service. From the student menu under "Registration," click on "Search, Plan & Register" and find the correct section, and then click "Register" under the correct section.
- **Payment is expected at the time you add/register for a class.** A Class and Fee Statement will NOT be mailed. You may print a list of your classes using the "My Class Schedule" link on Self-Service.
- **Add Authorization will not override course prerequisites.** You will not be permitted to add the class until course prerequisite(s) is/are cleared at the Counseling Center.
- **The last day to use the Add Authorization will vary by class. You must add the class within 5 days of receiving the Add Authorization.** Once the Add Authorization period has passed, you must file a Late Add Petition at Admissions and Records.

STEPS TO DROP CLASS(ES):

- Use Self-Service to drop classes.
- **It is the student's responsibility to officially drop courses they are no longer attending.**
- A grade will be issued if the class is not officially dropped!
- Fees are refunded if the class is dropped on or before the refund deadline. Not attending classes does not warrant a refund.
- For refund deadlines, see inside front cover for calendar.



ACCESS YOUR GRADES

Grades are available through Self-Service at www.grossmont.edu.

REGISTRATION INFORMATION

TO REGISTER ON THE INTERNET

- Your time to register is on your Registration Information e-mail. You can use Self-Service to register **ONLY AT OR AFTER YOUR ASSIGNED REGISTRATION TIME.**
- Sign on at www.grossmont.edu and click on the **Self-Service** link.
- You will need to know the semester you are registering for, your user ID and password, the college and the section number(s) of the class(es) for which you wish to enroll.
- Click on the registration option and follow the directions.
- You may add or drop classes, add your name to a Priority Wait List, purchase parking and benefit cards, pay your registration fees, view and print your schedule, change your address, and view and print grades.



GENERAL INFORMATION

- **Priority registration** - Please refer to the college web site for priority registration information.
- **Time conflicts are not allowed!** You may not register for any section that meets on the same day and at the same time as another section you have selected.
- **You may not enroll in two sections of the same subject.** For example, you may not enroll in two sections of ART 120.
- The **maximum number of units** you may enroll in is eighteen (18). To add additional units, you must contact counseling for an overload card. This card will be submitted by the Counseling Department to the Admissions and Records Office.
- You may register for classes at **Grossmont** and/or **Cuyamaca College** through Self-Service (providing one of the college(s) has a current application on file).

COURSE PREREQUISITES

- Please check the course description in the college catalog for course prerequisites. If an assessment test is required, check the list of test dates on the assessment web site at <https://www.grossmont.edu/admissions/placement-assessments/index.php>. If you believe you have met the prerequisite, visit our web site at <https://www.grossmont.edu/admissions/prerequisites-by-program/index.php>. If the prerequisite has not been met, an alternate course should be selected.

WAIT LIST PROCESS

Wait lists for all classes begin the instant that classes close due to full enrollment. Students **cannot be added to a wait list IF**: (1) it is prior to student registration appointment; or (2) the student is already enrolled, or on a wait list, in another section of the same class; or (3) the wait list is full; or (4) the class has started. Students are added to the wait list for a class on a first-come, first-served basis.

As seats become available, students are automatically added to the class in which they are wait-listed. **Students will not be added to a class IF**: (1) the class will cause a time conflict with another class on the student schedule; or (2) the class will cause the student to go over the maximum number of units allowed; or (3) another section of the same course is already on the student schedule; or (4) the student has a HOLD which prohibits registration. The student will be **billed immediately** once the student has been successfully moved from the wait list into the class and an **email notice** will be sent to the **student email address on record**. It is the **student's responsibility** to update all of their contact information in the Admissions and Records Office. To check and keep your information current, please use the Update Personal Information link under User Account on the Self-Service Student Menu.

For students that were not registered from the wait list: (1) student cannot view wait-listed classes after semester begins; (2) on the first day of class, instructors will determine the number of open seats; (3) spaces may be offered to students in the order their names were added to the wait list; (4) if a space is offered to a student, the instructor will give the student an Add authorization via Self-Service.

Students are responsible for all fees generated from added classes; includes all forms of adds via web, moved from wait list, or by an add card. Students are responsible for monitoring their schedule and fees using Self-Service.

UPDATING YOUR RECORDS

- **What is my Colleague ID?** Colleague ID is a unique 7-digit student identification number assigned to you by the college (replaces social security number as ID).
- **What is my Password?** The initial Password is your PIN (birth date – MMDDYY). Upon first login you will be required to choose a NEW password (must be 6-9 characters, using both letters and numbers, and is Case-sensitive).
- **Address and E-Mail Changes:** Login to Self-Service, click *Students*, click *Address Change* and update your information. We will be corresponding to you via e-mail regarding registration information, class change notifications and other important messages; therefore, it is important that your e-mail is correct. **Please make sure you have the college domain (gcccd.edu) on your Safe Sender list.**
- **Academic Program (Major Code):** You may update your Academic Program (major) by submitting an Academic Program Change form to the Admissions and Records Office.

IMPORTANT COURSE REPETITION CHANGES

The California Community College Board of Governors recently passed revisions to Title 5 regarding course repetition that took effect during the 2012 summer semester. 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 with extenuating circumstances may seek approval to enroll in a course for the fourth time through the petition process. These changes do not contain a grandfather clause so any student that has already taken a course the maximum number of times will no longer be able to take the same class within the Grossmont-Cuyamaca Community College District.

Course Repetition and Receiving Federal Aid

Students can only receive financial aid for up to one (1) repeat of any course with a passing grade (A, B, C, D, and P grades are considered passing for financial aid purposes).

Schedule your
appointment to get
your ID cards at
the Admissions and
Records Office.

PREREQUISITE ALERT . . . PREREQUISITE ALERT

Prerequisite Clearance Information

It is extremely important to clear your prerequisites from coursework taken at colleges outside the Grossmont-Cuyamaca Community College District before your registration date! Please check to see if your class has a prerequisite in the Grossmont College Catalog. Prerequisites must be cleared prior to enrollment. Plan ahead and take care of this as early as possible to avoid waiting in long lines and possible delays to your enrollment in important classes.

Prerequisites **ARE NOT** cleared automatically.
Requests to clear any prerequisite **MUST be initiated by the student.**

Please visit the prerequisite clearance website at
<https://www.grossmont.edu/admissions/prerequisites-by-program/index.php>
and navigate to the appropriate department(s) for instructions on how to clear a specific course prerequisite. Required prerequisites are posted in the college catalog and available online.

Administration of Justice	Geology
American Sign Language	Health Education
Anthropology	Health Sciences
Art	Mathematics
Astronomy	Media Communication
Biology	Multimedia
Business	Music
Business Office Technology	Nursing
Cardiovascular Technology	Nutrition
Chemistry	Occupational Therapy Assistant
Child Development	Oceanography
Communication	Orthopedic Technology
Computer Science	Photography
Culinary Arts	Physical Science
Dance	Physics
Economics	Psychology
English	Respiratory Therapy
English as a Second Language	Sociology
Geography	Theatre Arts
	World Languages (<i>formerly Foreign Languages</i>)

