

# GENERAL INFORMATION

## Air Force Reserve Officer Training Corps

The Air Force Reserve Officer Training Corps (AFROTC) is a three to 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. All third and fourth year students receive a monthly stipend regardless of scholarship status. 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.

Cuyamaca 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 Cuyamaca 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 visit [www.afrotc.com](http://www.afrotc.com) (<http://www.afrotc.com>) for further information and may call the AFROTC Detachment 075 Unit Admissions Officer at (619) 594-5545 with any questions.

## Campus Safety

Law Enforcement Services at the District are provided by the San Diego County Sheriff's Department. 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 at the Cuyamaca One-Stop, A-100 building.

## 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 nonemergency

- 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: [www.gcccd.edu/public-safety](http://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 or passengers side.

### Student Parking Permits

The District will not be requiring students to purchase parking permits for the 2024-2025 fall and spring semesters. At this time students and visitors may park in any available student parking space. Restrictions include, but are not limited to, parking in a fire lane, staff parking, disabled placard misuse, and timed spaces. These areas will still be enforced and cited accordingly. This notice is effective through June 30, 2025 and includes summer session.

**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.

### Faculty & Staff Parking Permits

Permits are available at the CAPS offices.

Cuyamaca: Building A-100

Grossmont: Building 57

### Call Boxes and Locations

Minor emergencies and requests for motorist assistance can be reported to District Public Safety at (619) 644-7654 or by using one of the Call Boxes located inside all campus elevators. Life threatening emergencies should utilize 911.

## Pay Stations

Daily permits for students and visitors may be purchased from the pay stations located in Parking Lots 2, 4 and 5.

Please use 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 Placards are also valid in parking meters and student lots.

## Special Events Parking

Please contact CAPS for parking details. Parking requests for special events or large groups are available through previous arrangements. For detailed information contact Campus and Parking Services at [district.parking@gcccd.edu](mailto:district.parking@gcccd.edu). Please allow one week advance notice for special events parking and submit a request form. The request form may be found online at: [https://www.gcccd.edu/\\_resources/docs/human-resources/public-safety/parkingservicerequestform.docx](https://www.gcccd.edu/_resources/docs/human-resources/public-safety/parkingservicerequestform.docx) ([https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.gcccd.edu%2F\\_resources%2Fdocs%2Fhuman-resources%2Fpublic-safety%2Fparkingservicerequestform.docx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.gcccd.edu%2F_resources%2Fdocs%2Fhuman-resources%2Fpublic-safety%2Fparkingservicerequestform.docx&wdOrigin=BROWSELINK)).

## Replacement for Lost or Stolen Permits

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

## Motorcycle Parking

Motorcycles, scooters, segways, and mopeds must be parked in designated motorcycle areas. Motorcycles parked in auto parking spaces are subject to citation.

## 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. Semester MTS passes are available at the Cashier's Office, G-100 building, window. For more information please visit the MTS website at [www.sdmts.com](http://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 escort services, 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> (<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> (<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.

## Additional Services

### ATM Location

Cuyamaca College: Student Center, I-Building, 2nd floor.

### Lost & Found

Lost and Found items should be returned to CAPS. To check if an item has been turned in, call (619) 644-7654 or stop by CAPS.

## Heritage of the Americas Museum

Cuyamaca College is the home of the Heritage of the Americas Museum, a cultural and educational center featuring the prehistoric and historic art, culture and natural history of the Americas. Fossils as old as 450 million years are exhibited in the Natural History wing. Artifacts representing ancient cultures of the Americas are presented in the Archaeology and Anthropology wings, and the Art wing displays the art of the world from ancient Chinese jade, including a rare burial suit from the Han Dynasty, to modern painting and sculpture.

The museum also serves as an adjunct to the instructional programs of Cuyamaca and Grossmont Colleges in a variety of academic disciplines. There is a research library of more than a thousand books related to the museum's collections. Students and faculty find the museum to be a valuable research facility and a fascinating place to visit. Admission is free to students. The museum is open Tuesday through Friday, 10 a.m. to 4 p.m. and Saturday Noon to 4 p.m. (closed Sunday and Monday).

## No Smoking Policy

In accordance with Board Policy 3570, Cuyamaca College is a smoke-free/tobacco-free facility. Violation of this policy will result in appropriate disciplinary penalties for both students and employees. Any District public safety official may warn or cite any person who is in violation of this policy. 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.

## Online Courses

Cuyamaca College offers a variety of courses entirely online, hybrid (partially online), and HyFlex (on campus or via Zoom). Some courses require on-campus orientations and/or exams. Online courses require that students have dependable access to the Internet through their own Internet Service Provider or through one of the college's computer labs.

If you are self-motivated, self-disciplined, have good basic computer skills, and are able to read and follow instructions carefully, online courses may be a good option for you. To learn more about whether online learning is for you, please visit our online success website at: [www.cuyamaca.edu/academics/online-learning.php](http://www.cuyamaca.edu/academics/online-learning.php) (<http://www.cuyamaca.edu/academics/online-learning.php>).

## Nondiscrimination Notice

The Grossmont-Cuyamaca Community College District (GCCCCD) is committed to providing learning and working environments that ensure and promote diversity, equity, and inclusion. People of diverse backgrounds, perspectives, socioeconomic levels, cultures, and abilities are valued, welcomed, and included in all aspects of our organization. GCCCCD strives to provide an educational environment that fosters cultural awareness, mutual understanding, and respect that ultimately also benefits the global community.

No person shall be unlawfully subjected to discrimination or denied full and equal access to District programs or activities on the basis of ethnic group identification, race or ethnicity, color, national origin, religion, age, gender, gender identity, gender expression, physical or mental disability, medical condition, pregnancy, genetic information, ancestry, sexual orientation, marital status, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. District programs and activities include, but are not limited to any that are administered or funded directly by or that receive any financial assistance from the California Community Colleges Chancellor's Office.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall be used for membership or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with the District, to any private organization whose membership practices are discriminatory on the basis of groups mentioned above. (Board Policy 3410)

Inquiries regarding the equal opportunity policies, the filing of grievances or for requesting a copy of the college's grievance procedures may be directed to:

- **Dr. Lauren Vaknin**  
Dean, Student Affairs  
Cuyamaca College  
900 Rancho San Diego Parkway  
El Cajon, CA 92019  
(619) 660-4295
- **Dr. Victoria Marron**  
Vice President, Student Services  
Cuyamaca College  
900 Rancho San Diego Parkway  
El Cajon, CA 92019  
(619) 660-4301
- **Linda Beam**  
Interim Vice Chancellor, Human Resources Title IX Coordinator  
District Office

8800 Grossmont College Drive  
El Cajon, CA 92020  
(619) 644-7572

- **Michael Salvador**  
Diversity, Equal Opportunity and Title IX Officer  
District Office  
8800 Grossmont College Drive  
El Cajon, CA 92020  
(619) 644-7039

Cuyamaca College recognizes its obligation to provide overall program accessibility for those with physical and mental disabilities. Contact the Disabled Students Programs and Services department at (619) 660-4239 (TTY 619-660-4386), Building G-200, to obtain information on programs and services, activities and facilities on campus and for a geographical accessibility map.

Inquiries regarding federal laws and regulations concerning nondiscrimination in education or the college's compliance with those provisions may also be directed to:

**Office for Civil Rights**  
U.S. Department of Education  
221 Main Street, Suite 1020  
San Francisco, CA 94105

## Revision of Regulations

Any regulation adopted by the Grossmont-Cuyamaca Community College District Governing Board has the same force as a printed regulation in the catalog and supersedes any ruling on the same subject which may appear in the catalog or official bulletin of the college.

## Sexual Assault

For sexual assault emergencies, contact 911.

If you are a victim of sexual assault (rape, sexual violence or stalking), please contact the Office of Student Affairs at (619) 660-4295 or visit the Student Affairs Office (Student Center, I-121). Student Affairs will provide students with the resources and support needed during this time. In addition, students will be provided guidance on reporting options.

Additional resources can be found at: <http://www.cuyamaca.edu/consumer-information.php>.

For all emergencies, please contact 911.

*Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on Grossmont-Cuyamaca Community College District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures (AP 3540).*

## Student Equity Plan

The Grossmont-Cuyamaca Community College District recognizes that California's economic and social future depends upon the success of all

its citizens, particularly those enrolled in institutions of higher education. Therefore, the College has developed a Student Equity Plan.

The intent of the Student Equity Plan is to move our District toward achieving student equity by ensuring that the composition of students who enroll are retained, transfer or achieve their occupational goals mirrors the diversity of the population of the District's service area. The Student Equity Plan is subject to on-going coordination, evaluation and revision. It guarantees that student equity and student success are explicit and integral parts of the District's priorities.

## Study Abroad Programs

Study Abroad programs enable students to immerse themselves in a foreign language environment. During these programs, students are housed in apartments or with host families, which not only allows the students to become more proficient in a foreign language, but also gives them the opportunity to experience a different culture.

## Summer Session

The College offers a summer session that includes courses and programs also available in the regular academic year. College and legal regulations including residency, fees, veterans and withdrawal procedures apply.

## Tutoring

Everyone needs a little help sometimes. Tutoring is free, and students may begin using services at any point in the semester. Learning Assistants – most of whom are current or former Cuyamaca students, themselves – help students adapt to college, learn course skills and content, refine general study skills and strategies, and become more confident, independent learners. Tutoring is offered in online, email, and in-person formats through various campus locations as well as through the Cuyamaca Virtual Tutoring Center. For more information and/or to request an appointment, please click on the blue "Tutoring" link in your course Canvas container, email [cuyamaca.tutoring@gcccd.edu](mailto:cuyamaca.tutoring@gcccd.edu), visit the Tutoring website at [www.cuyamaca.edu/tutoring](http://www.cuyamaca.edu/tutoring) (<http://www.cuyamaca.edu/tutoring/>), or leave a voicemail at (619) 660-4525.

## Voter Registration

Register to Vote at [www.sos.ca.gov/elections/voter-registration/](http://www.sos.ca.gov/elections/voter-registration/) (<http://www.sos.ca.gov/elections/voter-registration/>)

For information on early voting dates, please access the Registrar of Voters website at [www.sdvote.com/](http://www.sdvote.com/) (<http://www.sdvote.com/>).

### Voter Registration Dates:

**October 21, 2024** – Voter Registration Deadline

*If you missed the voter registration deadline, you can still conditionally register and vote by visiting the Registrar's office or any vote center through November 5.*

- **Starting Monday, October 7**, early voting is available at the Registrar's office, Monday through Friday, 8 a.m. to 5 p.m.
- **Starting Saturday, October 26**, select vote centers and the Registrar's office will be open daily from 8 a.m. to 5 p.m. through November 4.
- **Starting Saturday, November 2**, over 200 vote centers and the Registrar's office will be open daily from 8 a.m. to 5 p.m. through November 4.

- **On the final day of voting, Tuesday, November 5**, all vote centers, official ballot drop boxes, and the Registrar's office will be open from 7 a.m. to 8 p.m.

National Voter Registration Day- September 17, 2024

### Last Day to Register to Vote:

- **In Person:** 15 days before Election Day
- **By Mail:** Postmarked 15 days before Election Day
- **Online:** 15 days before Election Day

*You can also "conditionally" register and vote at your county elections office after the 15-day voter registration deadline.*

*All dates can be verified online at the Secretary of State ([www.sos.ca.gov/elections](http://www.sos.ca.gov/elections)) or county election office ([www.sdvote.com](http://www.sdvote.com)) (<http://www.sdvote.com>)*