

# GENERAL INFORMATION

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### AIR FORCE AND ARMY RESERVE OFFICERS TRAINING CORPS

#### Air Force Reserve Officer Training Corps (AFROTC)

The Air Force Reserve Officer Training Corps (AFROTC) is a three- or four-year program designed to equip students with leadership skills and commission officers for tomorrow's Air Force. Required coursework includes lectures, a leadership laboratory practical component, panel discussions, dialogues, problem solving, and physical training. All coursework is completed on site at or near SDSU, with the exception of a four-week summer Field Training encampment conducted on a military base between the second and third year.

Scholarships are available for qualified cadets, and may be applied towards tuition, lab fees, and other required items. In addition, scholarship students receive a non-taxable book allowance and monthly stipend. Upon successful completion of the AFROTC program and all requirements for a Bachelor's Degree, cadets are commissioned as Second Lieutenants and serve a minimum of four years in the Active Duty Air Force.

Grossmont College does not have a Reserve Officer Training Corps (ROTC) program on campus; however, through an agreement with San Diego State University, students may participate in Air Force ROTC through the SDSU College of Extended Studies. Credits earned in these classes may be transferred as electives to meet the degree requirements of Grossmont College.

There is no advance application needed to participate in the freshmen or sophomore level course; however, an orientation program, held just prior to the start of the semester, is recommended. Interested students should contact the AFROTC Detachment 075 Recruiting Flight Commander at (619) 594-5550 or see the websites below for more information.

US Air Force Website: [www.airforce.com](http://www.airforce.com)

National AFROTC Website: [www.afrotc.com](http://www.afrotc.com)

AFROTC Detachment 075 Website: [www.det075.com](http://www.det075.com)

### AMERICAN COLLEGIATE ENGLISH (ACE)

The American Collegiate English (ACE) program is a non-credit intensive intermediate-level English program for international students. International students who do not have the 450 (Institutional) / 45 (iBT) TOEFL score required for Grossmont College admission may apply for ACE. Students who complete an ACE session and fulfill the academic requirements in their coursework are eligible to transfer to Grossmont College without a TOEFL score. Two 14-week sessions (Fall and Spring) and an 8-week Summer session are offered. Applications and more information are available at [www.grossmont.edu/ace](http://www.grossmont.edu/ace) or the ACE Office.

Mission Statement: American Collegiate English (ACE) is dedicated to assisting international students in their academic, social, and cultural transition to Grossmont College or other U.S. institutions of higher education. Our highly-qualified and professional instructors present a curriculum that focuses on the English language skills that help ensure success for the students in their pursuit of higher education.

## BASIC SKILLS

The Grossmont College English and Math Departments offer classes to prepare you for college level courses. If you are a student returning to school after a hiatus of several years and are unsure of your skills or if you are a student whose grades in high school do not reflect your capabilities, you should consider any one of the programs developed to make your college experience a more successful one. "Project Success" gives you an opportunity to improve reading and writing in a learning community format. We can help you make career decisions in our Personal Development-Counseling course. In addition, the English Writing Center and the Math Study Center provide expert tutorial assistance.

Prepare during your first semester for a positive, successful experience at Grossmont College. You may pick up a brochure in the Counseling Office for additional information.

## CHILD DEVELOPMENT CENTER

The Grossmont College Child Development Center, operated by the Child Development Program, provides care and education for infant, toddler and preschool children of students, staff and faculty. Please call the Center at 619-644-7715 for information on specific ages, fees, schedules, and registration. Applications are available on the website: [www.grossmont.edu/childdevelopment](http://www.grossmont.edu/childdevelopment)

## COMMUNITY SERVICE LEARNING EXPERIENCE

Community Service Learning (CSL) is a form of "experiential education," which helps students "learn by doing" through structured activities outside of the classroom and by reflecting on these experiences. Through CSL, students learn about needs in the community while volunteering to address those needs at a specific agency.

At Grossmont College students have the opportunity to earn academic credit for CSLE in about 15 different disciplines. They can apply classroom knowledge to agencies that serve to address a variety of needs, such as homelessness, literacy, the arts, nutrition and aging. The CSL experience can also help students research majors and clarify career goals, while taking part in the larger statewide service agenda.

## COOPERATING AGENCIES FOSTER YOUTH EDUCATIONAL SUPPORT (CAFYES)

CAFYES is a supplemental component of the existing Extended Opportunity Programs and Services (EOPS) program. The purpose of the Grossmont College CAFYES Program is to provide comprehensive support services tailored to current or former foster youth.

CAFYES Services include:

- Academic and Personal Counseling Services tailored to the needs of Foster Youth
- CAFYES College Orientation Services
- Specialized Student Success Workshops
- Book Grants (Fall, Winter, Spring & Summer)
- Meal Tickets
- CAFYES Cash Grants
- Transportation assistance
- \*Additional services may be provided as needed

**CAFYES Eligibility:**

- A current or former foster youth in California whose dependency was established or continued by the court on or after the youth's 16th birthday
  - \*Must provide **ONE** of the following documents to verify foster dependency status.
- Verification in writing from the county child welfare agency or
- Verification in writing from county independent living program or
- Verification in writing from the county probation agency or
- Verification in writing (form) from the California Department of Social Services Foster Care Ombudsman

**In addition to the above, you also must meet the criteria below:**

- Not older than 25 years of age at the commencement of any academic year in which you participate in CAFYES
- EOPS Eligible
  - o CAFYES student may be enrolled in 9 units at the time of acceptance
- DSPS students may enroll in less units per semester with verification from DSPS

The CAFYES Office is located in 60-125. For more information call (619)-644-3609.

## CROSS-CULTURAL STUDIES

Cross-Cultural Studies offer a multi-disciplinary approach to viewing the humanities in a cultural context. The programs are designed to celebrate diversity, broaden and enrich the educational experience for students, and better prepare them to function in our highly diverse society. Current emphasis includes courses in Chicano/Latino/Border Issues Studies, Native-American Studies, and studies focusing on the African-American experience.

## EVENING, SATURDAY AND OFF-CAMPUS CLASSES

Evening, Saturday and off-campus classes do not differ from those in the regular day program. They are parallel in title and number, prerequisites, course content, outside work required and in examinations. Students may also satisfy requirements for the Associate in Arts Degree or the Associate in Science Degree.

The courses offer many possibilities: preparation for a vocation, preparation for transfer to a four-year college, an opportunity to obtain a general education and an opportunity to participate in a short lecture, concert, or film series. Counseling services are available to help students in their educational planning. Admission procedures and requirements described elsewhere in this catalog are applicable to the student.

## INTERNATIONAL EDUCATION STUDY ABROAD PROGRAMS

Grossmont College is committed to providing opportunities for students to participate in study abroad programs in foreign countries and to develop their global competence.

## Semester Programs

Grossmont College offers semester-length study abroad programs in other countries through SDICCCA, a consortium of colleges in Southern California. General education courses vary as appropriate to the country where the study abroad program is taking place and to the faculty selected for these programs.

## Summer Programs

A variety of programs are offered during the summer that offer intensive language study combined with study of the local culture and arts.

## Program Format

Classes are held at universities in the host country. Students live in shared apartments or where available may choose to live with local families. Field trips and excursions to nearby points of interest are included in the study abroad programs. College credits earned while studying abroad are transferable and meet all general education requirements.

Costs vary according to location and length of stay. Scholarships, grants, loans and other financial aid options are available for students who qualify. Please contact the Financial Aid Office for more information at 619-644-7129.

Additional information is available at 619-644-7241 and at the Grossmont College website under student activities.

## NEW HORIZONS

This Perkins funded program provides services to qualified students enrolled in vocational programs at Grossmont College. Services offered are specialized counseling, referrals, and coordination with other campus services. Our goal is to help individuals improve the quality of their lives and attain family economic self-sufficiency through education. You may qualify by one or more of the following if you are: A single parent; A displaced homemaker; A single pregnant woman; Low-Income Individual (qualify for fee waiver); an academically under prepared student enrolled in a vocational major leading to a certificate, associate degree OR skills upgrade. (To determine what is a vocational major and the possibility of other support services contact our staff.) The New Horizons Office is located in Room. 60-125, telephone (619) 644-7552, or visit our web site at <http://www.grossmont.edu/calworks>.

## OFFICE PROFESSIONAL TRAINING PROGRAM

Grossmont College, under contract with the California Employment Training Panel, offers clerical training for Microsoft Office with specializations available in accounting, banking/ financial services, insurance, and/or general office/ administrative support.

The 12-20 unit programs are completed in one semester. Courses are designed to provide basic skills in each career field and include job search and placement assistance. A certificate of completion is awarded upon successful program completion.

All tuition, fees, and books are provided to eligible persons.

For eligibility information and enrollment procedures, contact the OPT Office at (619) 644-7247.

## PROJECT SUCCESS

The Project Success Learning Communities Program is coordinated by the Grossmont College English Department. A learning community consists of cohorts of students enrolled together in two or more courses that are linked and intentionally designed to enhance collaborative, integrative learning and critical thinking.

Students have the option of enrolling in an interdisciplinary link consisting of English 120 and one of the following General Education courses: Psychology 120, Sociology 120, Administration of Justice 110, Child Development 125, or Cross Cultural Studies 114. These courses satisfy general education requirements for Grossmont and transfer to CSU and UC. Please check the course schedule for available options.

**Special Note:** For a limited time, students will have the option of enrolling in a pre-collegiate English link consisting of a reading course linked with a composition course (English 98R and English 98). Please check the course schedule for available options since these remedial course options may change after the implementation of AB 705. For more information, contact 619.644.7869 or make an appointment to meet with an academic counselor by calling 619-644-7208.

## SCHEDULE OF CLASSES

Grossmont College publishes an online schedule of classes prior to the beginning of each fall and spring semester and one for all summer sessions indicating each course to be offered during the day and evening.

## SUMMER SESSION

A student can register for a maximum of eight units during the summer session. Application for admission must be filed prior to each session. College and legal regulations including residence, fees, veterans, financial aid and withdrawal procedures apply. Members of the counseling staff are available throughout the summer session for assistance.

## STUDENT SERVICES

### ABILITY TO BENEFIT

Students enrolling for the first time after July 1, 2012 must have a High School Diploma, GED or state recognized equivalent to be eligible for federal financial aid. New students will no longer have the option to pass an Ability to Benefit (ATB) test or to successfully complete 6 degree applicable units to gain eligibility for federal financial aid. A student who does not possess a high school diploma or a recognized equivalent, but who was enrolled in an eligible program any time prior to July 1, 2012, may be eligible to receive federal student aid under the prior ATB provision. Please contact the Financial Aid Office if you think you were enrolled in an approved post-secondary educational program prior to July 1, 2012 and need to satisfy an ATB requirement. Please be advised that Grossmont and Cuyamaca Colleges WILL NOT accept ATB examination scores from other colleges. Information on obtaining a GED can be found at the Grossmont Adult School website at <http://adultschool.guhsd.net>

### ADULT RE-ENTRY

Under the auspices of Student Services, the Adult Reentry Program provides a variety of resources and support for the returning adult student who is seeking information about

educational goals and career options. The program has a proven track record of quality performance and continues to serve as a bridge between the college and community by providing referral services and information, regarding job placement, personal and academic counseling, Health Services, Veteran Affairs, self-help programs, Financial Aid and transportation.

With the constantly changing climate of the workplace, it is beneficial to remain well educated, as a lifelong learner and savvy with top notch skills for personal success. Education is your key to a better life and a more secure future!

## ACCESSIBILITY RESOURCE CENTER (A.R.C.)

Grossmont College is committed to providing programs that respond to the unique needs of the nontraditional student.

### Support Services

#### Specialized Services

- Academic Counseling
- Textbooks in alternative format
- Disability related counseling
- Learning disabilities assessment
- Note taking assistance
- Priority registration
- Referrals to community agencies
- Sign language interpreters/ Real-Time Captioning
- Test proctoring/accommodations
- Other services available based on individual needs

#### Assistive Technology

- Assistive computer hardware
- Assistive computer software
- Voice recognition and screen savers
- Computer assisted learning software
- Word processing and Internet access
- Scanning/reading software
- Enlarged print materials
- "Listen" amplification device (for hearing impaired)
- Talking calculator
- Tape recorder (loan)
- Video phone access in Tech Mall
- Other technology available based on individual needs

### Special Classes

The following classes are designed for students with disabilities:

#### Adapted Physical Education:

- ES 001 – Adapted Physical Exercise
- ES 002 – Advanced Adapted Physical Exercise
- ES 003 – Adapted Aerobic Fitness
- ES 029 – Adapted Yoga
- ES 030 – Adapted Aquatic Sports Education
- ES 035 – Adapted Swimming
- ES 041 – Adapted Water Aerobics

#### Personal Development-Special Services:

- PDSS 080 – Educational Assessment and Prescriptive Planning
- PDSS 092 – Math Strategies for Students with Disabilities
- PDSS 095 – Study Strategies for Students with Disabilities
- PDSS 097 – Basic Writing for Students with Disabilities
- PDSS 098 – Writing Fundamentals for Students with Disabilities

## ASSOCIATED STUDENTS OF GROSSMONT COLLEGE

The Associated Students of Grossmont College (ASGC) offers students opportunities to share in college governance; to assist in the development of the college philosophy mission and vision statements; to interact with college and community professionals; to participate in social and cultural activities; and to create and administer their own programs and support systems that reflect diversity, instill self-reliance, ethical leadership and responsible action. For more information, or to get involved, visit ASGC in Building 60, Room 110, or online at <http://www.asgc.org> or the Student Affairs Office in Building 60, Room 204, or online at <http://www.grossmont.edu/student-affairs>.

The ASGC represents the voice of Grossmont College students at the local and state level in community college student government through the Student Senate for California Community Colleges (SSCCC).

The ASGC acting through its executive body, the Board of Directors, maintains the power to register and supervise student organizations on campus. Students are invited to join one of the many clubs on campus. For more information, visit the website at: <http://www.grossmont.edu/clubs>

The Dean of Student Affairs serves as the administrative advisor to the ASGC.

### Funding

The ASGC program is financed from benefit card sales and fundraising events. All students are encouraged to become active participants in student government programs.

### Benefit Sticker

Purchase of the ASGC Benefit Sticker each semester provides a means by which each student can become an active participant in creating opportunities for valuable experiences outside the classroom. Examples of benefits include 10% discount at cafeteria and cafe, discount movie tickets, savings on books, locker rental and discount buying at select local businesses. Funds raised from Benefit Sticker sales are used to fund student activities on campus, as well as support instructional and student services needs via the ASGC grant request process.

ASGC Benefit Stickers may be purchased via WebAdvisor or in person at the Student Activities Window, Building 10, Room 110. The Student Activities Window also provides discount movie tickets, bus and trolley passes and discounts for local services and events.

### Student Representation Fee

Pursuant to Sections 76060.5 of the Education Code of the State of California a \$1 fee per semester is collected to provide funds for the support of governmental affairs representatives who state their positions and viewpoints on behalf of Grossmont College students before city, county and district governments, and before offices and agencies of the state government.

### Student Representation Fee Waiver

A student may, for religious, political, financial or moral reasons, choose not to pay the Student Representation Fee. The Student Representation fee waiver form is available in the Office of Student Affairs in Building 60, Room 204.

## ATHLETICS: INTERCOLLEGIATE

For all intercollegiate sports with the exception of football and women's badminton, the Grossmont College Griffins compete in the Pacific Coast Athletic Conference which consists of the following colleges: College of the Desert, Cuyamaca, Imperial Valley, Mira Costa, Miramar, Mt. San Jacinto, Palomar, San Bernardino, San Diego City, San Diego Mesa and Southwestern. Grossmont College Griffins football team competes in the National Southern Conference of the California Community College Athletic Association (CCCAA).

The program of intercollegiate athletics for men includes baseball, basketball, football, swimming/diving, tennis, volleyball and water polo. The women's program of intercollegiate competition includes badminton, basketball, cross-country, soccer, softball, swimming/diving, tennis, volleyball, beach volleyball and water polo.

Grossmont College has enjoyed considerable success in men's and women's competition. Men's teams have won conference championships in baseball, basketball, football, tennis, men's volleyball and water polo, as well as state championships in football and tennis. Grossmont women have won championships in the sports of basketball, soccer, softball, swimming, tennis and volleyball, as well as state championships in tennis and volleyball.

Students are eligible to compete only if continuously and actively enrolled in twelve or more units. Student athletes additionally must complete 24 units from season to season and compile a cumulative GPA of 2.0 from their first season of competition. Eligibility must be carefully verified based upon any previous participation and academic success. Authority in all eligibility cases is verified by the eligibility specialist not the coach of the sport.

## BOOKSTORE

### Mission Statement:

The Grossmont College Bookstore will make available to students the tools needed to succeed in college and support the institutional goals of the College.

#### 1. RENT AND SAVE OVER 50%.

Rent your books for a term and return them after finals. It's that simple. Buy online and we'll even send you a reminder when it's time to return.

#### 2. DOWNLOAD eBOOKS and SAVE UP TO 60%.

Same new textbook in a digital format. Eco-friendly and convenient. Download eTextbooks right from your campus bookstore's website, [www.grossmont.bncollege.com](http://www.grossmont.bncollege.com).

#### 3. BUY NEW AND GET UP TO 50% CASH BACK.

New textbooks are yours to keep, and so is the cash back at the end of term if you sell them back to us during FINALS week. REDUCE, REUSE, AND SAVE.

#### 4. BUY USED AND SAVE OVER 25%.

Buy used textbooks, save money and the environment. Then save more at the end of term if you sell them and get cash back.

**Textbook Refunds:** The refund period is posted in the Bookstore and always continues through the first week of classes. Students may refund textbooks with official evidence showing that he/she has dropped the class during the first 30 days of regular semester classes. Refunded books must be in original purchase condition. To obtain a refund for a text, the student must present, along with the book to be refunded, a correct cash register receipt reflecting the item purchased.

## CALWORKS

Grossmont College CalWORKs (California Work Opportunities and Responsibility to Kids) program, is state funded program that serves students who participate in training and education as part of their Welfare-to-Work plan. CalWORKs provides intensive counseling and support services such as childcare assistance, liaison with ECM's, and work experience/work study opportunities for students. Students are assisted with tracking participation hours, completing monthly reports, and understanding CalWORKs requirements. Additional information and application to CalWORKs may be obtained in Room 60-125, telephone (619) 644-7552, or visit our web site at <http://www.grossmont.edu/calworks>.

## CAREER RESOURCE CENTER

The Grossmont College Career Resource Center provides an on-campus site for students to explore and pursue their career goals. Assistance includes career assessment, featuring interactive computer software programs: KEIRSEY TEMPERAMENT SORTER-II, SIGI 3, STRONG and CAREER CRUISING and web sites. The Career/Job Search Library contains an extensive range of the most current occupational and educational resources.

Career Center services include assistance with resume writing, interview techniques, application preparation and employer contact. An annual job fair, Career EXPO, is held each fall. Career development and job search seminars are sponsored throughout the academic year.

All Career Center resources and services are available to students and community members.

## CLUBS AND ORGANIZATIONS

Student clubs and organizations enrich life at Grossmont College by providing numerous leadership opportunities for students, as well as a place to enhance social and professional connections. Getting involved at Grossmont College is easy: Simply join one of the existing campus organizations or students may create their own.

Grossmont College has approximately 40 active student clubs/organizations on campus. Combined, these clubs offer activities encompassing a wide variety of topics – from religion to politics, from community service to gaming, from academic programs to advocacy.

Information concerning organizational procedures may be obtained in the ASGC Office Building 60, Room 110 or the Office of Student Affairs in Building 60, Room 204, or online at <http://www.grossmont.edu/clubs> or <http://www.asgcinc.org>.

Getting involved as a student can be one of the biggest highlights of the college experience. Students will meet many new people, explore old and new interests, gain valuable life skills, and most importantly, create the campus culture. The knowledge and skill that students will develop through co-curricular involvement will have a profound impact on a student's collegiate experience and future career and include:

- Developing marketable leadership and organizational skills.
- Using energy and recreational time constructively.
- Developing and clarifying personal values.
- Enhancing creative thought and expression.
- Developing critical thinking skills.
- Learning the importance of cooperation, teamwork, work ethic, and being an active member of a group.
- Developing interpersonal and time management skills.
- Experiencing cultural sharing and exchange.

- Developing self-initiative, discipline, independence, and responsibility.
- Gaining practical experience that can be used to enhance a resume.
- Making lasting relationships with students, faculty and staff.

Get involved at Grossmont College – There's a place for everyone!

## Inter-Club Council

The Inter-Club Council, or ICC for short, is an organization of registered student clubs. ICC is composed of a representative, elected or appointed, from each of the actively registered student clubs and organizations on campus.

ICC monitors the activities of all student organizations and provides an atmosphere where leaders can communicate to gain new and helpful information and shape the campus culture. This organization helps student organization leaders keep in touch with current events, spread the news of their upcoming events and fundraisers, find out important information, make written resolutions to the ASGC on club or event funding issues, and locate information they need to be effective advocates for their members on campus and in the community.

Student organizations must fulfill certain responsibilities to remain in good standing. Student organizations shall:

- Be controlled and directed by actively enrolled Grossmont College students.
- Comply with all applicable Federal, State, and Local laws, as well as District and College policies.
- Abide by Federal, State, Local, District and College non-discrimination laws and policies.
- Comply with the requirements set forth by Federal, State, Local, District and College policies regarding financial transactions made on behalf of the organization.
- Be a not-for-profit group.
- Maintain an up-to-date copy of the student organization constitution on file in the Student Affairs Office.
- Maintain an up-to-date copy of the club registration forms and pertinent club information with the Student Affairs Office.
- Be advised by at least one official Grossmont College faculty member.
- Provide a club representative to serve on the Inter-Club Council.

Student organizations that do not fulfill these responsibilities may have their accounts frozen, lose their vote in ICC, and could be in danger of having the organization's charter revoked.

Complete information concerning organizational procedures may be obtained in the ASGC Office Building 60, Room 110 or the Office of Student Affairs in Building 60, Room 204, or online at <http://www.grossmont.edu/clubs> or <http://www.asgcinc.org>.

## COUNSELING

The counseling department is staffed with highly trained and experienced counselors available to assist students with a variety of issues related to student success. Counseling help students with transfer and academic counseling, vocational and career counseling, personal and crisis intervention counseling. A series of counseling classes are offered to assist students with the exploration of individual needs and interests including career decision making, college and career success, study skills and time management. Students will find these courses listed under

the “Counseling” heading in the schedule of classes. Counselors are able to provide assistance and help students with professional guidance in the following areas:

- Assisting students in developing a semester by semester Comprehensive Education Plan to help them achieve their educational goals;
- Providing New Student Advising sessions to familiarize students with college services and terminology for a successful semester. Students receive an abbreviated education plan to assist them in planning their class schedule;
- Supporting international students by offering an international student orientation and advising sessions;
- Providing online counseling services; and
- Assisting with identification of transfer options and course requirements for four-year universities.

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

The **Extended Opportunity Program and Services (EOPS)** is a state funded program which provides educationally and financially disadvantaged students equal access to academic success while attending Grossmont College. This special program offers support services that assist qualified students in overcoming obstacles to achieve a certificate, Associate of Arts or Science (AA/AS) degree, and/or meeting four-year university transfer requirements. These services may include academic/career/personal counseling, assistance with textbooks, and financial grants.

As a supplement program of EOPS, **CARE (Cooperative Agencies Resources for Education)** provides additional services for EOPS eligible students who are single head of household receiving cash aid for themselves or their child(ren) and have one child under 14 years of age at the time of acceptance into CARE. Additional services may include assistance with financial grants and a meal program while attending college.

For more information or an application to EOPS and CARE, visit the EOPS/CARE office or telephone (619) 644-7617. Please visit the web site at <http://www.grossmont.edu/eops>.

## FINANCIAL AID

Financial Aid exists to help students who might otherwise be unable to complete their education because of financial problems.

Students may apply for financial aid in the form of grants, scholarships, loans and work.

Financial aid funds are administered in accordance with a nationally established policy of financial assistance for education. The basis of this policy is the belief that students and their parents have the primary responsibility for meeting educational costs. The amount of the contribution expected from students and their parents is determined by careful analysis of family financial strength, taking into consideration net income, number of dependents, allowable expenses, indebtedness and assets. The Congress has established procedures which are used in making an evaluation of how much families can be expected to contribute.

Applications for financial aid are available in the Financial Aid Office in October of each year for the following academic year. Students who wish to receive financial aid

for the following fall and spring should have their papers complete and their FAFSA filed by May 1. Awards are made as long as funds are available.

All policies and procedures regarding Grossmont College Financial Aid can be found at [www.grossmont.edu/fa](http://www.grossmont.edu/fa).

### Code of Conduct for Financial Aid Professionals

The 2008 Higher Education Opportunity Act (HEOA) conditions the eligibility of educational institutions to participate in Title IV programs on the development, advertisement, administration and enforcement of a Code of Conduct prohibiting conflicts of interest for the institutions officers, employees and agents [HEOA § 487(a)(25)]. To comply with this requirement, Grossmont College has developed the following Code of Conduct:

1. An officer or employee of the Grossmont College Financial Aid Office shall take no action which may result in their personal benefit and shall refrain from taking any action which they believe is contrary to law, regulation, or the best interests of the students and parents they serve.
2. An officer or employee of the Grossmont College Financial Aid Office shall make every effort to ensure that the information and advice they provide is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
3. Neither Grossmont College as an institution, nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender. The HEOA defines a “revenue-sharing arrangement” as any arrangement between an institution and a lender under which the lender makes Title IV loans to students attending the institution (or to the families of those students), the institution recommends the lender or the loan products of the lender and, in exchange, the lender pays a fee or provides other material benefits, including revenue or profit-sharing, to the institution or to its officers, employees, or agents.
4. No officer or employee of Grossmont College who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term “gift” means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount. A gift does not include (1) a brochure, workshop, or training using standard materials relating to a loan, default aversion, or financial literacy; (2) food, training, or informational material provided as part of a training session designed to improve the service of a lender, guarantor, or servicer if the training contributes to the professional development of the institution’s officer, employee or agent; (3) favorable terms and benefits on an education loan provided to a student employed by the institution if those terms and benefits are comparable to those provided to all students at the institution; (4) entrance and exit counseling as long as the institution’s staff are in control of the counseling and the counseling does not promote the services of a specific lender; (5) philanthropic contributions from a lender, guarantor, or servicer that are unrelated to education loans or any contribution that is not made in exchange for advantage related to education loans, and; (6) State education grants, scholarships, or financial aid funds administered by or on behalf of a State.

5. An officer or employee of Grossmont College who is employed in the financial aid office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.
6. Grossmont College shall not:
  - a) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender; or
  - b) refuse to certify, or delay certification of, any loan based solely on the borrower's selection of a particular lender or guaranty agency.
7. Grossmont College shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan (an "opportunity pool loan" is defined as a private educational loan made by a lender to a student, or the student's family, that involves a payment by the institution to the lender for extending credit to the student), to students in exchange for the institution providing concessions or promises regarding providing the lender with:
  - a) a specified number of loans made, insured, or guaranteed under Title IV;
  - b) a specified loan volume of such loans; or a preferred lender arrangement for such loans.
8. Grossmont College shall not request or accept from any lender, any assistance with call center staffing or financial aid office staffing, except that a lender may provide professional development training, educational counseling materials (as long as the materials identify the lender that assisted in preparing the materials), or staffing services on a short-term, nonrecurring basis during emergencies or disasters;
9. Any employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

### Your Rights and Responsibilities

Education after high school requires time, money and effort. It is a big investment. As a student and consumer you should carefully evaluate all education or training options. To help make a good choice, you should have information about a school's academic program, facilities, graduation rates, full cost of attendance, refund policy, financial aid programs, and other information you think will help in making a decision. Get good answers before making a commitment.

#### As a financial aid recipient, it is your right to ask:

- What it costs to attend and what the policy on refunds is for students who drop out.
- How the school determines whether students are making satisfactory academic progress and what happens if they are not.
- What financial help is available, including information on all federal, state, and school financial aid programs.
- About the deadlines for submitting applications for each of the financial aid programs available and what criteria is used to select financial aid recipients.
- How individual financial need is determined. This process includes how costs for tuition and fees, room and board, transportation, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
- What resources (such as parental contribution, other financial aid, personal assets, etc.) are considered in the need calculation, and how much of your financial need, as determined by the school, is met.
- To explain the various programs in your student aid package. If you believe you have been treated unfairly, you may request reconsideration of the award.
- How much of your financial aid must be repaid, and what portion is grant aid. You have the right to know what the student loan interest rate is, the total amount that must be repaid, payback procedures, when repayment is to begin and how long you have to repay.
- How to apply for additional aid if your financial circumstances change.

#### As a financial aid recipient, it is your responsibility to:

- Review and consider all information about a school's program before enrolling.
- Complete the financial aid application accurately and submit it on time to the appropriate processor. Errors delay the processing of your financial aid application. Intentional misrepresentation on an application for federal financial aid is a violation of law and a criminal offense subject to penalties.
- Respond promptly and return all requested additional documentation, verification, corrections, and/or new information to the appropriate agency.
- Read, understand and keep copies of all forms and agreements that you sign.
- If you have a loan, notify the school and lender of changes in your name, permanent mailing address, marital, or enrollment status.
- Perform in a satisfactory manner the work that is agreed upon in accepting a work-study award.
- Know and comply with the deadlines for application or reapplication for aid, and with the school's refund procedures.
- Maintain satisfactory academic progress according to the school's policies and standards.
- Report the receipt of any scholarships or outside resources to the financial aid office.

### Withdrawals and the Repayment of Financial Aid Funds

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

For example, if you enroll in a fall semester on August 23 and withdraw from all of your classes on October 20, you may have "earned" 59 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. Because there are 120 days in the fall



semester, you would have only earned 49.2% of the aid you received (59 days/120 days in the term = 49.2%). If you had received a \$2000 Pell Grant award for the semester, you would have only earned \$984 of the Pell Grant ( $\$2000 \times 49.2\% = \$984$ ). Because you had received \$1016 more financial aid than you “earned” ( $\$2000 - \$984 = \$1016$ ), you may 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 \$508.

Students who stay in classes until 60% of the term is completed won't owe anything back to the federal government. For fall 2018, that means you must be enrolled and attending classes until **October 30, 2018** to be eligible for all the financial aid you received. If you drop **all** of your classes before **October 30, 2018**, you may be billed for a portion of the Pell Grant and/or SEOG grant that you received in the fall. For spring 2019, that means you must be enrolled and attending classes until **April 17, 2019** to be eligible for all the financial aid you received. If you drop **all** of your classes before **April 18, 2019**, you may be billed for a portion of the Pell Grant, Direct Loan, and/or SEOG grant that you received in the spring.

**Please note: If you fail all of your classes in a term, you will have only earned 50% of the Pell, Direct Loan, and/or SEOG that you received and you will be billed for the amount you did not earn.**

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

### Standard Student Budgets 2018– 2019

The following budgets are comparable to those used by colleges and universities in the San Diego area. Because of limited funding, moderate budgets are used to allow as many students to attend college as possible. In establishing these budgets, the student's obligation to make mature consumer choices is taken into consideration.

	Living with parent(s)	Living away from parent(s)
Books & Supplies	\$1,750	\$1,750
Fees	1,330	1,330
Food & Housing	5,000	12,000
Personal Expenses	2,500	2,800
Transportation	1,200	1,200
	\$11,780	\$19,080

### Pell Grants

In 1972, The Congress of the United States passed landmark legislation to provide grants to all students who need financial help to pursue education after high school graduation.

### California College Promise Grant

This is a state program that waives the enrollment fee and the health fee for students who are residents of California (or are eligible under AB 540 or AB 1899) and have financial need. Students will be considered for a California College Promise Grant as part of the financial aid application process or may apply separately online-via [www.grossmont.edu/FA/feewaivers](http://www.grossmont.edu/FA/feewaivers) if they receive TANF (AFDC), SSI, GR or have a low family income. **Please note that refunds are not retroactive to a prior semester.**

### Minimum requirements for maximum success.

Once you've qualified for the BOG California College Promise Grant Fee Waiver, it's important to ensure that you're meeting the academic and progress standards in

order to avoid losing the fee waiver.

### Academic – Sustain a GPA of 2.0 or higher

If your cumulative GPA falls below 2.0 for two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), you may lose your fee waiver eligibility.

### Progress – Complete at least 50% of your coursework

If the cumulative number of courses you successfully complete falls below 50% in two consecutive primary terms (fall/spring semesters or fall/winter/spring quarters), you may lose your fee waiver.

### Combination of Academic and Progress Standards

Any combination of two consecutive terms of cumulative GPA below 2.0, and/or cumulative course completion less than 50% may result in loss of fee waiver eligibility.

### How to regain eligibility.

If you lose eligibility for the California College Promise Grant Waiver, there are a few ways that you can have it reinstated:

- Improve your GPA or Course Completion measures to meet the academic and progress standards.
- Successful appeal regarding extenuating circumstances.
- Not attending your school district for two consecutive primary terms.

The appeals process for extenuating circumstances may include:

- Verified accidents, illness or other circumstances beyond your control
- Changes in economic situation
- Evidence of inability to obtain essential support services
- Special consideration factors for CAIWORKS, EOPS, DSPS, and veteran students
- Disability accommodations not received in a timely manner.

Please note that foster youth and former foster youth (age 24 years and younger) are not subject to loss of the California College Promise Grant waiver under these regulations.

### Cal Grants

Cal Grants are grants administered by the California Student Aid Commission. There are two types of grants - Cal Grant B and Cal Grant C. Cal Grant B provides funds for living expenses and is targeted to low income students. Cal Grant C provides funds for books and supplies for those students enrolled in a vocational program. To be eligible to apply for either of these grants, students must be residents of California and have filed a FAFSA and a GPA Verification form by March 2, 2018, and September 2, 2018 (Competitive Community College Award).

### Scholarships

Scholarships are available to qualified students. Awards range from \$100-\$1,500 and are donated by individuals, clubs and organizations in the community. Qualifying criteria for these scholarships may include demonstration of financial need, full-time enrollment at the college or specify a particular grade point average. Scholarship applications may be obtained from the Financial Aid Office.

### College Work-Study Program

The College Work-Study Program, established under the Economic Opportunity Act of 1964, provides part-time jobs for students with a demonstrated need to meet the costs of education.

### Supplemental Educational Opportunity Grant Program

The purpose of this federally funded program is to provide grants to students of exceptional financial need who would be unable to attend college without such assistance.

### Direct Student Loan

Long-term loans under the Direct Student Loan Program are available to students enrolled at least half-time.

### Bureau of Indian Affairs Grants

Grossmont College assists the Bureau of Indian Affairs in determining the financial need of Indian students applying for financial assistance under the higher education BIA program. Although applications are processed year-round, students are encouraged to file in the spring for the next academic year since funding is limited.

### Hope Scholarships and Lifetime Learning Tax Credits

#### Educational Tax Credits for Students and Their Families

Students or their families who pay tuition and related expenses, *may* be eligible for a tax credit from the federal government. Tax credits are subtracted from the tax a student or family owes, rather than reducing taxable income like a tax deduction. A student or their family must file a federal tax return and owe taxes to the federal government to take advantage of the credit. Students must be enrolled at least half time. Students whose fees were waived are not eligible for a tax credit. **The Hope Scholarship** allows up to \$1,500 per student for the cost of tuition and related expenses for the first two years of postsecondary education. The actual amount of the credit depends on the student or family's income, amount of qualified tuition and fees paid. **The Lifetime Learning Tax Credit** is applicable to any level of postsecondary education and enables the student or family taxpayer to claim a tax credit of up to \$1,000 per family for the cost of qualified tuition and related expenses.

Each student who has paid tuition for the spring or fall semester will receive a **Form 1098-T Tuition Payments Statement** from the Grossmont-Cuyamaca Community College District by January 31 each year. This form needs to be submitted with your federal income tax form to claim a tax credit. For further information about the Hope Scholarship and the Lifetime Learning Tax Credit, contact a local IRS office or visit the IRS on the internet at <http://www.irs.gov/publications/p970/ch03.html>

## GRIFFIN CENTER

Named for the college mascot, the griffin, the newly renovated and refurbished student center features meeting rooms for student groups; ample seating for dining, lounging or study; easy access to campus programming, as well as a lobby with a 10-foot video screen; four food stations, and a mini-market.

The Griffin Center also houses the offices and boardroom of the Associated Students of Grossmont College, the Culinary Arts Program, Student Health Services, Extended Opportunity Programs and Services (EOPS), Student Affairs, Career Center and Job Placement, Adult Re-Entry, Accessibility Resource Center (A.R.C.), and Griffin Gate a multi-purpose room in which the GCCCD Governing Board hosts bi-monthly meetings.

The Griffin Center is open Monday through Thursday from 7:30a.m. until 10:30p.m. and Friday 7:30a.m. until 5:00p.m. Special events and holidays may necessitate closure.

The building was renovated using sustainable materials and

energy-conservation measures and is among the first Leadership in Energy and Environmental Design (LEED) certified projects in the Grossmont-Cuyamaca Community College District.

## HEALTH SERVICES

The Health Services Office promotes the health and wellness of students. The office is staffed with Registered Nurses, a Licensed Clinical Social Worker, Health Services Specialist and support staff. The Health Services Office provides services to all enrolled students who have paid the Health Fee or have received a financially determined waiver for the Health Fee. Students whom 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 payment of the Health Fee. Current Grossmont College I.D. or proof of enrollment is required for services. The mandatory Student Health Fee enables Health Services to provide general health care, counseling and out-reach education programs at low or no-cost to students. Student injuries resulting from a college sponsored class or other activity and transmissible illnesses must be reported to Student Health Services.

Health Care Services include: Access and Crisis Hotlines for Health Call for Help; Accident/Illness – reports, claim forms, Health Insurance Information – Domestic & International; Bill W. Meeting Information; Blood Bank Visits; Blood Pressure Monitoring; Breast Cancer Awareness; Cholesterol Tests and Education; Counseling-Personal (Anxiety, Cutting, Depression, Stress, Substance Abuse, Warning Signs for Mental Health Illness); Crutches-loan to students; Diabetes/Glucose Tests and Education; Domestic Violence-Tips, Reporting, Prevention Education, Counseling; Drug and Alcohol abuse education & prevention; Eating Disorders and Referrals; First Aid; Health Fairs-General and Heart Healthy Events; Health Pamphlets, Information, Education; Hearing Screening; HIV/STD Testing Referrals; Ice Packs for Illness/Injury; Immunizations-MMR, Influenza, Hepatitis B, Tetanus, Diphtheria, Pertussis; Flu Shots; Laboratory Services; Nutrition Education; Nurse Visits; Student and Travel Immunizations, and Tuberculosis (TB) Testing, Clearances and Reviews; Over-The-Counter (OTC) Medications; Outreach Education Programs; Pregnancy screening and referrals for care; Referrals-Low Cost Medical/Dental Care/Mental Health Counseling/Personal Counseling; Sexual Assault-Tips, Reporting, Prevention Education, Counseling; Smoking Cessation Programs; Suicide Prevention & QPR Training-Mental Health Resources, Education; Suture Removal; Titers/Seropositivity Testing; Urgent Care Referrals; Vision Screening; Weight Management; Wellness Tables; Wound Care.

The mandatory health fee provides accident insurance for the protection of any student who may experience an injury while participating in a college sponsored credit or non-credit class, or other activity. The sponsored class or activity must be during a directly supervised, on-campus or school-related activity. The supervision of the sponsored class or activity must be by a member of the college staff at a college approved co-curricular activity or event. Insurance deductibles range from \$50 to \$100. Student Insurance is secondary to any group, blanket franchise, group practice, individual practice or other pre-payment coverage; the claim must be filed with the primary insurance first. Health Information can be obtained in Health Services, Building 60 – Room 130 (Inside Griffin Center) or by calling 619 644-7192 for help or the Health Services website <http://www.grossmont.edu/student-services>

*Note: Students whom 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 Office of Student Affairs. Waiver forms may be obtained in Admissions and Records, Student Affairs Office and Student Health Services. Requests for exemptions will be reviewed by the Dean of Admissions and Records and the Associate Dean of Student Affairs.*

## HOUSING

Grossmont College does not offer on-campus housing. Locating accommodations is the student's responsibility; however, a limited listing of apartments or room rentals can be obtained in the Associated Students of Grossmont College Office and website at [www.asgcinc.org](http://www.asgcinc.org). The college assumes no responsibility for providing or supervising such housing facilities.

## MILITARY INFORMATION

Specific information regarding the Armed Forces and veteran's benefits may be obtained in the Veterans Affairs Office. For additional veteran information see page 22.

## RULES AND REGULATIONS

Appropriate statements regarding rules and regulations concerning student conduct, rules, privileges, limits of actions, expectancies and restrictions are kept in the Student Affairs Office and are made available to any student who wishes a copy. These rules and regulations are issued in accordance with legal requirements of notification.

## SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

(Board Policy / Administrative Procedure 3440)

The District is closed to all animals, with the exception of service animals and animals involved in the instructional process.

The District will allow an individual with a disability to use a service animal in District facilities and on campuses in compliance with state and federal law.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District's facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

## SMOKING REGULATIONS

Grossmont College is a smoke-free/tobacco free facility as stipulated in Board Policy 3570. Violation of this campus tobacco policy will result in appropriate disciplinary penalties in place for both students and employees.

In accordance with AP 3570 "Smoking" means engaging in an act that generates smoke or vapor, such as possessing a lighted pipe; a lighted hookah pipe; operating an electronic cigarette or other electronic nicotine delivery system; a lighted cigar; a lighted cigarette of any kind; or lighting or igniting a pipe, a hookah pipe, a cigar, or a cigarette of any kind.

## SPECIAL EVENTS

As part of its educational offerings, Grossmont College presents a year-long series of cultural events. Among the presentations are lectures by persons of note in the political and scientific spheres; artists in the fields of music and dance; art exhibitions; dramatic productions by the Theatre Arts Department; film series; orchestral, band and choral productions; and other events that add variety to the intellectual and cultural life of the college community. These include both day and evening programs that are open to students and the general public.

## OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs manages programs and services, in collaboration with staff, faculty, and students, that enhance the quality of campus life for students. The office assists students as they become active members of the college community while providing an educational foundation of learning through doing.

The Office of Student Affairs supports the work of the Associated Students of Grossmont College (ASGC), Inter Club Council (ICC), and individual student clubs through the facilitation of leadership development and activities planning. The Student Affairs office oversees campus-wide student life programming including student activities. Many opportunities are provided for students to become leaders on campus through ongoing workshops and numerous special events throughout the year, including Week of Welcome, Club Fair and Commencement.

Students interested in serving on the ASGC Board, joining/starting a club, being a part of a campus-wide committee and/or obtaining additional information regarding the overall office description are encouraged to visit the Office of Student Affairs, Room 60, Room 204.

The Office of Student Affairs has the primary responsibility of managing student disciplinary issues related to classroom instruction, staff, faculty, department functions, and the overall campus environment. It is responsible for investigating, facilitating, and enforcing the student discipline process per the Grossmont-Cuyamaca Community College District's Student Disciplinary Procedures. The office of Student Affairs also oversees student complaints and grievances in compliance with procedures for conflict resolution and conducts the initial investigations of discrimination and harassment related charges.

Additionally, the Office of Student Affairs oversees Student Health Services, as well as direct oversight of the Student Mental Health team. A wide variety of nursing and medical care services are available on campus to assist the health care needs of students.

## STUDENT IDENTIFICATION CARD

Students will receive one free photo I.D. card as part of the registration process. Continuing students can update their ID card with a current semester sticker by bringing their ID card to the College Cashier's office or the Admissions & Records office. This card is required for access to Library Services, Health Services and some instructional laboratory areas, including some off-campus clinical experience sites for health occupational programs.

## STUDENT EMPLOYMENT SERVICES

Online College Central Network is available 24 hours a day. Job Placement services are available through the Grossmont College Student Employment Office for all former and current Grossmont and Cuyamaca College students who seek job referrals. Student information and job position referrals are computerized in order to facilitate placement.

Employment listings offer career opportunities plus full-time, part-time, temporary and summer positions that best fit a student's skills, education and needs. Internships, both paid and non-paid, are also available for students. Job seekers have access to federal, state, county and municipal listings for California as well.

## SUBSTANCE ABUSE POLICY

The Grossmont-Cuyamaca Community College District's Governing Board has adopted policies regarding possessing or being under the influence of alcohol, narcotics, or dangerous drugs on campus. The Grossmont-Cuyamaca Community College District Substance Abuse Program information is available at the Learning Resource Center, Financial Aid Office, Student Affairs Office, and the Student Health Services Office.

## TESTING SERVICES

Located in the Student Services and Administration Building, Room 10-170, this office provides individual and group assessments in English, English as a Second Language, Math (including calculus), and Chemistry 141. For additional information, visit our web site at [www.grossmont.edu/assessment](http://www.grossmont.edu/assessment).

## TRANSFER CENTER

The Transfer Center provides students with information and resources on transfer planning to a California State University, University of California, independent college and university, and out-of-state four year institutions. The Transfer Center contains resources such as current college catalogs, articulation agreements and reference books. There are also computer terminals available for students to access College Source (a computerized college search program), ASSIST (California's official website for transfer information and articulation) and other transfer information websites. Representatives from four-year colleges and universities visit campus regularly to advise students free of charge. Workshops on transfer-related topics are presented throughout the semester and students are assisted with completing university admission applications.

## TUTORING CENTER

The Tutoring Center provides supplemental assistance, at no cost, to currently enrolled Grossmont College students seeking help with course work. Academic tutoring is available in a variety of subjects, ranging across the curriculum, based on availability of tutors.

Individual and group tutoring appointments are available during the day and evenings. To schedule an appointment, phone (619) 644-7387, visit the website at [www.grossmont.edu/tutoringcenter](http://www.grossmont.edu/tutoringcenter), or visit the Center in the Learning and Technology Resources Center, room 70-202. The Center meets the challenge of effectively serving the diverse academic, socio-economic, cultural, disabled and ethnic backgrounds of the community college student.

## CAMPUS SAFETY

POLICE SERVICES at the District are provided by the San Diego County Sheriff's Department. A sheriff's sergeant and seven deputies are assigned to the Grossmont and Cuyamaca college campuses. If necessary, the District also has access to Sheriff's Department specialized units that investigate crimes such as illegal drug sales, auto theft or gang-related crime.

In addition, a team of Campus and Parking Services (CAPS) specialists provides services such as automobile assistance, lost & found, and safety escorts. CAPS also enforces parking regulations on campus.

The Public Safety Office is located in the Grossmont College parking structure, Room 57-100.

### PUBLIC SAFETY CONTACT INFORMATION

#### Call 911 in an emergency

- Life-threatening situation
- Medical emergency
- Missing persons
- Crime in progress
- Fire
- Major disturbance

#### Call (619) 644-7800 to contact law enforcement for a non-emergency

- Crime report
- Suspected suspicious activity

#### Call (619) 644-7654 for Campus and Parking Services

- Automobile assistance
- Parking
- Lost & found
- Safety escort

Additional public safety information is available at our home page: [www.gcccd.edu/public-safety](http://www.gcccd.edu/public-safety)

### Parking & Traffic Regulations

All vehicles must display a valid college parking permit while parked on campus property. The responsibility of finding a legal parking space, as well as knowing where and when a parking permit is valid, rests with the vehicle operator and/or owner. The purchase of a parking permit does not guarantee a space to park. For the safety of the college community, all California Vehicles Codes are enforced. All community members (students, staff, faculty, and visitors) are primarily responsible for their own safety and property.

For further information, contact the Campus and Parking Services at (619) 644-7654.

#### Displaying Parking Permit on Campus

The parking permit must be displayed so that the color and expiration date is clearly visible. The parking permits are only valid when properly displayed—affixed to the front windshield inside the lower corner on drivers side.

#### Student Parking Permits

Student parking permits are purchased through WebAdvisor at [www.grossmont.edu](http://www.grossmont.edu). It will link you to Credentials, Inc., to purchase your parking permit. You may pay by credit card online or if you choose to pay by cash or check you may BRING in your PRINTED ORDER FORM to the College Cashier's office and we will process your payment so that your parking permit can be mailed.

**Refunds for Parking Permits**—You must physically return your parking permit to the College Cashier's office, WITHIN THE REFUND DEADLINE of your class/es to receive a refund. If you paid by credit card, we will process your transaction and you will receive a credit to your card from Credentials, Inc. If you paid by cash or check, we will refund your money to you after cancelling your parking permit through Credentials, Inc.

For help with purchasing your permit you may call the Customer Service number of Credentials, Inc., at 1-800-646-1858.

#### **Faculty & Staff Parking Permits**

Permits are available at Campus and Parking Services at each campus.

Grossmont: Building 57

Cuyamaca: Building A100

#### **Vendor Parking Permits**

Vendor parking permits are given out at the CAPS office or by emailing [district.parking@gcccd.edu](mailto:district.parking@gcccd.edu).

#### **Call Boxes and Locations**

Emergencies and requests for motorist assistance can be reported to the District Police at (619) 644-7654 or by using one of the Call Boxes located in Parking Lots: 1, 3, 4, 4A, 5, 7, (Parking Structure each level), on the north-west side of the football field, and the inside of all campus elevators.

#### **Pay Stations**

Daily permits for students and visitors may be purchased from the pay stations located in Parking Lots: 1, 3, 5, 7, and on each level of the parking structure.

Please use exact change, one dollar bills only, or any major credit/debit card. No refund or change is given. Pay stations permits are only valid in student parking lots.

#### **Disabled Parking Permits**

All vehicles utilizing disabled parking spaces must display a state issued identification placard, i.e. DMV issued placard, DP or DV plates. Applications for placards/plates are available at the Department of Motor Vehicles. Disabled Permits are also valid in parking meters and student lots.

As of January 1, 2017 students, visitors, faculty, or staff members who legally possess a current California Disabled Placard, which must be displayed, are required to purchase a parking permit.

#### **Special Events Parking**

Please contact the hosting department for parking details. Parking request for special events or large groups are available through previous arrangements, for detailed information contact Campus and Parking Services at (619) 644-7654 a minimum of 48 hours in advance.

#### **Replacement for Lost or Stolen Permits**

There are no refunds or replacement of lost or stolen parking permits.

#### **Motorcycle Parking**

As of January 1, 2017 motorcycles, scooters, segways, and mopeds MUST BE PARKED in designated motorcycle areas with a valid motorcycle permit. Motorcycle permits must be purchased at the Cashier's Window with cash or credit card.

#### **Alternative Transportation Options**

Bicycle racks are available throughout campus.

The college Metropolitan Transit System (MTS) pass is a great way to avoid parking hassles, car expenses, and to have access to unlimited rides throughout the semester. Monthly or semester MTS passes are available at the student services window. For more information please visit the MTS website at [www.sdmts.com](http://www.sdmts.com).

#### **Motorist Assistance**

The Campus Safety goal is to provide safe, orderly, and fair parking to the college community. We strive to make parking on either campus as convenient as possible, while promoting safe movement of vehicles and providing for pedestrian safety. All persons having a valid parking permit are eligible to receive the following complimentary services: unlocking vehicle and battery jump start.

Campus and Parking Services also provides safety escorts available to all community members.

#### **Parking Citation**

##### **Fines**

Parking citation fines are to be paid within 21 days of issue date or 14 days of delinquent notice. Failure to pay fines on time results in a delinquency fee.

##### **Payments**

Fees resulting from citations are payable at the College Cashier Office or online at:

<https://www.paymycite.com/gcccd>

Citation status changes will not be processed until the full payment of all applicable fees.

Unpaid citations are subject to a \$75.00 delinquent fee.

Payment failure will eventually result in a DMV hold on the vehicle's registration.

##### **Appeal Forms**

You may obtain a "Citation Appeal Form" at <https://www.paymycite.com/gcccd>. Complete the form online within 21 calendar days of the citation's issued date. You will receive a response to your request by mail within 1-2 weeks.

Public Safety Office is located at Grossmont College on the east side of the parking structure in Parking Lot 5.

#### **ADDITIONAL SERVICES**

##### **ATM Location**

Grossmont College: Outside the Tech Mall.

##### **Lost & Found**

Lost and Found items should be returned to CAPS (Campus and Parking Services). To check if an item has been turned in, call (619) 644-7654 or stop by the District Police Department Bldg. 57.

## DIVISIONS OF THE COLLEGE

### ALLIED HEALTH AND NURSING

**Domenica Oliveri**  
Interim Senior Dean  
Director of Nursing

#### Nursing

**Domenica Oliveri**  
Associate Dean/Director of Nursing  
**Gabi Aliyev**  
Assistant Director of Nursing

#### Program Coordinators

**Liz Barrow**  
Cardiovascular Technology  
Telemetry/ ECG

**Janice Goforth-Melroy**  
Disability Services Management

**Liz Barrow, Amanda Robbins**  
Orthopedic Technology

**Christy Vicino**  
Occupational Therapy Assistant

**Peggy Wells**  
Respiratory Therapy  
Anesthesia Technology

### HEALTH PROFESSIONS

#### Cardiovascular Technology

**Faculty:**  
**Barrow, Farmer, Rosen**

Cardiovascular Technology is a relatively new and expanding discipline of Allied Health which specializes in the diagnosis and treatment of cardiovascular disease. Graduates of the program enter the health care profession as Cardiovascular Technologists with a specialty of Invasive, Adult Echocardiography or Vascular diagnostics. The program is composed of on-campus lecture and laboratory courses, and clinical experience in local hospitals and clinics. The Cardiovascular Program at Grossmont College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). See page 15 for further details.

#### Telemetry Technician/ ECG

ECG/ Telemetry technicians are allied health professionals who operate electrocardiograph machines to provide physicians with data for diagnosis and treatment of heart ailments. Telemetry Technicians are employed in hospitals, clinics, and private practice offices.

The beginning ECG/Telemetry course trains students to record basic electrocardiograms and recognize abnormalities. ECG/ Telemetry Technicians may also be required to perform pacemaker evaluation, cardiac stress-testing, Holter monitoring, and telemetry arrhythmia monitoring. The advanced telemetry courses include the theory and techniques necessary to perform these duties.

#### Disability Services Management

**Faculty:**  
**Goforth-Melroy**

The Disability Services Management curriculum is the major offering. Students are prepared to work in agencies providing services to persons with developmental disabilities. See page 92 for the Associate Degree and Certificate requirements.

The Health Sciences Program also offers a cardiopulmonary resuscitation class.

#### Nursing

**Faculty:**  
**Aliyev, Babini, Brooks, Dyal, Falsetta, Harrison, Maloy, Morris, Ngo-Bigge, Shadroff**

Nursing is a profession whose focus is the diagnosis and treatment of human responses to actual and potential health problems. The Nursing Program prepares men and women to provide professional nursing care to clients in critical, acute, chronic and out-patient settings. The Nursing Program is approved by the California Board of Registered Nursing and is accredited by the Accreditation Commission for Education in Nursing. See page 16 for further details.

#### Occupational Therapy Assistant

**Faculty:**  
**Fries, Vicino**

The Occupational Therapy Assistant is a health care professional who works in collaboration with a registered occupational therapist to improve functional performance in daily living activities with people who are limited by physical injury or illness, mental health problems, developmental or learning disabilities or the aging process. Treatment goals are accomplished through the use of therapeutic occupations including: manual and creative arts, daily living tasks, exercises, play/leisure activities and simulated work tasks. The Occupational Therapy Assistant Program prepares men and women to provide services in a wide range of treatment settings including: hospitals, rehabilitation facilities, skilled nursing facilities, schools, day treatment centers, outpatient clinics and other community agencies. The Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane, Bethesda, MD 20814-3449, phone number (301) 652-6611. See page 18 for further details.

#### Orthopedic Technology

**Faculty:**  
**Duke, Rice**

Training as an Orthopedic Technologist offers lifetime professional skills in an expanding allied health field. This program is designed to prepare graduates to perform the application, adjustment and removal of casts, splints and braces; set up and maintain all traction configurations; assist in the care of the acutely injured orthopedic patient, including wound dressings; and to assist the physician in the reduction and/or manipulation of orthopedic injuries.

Most Orthopedic Technologists are employed in either hospitals, clinics, or private practice offices. See page 18 for program admission requirements.

**Respiratory Therapy****Faculty:****Flores, Handley, Wells****Medical Direction is provided by Dr. David Willms, Pulmonologist at Sharp Memorial Hospital, San Diego.**

Respiratory Therapy is a relatively new and expanding field in medical treatment. Students are trained in the treatment, management, control and care of patients with respiratory diseases or other cardiopulmonary dysfunction.

Practitioners in Respiratory Therapy are involved in a wide variety of life-saving and life-supporting situations, working side-by-side with physicians and others on the health care team. Graduates enter the health care profession as a registry-eligible Respiratory Therapist and may work in a variety of health care settings - hospitals, including acute and critical care (intensive care units - neonatal, pediatric and adult), rehabilitation diagnostic laboratories and outpatient clinics. The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). Graduates are eligible for licensure through the Respiratory Care Board of California (RCB) and for the entry level and advanced level practitioner exams (CRT and RRT) through the National Board for Respiratory Care (NBRC). See page 19 for further details.

**Anesthesia Technology Program**

The Anesthesia Technology Program trains students in the skills and knowledge needed to work in the operating room under the supervision of a registered nurse or an anesthesiologist. Students learn how to maintain supplies and equipment and assist the anesthesiologist with patient care during surgery. Anesthesia Technicians are technical experts on the design, function, and trouble shooting of anesthesia equipment and monitors. They are vital members of the anesthesia care team and a second pair of eyes and hands during emergencies or other difficult procedures.

Graduates of the program are employable at: acute care hospitals, trauma centers, transplant centers, teaching facilities, outpatient surgery clinics and independent contractor to plastic surgeons offices.

**ARTS, LANGUAGES AND COMMUNICATION****TBD**

Dean

**Department Chairpersons****Jamie Shatwell**

American Sign Language

**Joel Castellaw**

Communication

**Kathy Meyer**

Dance

**Evan Wirig**

Media Communications

**Derek Cannon**

Music

**Beth Duggan**

Theatre Arts

**Marion DeKoning**

Visual Arts &amp; Humanities

**Antonio Crespo, Sonia Ghattas-Soliman**

World Languages:

Arabic, Chinese, French, German, Italian, Japanese, Russian, Spanish

The Division of Arts, Languages and Communications provides courses of study in the fine and performing arts, including studio arts, art history, dance, digital media, humanities, music, photography, and theater. Courses of study in communication include speech communication, forensics debate, media communications, American Sign Language and world languages. Courses and programs are designed to meet the needs of those seeking a degree in these fields, seeking transfer to a university, or for those preparing for careers in these fields as well as for those seeking general education or desiring to develop creative skills.

**American Sign Language****Faculty:****Carmean, Shatwell**

The American Sign Language program offers students the opportunity to learn about the history of the language and aspects of Deaf Culture while developing skills in ASL use.

**Communication****Faculty:****Castellaw, Curran, Perez, Schulmeyer, Solan, Strothers, Tuscany**

Communication's basic objective is to provide experiences which lead to improved awareness, knowledge and skill in human communication. Focusing on communication behavior, the course offerings utilize the insights of the behavioral scientist, the psychologist, the communicologist, and the semanticist, as well as the rhetorician. Although the major responsibility is to serve all members of the college community, regardless of their educational objectives or occupational goals, specialized training is available for communication majors and other students with special needs and interests.

**Dance****Faculty:****Meyer, Mullen**

Dance is the language of movement, which serves as a means of communication and expression basic to all individuals.

The dance department offers a diverse selection of movement styles and dance genres. Emphasis is placed upon proper alignment, kinesthetic movement principles, and theory to support a variety of dance forms.

Opportunities are provided for all interested persons to develop their dance skills and movement potential. Courses are designed to fill the general need and will also allow for intensive study in a particular area.

The Associate Degree in Dance program is designed to provide training for transfer to similar programs at four-year institutions and will prepare the student for employment in a variety of areas of dance. The department also offers a Certificate of Achievement in Dance. Biannual faculty and student choreographed dance concerts provide students choreography and performance opportunities. The dance curriculum includes courses in ballet, modern dance, jazz, tap, hip hop, musical theater dance, choreography, improvisation, pointe, Pilates, dance history, and dance theater performance.

Students who plan to pursue a dance major should confer with the department chair.

**Media Communications****Faculty:****Calo, Papageorge, Wirig**

The area of Media Communications includes electronic media (audio and video) and journalism for both print and broadcast.

Both general education and skills-type courses are offered in the communication arts. The courses are designed to make the student aware of the nature, processes, and effects of media communications on society, and to provide skills for working with and within the various fields.

Electronic media courses, including audio and video, provide students both the technical knowledge and skills for succeeding in the many rapidly expanding areas of broadcasting, industrial communication, and multi-media. Production courses in both audio and video are conducted with modern studio-quality equipment. In these courses, students learn to write and produce program material, to operate the state-of-the-art equipment, and to function within media communications production organizations. Students enrolled in the audio production courses have the opportunity to serve on the staff of the college's radio station. Many of the graduates of the media communications program go directly to employment positions in broadcasting, corporate communications, multi-media production companies, or transfer to four-year universities.

Journalism courses are designed to make the student aware of the impact of the news media on his/her life, and to develop competency in the numerous skills demanded of today's journalists. Students enrolled in the lab-type courses learn to operate state-of-the-art computer equipment for writing and laying out publications, and they have the opportunity to serve on the staff of the college's weekly newspaper. They also develop and tape television newscasts. Courses in public relations introduce students to the principles and skills required of those who will serve as managers and leaders of business, government and nonprofit organizations.

**Music****Faculty:****Benedetti, Cannon, Grinnell, Tweed**

The two-year major in music will prepare a student for transfer to a four-year institution for completion of an elementary or secondary teaching credential; a major in music history, theory or composition; or an applied music degree. In addition, the music staff welcomes all persons interested in continuing their development of skills and appreciation of music by enrolling in any of the technical or performance classes.

The music curriculum of the college includes courses in harmony, counterpoint, ear-training, keyboard, sight-singing, and music appreciation. Class study is offered in voice, piano, classical guitar, strings, brass, woodwind and percussion. Performing groups include Symphony Orchestra, Concert Band, Jazz Ensemble, Guitar Ensemble, Master Chorale, Vocal Jazz Ensemble, Afro-Cuban Ensemble, and Gospel Choir.

The performing organizations provide a variety of programs for student and community interest. The student recitals and annual Winter and Spring Concerts offer cultural opportunities to both performers and audiences.

Students who plan to follow a music major course should contact the Music Department office before or during registration in order that prerequisites and placement obligations are clearly understood. Music majors are expected to participate in at least one performing group each semester.

**Theatre Arts****Faculty:****Duggan, Everett, Rickel**

The courses in the area of Theatre Arts are designed to offer a broad range of opportunities to students interested in performance, movement, musical theatre, direction, design, and construction. Students can experience Theatre from both a behind the scenes perspective as a technician, as well as from an audience interaction perspective as an actor. General Education classes are also offered in the areas of Theatre Appreciation and Costume History, as well as Narrative Theory. Specialized performance areas include: Voice and Movement for the Stage, Acting for the Camera, and Musical Theatre. Several different avenues are available for student involvement in productions including on-site productions, touring/off-site productions, and summer productions. No theatre student is completely equipped without at least a passing knowledge of the total requirements of all the areas necessary to produce and present stage productions. The courses at Grossmont College are designed to be transferable to a wide variety of four year institutions and those interested in pursuing an Associate Degree are encouraged to contact the Theatre Arts Department for clarification on prerequisites and course offerings.



## Visual Arts & Humanities

### Faculty:

**Art History – de Koning, Molina**

**Ceramics – Garcia**

**Humanities – Davies-Morris, Mapes**

**Painting and Drawing – Bennett, Mosley**

**Photography – Turounet**

**Sculpture – Wilsterman**

**Art History** explores the creative production of cultures and individuals from the ancient world to contemporary times. Works of art and monuments are studied with regard to their historical context – religion, culture, politics, and technology with the goal of understanding and distinguishing characteristics of style belonging to art historical periods, artists, works of art, and media.

**Ceramics** is an earth medium of expression, embodying the spirit of humans from the beginning of time. Clay when frozen by fire records the marks and forms of simple utilitarianism as well as complex thoughts and rituals.

**Digital Media** is an evolving medium that fuses traditional concepts of composition and art making with newer digital methodologies. Using significant technologies and image making processes, Digital Media students explore a wide range of digital tools and compositional devices to learn how artists apply computers to produce powerful images and designs.

**Drawing and Painting** provide the students with a two-dimensional visual art foundation based on the western renaissance tradition. Techniques, materials and methods of representational and contemporary art are explored by the students in a traditional assignment format.

**Humanities** (studia humanitas) courses use analytic and critical thinking skills to read, write, and study that which pertains to human condition, with particular focus on the liberal arts (e.g., literature, art and art history, philosophy, religion, music, architecture, anthropology and archaeology, theory, etc.). Humanities attempts to discover and make sense of the world through interdisciplinary and chronological viewpoints.

**Photography** is a high-speed, high resolution, information-processing medium, the artistic success of which demands sensitive, skillful and self-critical use. This powerful and convenient technology, controlled in the refined photographic tradition, is a significant agent for change and also a witness to it.

**Sculpture** includes 3-D design, jewelry design, and sculpture courses emphasizing study in the various physical methods and conceptual theories used to produce three-dimensional art. Sculpture students explore a wide range of media in both an historical and contemporary viewpoint, ranging from traditional object-making to art in a public context.

## World Languages

### Faculty:

**Crespo, Ghattas-Soliman, Navarro,**

**Vincent, Young**

In a world that is increasingly interdependent, we can no longer afford to remain monolingual. Success depends in large measure on the ability of an individual to function as a member of a global village whose members speak a variety of languages. Learning foreign languages is no longer a pastime: it is a necessity. How does learning a foreign language help you to meet today's challenges?

The Study of a Foreign Language

- helps you to expand your view of the world
- encourages critical reflection on the relation between language and culture, language and thought
- expands your opportunities for meaningful leisure activities (such as travel, viewing foreign language films, watching foreign TV programs)
- develops your intellect (encouraging good learning habits, memorization, combining course content and skills in a meaningful way)
- improves knowledge of the native language (through comparison and contrast with the foreign language)
- exposes you to modes of thought and viewpoints that are available only in the foreign language and its culture
- helps to build practical skills that may be used in other disciplines
- fosters your understanding of the interrelation between language and human nature
- teaches and encourages respect for other ethnic groups
- contributes to the development of your personality
- contributes to the achievement of national goals, such as economic development or national security

At Grossmont College, world languages are presented as a major for the specialist, as a required introduction for the transfer student, and as a source of personal development for the student seeking general education.

Language learning is presented in the sequence of listening, speaking, reading and writing, yet never losing sight of the cultural aspects. While developing oral skills, the student gains background in reading and writing and related cultural aspects adequate to successfully continue his/her language studies elsewhere and to apply his/her language skills in practical situations.

Ordinarily, the student with two years of high school language will enroll in level two in college; three years of high school language, level three; and with four years of high school language in level four.

There is a prerequisite exam that may be taken at the Assessment Center (Bldg 10-Room 172) for the student who does not know their level or does not have transcripts or documentation.

## CAREER AND TECHNICAL EDUCATION/WORKFORCE DEVELOPMENT

**Javier Ayala, Ph.D.**

Dean

**Department Chairperson**

**Brian Keliher**

Business Administration

**Program Coordinator**

**Tina Young**

Administration of Justice

**Barbara Gillespie**

Business Office Technology

**Angie Gish, Robin Sepulveda**

Child Development, Education and  
Family Studies

**Clif Quinn**

Computer Science Information Systems

**James Foran**

Culinary Arts

**TBD**

Hospitality & Tourism Management,  
Insurance, International Business,  
Management, Marketing, Retail  
Management

The Division of Career and Technical Education/Workforce Development offers a variety of associate degree and certificate programs and courses which prepare students for careers, career upgrade and for transfer to four-year colleges and universities.

### **Administration of Justice**

**Faculty:**

**Menck, Sampson, Stewart, Young**

Administration of Justice (AOJ) Department, also known as Public Safety and Security Programs, offers a variety of degrees, certificates, and courses. The program includes three major Areas of Emphasis: Law Enforcement, Legal Systems/Court Management, Corrections, Forensic Technology, and Security Management. An Associate of Science-Transfer Degree is also available which provides priority registration to SDSU & CSU Criminal Justice degree majors. In addition to the areas of emphasis, the department presents a Police Academy, an Emergency Dispatch Operator course, a Security Academy, a Corrections Academy, and in-service training. All programs are designed for career-oriented students or transfer to four-year institutions. For detailed information, view the AOJ website at [www.grossmont.edu/aoj](http://www.grossmont.edu/aoj).

### **Business**

Business education is among the largest and most popular fields of study. In many of the programs, community business leaders work cooperatively with the college staff to provide an on-site educational experience. Grossmont's programs are divided into the following three areas:

### **Business – Administration**

**Faculty:**

**Barendse, Keliher**

Business Administration is the program intended for those students planning to transfer to a four-year college in any business area.

### **Business Office Technology**

**Faculty:**

**Dixon, Gillespie, Pressnall**

This program prepares students for employment in today's technology intensive offices. Students complete courses for either the Administrative Assistant or Executive Assistant major. Computer training is emphasized and is offered in a flexible open entry/open exit, self-paced mode (Flex Courses). The comprehensive series of Microsoft Office courses prepares students to take the Microsoft Office User Specialist (MOUS) Certification Examination. Students also complete internships with local employers. Graduates of the program will be prepared to work with management in all types of business environments. The Business Office Technology program also offers several certificates of proficiency in a variety of specialties.

### **Hospitality & Tourism Management, Insurance, International Business, Management, Marketing, Retail Management**

Programs in this area include Marketing, Management, International Business, and Retail Management. Many of the majors in this area include on-site cooperative work experience with local employers.

### **Child Development, Education and Family Studies**

**Faculty:**

**Gish, Sepulveda**

Child Development, Education and Family Studies offer a range of courses for family and life management, parenting, lifelong learning and opportunities for employment in the field of Early Childhood Education and related areas. Several courses in Child Development, Education and Family Studies can be used to fulfill general education requirements and most are transferable to four-year colleges and universities.

The Child Development program is designed for persons seeking employment in the child development field as teachers, directors, and owners of preschools and child care centers including infant/toddler programs. Courses meet requirements for Community Care Licensing and the California Commission on Teacher Credentialing Child Development Permits. We operate an on-campus child care program providing care for children of students and employees of Grossmont College and serving as a lab school for students who are enrolled in child development courses.

The Education Department serves to facilitate those seeking careers in teaching. Course offerings augment the general education program required for transfer to a four year institution.

Family Studies offers courses designed to help individuals manage their lives more effectively. Family Studies addresses contemporary issues such as changing family styles, time and stress management, development through the life span and aging. Family Studies is dedicated to enabling individuals to develop skills that improve the quality of life.

Child Development, Education and Family Studies also operate the Foster Adoptive and Kinship Care Education program providing training and support groups throughout the county in collaboration with the local region's Community Services for Families agencies.

Further information on these programs is available on the website: [www.grossmont.edu/childdevelopment](http://www.grossmont.edu/childdevelopment).

### **Computer Science Information Systems**

#### **Faculty:**

**Gelb, Gillespie, Hotz, Nguyen, Quinn**

The CSIS Department delivers quality education to students based on a comprehensive, relevant curriculum that provides students with the ability to transfer, enter the workforce, promote and maintain life-long learning.

This is a comprehensive and well-equipped program leading to proficiencies in computer programming, web design, and Local Area Network support specialist. Expanding opportunities in computer and information science make these programs increasingly popular.

### **Culinary Arts**

#### **Faculty:**

**Foran, Rossi**

This program prepares students for employment in today's food service/hospitality industry. Students may earn either a Certificate of Achievement, a Culinary Arts degree or a Pastry Arts degree. Graduates of the program enter an industry filled with expanding opportunities as executive chefs, banquet chefs, restaurant chefs, personal chefs, pastry chefs, caterers, kitchen and restaurant managers, line cooks, prep cooks, banquet cooks and also as owners of their own food service operation. The program is composed of on-campus lecture and lab courses. Some coursework is transferable to four-year institutions.

## **COUNSELING SERVICES**

### **Martha Clavelle**

**Dean**

### **Department Chairperson**

**James Canady**

**Counseling**

The Division of Counseling Services includes Counseling, Career Center, Transfer Center, EOPS/CARE/CalWORKS, DSPS, International Students, Job Placement, and Assessment offices. These programs are fully described in the Student Services section of this catalog or online at [www.grossmont.edu/counseling](http://www.grossmont.edu/counseling).

### **Counseling**

#### **Faculty:**

**Aceves, Canady, Cruzado, Cuevas, Decker, DeSaracho, Dillon, Heidari, Johnson, Lim, Moore, Patnaik, Ray, Sadat, Toral, Tuller**

Counselors provide services designed to help people become more acutely aware of their values, interests and abilities, thus enabling them to take maximum advantage of educational and vocational opportunities.

Counselors strive to establish a counseling relationship conducive to self-exploration, creative problem-solving, the development of meaningful relationships with others, experiencing newness and change, accepting personal responsibility and the development of individualized educational and/or vocational plans.

Students are encouraged to avail themselves of counseling services by making an appointment at the reception desk in the Counseling Center, or calling (619) 644-7208. Questions requiring short answers usually can be answered by the counselor on duty in the lobby of the center or by staff when calling the center. Persons with emergencies are seen promptly.

## **ENGLISH AND SOCIAL/BEHAVIORAL SCIENCES**

### **Agustín Albarrán**

**Dean**

### **Department Chairpersons**

**Israel Cardona**

**Behavioral Sciences:**

**Anthropology, Psychology, Sociology**

**Oralee Holder**

**English**

**Helen Liesberg**

**English as a Second Language**

**Angela Feres**

**History**

**Zoe Close**

**Philosophy, Religious Studies**

**Joe Braunwarth**

**Political Economy:**

**Economics, Political Science**

### **Interim Program Coordinator**

**Sue Gonda**

**Cross-Cultural Studies**

Courses in the English and Social/Behavioral Sciences Division are designed to develop the reading, writing, speaking, listening, and thinking skills necessary for effective critical analysis and understanding of the complex interrelationships of people and institutions in this world of diverse cultures and perspectives. The dynamic social, political, economic, philosophical, and linguistic patterns of our world challenge us to examine information in a scientific manner within the proper historical context. The departments within the English and Social/Behavioral Sciences Division strive to bring the tools of scientific methodology into the study of cultures and people, past and present, through the disciplines of anthropology, cross-cultural studies, economics, English, English as a second language, history, philosophy, political sciences, psychology, religious studies, and sociology. Many courses satisfy general education requirements at Grossmont and at four-year colleges and universities. In addition, the courses offered fulfill some or all lower division requirements for a variety of majors.

**Anthropology****Faculty:****Braff, Yoshida-Levine**

Anthropology is the study of all aspects of the human species, spanning the time from the earliest human ancestors to contemporary societies. In seeking to understand human diversity anthropologists take an extremely broad approach, emphasizing both biological and cultural aspects of humanity. Anthropology is traditionally organized into four subfields: cultural anthropology, physical anthropology, archaeology, and linguistic anthropology.

Coursework in anthropology is a valuable component of a liberal arts education. Students of anthropology learn to develop a broad perspective on humanity, apply scientific research methods, and work effectively in a multicultural environment. These competencies can help students succeed in a global society.

**Cross-Cultural Studies****Faculty:****Gonda, Quezada**

Cross-Cultural Studies includes courses from other academic disciplines, such as art, behavioral sciences, history, literature, world languages, social sciences, etc. These courses seek not to increase compartmentalization and cultural isolationism but to stress diversity and a broadening of perspective and point of view.

**Economics****Faculty:****McGann, Myers, Shahrokhi**

Economics students study the major types of economic systems in the world, the ways economic/political decisions are made, and the outcomes of those decisions.

**English****Faculty:****Ahrens, Balasubramanian, Bellinghiere, Brown, Cardenas, Crooks, Ding, Griffith, Harris, Holder, Hurvitz, Jendian, Ledri-Aguilar, Martin, Miller, Nolen, Schmitt, Sherlock, Sow, Traylor**

The study of English engages the student both as reader and as writer. As reader, the student explores the traditions of literary form and thought characteristic of western and other world civilizations. As writer, the student practices methods of imposing order on ideas and expressing those ideas in an effective manner. Although a literature course emphasizes literary excellence in the works of others and a composition course concentrates on the student's writing skills, both encompass the entire communication process. Thus the student of English learns to appreciate not only the historical evolution of literary art but also the interrelationship of process, form, and content in composition, thereby becoming both a more perceptive reader and a more proficient writer.

**English as a Second Language****Faculty:****Aylett, Carroll, Ferguson, Liesberg, Loveless, Passentino, Poupard**

The goal of English as a Second Language (ESL) instruction is to help students succeed in college and at work. To meet the needs of individual students, courses are offered at seven proficiency levels, and all language skills are taught: listening, speaking, reading, writing, and grammar. Orientation to American culture is integrated into the courses. ESL placement assessment sessions are provided so students know at which level to begin the program.

**History****Faculty:****Bell, Contreras, Ennis, Feres, Gonda, Henry**

History is the study of the documented past to acquire understanding into the world's institutions, ideas, values and creations. The study of history constitutes all aspects of human endeavor including the arts, sciences, technology, economics, politics, war, ideology, culture and society. History also examines the diverse contributions of all gender, socio-economic, racial, ethnic and regional groups in shaping the drama and dynamism of the human experience. From the analysis of historical evidence, students develop the oral, written and critical thinking skills to interpret and communicate the deeper meanings of historical events and people. Studying history also provides the appropriate context for students to grasp the major issues, challenges and conflicts of our present time. This enables more informed debate and discourse in today's world.

**Philosophy and Religious Studies****Faculty:****Close, Hoaglin, Yang**

Courses in philosophy are consistently designated to present and convey to the student what is his/her cultural and intellectual tradition, and what is his/her place in the tradition. Specifically, these courses are a balanced offering of intellectual methodology, namely: logic, ethics and epistemology, and cultural heritage in literature and the fine arts approached historically.

Religious Studies include courses designed to inform and add depth to the student's understanding of one of the most powerful forces in any culture. The courses are designed so that they will serve as adequate preparation for transfer, yet they are essentially of intrinsic value and should be of equal benefit to the nontransfer student.

**Political Science****Faculty:****Braunwarth, Myers**

Political Science courses are designed to help the student understand the political environment in which we live, the political processes for decision making, THE VITAL PARTICIPATORY ROLE OF CITIZENS IN OUR DEMOCRATIC POLITICAL SYSTEM, and the great political issues of our day.

**Psychology****Faculty:****Chafin-Arenz, Pak, Ramos, Thukral**

As the science of behavior and mental processes, psychology is an academic discipline that emphasizes the study of the individual organism. Standing at the interface between the biological sciences and the social sciences, psychology seeks to investigate such topics as brain and neural functioning, development throughout the life span, sexuality, learning, perception, states of consciousness, memory, cognitive processes, motivation, emotion, personality, abnormal behavior, psychotherapy, and the effects of the group on the individual.

**Sociology****Faculty:****Cardona, Diaz, Robinson, Soto**

Sociology is the scientific study of human societies and of the behavior in the groups that make up a society. It offers perspectives, tools, data, and concepts that enable the student to creatively, thoughtfully, and systematically investigate the social environment.

## LEARNING AND TECHNOLOGY RESOURCES

**Matthew Calfin, Ed.D.**

Interim Dean

**Department Chairperson****Library****Felisha Kalker****Jessica Owens****Faculty:****Farina-Hess, Kalker, Middlemas, Owens**

Library, Media Desk, Video Viewing, Interlibrary Loan (ILL), Creative Services, Distance Education, Instructional Media Services, Photography, Learning Assistance Centers, Tutoring Center, Instructional Computing Services, Professional Development

The Learning and Technology Resource Center is located in the middle of campus. (See map on the inside of the back cover.) The Center provides a broad range of services that are constantly adapting to students' changing educational needs and learning styles as well as advances in technology.

The Library occupies the north end of the building (enter from Library entrance). Designed as a study environment, it provides easy access to instructional materials along with multiple study carrels, tables, group study rooms, computer stations, lounge chairs, and a copy center. The Library has over 100,000 books and DVDs. The Library online catalog identifies materials at both Grossmont and Cuyamaca College. The library also has access to several online databases and streaming videos that students may use on campus or from home.

Librarians provide a variety of information services. At the reference desk (1st floor), librarians guide students in using the Library and the materials available, help them to select the best resources, and assist in developing research strategies for papers and reports. The librarians' aim is to help students become more confident and self-sufficient in their use of the Library. Library Instruction is provided via class visits, an online tutorial, or through individual enrollment in LIR courses.

The **Media Desk** is located on the 2nd floor of the library and provides students and faculty with access to a variety of course-related media resources, such as DVDs, VHS tapes, CDs, and Media Reserves materials. Individual viewing carrels and audio/ visual equipment are available, as are laptop computers and group study rooms with computers.

**Interlibrary Loan** (ILL) services include two to three business day turn-around courier service for materials from Cuyamaca and SDSU. In addition, access to books, journal articles and media from colleges and universities throughout the country and are available through ILL.

**Creative Services** provides assistance for faculty in the creation of instructional materials via Graphics and Photography support. These services are primarily for faculty and staff.

**Instructional Media Services** provides assistance to faculty with classroom technology, including smart carts, LCD projectors and document cameras. IMS also provides audio-visual support to campus-wide events. Services must be requested via the website at: [www.grossmont.edu/ims](http://www.grossmont.edu/ims) or by calling 619-644-7374.

**Distance Education** is a flexible and convenient opportunity for self-motivated students. Resources are available for students at the Online Success website that helps students determine whether online learning is right for them: [www.gcccd.edu/online](http://www.gcccd.edu/online). Faculty develop a variety of online and hybrid courses which are mainly delivered via the Learning Management System, Canvas.

**Instructional Computing Services** (ICS) provides support for faculty and learning assistance centers campus-wide. ICS has three network specialists and a facilities supervisor to help support the use of technology on campus.

**Learning Assistance Centers**

There are numerous Learning Assistance Centers located throughout the campus. Information on these centers can be found on the website: [www.grossmont.edu/tutoring](http://www.grossmont.edu/tutoring). These centers provide students with various levels of assistance, tutoring and computer access. The majority of these services are located in the Tech Mall, which is located in the Learning & Technology Resource Center. Please ask your instructor about access requirements.

**English Writing Center** (EWC) is part of the English Department and is located on the first floor of the Tech Mall. Staff include both English instructors and English reading and writing skills peer tutors. The EWC's mission is to help students improve their overall writing skills in terms of proper grammar usage and development of coherent and well-organized essays, as well as textbook reading, vocabulary, and study skills. The EWC is open to all students at Grossmont College.

**Math Study Center** (MSC) is located on the first floor of the Tech Mall in Room 70-112. The MSC is a part of the math department and provides group tutoring and computer-aided tutoring for all levels of Math.

**Open Computer Lab** (OCL) is located on the 1st floor of the Tech Mall and occupies the center of the south side of the building. This is the only general use computer lab on campus and supports a number of programs. There are approximately 175 PCs available for students to access word processing applications, subject-specific software, database applications, and computer-aided instructional applications.

**Tutoring Center** is located on the 2nd floor of the Tech Mall and provides group and one-on-one tutoring for all subjects. Tutoring is by appointment only.

## MATHEMATICS, NATURAL SCIENCES, EXERCISE SCIENCE AND WELLNESS

**Cary Willard, Ph.D.**

Interim Dean

### Department Chairpersons

**Shina Alagia, Craig Milgrim**  
Biological Sciences

**Diana Vance**  
Chemistry, Science

**Judd Curran, Mark Goodman**  
Earth Sciences:

Geography, Geology, Oceanography

**Randy Abshier, Jim Symington**  
Exercise Science and Wellness,  
Health Education

**Nemie Capacia, Shirley Pereira**  
Mathematics

**Brian Carter**  
Physical Sciences:

Astronomy, Physical Science, Physics

The Division of Mathematics, Natural Sciences, and Exercise Science and Wellness includes Astronomy, Biological Sciences, Chemistry, Exercise Science, Geography, Geology, Health Education, Mathematics, Oceanography, Physical Science, Physics, and the philosophy of Science. Some courses satisfy general education requirements at Grossmont College and at four-year colleges and universities. In addition, the courses offered fulfill lower division requirements for a variety of majors.

### Astronomy, Physical Science, Physics

#### Faculty:

**Blanco, Carter, Cormier, Fitzgerald**

The Department of Astronomy, Physical Science, and Physics offers classes suited for a general education in science and for career preparation in math, science, medicine and engineering. Fundamental physical principles are discussed and applied to the universe around us.

Descriptive Astronomy (Astronomy 110), General Astronomy Laboratory (Astronomy 112), Exploration of the Solar System (Astronomy 120), Physical Science for Elementary Education (Physical Science 100), Introduction to Physical Sciences (Physical Science 110), Physical Science Laboratory (Physical Science 111), and Introductory Physics (Physics 110) are specifically directed toward the general education of students majoring in fields other than math and science. Physical Science 100 is designed to prepare students for a career in elementary education. Physical Science 120 prepares students to perform scientific computation in industry and research.

Fundamentals of Physics (Physics 130-131) is a two-semester calculus based sequence directed toward students planning careers in biology and medicine. A three-semester calculus based sequence, Physics 140-240-241, is directed toward students planning for careers in physics and engineering.

In lab classes, students work collaboratively to gain hands-on experience with principles discussed in class.

### Biological Sciences

#### Faculty:

**Alagia, Caldwell, Dudley, Golden, Miles, Milgrim, Perchez, Ripley, Shearer**

The Biological Sciences curriculum at Grossmont College has two principal objectives upon which its program is based. The first is general education and the belief that the educated person should have an opportunity to learn characteristics and attributes common to all life, if he/she is to understand his/her own place among living things.

A corollary to this is the increasingly obvious need to develop attitudes which permit people to live in harmony with their environment. Information concerning problems with a biological base, such as the population explosion, pollution, people's role in maintaining the biosphere, the energy crisis and resources conservation, are examples of general education topics for which biology teachers assume responsibility.

Six courses: Life in the Sea (Biology 105), Environmental Biology (Biology 110), Contemporary Issues in Environmental Resources (Biology 112), Heredity, Evolution, and Society (Biology 114), Introduction to Human Biology (Biology 118), and Principles of Biology (Biology 120), are specifically oriented to general education. Each of these courses satisfies the science requirements for graduation. It is suggested that students majoring in areas other than life science satisfy their graduation requirements by enrolling in Biology 105, 110, 112, 114, 118, or 120.

The second objective is that of preprofessional training. Courses are offered which are applicable to a variety of major fields in the life sciences ranging from general biology, ecology, forestry or zoology to various health sciences, such as premedicine, nursing, or preveterinary science. Such courses include: Human Anatomy (Biology 140), Human Physiology (Biology 141 and 141L), Anatomy and Physiology (Biology 144 and 145), Paramedical Microbiology (Biology 152), Statistics for Life Sciences (Biology 215), Principles of Cellular, Molecular and Evolutionary Biology (Biology 230), and Principles of Ecology, Evolution, and Organismal Biology (240).

Students majoring in a biological or health professions field are advised to check the program requirements of the college to which they plan to transfer for course equivalency or special course requirements at those particular schools. Students should also be cognizant of the prerequisites of preprofessional courses and are encouraged to consult with a Grossmont counselor regarding lower division biology, chemistry, mathematics or physics requirements.

### Chemistry

#### Faculty:

**George, Larter, Lehman, Olmstead, Vance, Willard**

The chemistry program strives to offer more than the basic instruction in the science of chemistry. We provide separate academic tracks for the transfer student, for those in the Allied Health Programs and for those seeking to fulfill general education requirements. Students are urged to search for rational explanations of phenomena, to consider relationships among various disciplines, and to develop self-reliance in seeking answers, through which will come a better appreciation and understanding of our world.

Coursework is designed to provide a liberal as well as a practical education. The student has the opportunity to see the contemporary applications of this science in a world of rapidly changing technological growth.

Laboratory methods supplement lectures in order that the student may develop a more direct understanding, participate in "discovery" operations and learn scientific techniques.

### **Exercise Science and Wellness, Health Education**

#### **Faculty:**

**Abshier, Arnold, Aylward, Caires, Ivers, Jordan, Kelley, Kerns-Campbell, Larsen, Stevens, Weber**

Exercise Science and Wellness and Health Education provide opportunities for students to gain knowledge about physical fitness, healthful living practices, leisure-time pursuits, and stress management techniques. The instruction in various activities provides students with the skill to obtain optimum health and physical efficiency.

The curriculum is based on the philosophy that by acquiring information and knowledge based on a fitness/wellness paradigm and integrating that knowledge in activities which allow physiological/psychological changes to occur, an important component of a general education is realized. Further, the Exercise Science and Wellness curriculum is centered on the concept that movement skills, intellectual development, physical fitness and healthful living practices are elements of life that must be taught and reinforced. Specific knowledge, skills and practice techniques that enable students to improve are sequential progressions in the learning process. Instructional analysis and evaluation by credentialed professionals are essential aspects of implementing this philosophy.

The Exercise Science and Wellness Department also offers courses in health education, intercollegiate athletics and professional activities for the physical education baccalaureate major.

### **Geography**

#### **Faculty:**

**Cliffe, Curran, Goodman, Therkalsen**

Geography courses are designed to help the general student understand the physical and cultural world. As a field of knowledge dealing with spatial relations and processes on the earth's surface, the study of geography leads to an understanding of human distribution over the earth, of the various uses to which we have put different parts of it, of cultures and economies created, and of the spatial interrelations which exist between, and have influenced, these patterns. Thus, geography has a fundamental place in the equipment of an educated person.

The discipline of geography has been traditionally divided into two main categories, the physical elements and the cultural elements. Physical Geography deals with landforms, soil, earth-sun relationships, weather, climate, natural vegetation and natural resources. Cultural Geography deals with populations, languages, religions, race, economics, settlement types and regions. Specialized courses from the physical and cultural elements are also offered.

### **Geology**

#### **Faculty:**

**Cliffe, Jacobson**

The geology program offers basic instruction in geology and related subsiences (geophysics, physical and historical geology technology). Students are urged to search for rational explanations of physical processes, to realize interdisciplinary approaches involved, to develop means of exploring, understanding, appreciating, enjoying and

protecting their environment.

Coursework is designed to provide a liberal as well as a practical education for both majors and nonmajors, to show what geology is and what geologists do, and to impart a degree of skill and ability for understanding current technology.

Laboratory methods and observations in the field augment formal classroom work to enable the student to participate in direct observation, exploration and understanding of geological investigations and techniques.

### **Mathematics**

#### **Faculty:**

**Capacia, Davis, Funk, Giles, Greenheck, Hicks, Lee, Lines, Manchester, Millan, Munoz, Palacios, Pereira, Smith, Sundblad, Vanden Eynden, Waller, Working**

The mathematics curriculum provides a basic mathematics course ( Math 080), Strategies for Success in Math (Math 087), a pre-algebra course (Math 088) and the essentials of high school mathematics (Math 090, 097, 103, and 110) for students who did not take high school mathematics or have not studied mathematics for several years. Also included are the standard college freshman-sophomore sequences of courses (Math 170, 175, 180, 280, 281) for students whose mathematical training is sound and recent and who plan to major in mathematics, engineering, one of the physical sciences, or desire a strong mathematical background. In addition, general education (for those not required to take higher mathematics) is provided through a survey of mathematical topics (Math 120) while the remaining courses (Math 125, 126, 128, 150, 160 and 178) provide special skills or preparation in specialized areas of mathematics often required by other fields such as biology, business, economics, education and psychology.

### **Oceanography**

#### **Faculty:**

**Jacobson**

The faculty of oceanography endeavors to provide a basic course in the principles of physical oceanography that integrates aspects of physics, chemistry, meteorology and geology as they relate to the marine environment. Oceanography 112, Introduction to Oceanography, is an interdisciplinary course that focuses upon the history and development of oceanography, and the present and future importance of the oceans. Oceanography 112 may be counted towards fulfilling the Area B, Section 2, General Education requirements for graduation from the college.

### **Science**

Science is an interdisciplinary program. The principle class is Introduction to Scientific Thought. This class fulfills both physical science and critical thinking requirements. The class focuses on scientific thinking, the history of science, the philosophy of science, the big ideas in science, science and ethics, science and religion, and how to detect pseudoscience and to distinguish it from genuine science.

