

# ADMISSION INFORMATION

## Admission and Registration

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

## Admission Procedures

Students should observe the following admission procedures:

1. File an application online (<https://www.grossmont.edu>).
2. Have official transcripts on file from all colleges attended. An official transcript is one that has been sent directly to the office of Admissions and Records from the issuing institution. Transcripts submitted previously by applicants who never enrolled are kept on file for two years.
  - a. Grossmont College accepts credit only from institutions accredited by one of the six regional accrediting associations.
  - b. Veterans receiving benefits must submit all transcripts from previous colleges.
3. Per state legislation (AB 705/1805), all students have the right to bypass remedial coursework and register directly into transfer-level English and Math. Standardized assessment tests are no longer used to place students into English and math coursework. Instead, students who plan to enroll in an English or math class, or who plan to enter a degree, certificate or transfer program are encouraged to fill out a self-guided placement questionnaire based on their high school academic record (such as coursework, grades, and/or GPA). In addition, colleges shall use evidence-based multiple measures for placing students into English-as-a-Second Language (ESL) courses. To access the self-guided questionnaire, please visit <https://selfservice.gcccd.edu/Student/>. Students who have completed an English and math class at another college may receive placement by presenting transcripts to the Counseling Center or by submitting an Online Placement/Prerequisite Clearance Form that can be found at <https://www.grossmont.edu/admissions/placement-prerequisite-clearance-form.php>.
4. Arrange for an orientation and program advisement appointment.
5. Complete formal registration as scheduled (course selection and fee payment).

## Scholastic Requirements for Admission

Students who are high school graduates or equivalent, or who are over 18 years of age and can profit from the instruction offered, may attend Grossmont College.

## Residency Information

Each student enrolled or applying for admission to any California community college will provide information and evidence of residence as deemed necessary by the district Governing Board to determine residence classification. Guidelines for determining residence are outlined in the California Administrative and Education Codes. Falsification of residency information may result in admission to the college being denied.

The determination of a student's classification will be made in accordance with the provisions of these policies and the residence determination date for the semester or session for which the student proposes to attend any community college. The following is a summary of residency guidelines and is by no means complete. Changes may have been made in the statutes and regulations since the time this catalog was published. For more information, contact the Residency Specialist in the Admissions and Records Office.

## I. Resident Classification

1. A "*resident*" is a student who has been both physically present, and has shown intent to make the State of California his/her residence for more than one year immediately preceding the residence determination date (Section 54020 of Title 5 of the California Administrative Code). At Grossmont College the "residence determination date" is the day immediately preceding the first day of instruction of the semester or term to which the student seeks admission.
2. A "*non-resident*" is a student who has not been either physically present or shown intent to make the State of California his/her residence for more than one year immediately preceding the residence determination date. Students so classified, unless they qualify under one or more of the exceptions later enumerated, will be required to pay a tuition charge as established by the Grossmont-Cuyamaca Community College District Governing Board.

## II. Determination of Residence

1. **Residence.** The following rules are used to determine place of residence. Each student must provide appropriate documentation.
  - a. The "residency determination date" is one year and one day prior to the beginning of the semester. Every person by law has a residence. A person can have only one residence. There is only **one** residency determination date per semester.
  - b. To be eligible for resident classification, you must have established and maintained permanent residence in California at least one full year prior to the residency determination date.
  - c. Residence is defined where one remains when not called elsewhere for labor or other special or temporary purposes, and to which one returns in seasons of repose.
  - d. Residency of students under 19 at the time of the residency determination date will be based on the residency status of the parent (or legal court-appointed guardian) with whom they are living, or have most recently lived with. Between the ages of 18 and 19 the student is considered to be establishing their own residency, with a one-year waiting period starting on their 18th birthday.
  - e. A residency can be changed only by the union of physical presence and intent.
  - f. A person who wants to clear his or her residency for a current semester must do so during the semester, and not after the semester is over.
  - g. A person cannot establish residency in California by simply attending school in California and demonstrate no actions of 'intent'.
  - h. Conduct **consistent** with attaining California residency includes getting a California driver's license, registering your car in California, registering to vote in California, filing California resident tax form, maintaining an active bank account in California and maintaining permanent residence in the state.

- i. Conduct **inconsistent** with a claim for California residency includes getting or maintaining a driver's license and/or vehicle registration in another state, attending an out-of-state institution as a resident of that state, declaring non-residence for California income tax purposes, being claimed as a dependent by your out of state parent, being a petitioner for a divorce or lawsuit as a resident in another state, attending an out of state school as a resident of that state, or maintaining ties to your previous state of residence.
2. **Adults.** Persons 18 years of age or older may establish residence in accordance with Section A and C (6).
  3. **Minors.** Persons under 18 years of age may establish residence in accordance with the following:
    - a. A married minor may establish his/her own residence.
    - b. If the parents are separated permanently, the residence of the minor is the residence of the parent with whom the minor lives.
    - c. If both parents are deceased and there is no court-appointed guardian, the minor may establish his/her own residence.
    - d. The residence of an unmarried minor who has a parent living cannot be changed by his or her own act, by the appointment of a legal guardian or by relinquishment of a parent's right of control, unless the minor qualifies for the two-year care and control or the self-support exception.
    - e. When applicable, a student who has not been an adult for a full year (those under 19 years of age) immediately preceding the "residence determination date" for the semester, or term, may combine time as a resident minor with time as a resident adult to establish the one year California "resident" requirement.
    - f. A student who is a minor and resides with either the father or mother (or both) may be classified as a resident of California if the parent (or parents) with whom the minor lives has had a legal residence in California for more than one year prior to the "residence determination date." This determination is made whether or not the minor has resided with the parent (or parents) for one day, one month or one year. The determining factor is whether the parent with whom the minor lives is a legal resident of California.
  4. **Exceptions.**
    - a. A student who is a minor and remains in California after "resident" parents establish residence elsewhere, may retain residency until the minor has attained majority or long enough to establish legal residence, so long as continuous attendance is maintained with at least 12 units at an institution. Nothing in this section will require attendance during summer intersession or any term beyond the normal academic year.
    - b. The student classified as a "non-resident" shall not obtain "resident" classification as a result of maintaining continuous attendance at an institution without meeting the other requirements of obtaining such classification.
    - c. A minor student who has been entirely self-supporting and actually present in California for more than one year immediately preceding the "residence determination date," with the intention of acquiring a residence therein, shall be entitled to "resident" classification until the student has resided in the state the minimum time necessary to become a resident.
    - d. A person who is a natural or adopted child, stepchild or spouse, who is a dependent of a member of the armed forces of the United States stationed in California on active duty, shall be waived from paying nonresident tuition during the first year he/she resides in California or until he/she has resided in

California the minimum time necessary to become a resident. This exception requires that the member of the armed forces be stationed within California, or has been transferred to a place outside the continental United States directly from a California duty assignment. After two years have elapsed, the student is subject to reclassification according to the policies stated in this section.

- e. A person who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, shall be waived from paying nonresident tuition for the entire period he/she is stationed on active duty in California.
- f. A person who was a member of the armed forces stationed in California on active duty for more than one year immediately prior to being discharged, shall be waived from paying nonresident tuition for up to two years for the time he/she lives in California after being discharged. This three year waiver after the discharge date allows the time necessary to establish residence. After two years have elapsed, the student is subject to reclassification according to the policies stated in this section. A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence are entitled to resident classification.

**Changes for VACA (Veteran's Choice Access Act 2015)**  
(Nonresident Veterans)

(Title 38, U.S. Code 3679(c); Ed. Code §§ 68075.5, 68075.7)  
In August 2014, the Veterans Access, Choice, and Accountability Act of 2014 (VACA Act) was signed into federal law (updated in 2016 by Public Law 114-315). This required the U.S. Department of Veterans Affairs (VA) to disapprove programs of education under the Montgomery GI Bill-Active Duty (MGIB-AD) and Post-9/11 GI Bill education benefit programs (Chapters 30 or 33, respectively, of Title 38, U.S. Code) at public institutions of higher learning if the school charges qualifying nonresident veterans and other qualifying individuals ("covered individuals") tuition and fees in excess of the in-state rate for resident students for terms beginning after July 1, 2015 therefore, California Community Colleges proceeded to implement "in-state" rates for "covered individuals" effective for academic terms beginning after July, 1 2015 as required by enacted Education Code section 68075.7 (AB 81, 2015; SB 85, 2017). For the specific criteria for determining eligibility for "covered individual status" and other VACA Act implementation guidance, please refer to Title 38, U.S. Code, section 3679(c) and Education Code section 68075.7. Please note the VACA Act was further amended in September 2018 by Pub. L. No 115-251, which added a new category of covered individuals. The new category includes individuals eligible for rehabilitation under 38 U.S. Code § 3102 pursuing a course of education with education assistance from the Training and Rehabilitation for Veterans with Service-Connected Disabilities (Chapter 31) education benefits program. SB 701 (Chapter 110, 2021) effective for academic terms beginning after July 1, 2019, amends Education Code section 68075.7 to mirror federal law and include the new category of "covered individuals". Education Code section 68075.7 grants an exemption to nonresident tuition to all qualifying individuals ("covered individuals") under the VACA Act as defined in 38 U.S.C. 3679(c).

To qualify for AB13 VACA to waive non-resident fees, the student must be a "covered individual" (Montgomery GI Bill, Veterans Readiness Program and Post 9/11) using VA education benefits at Grossmont College.

A student who is an adult alien will be entitled to "resident" classification if the student has been lawfully admitted to the United States for permanent residence, provided that the student has had residence in the State of California for more than one year after such admission prior to the "residence determination date" for the term for which the student proposed to attend the institution.

For purposes of this section, "Armed Forces of the United States" means the Air Force, Army, Coast Guard, Marine Corps, Navy, **and the reserve components of each of those forces, the California Army National Guard, the California State Military Reserve, and the California Naval Militia.** (AB3255)

If that member of the Armed Forces of the United States who is in attendance at an institution is thereafter transferred on military orders to a place outside this state where the member continues to serve in the Armed Forces of the United States, he or she shall not lose his or her resident classification so long as he or she remains continuously enrolled at that institution.

g. A student who is an adult alien will be entitled to "resident" classification if the student has been lawfully admitted to the United States for permanent residence, provided that the student has had residence in the State of California for more than one year after such admission prior to the "residence determination date" for the term for which the student proposed to attend the institution.

h. A student who is a minor alien will be entitled to "resident" classification if both the student and the student's parents have been lawfully admitted to the United States for permanent residence, provided that the parents have had residence in the state for more than one year after such admission prior to the "residence determination date" for the term for which the student proposes to attend an institution.

Education code section 68075.6 grants an immediate nonresident tuition fee exemption to eligible Special Immigrant Visa (SIV) holders and refugee students who settled in California upon entering the U.S. This exemption is granted for one year from the date the student settled in California upon entering the U.S. This exemption applies to the following: (AB343)

Iraqi citizens or nationals and the spouses and children who were employed by or on behalf of the U.S. Government in Iraq. (Pub.L. No.110-181,1244)

Afghan and Iraqi translators (and their spouses and children) who worked directly with U.S. Armed Forces.

Afghanistan nationals who were employed by or on behalf of the U.S. or in the International Security Assistance Force in Afghanistan.

Refugee students admitted to the U.S. under Section 1157 of Title 8 of the United States Code.

A special part-time high school student, other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, admitted pursuant to Section 76001, 76003, or 76004, (AB2364).

A student who is a U.S. citizen who has a parent or guardian who has been deported or was permitted to depart voluntarily under the federal Immigration and Nationality Act in accordance with Section 1229c of Title 8 of the United States Code. The student

shall provide documents from the United States Citizenship and Immigration Services evidencing the deportation or voluntary departure of his or her parent or guardian. (AB141)

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

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

- i. Holds a provisional credential and enrolls in courses necessary to obtain another type of credential authorizing service in the public schools.
- ii. Holds a credential issued pursuant to Section 44250 and enrolls in courses necessary to fulfill credential requirements.
- iii. Enrolls in courses necessary to fulfill the requirements for a fifth year of education, prescribed by sub. (b) of Section 44259.

k. A student who is a full-time employee of a California community college or a student who is the child or spouse of a full-time employee of a California community college may be entitled to "resident" classification until the student has resided in the State of California the minimum time necessary to become a resident.

l. A minor student shall be entitled to "resident" classification if, immediately prior to enrolling at an institution, the student has lived and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have been domiciled in California during the year immediately prior to the "residence determination date." This exception shall continue until the student has attained the age of majority and has resided in the state the minimum time necessary to become a resident so long as continuous attendance is maintained at an institution. A student who meets the AB540 status (see Financial Aid) website <https://www.grossmont.edu/financial-aid/how-to-pay-for-college/financial-aid-for-undocumented-students.php> for criteria.

m. For purposes of the non-resident tuition fee, a community college district shall disregard the time during which a student living in the district resided outside the state if:

- i. The change of residence to a place outside the state was due to a job transfer and was made at the request of the student's employer or, in the case of a student who resided with and was a dependent of the student's parents, the change of residence was made at the request of an employer of either of the student's parents.
- ii. Such absence from the state was for a period of not more than four years providing student never established residency in another state.
- iii. At the time of application for admission to a college maintained by the district, the student would qualify as a resident if the period of the student's absence from the state was disregarded.

A non-resident tuition fee shall not be charged to a student who meets each of the conditions specified in subdivisions "a through c" inclusive.

n. **AB 540**

One major exception from the payment of nonresident tuition is often referred to as the "AB 540" exemption. Assembly Bill (AB) 540 added section 68130.5 to the Education Code, which was modified in 2014 with the passage of AB 2000 (Gomez), and again in 2017 with the passage of SB 68 (Lara). (Ed. Code, § 68130.5; Cal. Code Regs., tit. 5, §§ 54045.5 and 58003.6) This section requires community college districts to exempt eligible students from nonresident tuition if they meet all of the following requirements:

**i. Requirement 1: Attendance at California Schools**

This requirement may be met in either of the following two ways:

- Total attendance (or attainment of credits earned) in California equivalent to three or more years of full-time attendance at California high schools, California adult schools, campuses of the California Community Colleges, or a combination of these; or
- Three or more years of full-time high school coursework in California, and a total of three or more years of attendance in California elementary schools and/or California secondary schools.

Note: Attendance in credit courses at a California community college counted toward this requirement shall not exceed a total of two years of full-time attendance. Please see AB 540 Affidavit form regarding credit hours required.

**ii. Requirement 2: Completion of a Course of Study**

This requirement can be met in any of the following ways:

- Graduation from a California high school or equivalent; or
- Attainment of an associate degree from a California community college; or
- Fulfillment of the minimum transfer requirements established for the University of California or the California State University for students transferring from a California community college

**iii. Requirement 3: Registration**

Requires registration as an entering student at, or current enrollment at, an accredited institution of higher education in California. (Ed. Code, § 68130.5, subd. (a)(3).)

**iv. Requirement 4: Affidavit of student without lawful immigration status**

Students without lawful immigration status must file an affidavit with their college or university stating that the student has either filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so. (Ed. Code, § 68130.5, subd. (a)(4).) Nonimmigrant alien students (other than "T" or "U" nonimmigrant visa holders in accordance with Education Code section 68122 and effective January 1, 2013 pursuant to AB 1899 of 2012), as defined by federal law, are not eligible for the AB 540 exemption. Students who are exempt from the payment of nonresident tuition under Education Code section 68130.5 may be reported by a community college district as a full-time equivalent student for apportionment purposes. Although these students are exempted from paying nonresident tuition, they remain nonresidents until such time as they change their immigration status to one that allows establishing a domicile in the United States.

**o. AB 2364**

Pursuant to AB 2364 (Holden, Chapter 299, Statutes of 2016; Ed. Code, § 76140) and effective January 1, 2017, a district must exempt all qualifying nonresident special "part-time" students (other than those with a non-immigrant status, such as those present in the United States on a B Visitor Visa<sup>1</sup>) from the nonresident tuition fee and expressly allows districts to report their attendance as resident FTES for apportionment purposes. Under an AB 288 (Holden, Chapter 618, Statutes of 2015) College and Career Access Pathways Partnership (CCAP) dual enrollment agreement with a school district, qualifying special part-time student status permits enrollment up to 15 credit units and the units may not constitute more than four community college courses per term in accordance with Education Code section 76004(p). Under non-CCAP dual enrollment, qualifying special part-time student status permits enrollment up to 11 credit units per term in accordance with Education Code section 76001(d). Please note that the AB 2364 provisions described above modified the provisions of previously approved SB 150 (Lara, Chapter 575, Statutes of 2013). SB 150 provided that the nonresident tuition exemption applicable to eligible special part-time students was permissive, which under AB 2364 has now been modified to be mandatory. Additionally, under SB 150 the attendance generated by exempted students was not eligible to be reported for apportionment purposes, but under AB 2364 attendance generated by exempted students is eligible to be reported for apportionment purposes. As was the case with SB 150, the only nonresident special part-time students that would not be eligible would be those with a nonimmigrant status<sup>1</sup>, such as those present in the United States on a B Visitor Visa or an F Student Visa.

**p. T-1 to T-6 visa holders**

Victims of a severe form of trafficking in persons; spouse or child; parent of T-1 if T-1 victim is under 21 years of age. [Note: May be entitled to an immediate exemption from the nonresident tuition fee if upon entry to the United States, the T visa holder first settled in California pursuant to the provisions of Education Code section 68075.6 and 68122 (effective January 1, 2018). This exemption is only for the length of time he or she lives in this state up to the minimum time necessary to become a resident (one year and one day).]

**q. U-1 to U-5 visa holders**

Victims of certain crimes; spouse or child; parent of U-1 victim if U-1 is under 21 years of age. [Note: May be entitled to an immediate exemption from the nonresident tuition fee if upon entry to the United States, the U visa holder first settled in California pursuant to the provisions of Education Code section 68075.6 and 68122 (effective January 1, 2018). This exemption is only for the length of time he or she lives in this state up to the minimum time necessary to become a resident (one year and one day).]

**r. Adult Dependent Child of California Resident**

A student who has not been an adult resident of California for more than one year and is the dependent child of a California resident parent shall be entitled to resident classification until the student has resided in California the minimum time necessary to become a resident so long as continuous attendance is maintained at the college.

Thereafter, such student must meet the requirements for establishing residency.

Requires:



- i. The student must be an adult natural or adopted child of a California resident who has satisfied the one-year waiting period requirement.
- ii. The student is a dependent for income tax purposes of that California resident, or evidence is provided that the student is currently dependent on parent who is a California resident, even though the student had previously been claimed for income tax purposes by a parent who resided outside of California. The student must not have lived in California for more than one year.
- iii. The student must maintain continuous attendance at the college.

Reference: ECS 68076

<sup>1</sup> As an interpretation of AB 2364, please note that the Chancellor's Office has determined that nonresident special part-time students that hold a "T" or "U" non-immigrant visa would **not** be excluded from this required nonresident tuition fee exemption and that eligible special part-time students must reside in California during the period of attendance.

### III. Factors to be Considered in Determining Residence

1. Residence is established only by the union of both act and intent. The following factors may be used to demonstrate that intent. No one factor is decisive; however, the college may look for certain objective manifestations of subjective intent on the part of one asserting that residence status has been established, or has been maintained in spite of an absence from California.
  - a. Registering to vote and voting in elections in California and not in any other state.
  - b. Filing California personal income taxes as a resident of the state.
  - c. Ownership of residential property or continuous occupancy.
  - d. Licensing from the state for professional practice.
  - e. Maintaining active resident memberships in California professional organizations.
  - f. Maintain valid resident California vehicle license plates and/or operator's license.
  - g. Maintaining active savings and checking accounts in California banks only.
  - h. Engagement in litigation for which residence is required.
    - i. Showing California as home address on federal income tax forms.
2. Factors that negate intent will also be considered.
3. The Grossmont College admissions/residency questionnaire shall contain a variety of questions directed at establishing the residency classification of a student.

### IV. Review and Appeal of Classification

Any student, following a final decision on residence classification by the college, may make written appeal to the Chancellor of the district or designee within 30 calendar days of notification of the final decision by the campus regarding classification. The Chancellor, on the basis of the statement of Legal Residence, pertinent information contained in the Dean of Admissions and Records and Financial Aid file, and information contained in the student's appeal, will make the determination and notify the student by United States mail, postage prepaid.

Section 68090 requires that "The Statute Law and the rules and regulations adopted by the Governing Board shall be made available to

the students at each institution." The following are on file in the library: 2018-2019 Grossmont College Catalog and California Education Code, commencing with Section 68000.

### V. Reclassification and Financial Independence

Students must request in person at the office of Admissions and Records for a change in classification from non-resident to resident status. Students should be prepared to provide appropriate written documentation.

Education Code Section 68044, as amended by Chapter 102 of the 1981 statutes, requires that the financial independence of a non-resident student seeking reclassification as a resident be included in the factors to be considered in the determination of residence.

### VI. Non-Resident Tuition

A student classified as a "non-resident" will be required, except as otherwise provided in this Chapter, to pay, in addition to other fees required by the institution, non-resident tuition. Non-resident tuition must be paid at the time of registration. Students may be dropped from classes for non-payment of fees prior to the start of each semester.

### VII. International Students

The procedures for paying tuition fees for a non-resident student who is a citizen and resident of a foreign country shall be the same as for non-resident students. An International Student cannot establish California residency as long as they are on a non-immigrant (F, M, J, B) visa.

Grossmont College is a part of the California Community College system and requires enrollment and health fees for all students payable at the time of registration. **Students may be dropped from classes for non-payment of fees prior to the start of each semester.** The California College Promise Grant (formerly known as the Board of Governors Fee Waiver) provides methods to assist low-income students to pay the enrollment and health fees. Eligibility requirements are available in the Financial Aid Office or at <https://www.grossmont.edu/financial-aid/grants/california-college-promise-grant.php>.

### Fees

A **parking fee** will be charged to all students using the parking facilities.

Students are required to purchase their own **textbooks and supplies** and may be required to pay for equipment which is lost or broken after it has been issued. All students are encouraged to support the student activity program through the purchase of a Student Benefit Card.

It may become necessary to levy additional fees in order to defray costs above and beyond those associated with instruction.

### Other Costs

For other education related expenses, please visit <https://www.grossmont.edu/financial-aid/financial-aid-status/budgeting-and-awarding-procedures-for-financial-aid.php>.

### Health Fee

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.

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. Student insurance is secondary to any individual insurance. Information and referrals for care can be obtained in the Health and Wellness Center, Building 60 – Room 130 (Inside Griffin Center) or by calling 619-644-7192 or the Health and Wellness website: <https://www.grossmont.edu/health-wellness> (<https://www.grossmont.edu/health-wellness/>)

**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 or the Student Affairs office. Requests for exemptions will be reviewed by the Dean of Admissions and Records and Financial Aid and the Dean of Student Affairs.

Fee	Amount
Enrollment Fee (Mandatory)	\$46 per unit (fees are subject to change)
<b>Parking Permits:</b>	
Auto Parking Permit - Fall & Spring	\$40
Auto Parking Permit - Summer	\$18
Motorcycle Parking Permit - Fall & Spring	\$20
Motorcycle Parking Permit - Summer	\$10
One Day Permit	\$2
Student Benefit Sticker- Fall & Spring	\$12
Student Benefit Sticker - Summer	\$6
Health Fee (Mandatory) - Fall & Spring	\$20
Health Fee (Mandatory) - Summer & Intersession	\$17
Student Representation Fee (Optional)	\$2
Nonresident Students - above fees plus	\$332 per unit
International Students - above fees plus	\$332 per unit

## First Year and Educational Support Services

### Student Rights and Responsibilities

Per state legislation (AB 705/1805), all students have the right to bypass remedial coursework and register directly into transfer-level English and Math. Standardized assessment tests are no longer used to place students into English and math coursework. Instead, students who plan to enroll in an English or math class, or who plan to enter a degree, certificate or transfer program are encouraged to fill out a self-guided placement questionnaire based on their high school academic record (such as coursework, grades, and/or GPA). In addition, colleges shall use evidence-based multiple measures for placing students into English-as-a-Second Language (ESL) courses.

To access the self-guided questionnaire, follow <https://selfservice.gcccd.edu/Student/> on Self-Service. Students who have completed an English and math class at another college may receive placement by presenting transcripts to the Counseling Center or by submitting an Online Placement/Prerequisite Clearance Form that can be found <https://www.grossmont.edu/admissions/placement-prerequisite-clearance-form.php>.

Access and success require a commitment on the part of the college to provide:

- Outreach Services.
- An admissions process.
- Orientation to college programs, services, facilities, academic expectations and college policies and procedures.
- Introduction to Career Exploration.
- Counseling/advisement and assistance with course selection.
- Educational Planning.
- Placement/Assessment (including Math, English and ESL) in preparation for college work.
- Comprehensive Educational Planning
- Follow-up services.
- Information on student academic progress.
- Assistance to Probation/Dismissal students.

All students are encouraged to be familiar with and participate in this process.

### Admission: High School Students

Qualified high school students may be admitted for concurrent enrollment at Grossmont College in college transfer or technical courses which are not offered at the high school level upon approval of a high school counselor and parents or guardian of the student. High school students admitted in this category are subject to the usual college regulations regarding attendance and scholarship. Courses attempted and units earned will be recorded on a college transcript and may be used toward meeting graduation requirements from Grossmont College. High school students are not eligible to receive Title IV Federal Financial Aid.

### Types of Dual Enrollment

#### 1. Non-CCCAP Enrollment

Grossmont College provides opportunities for students to enroll in courses at Grossmont College while they are enrolled in high school. Permission from the high school administrator and parental approval must be obtained prior to filing an application for admission.

#### 2. California College and Career Access Pathways (CCCAP)

Grossmont College has partnered with local high school districts to expand equitable access to educational opportunities for high school students. Courses are offered on the high school campus during the regular school day and are primarily taught by high school instructors who meet the minimum qualifications to teach at Grossmont. Courses offered vary by high school.

Students interested in taking dual enrollment courses should contact their high school counselor for participation information.

#### Eligibility of Students

To be eligible for concurrent enrollment, students:

1. Must be enrolled in ninth grade.
2. Must be currently enrolled in high school.

3. Must be determined by the high school principal (or designee) to have the ability to benefit from "advanced scholastic or vocational work."
4. For any high school students under eighteen years of age, written parental approval is required before filing a college application for admission.

*Prospective students who do not meet all these criteria will not be accepted for college admission. An appeal process is available through the Admissions and Records Office at Grossmont College.*

### Policies Regarding Dual Enrollment

- High school students will be held to the same academic and conduct standards as any other college student enrolled in the class. Access to specific courses may be limited by space availability and/or course prerequisites. (See college catalog (<https://www.grossmont.edu/academics/catalog/>) and class schedule (<https://www.grossmont.edu/academics/schedule/>) for specific information.)
- High school students will attend high school for at least the minimum high school day.
- High School/College Credit (HS/CC) students may enroll for either day or extended day courses but are limited to 11 units per term. State law places a limit on the number of HS/CC students who may enroll in Exercise Science classes.
- All classes taken with Grossmont College are for college credit. Enrollment in the HS/CC program will establish a permanent college record. Courses taken for college credit may be used to meet high school graduation requirements; however, this determination is made solely by the high school district.
- High school students will need to provide transportation to and from the college, purchase a parking permit (if needed) and the required books and supplies for the college course(s).

### Procedures

Students should begin the process for concurrent enrollment at least one month before the semester or session of attendance. To enroll concurrently at the college, follow these procedures:

1. Meet with your high school counselor or designer to:
  - Develop an educational program plan relating to the instructional program at the college, and
  - Select appropriate courses after the required prerequisites have been met.
  - Complete the High School/College Credit Enrollment Authorization form available on-line, at the college Admissions and Records Office or the high school counselor's office.
2. Obtain your parent's or guardian's signature on the High School/College Credit Enrollment Authorization form.
3. Create an application account and complete the Grossmont College Admissions Application.
4. Present the High School/College Credit Enrollment Authorization forms to the Admissions and Records Office at Grossmont College. Email your high school dual enrollment form to [Grossmont.Dual@gcccd.edu](mailto:Grossmont.Dual@gcccd.edu) or bring it in person to Building #10, Admissions and Records office, 8800 Grossmont College Dr., El Cajon, CA 92020 or Fax it to 619-644-7933

### Fees

- Enrollment fees are waived for California resident HS/CC students. HS/CC students are responsible for paying other fees including the

Health Fee, Student Representation Fee, and Non-Resident tuition, if applicable.

- Parking Permits and Student Benefit Cards are optional for all students. High School students who are classified as non-resident might qualify for AB2364 residency waiver.
- California residents may be eligible for a fee waiver, but Federal financial aid is not available to high school students. (See the class schedule for specific information.)

### Class Attendance

You must be present for the first class meeting or the instructor may drop you. In addition, the instructor may drop you for excessive absences. However, it is always the student's responsibility to drop the course before the published deadline date if you no longer plan to attend.

### Additional Information

- If you wish to continue your concurrent enrollment into the next college semester, you must complete a new High School/College Credit Enrollment Authorization form. A new application for admission is not required unless missing two main semesters consecutively.
- Courses taken for college credit may be used to meet high school graduation requirements. An official college transcript should be requested by the student and sent to the high school for graduation evaluation.
- Spring semester classes typically end in early June; therefore, grades may not be available until mid-June. Please consider this fact when making plans for high school graduation.

**After high school graduation:** If you have been enrolled in the HS/CC program, you are eligible to continue your enrollment at Grossmont College. Please notify the Admissions and Records Office of your graduation so that your records can be updated. Please complete the High School Change of Status form and email to [grossmont.admissions@gcccd.edu](mailto:grossmont.admissions@gcccd.edu) with proof of graduation.

### Admission: Cardiovascular Technology Program (CVTE)

For the most updated and detailed information on the Cardiovascular Technology program and the application process, please visit the website at <https://www.grossmont.edu/cvt> (<https://www.grossmont.edu/cvt/>).

All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program. For information about General Education requirements or to develop an educational plan, contact the Grossmont College Counseling Department at: 619-644-7208 for an appointment with a Counselor or to find out more about walk-in services.

The Cardiovascular Technology Program admits a limited number of students every fall semester. To be eligible to apply for the program, the following must be completed:

1. **High School graduation**, equivalency, or a higher degree.
2. **Required immunizations.** Completion of the HepB series or a positive HepB immunity test. Tdap, MMR series and Varicella series. All have specific requirements, refer to the program website for detailed information.
3. **Completion of Anatomy, Physiology and Chemistry.** All courses to be completed with a grade of "C" or higher and must include a lab. Courses taken for the CVT major must be taken at a regionally accredited institution.

- a. Anatomy and Physiology (BIO-140 Human Anatomy, BIO-141 Human Physiology and BIO-141L Laboratory in Human Physiology or BIO-144 Anatomy and Physiology I and BIO-145 Anatomy and Physiology II).
- b. Fundamentals of Chemistry (CHEM-115 Fundamentals of Chemistry)
  - i. Science recency requirement- Anatomy, Physiology and Chemistry must be completed within 7 years of the application date.
  - ii. If taking the science prerequisites as a series (offered as part I and part II), applicants are strongly encouraged to complete the entire series at the college in which they started part I. This enables the student to maintain continuity with course content.

Prospective students may submit a completed application packet throughout the year once prerequisites and required immunizations are complete. Documentation for all criteria being requested and official transcripts of all science prerequisites must be submitted with the application. If courses were taken at Grossmont or Cuyamaca College, transcripts do not have to be included. Do not send transcripts electronically or by postal mail, they cannot be accepted.

Please refer to the website for updated information on submitting an application.

Applications must be submitted in person if you reside in San Diego County. For those prospective students living outside of San Diego County, application packets can be mailed.

The program application and accompanying forms can be found on the website. Additional requirements will be needed when accepting an invitation to the program, specific information will be provided to the student on acceptance. It is strongly recommended that students complete their General Education requirements prior to being accepted in the program.

**Important:** Students accepted to the Cardiovascular Technology Program are required to undergo a background check and urine drug screening test prior to starting the program and being placed at any clinical site. Students are responsible for a minimum cost for these procedures. Failure to pass either or both of these procedures, or any prior convictions of a misdemeanor or felony may interfere with acceptance to the program, clinical placement, eligibility for the registry exam, or securing employment. The CVT Program cannot advise students on individual background checks or drug screens. Applicants are urged to visit the Cardiovascular Credentialing International (CCI) website at <https://cci-online.org/> and the American Registry of Diagnostic Medical Sonographers (ARDMS) at <https://www.ardms.org/>.

A small fee to Complio is required yearly. Complio is a student compliance document tracking system that works with our program and clinical sites for student placement during the 2 year program. A one-time fee for a centralized clinical recordkeeping system for allied health programs is required once clinical assignment courses begin. The program has written arrangements in place with clinical agencies that provide part of the required program.

Students currently on probation or in default of any Health Professions student loan will not be eligible to attend any of the Allied Health and Nursing programs.

## Admission: ECG Telemetry (CVTE) Program

For the most updated and detailed information on the ECG Telemetry program and the application process, please visit the website at <https://www.grossmont.edu/academics/programs/health-professions/telemetry-ecg-technician/index.php> (<https://www.grossmont.edu/academics/programs/health-professions/telemetry-ecg-technician/>).

All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program. For information about General Education requirements or to develop an educational plan, contact the Grossmont College Counseling Department at: 619-644-7208 for an appointment with a Counselor or to find out more about walk-in services.

The ECG and Telemetry Programs admit a limited number of students every fall semester for ECG and every spring semester for Telemetry. To be eligible to apply for the program, the following must be completed:

1. **High School graduation**, equivalency, or a higher degree.
2. **Required immunizations.** Completion of the HepB series or a positive Hep B immunity test. Tdap, MMR series and Varicella series. All have specific requirements, refer to the program website for detailed information.
3. **Completion of Principles of Biology.** Biology to be completed with a grade of "C" or higher and must include a lab. Courses taken for the ECG Telemetry program must be taken at a regionally accredited institution.
  - a. Principles of Biology (BIO-120 Principles of Biology)
    - Science recency requirement- Biology must be completed within 7 years of the application date.

Prospective students may submit a completed application packet throughout the year once the prerequisite and required immunizations are complete. Documentation for all criteria being requested and an official transcript for the science prerequisite must be submitted with the application. If the course was taken at Grossmont or Cuyamaca College, a transcript does not have to be included. Do not send a transcript electronically or by postal mail, it cannot be accepted.

Please refer to the website for updated information on submitting an application.

Applications must be submitted in person if you reside in San Diego County. For those prospective students living outside of San Diego County, application packets can be mailed.

The program application and accompanying forms can be found on the website. Additional requirements will be needed when accepting an invitation to the program, specific information will be provided to the student on acceptance.

**Important:** Students accepted to the ECG and Telemetry Programs are required to undergo a background check and urine drug screening test prior to starting the program and being placed at any clinical site. Students are responsible for a minimum cost for these procedures. Failure to pass either or both of these procedures, or any prior convictions of a misdemeanor or felony may interfere with acceptance to the program, clinical placement, eligibility for national certification, or securing employment. The ECG and Telemetry Programs cannot advise students on individual background checks or drug screens. Applicants are urged to visit the Cardiovascular Credentialing International (CCI) website at <https://cci-online.org/>.



A small fee to Complio is required. Complio is a student compliance document tracking system that works with our programs and clinical sites for student placement during the 1 semester or 1 year program. The program has written arrangements in place with clinical agencies that provide part of the required program. The program has written arrangements in place with clinical agencies that provide part of the required program.

Students currently on probation or in default of any Health Professions student loan will not be eligible to attend any of the Allied Health and Nursing programs.

## Admission: Registered Nursing (NURS) Programs

For the most updated and detailed information on the Nursing program and the application process, please visit the website at <https://www.grossmont.edu/nursing> (<https://www.grossmont.edu/nursing/>).

All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program. For information about General Education requirements or to develop an educational plan, contact the Grossmont College Counseling Department at: 619-644-7208 for an appointment with a Counselor or to find out more about walk-in services.

The Nursing Program admits a limited number of students every fall and spring semester. To be eligible to apply for the program, the following must be completed:

1. **High School graduation**, equivalency, or a higher degree.
2. **Completion of Anatomy, Physiology and Microbiology.**  
All courses to be completed with a lab. Each course grade must be "C" or higher with a minimum combined GPA of 2.5 or higher. Courses taken for the Nursing major must be taken at a regionally accredited institution.
  - a. Anatomy and Physiology (BIO-140 Human Anatomy, BIO-141 Human Physiology and BIO-141L Laboratory in Human Physiology or BIO-144 Anatomy and Physiology I and BIO-145 Anatomy and Physiology II).
  - b. Microbiology (BIO-152 Paramedical Microbiology).
    - No more than one science prerequisite course may be repeated within 5 years of applying.
    - Online science labs are not permitted. Labs must be taken in a classroom setting for all science prerequisite courses.
    - Science recency requirement- Anatomy must be completed within 10 years, Physiology and Microbiology within 7 years, of the application date. Recency is determined from the date of the last science course taken. Repeating Physiology may meet the recency requirement if all 3 science courses have expired. Contact the Nursing Program office to discuss course repetition prior to enrolling in another science course.
    - If taking the science prerequisites as a series (offered as part I and part II), applicants are strongly encouraged to complete the entire series at the college in which they started part I. This enables the student to maintain continuity with course content.
    - Principles of Biology (BIO-120 Principles of Biology) is a prerequisite to the required science courses listed above. The equivalent to BIO-120 Principles of Biology may be met with 1 year of high school biology including a lab for nursing majors only. Please see the program website for more information.

3. **Successful completion of the ATI- TEAS**, the Test of Essential Academic Skills exam. This is a pre-entrance exam that covers basic Math, Reading, English and Science. All applicants must pass the most recent version in order to apply to the program; no previous versions are accepted. Students may prepare for this exam by going to the ATI testing website at <https://www.atitesting.com/>. TEAS study guides and online practice exams are available for purchase through the website. Applicants are strongly advised to visit the Nursing Program website **prior** to taking the exam for all TEAS policies, procedures and detailed information on remediation and repeating the exam at <https://www.grossmont.edu/academics/programs/nursing/students/future/apply.php>.
4. **The Nursing major "fixed set" general education courses** are strongly recommended to be completed prior to application. If all or any of the courses are incomplete, points are not awarded for GE relevant coursework. "The fixed set" includes: COMM-120 Interpersonal Communication or COMM-122 Public Speaking, ENGL-120 College Composition and Reading or ENGL-124 Advanced Composition: Critical Reasoning and Writing, or ESL-122 College Rhetoric. PSY-120 Introductory Psychology, SOC-114 Introduction to Race & Ethnicity or SOC-120 Introductory Sociology, and MATH-103 Intermediate Algebra or higher (Statistics is required for BSN transfer). Courses must be completed with no grade less than a "C."

Prospective students may submit a completed application packet to the nursing program during the application periods specified on the program website. If courses were taken at Grossmont or Cuyamaca College, transcripts do not have to be included.

Please refer to the website for updated information on submitting an application.

The Grossmont College Nursing Program does not accept applications from students who have been unsuccessful in a previous nursing program. Applicants must be in good standing with the program in which you left with no indication of a failing grade or withdraw in any nursing course.

The program application and accompanying forms can be found on the website. Additional requirements will be needed when accepting an invitation to the program, specific information will be provided to the student on acceptance.

Once provisionally accepted, the following immunizations and/or tests will be required to be complete at least 4 weeks prior to program start. Completion of: a 2-step series TB skin test or an IGRA blood test, HepB series or a positive immunity test, Tdap, MMR series or a positive immunity test for all, Varicella series or a positive immunity test.

**Important:** Students accepted to the Nursing Program are required to undergo a background check and urine drug screening test prior to starting the program and being placed at any clinical site. Students are responsible for a minimum cost for these procedures. Failure to pass either or both of these procedures, or any prior convictions of a misdemeanor or felony may interfere with acceptance to the program, clinical placement, eligibility for state licensure or securing employment. The Nursing Program cannot advise students on individual background checks or drug screens. Applicants are urged to visit the California Board of Registered Nursing at <https://www.rn.ca.gov> for more information.

A small fee to Complio is required yearly. Complio is a student compliance document tracking system that works with our program and clinical sites for student placement during the 2 year program. The

program has written arrangements in place with clinical agencies that provide part of the required program.

Students currently on probation or in default of any Health Professions student loan will not be eligible to attend any of the Allied Health and Nursing programs.

California Licensed Vocational Nurses are eligible to complete a 30-unit option. Please contact the nursing office for explanation of the required course content and the advantages and limitations of the 30-unit option.

## Admission: Occupational Therapy Assistant (OTA) Program

For the most updated and detailed information on the Occupational Therapy Assistant program and the application process, please visit the website at <https://www.grossmont.edu/ota> (<https://www.grossmont.edu/ota/>).

All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program. For information about General Education requirements or to develop an educational plan, contact the Grossmont College Counseling Department at: 619-644-7208 for an appointment with a Counselor or to find out more about walk-in services.

The Occupational Therapy Assistant Program admits a limited number of students every summer semester. To be eligible to apply for the program, the following must be completed:

1. **High School graduation**, equivalency, or a higher degree.
2. **Required immunizations.** Completion of the HepB series and a test for immunity, or a positive HepB immunity test. Tdap, MMR series and Varicella series. All have specific requirements, refer to the program website for detailed information.
3. **Completion of Anatomy and Physiology.** Anatomy and the combined Anatomy and Physiology I and II to be completed with a grade of "C" or higher and must include a lab. Physiology (BIO-141 Human Physiology) does not require a separate lab course. Courses taken for the OTA major must be taken at a regionally accredited institution.
  - a. Anatomy and Physiology (BIO-140 Human Anatomy, BIO-141 Human Physiology or BIO-144 Anatomy and Physiology I and BIO-145 Anatomy and Physiology II).
    - Science recency requirement- Anatomy or Anatomy and Physiology II must be completed within 5 years of the application date.
    - If taking the science prerequisites as a series (offered as part I and part II), applicants are strongly encouraged to complete the entire series at the college in which they started part I. This enables the student to maintain continuity with course content.

Prospective students may submit a completed application packet throughout the year once prerequisites and required immunizations are complete. Requested documentation for all criteria being requested and official transcripts of all science prerequisites and any general education courses completed for the major must be submitted with the application. If courses were taken at Grossmont or Cuyamaca College, transcripts do not have to be included. Do not send transcripts electronically or by postal mail, they cannot be accepted. You must also apply to Grossmont College and send 1 set of transcripts for all colleges attended to Admissions and Records when applying to the OTA Program.

Please refer to the website for updated information on submitting an application.

Applications must be submitted in person if you reside in San Diego County. For those prospective students living outside of San Diego County, application packets can be mailed.

The program application and accompanying forms can be found on the website. Additional requirements will be needed when accepting an invitation to the program, specific information will be provided to the student on acceptance. It is strongly recommended that students complete their General Education requirements prior to being accepted in the program.

**Important:** Students accepted to the OTA Program are required to undergo a total of 2 background checks and urine drug screening tests. Once prior to starting the program and being placed at any clinical site and again during the 2nd year of the program. Students are responsible for a minimum cost for these procedures. Failure to pass either or both of these procedures, or any prior convictions of a misdemeanor or felony may interfere with acceptance to the program, clinical placement, NBCOT testing, eligibility for state licensure or securing employment. The OTA Program cannot advise students on individual background checks or drug screens. Applicants are urged to visit the Occupational Therapy Board of California website at <https://www.bot.ca.gov/applicants/>, or call 916-263-2294 and the National Board for Certification in Occupational Therapy at 301-990-7979 for more information.

A small fee to Complio is required yearly. Complio is a student compliance document tracking system that works with our program and clinical sites for student placement during the 2 year program. The program has written arrangements in place with clinical agencies that provide part of the required program.

Students currently on probation or in default of any Health Professions student loan will not be eligible to attend any of the Allied Health and Nursing programs.

## Admission: Orthopedic Technology (OT) Program

For the most updated and detailed information on the Orthopedic Technology program and the application process, please visit the website at <https://www.grossmont.edu/orthotech> (<https://www.grossmont.edu/orthotech/>).

All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program. For information about General Education requirements or to develop an educational plan, contact the Grossmont College Counseling Department at: 619-644-7208 for an appointment with a Counselor or to find out more about walk-in services.

The Orthopedic Technology Program admits a limited number of students every fall semester. To be eligible to apply for the program, the following must be completed:

1. **High School graduation**, equivalency, or a higher degree.
2. **Required immunizations.** Completion of the HepB series or a positive Hep B immunity test. Tdap, MMR series and Varicella series. All have specific requirements, refer to the program website for detailed information.
3. **Completion of Anatomy or Anatomy & Physiology I**

The course is to be completed with a grade of "C" or higher and must include a lab. Courses taken for the OT major must be taken at a regionally accredited institution.

- a. Anatomy or Anatomy & Physiology I (BIO-140 Human Anatomy or BIO-144 Anatomy and Physiology I).
  - Science recency requirement- Anatomy or Anatomy & Physiology I must be completed within 10 years of the application date.

Prospective students may submit a completed application packet throughout the year once the prerequisite and required immunizations are complete. Documentation for all criteria being requested and an official transcript of the science prerequisite must be submitted with the application. If courses were taken at Grossmont or Cuyamaca College, a transcript does not have to be included. Do not send transcripts electronically or by postal mail, they cannot be accepted.

Please refer to the website for updated information on submitting an application.

Applications must be submitted in person if you reside in San Diego County. For those prospective students living outside of San Diego County, application packets can be mailed.

The program application and accompanying forms can be found on the website. Additional requirements will be needed when accepting an invitation to the program, specific information will be provided to the student on acceptance. It is strongly recommended that students complete their General Education requirements prior to being accepted in the program.

**Important:** Students accepted to the Orthopedic Technology Program are required to undergo a background check and urine drug screening test prior to starting the program and being placed at any clinical site. Students are responsible for a minimum cost for these procedures. Failure to pass either or both of these procedures, or any prior convictions of a misdemeanor or felony may interfere with acceptance to the program, clinical placement, eligibility for the certification exam, or securing employment. The OT Program cannot advise students on individual background checks or drug screens. Applicants are urged to visit the National Board for Certification of Orthopaedic Technologists, Inc. (NBCOT) website at <https://www.nbcot.net/>.

A small fee to Complio is required yearly. Complio is a student compliance document tracking system that works with our program and clinical sites for student placement during the 1 year program. The program has written arrangements in place with clinical agencies that provide part of the required program.

Students currently on probation or in default of any Health Professions student loan will not be eligible to attend any of the Allied Health and Nursing programs.

## Admission: Respiratory Therapy (RESP) Program

For the most updated and detailed information on the Respiratory Therapy program and the application process, please visit the website at <https://www.grossmont.edu/rtprogram> (<https://www.grossmont.edu/rtprogram/>).

All Allied Health and Nursing students adhere to the graduation requirements outlined in the college catalog for the academic year in which they enter the program. For information about General Education requirements or to develop an educational plan, contact the Grossmont

College Counseling Department at: 619-644-7208 for an appointment with a Counselor or to find out more about walk-in services.

The Respiratory Therapy Program admits a limited number of students every fall semester. To be eligible to apply for the program, the following must be completed:

1. **High School graduation**, equivalency, or a higher degree.
2. **Required immunizations.** Completion of the HepB series or a positive HepB immunity test. Tdap, MMR series and Varicella series. All have specific requirements, refer to the program website for detailed information.
3. **Completion of Anatomy, Physiology, Microbiology and Chemistry.** All courses to be completed with a grade of "C" or higher and must include a lab. Courses taken for the RT major must be taken at a regionally accredited institution.
  - a. Anatomy and Physiology (BIO-140 Human Anatomy, BIO-141 Human Physiology and BIO-141L Laboratory in Human Physiology or BIO-144 Anatomy and Physiology I and BIO-145 Anatomy and Physiology II).
  - b. Microbiology (BIO-152 Paramedical Microbiology)
  - c. Fundamentals of Chemistry (CHEM-115 Fundamentals of Chemistry or 1 year of High School Chemistry).
    - Science recency requirement- Anatomy, Physiology, Microbiology and Chemistry must be completed within 7 years of the application date.
    - If taking the science prerequisites as a series (offered as part I and part II), applicants are strongly encouraged to complete the entire series at the college in which they started part I. This enables the student to maintain continuity with course content. Prospective students may submit a completed application packet throughout the year once prerequisites and required immunizations are complete. Documentation for all criteria being requested and official transcripts of all science prerequisites must be submitted with the application. If courses were taken at Grossmont or Cuyamaca College, transcripts do not have to be included. Do not send transcripts electronically or by postal mail, they cannot be accepted.

Please refer to the website for updated information on submitting an application.

Applications must be submitted in person if you reside in San Diego County. For those prospective students living outside of San Diego County, application packets can be mailed.

The program application and accompanying forms can be found on the website. Additional requirements will be needed when accepting an invitation to the program, specific information will be provided to the student on acceptance. It is strongly recommended that students complete their General Education requirements prior to being accepted in the program.

**Important:** Students accepted to the RT Program are required to undergo a total of 2 background checks and urine drug screening tests. Once prior to starting the program and being placed at any clinical site and again prior to starting the 2nd year of the program. Students are responsible for a minimum cost for these procedures. Failure to pass either or both of these procedures, or any prior convictions of a misdemeanor or felony may interfere with acceptance to the program, clinical placement,

eligibility for state licensure or securing employment. The RT Program cannot advise students on individual background checks or drug screens. Applicants are urged to visit the Respiratory Care Board of California at <https://www.rcb.ca.gov/>.

A small fee to Complio is required yearly. Complio is a student compliance document tracking system that works with our program and clinical sites for student placement during the 2 year program. The program has written arrangements in place with clinical agencies that provide part of the required program.

Students currently on probation or in default of any Health Professions student loan will not be eligible to attend any of the Allied Health and Nursing programs.

## Refund Schedule

Refunds will be made in the following categories only:

### Tuition and Fees

#### 1. Erroneous Determination of Non-resident Status.

If a student is erroneously determined to be a non-resident and, consequently, a tuition fee is paid, the non-resident fees will be reduced to in-state fees and a refund may be issued for the difference, provided acceptable proof of state residence is presented within the period for which the fee was paid. These refunds shall be made only upon authorization of the Dean of Admission and Records and Financial Aid and/or the Vice President of Student Services.

#### 2. Compulsory Military Service Requiring Withdrawal. (Refer to Dropping Courses in Academic Policies (<https://catalog.gcccd.edu/grossmont/academic-policies/>)).

#### 3. Withdrawal from College or Reduction of Program.

The refund schedule for international student tuition, non-resident tuition, enrollment fees, health services fees, usage/breakage fees, parking fees and student benefit card fees is as follows:

- Full semester courses:
  - 100% refund through first two weeks of instruction
  - 0% refund after second week of instruction
- 8 week courses:
  - 100% refund through first week of instruction
  - 0% refund after first week of instruction
- Other short-term classes:
  - Contact the Cashier's Office or Admission and Records for dates.

## Textbooks

#### 1. Refunds - New and Used Texts

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.

#### 2. Buyback - New and Used Texts

Books can be sold back to the Bookstore for cash at the end of every semester during finals week only. Books **may** be worth up to 50 percent of the purchase price if they are being used the following semester. Certain books have little or no value. A change in title is determined by the instructor. A change in edition is determined by

the publisher. Cash register receipts are not needed for buyback. The Bookstore cannot guarantee the buyback of any book at any time.

#### 3. Open Educational Resources

Many instructors are now using Open Educational Resources (OER) for a course textbook. OER have been released under an open license and online versions are free to use. Optional print versions require a nominal fee for printing. Check with your instructor and the bookstore if an OER is available to purchase in print form. Classes that have no book/textbook costs are labeled as "ZTC" in the class schedule.

## Transcripts

Each student who has an academic record on file at Grossmont College and who is not in arrears to the district with regard to fees, tuition, loans or other charges, may request transcripts. Two transcripts are provided without charge; additional copies and immediate or rush transcripts may be obtained for a fee. For more information regarding transcripts, please visit: <https://www.grossmont.edu/admissions/transcripts> (<https://www.grossmont.edu/admissions/transcripts/>)

## Transfer Credit

### Evaluation of U.S. Transcripts

Courses taken at a regionally accredited college or university and designated as appropriate for general education, associate degree, baccalaureate or graduate credit by that institution will be accepted by Grossmont College for credit. The extent to which courses taken at other colleges satisfy specific certificate and degree requirements is determined by a review of comparability to courses in the Grossmont College curriculum. Courses completed at institutions without regional accreditation are not accepted.

### Evaluation of Foreign Transcripts

Transcripts (educational credentials) issued in foreign countries from non-American system institutions and those in languages other than English require special handling. Each foreign transcript must be translated into English and submitted to an approved agency.

Grossmont College accepts the evaluation of foreign transcripts from only those agencies that are current members of NACES (National Association of Credential Evaluations Services). For a current list of agencies visit: <https://www.naces.org/>.

Students will need to contact the evaluation credential company they select for their particular foreign transcript evaluation procedure and costs associated with a request. Once completed, have the detailed evaluation report mailed to the Evaluations Office, Grossmont College, 8800 Grossmont College Drive, El Cajon, CA. 92020.

## Grossmont College's Procedure for the Evaluation of Foreign Transcripts

1. Students must submit to Admissions and Records a **detailed evaluation report** from NACES member agency with subject breakdowns and grades. The official evaluation credential report must be received by Grossmont College in a sealed envelope. Unofficial credential evaluation reports will not be accepted.
2. The official report will be reviewed by the Grossmont College Evaluations Office regarding the possible clearing of general education courses for graduation.
3. **English and Communication** courses on any evaluation report will be awarded elective credit only.



4. Courses will only be used to satisfy major requirements with the approval of the department on a "Modification of Major" form.
5. International coursework is not considered transferable. Check with transfer institution.
6. In some instances, additional documentation such as the course syllabus or detailed course description may be needed before an evaluation of foreign course work can be completed.
7. Official transcripts from foreign institutions are not required by Grossmont College.
8. Foreign coursework is not used to clear prerequisites. See specific department for exceptions.

## Verifications of Enrollment

Each student who has an academic record on file at Grossmont College and who is not in arrears to the district with regard to fees, tuition, loans or other charges may request verification of enrollment (commonly used to verify enrollment for insurance purposes, scholarships, student worker eligibility, etc.) Verification of enrollment may be obtained at three dollars (\$3) per copy. Exception: this charge will not be assessed for student loan deferments. A rush verification of enrollment may be obtained for five dollars (\$5) per copy. For more information regarding Verification of Enrollment, please visit: <https://www.grossmont.edu/admissions/transcripts/verification.php>.

## Veterans

Grossmont College is an approved institution for the training of veterans under United States and California statutes. The Veterans Office on campus will provide information regarding service-connected benefit programs.

This office is designed to serve the needs of military affiliated students who qualify for education benefits. The student will receive assistance in filing for benefits, updating information on various forms, and in corresponding with the Veterans Administration, which includes advocacy in problem cases and related matters. The Veterans Office will assist veterans or veteran-related students who are actively pursuing academic goals in all aspects of student life through educational planning and in acquiring tutorial services.

Upon filing an application for admission to the college, a veteran should immediately contact the Veterans Office on campus. The military form DD-214 (member 4, service 2 or 7) and a Certificate of Eligibility (COE) from the VA must be presented to the Veterans Office within the first semester of attendance. Students who intend to use educational benefits must request official transcripts of all previous college work, including military transcripts of service (AART, CGIT, CCAF or JST), be sent to the Admissions and Records Office. All Official Transcripts must be received and evaluated before enrollment will be certified to Veterans Affairs for educational benefits. An official transcript is one that has been sent directly to Grossmont College from the issuing institution or one that is hand carried in a sealed envelope. Students not taking advantage of the GI Bill® benefits who wish to receive credit should also submit official transcripts.

*"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA).*

All prior course work will be evaluated to provide a complete academic history for students pursuing an associate's degree, transfer to a 4-year institution, or a certificate of achievement. Students will not be paid to take courses that are equivalent to successfully completed coursework

from another institution or for courses that fulfill a general education, major or elective area for graduation or transfer that has already been fulfilled.

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

A veteran receiving benefits is required by the Veterans Administration to maintain regular class attendance and satisfactory progress. Students should refer to sections of this catalog on General Education and Associate Degree Requirements. For transfer curriculum requirements, consult with a counselor.

If any veteran or dependent receiving VA educational benefits has been on academic or lack of progress probation for two consecutive semesters, Grossmont College will not certify the student's enrollment to the VA for payment of benefits until the cumulative GPA in the district has improved to a 2.00.

### Title 38 Beneficiaries (VA Education Benefits) Hold Preventing Drop for Non-Payment

Grossmont College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

A "covered individual" is any individual who is entitled to educational assistance under Chapter 31 or Chapter 33 of this title.

A covered individual must complete the following to not have any of the above penalties imposed:

1. Submit a certificate of eligibility for entitlement to Veterans Services office no later than the first semester of attendance.
2. Submit a completed VA Intent form.
3. Provide all additional information needed for the Veterans office to certify covered individual's enrollment certification to Department of Veterans Affairs.

A change in program must be filed promptly in the Veterans Office. The load requirement for those receiving benefits is:

#### Fall/Spring Semester

Time	Units
Full-time	12
Three-fourths time	9-11.5
One-half time	6-8.5
1st 8 week	6 <sup>1</sup>
2nd 8 week	6 <sup>1</sup>

<sup>1</sup> Student considered full-time for VA purposes only.

#### Summer Session

Calculated on an individual class basis. Contact the Veterans Office on campus for detailed information.

Veterans should be aware that short-term classes and other flexible schedules may create change of training time affecting benefits. Check with the Veterans Office before registering for a course that does not

begin on the first date of the semester and end on the last date of the semester. Please note that not all work experience courses qualify for veteran benefits. Contact the Veterans Office for additional information.

## Options for Military Service Personnel to Fulfill the “Fitness/Wellness Requirement” for Graduation with an Associate’s Degree

Military service personnel may meet the requirement in one of the following ways:

1. Take any **two** Exercise Science or Dance courses designated as meeting the GE requirement (this is the current requirement for all students)  
**or**
2. Provide a DD 214 (member 4, service 2 or 7) document or NOBE (Notice of Basic Eligibility for Reservists) showing Honorable Discharge or military transcripts to the Grossmont College Admissions and Records Office.

**and**

Take **one** fitness course chosen from the following:

Code	Title	Units
ES-001	Adapted Physical Exercise	1
ES-002	Advanced Adapted Physical Exercise	1
ES-003	Adaptive Aerobic Fitness	1
ES-004A	Beginning Fitness for the Newcomer	1
ES-004B	Intermediate Fitness for the Newcomer	1
ES-004C	Advanced Fitness for the Newcomer	1
ES-005A	Beginning Cardio Fitness and Resistance Training	1.5
ES-005B	Intermediate Cardio Fitness and Resistance Training	1.5
ES-005C	Advanced Cardio Fitness and Resistance Training	1.5
ES-006A	Beginning Fitness Circuit	1
ES-006B	Intermediate Fitness Circuit	1
ES-006C	Advanced Fitness Circuit	1
ES-007A	Beginning Aerobic Walking for Fitness and Wellness	1.5
ES-007B	Intermediate Aerobic Walking for Fitness and Wellness	1.5
ES-007C	Advanced Aerobic Walking for Fitness and Wellness	1.5
ES-008A	Beginning Indoor Cycling	1
ES-008B	Intermediate Indoor Cycling	1
ES-008C	Advanced Indoor Cycling	1
ES-009A	Beginning Aerobic Dance Exercise	1
ES-009B	Intermediate Aerobic Dance Exercise	1
ES-009C	Advanced Aerobic Dance Exercise	1
ES-016A	Beginning Trail Running	1
ES-016B	Intermediate Trail Running	1
ES-016C	Advanced Trail Running	1
ES-017A	Beginning Trail Hiking	1
ES-017B	Intermediate Trail Hiking	1
ES-017C	Advanced Trail Hiking	1
ES-021A	Beginning Fitness for Chronic Disease And Injury Prevention	1.5

ES-021B	Intermediate Fitness for Chronic Disease And Injury Prevention	1.5
ES-021C	Advanced Fitness for Chronic Disease and Injury Prevention	1.5
ES-022	Total Body Conditioning	1
ES-023A	Beginning Resistance Training	1
ES-023B	Intermediate Resistance Training	1
ES-023C	Advanced Resistance Training	1
ES-024A	Beginning Fitness Boot Camp	1
ES-024B	Intermediate Fitness Boot Camp	1
ES-024C	Advanced Fitness Boot Camp	1
ES-026	Stress Reduction Through Movement and Mindfulness	1
ES-027A	Beginning T'ai Chi Ch'uan	1
ES-027B	Intermediate T'ai Chi Ch'uan	1
ES-027C	Advanced T'ai Chi Ch'uan	1
ES-028A	Beginning Yoga	1.5
ES-028B	Intermediate Yoga	1.5
ES-028C	Advanced Yoga	1.5
ES-029	Adapted Yoga	1
ES-037A	Beginning Springboard Diving	1
ES-037B	Intermediate Springboard Diving	1
ES-037C	Advanced Springboard Diving	1
ES-039	Swimming for Nonswimmers	1
ES-040A	Beginning Aquatic Fitness	1
ES-040B	Intermediate Aquatic Fitness	1
ES-040C	Advanced Aquatic Fitness	1
ES-041	Adapted Water Aerobics	1.5
ES-043A	Beginning Swimming	1
ES-043B	Intermediate Swimming	1
ES-043C	Advanced Swimming	1
ES-044A	Beginning Lap Swimming for Health and Fitness	1
ES-044B	Intermediate Lap Swimming for Health and Fitness	1
ES-044C	Advanced Lap Swimming for Health and Fitness	1
ES-060A	Beginning Badminton	1
ES-060B	Intermediate Badminton	1
ES-060C	Advanced Badminton	1
ES-061A	Beginning Pickleball	1
ES-061B	Intermediate Pickleball	1
ES-061C	Advanced Pickleball	1
ES-076A	Beginning Tennis	1
ES-076B	Intermediate Tennis	1
ES-076C	Advanced Tennis	1
ES-130A	Beginning Gymnastics	1
ES-130B	Intermediate Gymnastics	1.5
ES-130C	Advanced Gymnastics	1.5
ES-155A	Beginning Basketball	1
ES-155B	Intermediate Basketball	1
ES-155C	Advanced Basketball	1
ES-170A	Beginning Soccer	1

ES-170B	Intermediate Soccer	1
ES-170C	Advanced Soccer	1
ES-171A	Beginning Softball	1
ES-171B	Intermediate Softball	1
ES-171C	Advanced Softball	1
ES-172A	Beginning Baseball	1
ES-172B	Intermediate Baseball	1
ES-172C	Advanced Baseball	1
ES-175A	Beginning Volleyball	1
ES-175B	Intermediate Volleyball	1
ES-175C	Advanced Volleyball	1
ES-176A	Beginning Beach Volleyball	1
ES-176B	Intermediate Beach Volleyball	1
ES-176C	Advanced Beach Volleyball	1
ES-180	Self-Defense for Women	1
ES-185A	Beginning Fencing	1.5
ES-185B	Intermediate Fencing	1.5
ES-185C	Advanced Fencing	1.5

or

3. Provide a DD 214 (member 4, service 2 or 7) document or NOBE (Notice of Basic Eligibility for Reservists) showing Honorable Discharge or military transcripts to the Grossmont College Admissions and Records Office.

and

Take HED-120 Personal Health and Lifestyles.

or

4. Provide written proof to the Department Chair of Exercise Science and Wellness of having completed a formal "health promotions" type program while in the military, such as "Semper Fit" or other formalized programs that teach about health principles and monitor exercise participation. (Basic training does not meet these criteria.)

Please note: This option is for military service personnel only and does not apply to their dependents or to the general student population.

The children and spouses of U.S. veterans with service-connected disabilities, or veterans children and spouses of U.S. veterans who have died in service or from service-connected disabilities may be eligible for waiver of College fees. The student must submit the VA letter of eligibility to the Financial Aid Office.

## Absence Due to Military Service

*California Education Code 99130*

Subject to applicable federal, state, and institutional refund and withdrawal policies, when a student is called to active military duty during an academic term, the student may choose one of the following options:

1. The student may withdraw from the institution, retroactively to the beginning of the academic term, with a full refund of tuition and fees.
2. If at least 75% of the academic term has been completed, the student may request that the faculty member assign a grade for the course based on the work the student has completed. The faculty member shall make the final decision as to whether to grant the student request.

3. If the faculty member assigns a grade of Incomplete for the student's course work, the student shall have a minimum of 4 weeks after returning to the institution to complete the course requirement.

### Readmission Procedures

1. Any student whose absence from the institution is necessitated by reason of service in the uniformed services shall be entitled to readmission to the institution if:
  - a. The cumulative length of absence does not exceed 5 years.
  - b. No more than 3 years after the completion of the period of service has passed.
  - c. No more than 2 years have passed since the end of the period that is necessary for recovery from illness or injury resulting from service.
2. At the end of Active-duty Service, upon request, the student shall be readmitted with the same academic level and academic program, if possible.

## The Veterans Resource Center

The Veterans Resource Center (VRC), located in building #21, provides a central entry point for veterans and their families as they transition from the military into the Grossmont College community. Staffed by veterans, the overall goal is to deliver tangible tools and services to optimize students' academic success. Separate from the campus Veterans Affairs Office, the VRC fosters a collaborative delivery of student services between such offices as Accessibility Resource Center (A.R.C.), Counseling, the Assistive Technology Center, as well as other on- and off-campus agencies who provide services to veterans and their families. The VRC provides services in three primary areas: academics, camaraderie, and wellness. Specific services include the following:

- Access to computers and assistance in the use of assistive technologies, including specialized software for nontraditional learners
- Peer support, mentoring, counseling services
- Financial aid information and application assistance
- Referral to on- and off-campus resources (e.g., A.R.C., campus Veterans Affairs Office, community veterans agencies)

The children and spouses of U.S. veterans with service-connected disabilities, or veterans children and spouses of U.S. veterans who have died in service or from service-connected disabilities may be eligible for waiver of College fees. The student must submit the VA letter of eligibility to the Financial Aid Office.

For more information, contact the Veteran's Affairs Office at 619-644-7165.

## Restorative Justice

Grossmont College supports currently and formerly incarcerated students through admissions assistance, registration, financial aid, academic counseling, and other services. To obtain guidance needed to achieve academic and career goals, formerly incarcerated students may contact Yohany Corona-Batalona at 644-7454 X3489 or Yohany.CoronaBatalon@gcccd.edu to schedule an appointment.

## International Student Program

International students are encouraged to learn more detailed up-to-date information on the Grossmont College website at <https://>

[www.grossmont.edu/internationalstudents](https://www.grossmont.edu/internationalstudents) (<https://www.grossmont.edu/internationalstudents/>).

## Admission

1. Applications for admission must be received by the following deadlines:  
**Fall semester – June 1** - for applicants from home country.  
**June 15** – for F1 Visa students transferring from United States school.  
**Spring semester – October 15** - for applicants from home country.  
**November 1** - for F1 Visa students transferring from United States school.  
All application documents must be received by these deadlines. Visit <https://www.grossmont.edu/future-international-students> (<https://www.grossmont.edu/future-international-students/>) for a list of admission requirements.
2. Proof of English proficiency must be submitted in order to be considered for admission. The minimum score is 45 internet based TOEFL, or 4.5 IELTS, or 75 in Duolingo, PTE 39, and Eiken 2A. An institutional English assessment test is also available for students who are already in the U.S. Please visit <https://www.grossmont.edu/student-support/international-student/students/future/requirements.php> for other options. The test score must be completed by the application deadline. (See information on American Collegiate English in the General Information section of this catalog and visit <https://www.grossmont.edu/ace> (<https://www.grossmont.edu/student-support/international-student/ace/>).

## Full-Time Status

An international student must maintain a minimum of 12 degree applicable units with a 2.0 grade point average each semester while at Grossmont College.

## Financial Resources

1. Each international student must submit a complete financial statement. The financial statement must indicate the ability of the student to finance the year's education and living expenses to the satisfaction of the office of Admissions and Records.
2. An international student attending Grossmont College must pay tuition and other fees as required by the Governing Board.
3. Federal and State financial aid is not available for international students, but you are encouraged to apply for scholarships.
4. An international student may not work off campus while attending college unless approval is granted by the Department of Homeland Security and the International Student Specialist in Admissions and Records.

## Health

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

## Housing

No housing facilities are available on the college campus. A limited listing of available rentals can be obtained in the International Counseling Office and website at <https://www.grossmont.edu/international> (<https://www.grossmont.edu/international/>) or the International Student Handbook. The college assumes no responsibility for providing or supervising such housing facilities.

## Grading Standards

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

## Notification of Admission

Students will be notified of their acceptance to Grossmont College. Students are expected to be available for preregistration orientation and educational counseling prior to the start of each semester.

## Student Body Diversity

For information regarding the diversity of the college's student body, please refer to College Planning & Institutional Effectiveness: <https://www.grossmont.edu/faculty-staff/cpie/>.