

Quick Reference - Summer 2016

GUIDE TO REGISTRATION AND STUDENT SERVICES

SUMMER TERM: JUNE 13 – AUGUST 18, 2016

*** HOLIDAY (*Campus Closed*): July 4th (Independence Day Holiday) ***

(PLEASE NOTE: All office hours listed below are subject to changes; call ahead for accuracy.)

ADMISSIONS AND RECORDS OFFICE

I N F O	http://admissions.fullcoll.edu	H O U R S	June 6 – Aug 12	Monday/Wednesday/Thursday.....8:00 am – 5:00 pm
	1-714-905-5162			Tuesday.....8:00 am – 6:30 pm
	2000 Building, 1 st Floor			Beginning Friday, June 10th.....Closed on Fridays
	admissions@fullcoll.edu			

ADDS, DROPS & WITHDRAWALS

You may log onto myGateway to add additional classes and/or drop classes from your schedule.

ADDING CLASSES that are closed or have started:

- Attend the first class meeting of the course you want to add.
- If space is available, ask the instructor to give you an **Add Authorization Code**. Instructors may not be able to grant all requests for Add Codes.
- Then **IMMEDIATELY** access **myGateway** Registration at www.fullcoll.edu.
- Log in and click "Add or Drop Classes".
- Select term, enter CRN, enter Add Code, pay your fees immediately.

The Add Authorization Code must be used **IMMEDIATELY** to guarantee official enrollment.

DROPPING or WITHDRAWING from classes:

- Access **myGateway** Registration at www.fullcoll.edu.
- Log in and click "Add or Drop Classes"
- Select term. From the drop-down menu, choose "Drop On-Line" or "Withdrawal-Web"
- Click "Confirm Your Choices", and then check status before exiting **myGateway**.

myGateway is now available
7 days a week, 24 hours a day!!!*

*May be unavailable during upgrades or hardware maintenance

DEADLINE DATES

Refer to comment line under CRN in Class Schedule for the following class-specific deadline dates:

- **Last day to ADD a class***
- **Last day to DROP without a "W"**
- **Last day to DROP and qualify for a refund**
- **Last day to WITHDRAW**

*Add Authorization Code **required** for most classes starting the first day of instruction.

COMPUTERS AVAILABLE FOR MYGATEWAY ACCESS

- Admissions & Records Lobby, 2000 Building, 1st Floor
 - Computer Lab, Rooms 511 & 2200 (need to have FCnet login)
 - Skills Center (LLRC), 800 Building – West Entrance
 - Cadena/Transfer Center, Room 212 (need to have FCnet login)
 - Library (LLRC), 800 Building (need to have FCnet login)
- *** **Note: Dates and hours of availability may vary at each location*****

REFUND POLICY

- To qualify for a refund, students must officially withdrawal from the class **by the Refund Deadline**.
 - ALL refunds will be mailed by check in mid-August.
 - Fees paid by credit card will not be credited back to the account.
 - For details on the refund policy, please refer to the Class Schedule.

ENROLLMENT INFORMATION

Please read your Student Schedule/Bill receipt for verification of your classes and fee payment.

HOW TO READ STUDENT SCHEDULE/BILL RECEIPT

COURSE REFERENCE NUMBER					UNITS	TIME	BUILDING				
START	CRN	SUBJ	CRSE	C	CREDS	ST	DAYS	START/STOP	BUILD	ROOM	INSTRUCTOR
06/10	30947	HIST	113 C	1	3.00	RW	MTWR	0750-1030am	HUM	330	Flores, M.
07/08	32372	MUS	030 F	2	2.00	RN	MTWR	0630-1005pm	1100	1113	Staff

C = CYPRESS CLASS
F = FULLERTON CLASS

RW, RE, RC, RN = REGISTERED
CN, DD, DN, DO, DP, DS = DROPPED WITHOUT "W"
WM = MILITARY WITHDRAWAL
WI, WS, WW = DROPPED WITH "W"
WL, WD = WAITLISTED/WAITLIST DROPPED

CAMPUS I.D. CARD / A.S. BENEFITS

<http://studentwww.fullcoll.edu/as> • 1-714-992-7118

- A.S. Benefits are listed on the "Campus Photo ID Card" information flyer and in the A.S. Student Handbook and Academic Planner.
- A Campus Photo ID Card is recommended for ALL STUDENTS. **The one-time fee for the card is \$3.50.** Replacement fee is \$3.50 each replacement.
- A.S. Benefits Validation can be obtained according to the schedule below, and also during regular Student Affairs, A.S. Office and Student Center hours. The fee is \$8.50 a semester and \$4.25 during the Summer.
- REFUNDS/CREDITS: Campus Photo ID Cards and A.S. Benefits fees are **not** automatically refunded. REFUNDS/CREDITS must be requested in person at the A.S. Office, Building 200/College Center, Room 222, BY THE REFUND DEADLINE LISTED IN THE CLASS SCHEDULE ON THE "FEES AND REFUNDS" PAGE. Requesting students are to bring their FC Schedule Bill Receipt and Photo ID at the time of the request. **Requests for REFUNDS/CREDITS after the deadline will not be honored.**

CAMPUS I.D. CARD PRODUCTION SCHEDULE

LOCATION	Student Center, 200 Building, Room 214, 1 st Floor	
DATES	June 20 – June 30, 2016	July 5 – July 28, 2016
HOURS	Mon, Wed, Thurs.....8:00 am - 5:00 pm Tuesday.....8:00 am - 6:30 pm Fri - SundayClosed	Mon - Thurs.....10:00 am – 2:00 pm Tuesday..... 5:00 pm – 6:30 pm Fri - Sun.....Closed

PARKING PERMIT

DISTRIBUTION PROCEDURES

A VALID PARKING PERMIT OR DAY PASS IS REQUIRED AT ALL TIMES, NO EXCEPTIONS.

Students who purchase a parking permit, as part of their online registration process will have their parking permit mailed if purchased before May 30, 2016. Permits purchased after May 30, 2016 are required to be picked up at the Campus Safety office. Make sure your mailing address is current and correct.

Summer 2016 parking permits are valid 6-1-2016 to 8-21-2016

1. Permits purchased **May 3 – May 29, 2016:** Permits will be mailed. Print out the temporary parking permit that was emailed to you and display it in the vehicle's driver side lower left hand dashboard. If you have not received your permanent parking permit in the mail by June 19, 2016 and your temporary permit has expired, report to Campus Safety Office for your permanent parking permit. Please bring a valid photo ID.
2. Permits purchased **AFTER May 30, 2016:** will NOT be mailed out. Print out the 3 day temporary parking permit that was emailed to you and display it in the vehicle's driver side lower left hand dashboard. Before your temporary permit expires, report to Campus Safety Office for your permanent parking permit. In order to obtain the permanent parking permit, you must bring a valid photo ID.
3. Motorcycle permits will **NOT** be mailed out and must be picked up at the Campus Safety Office.

Valid parking permits are required in all student parking lots at all time with the following exceptions:

- Parking permits **Not required** May 3-May 6 in Lot 10 ONLY
- Parking permits **Not required** June 13-June 17 (in student lots only)

Student parking in Staff Lots is NOT permitted at any time; violators will be cited.

REFUNDS

Refer to **refund deadlines** under REFUND POLICY in the Class Schedule.

- Parking Permit fees **will not be refunded automatically** thru myGateway.
- Refunds for parking must be requested in **person** at the Campus Safety Office, Building 1500. Please return parking permit with photo ID.

HOURS

Campus Safety, 1500 Building
Summer 2016

Mon – Thurs.....7:30 am – 6:00 pm
 Friday (Summer Schedule).....CLOSED
 Saturday, Sunday.....CLOSED

Pay all necessary fees at the Admissions and Records Office before requesting your permit.

Parking rules and regulations will be enforced in student lots at all times.

For questions regarding permits, parking rules and regulations, call the Campus Safety Office at 1-714-992-7080 Ext. 0 or visit the website at www.campusafety.fullcoll.edu.

GRADES / GRADUATION

FINAL GRADES

Available on **myGateway** approximately
3 weeks after the class ends.

TRANSCRIPTS WITH FINAL GRADES

Students must check **myGateway** prior to requesting transcripts to ensure all grades are posted.



GRADUATION APPLICATION: Apply for Summer Graduation: May 3 – June 23, 2016

ACADEMIC SUPPORT CENTER

I N F O	http://academicsupport.fullcoll.edu • 800 Building • Hours vary, please call for details.	
	The Academic Support Center (ASC) provides instructional services to students and staff that assist students in achieving academic success in all academic areas. The ASC is comprised of three related services: Skills Center, Tutoring Center, and Writing Center.	
	Skills Center: 1-714-992-7144 - Self-paced learning materials for all Fullerton College students. Specialized support for Reading, English, ESL and Foreign Language.	
	Tutoring Center: 1-714-992-7151 - Individual or group tutoring with supervised, trained tutors in almost every subject offered on campus.	
	Writing Center: 1-714-992-7153 - One-on-one writing tutorial sessions with supervised, trained student tutors or with English and ESL instructors.	
	The Student Diversity Success Initiative: 1-714-992-7143 - provides academic and personal support for participating students.	
FC MILES: 1-714-992-7143 - This math institute is a non-credit, computer-based math enhancement program that aims to improve students' math skills through a nontraditional classroom setting.		

BOOKSTORE

I N F O	http://bookstore.fullcoll.edu 1-714-992-7008 • 2000 Building • 1 st Floor Order your textbooks ONLINE 24/7 Bookstore offers the following: <ul style="list-style-type: none"> • Books and Reference Materials. • Daily Book Buyback. • Fullerton College Clothing and Gifts. • Convenience items and much more. 	H O U R S	June 6 – Aug 14	Monday – Thursday.....7:30 am – 6:00 pm
	Beginning Friday, June 5th.....Closed on Friday			

The Fullerton College Bookstore is Non Profit and is the only Bookstore that is part of the college. Earnings go back to campus to keep students' expenses down. Our mission is to provide ALL of the resources necessary for success in your educational endeavor at the best possible prices.

CADENA CULTURAL CENTER & TRANSFER CENTER

I N F O	Cadena Cultural Center Transfer Center http://cadena.fullcoll.edu http://transfer.fullcoll.edu 1-714-992-7086 • 200 Building - College Center, Room 212 Email: ctc@fullcoll.edu	H O U R S	June 6 – Aug 14	Monday – Thursday.....8:00 am – 5:00 pm
	Friday.....Closed			

The Cadena/Transfer Center is a dynamic department within the Fullerton College Counseling & Student Development Division. Our mission is to provide services that enhance awareness of campus diversity, facilitate transfer to colleges and universities, and promote student development and lifelong learning.

CalWORKS

I N F O	http://calworks.fullcoll.edu/ • 1-714-992-7101 315 N. Pomona Avenue (Just 2 blocks West of campus between Whiting and Wilshire)	H O U R S	June 6 – Aug 12	Monday – Thursday.....8:00 am – 5:00 pm
	Friday.....Closed			
			Beginning Aug 15	Monday – Friday.....8:00 am – 5:00 pm

The CalWORKs Program serves students receiving AFDC/welfare. CalWORKs Counselors provide the guidance and support needed to achieve academic success while meeting County-mandated requirements. Students are assisted in accessing County supportive services including child care, books/supplies and transportation assistance. We also provide emergency child care vouchers for both on and off-campus child care.

COUNSELING

I N F O	http://counseling.fullcoll.edu 1-714-992-7084 • 2000 Building, 2 nd Floor • Room 2022 Plan ahead and schedule an appointment with a counselor to select your Fall Semester classes.	H O U R S	June 1 – Aug 14	Mon, Wed, & Thurs.....8:00 am – 5:00 pm
	<ul style="list-style-type: none"> • Assessment - to set-up an assessment appointment online & information regarding testing requirements, visit assessment.fullcoll.edu. 			Tuesday.....8:00 am – 7:00 pm
				Friday.....Closed

DISABILITY SUPPORT SERVICES

I N F O	http://dss.fullcoll.edu • 840 Building, Room 842 1-714-992-7099 The Disability Support Services office (DSS) provides accommodations and educational support services to enrolled students with professionally verified disabilities. All services are designed to enhance successful student participation at Fullerton College.	H O U R S	June 6 – Aug 19	Mon, Wed & Thurs.....8:00 am – 5:00 pm
				Tuesday.....8:00 am – 7:00 pm
				Friday.....Closed

**EOPS (Extended Opportunity Program & Services) and
CARE (Cooperative Agencies Resources for Education)**


I N F O	http://eops.fullcoll.edu 1-714-992-7097 • 2000 Building, 2 nd Floor Remember to schedule a counseling appointment to plan ahead for Fall Term classes.	H O U R S	June 6 – Aug 11	Monday – Wednesday.....7:00 am – 7:00 pm
				Thursday8:00 am – 5:00 pm
				Friday.....Closed

EOPS is a state mandated academic counseling and student service support program designed to provide entry, retention and transition services for educational and economically disadvantaged students. CARE is an extension program of EOPS and serves students who have additional qualifiers, such as being single parents of children under 14 years of age, and recipients of AFDC, TANF, and/or CalWORKs.


FINANCIAL AID OFFICE

I N F O	<p align="center">http://financialaid.fullcoll.edu 1-714-888-7588 • 100 Building • Room 115 financialaid@fullcoll.edu</p> <p>NEW AND RETURNING STUDENTS BOGG FEE WAIVERS: <i>Apply online through myGateway:</i></p> <ul style="list-style-type: none"> Go to www.fullcoll.edu and click on "myGateway" Click on the Financial Aid button and follow the directions to apply for a Board of Governor's Fee Waiver. <p>CONTINUING STUDENTS BOG FEE WAIVERS: <u>Students, who applied for the BOG fee waiver for the Fall/Spring term and were approved, do not need to apply for the waiver for the Summer term.</u> The BOG Fee Waiver ONLY covers your enrollment fees. You are responsible for all other fees.</p>	H O U R S	<p align="center">June 6 – Aug 12</p>	<p>Monday – Thursday.....8:00 am – 5:00 pm Friday.....Closed</p>
			<p align="center">Beginning Aug 15</p>	<p>Mon, Wed, Thurs & Fri8:00 am – 5:00 pm Tuesday.....8:00 am – 6:30 pm</p>
IMPORTANT NOTICE – Non-payment of your fees will result in a hold being placed on your records and registration.				

Foster Youth Success Initiative (FYSI)

I N F O	<p align="center">http://fosteryouth.fullcoll.edu • 1-714-732-5382 2000 Building, 2nd Floor</p> <p> Go to the Fullerton College Foster Youth webpage to learn more.</p>	H O U R S	<p align="center">June 6 – Aug 11</p>	<p>Monday – Thursday.....8:00 am – 4:00 pm Friday.....Closed</p>
			<p>The FYSI Program is committed to supporting ambitious, college bound students that are current or former foster youth. This program serves emancipated foster youth, probation youth and adopted youth. The FYSI program works closely with the EOPS program and can provide a dedicated Foster Youth Liaison/Coordinator, Academic Counseling and support staff to help connect students with services both on and off campus. All of the services provided from FYSI are intended to create a pathway to academic success. Some of the additional FYSI services include: assistance with textbooks, transportation, student fees, academic counseling, and educational school supplies.</p>	

HEALTH SERVICES

I N F O	<p align="center">http://healthservices.fullcoll.edu 1-714-992-7093 • 1200 Building • Room 1204</p> <p align="center">Physicians, Nurse Practitioner and Psychologist services by appointment.</p>	H O U R S	<p align="center">June 6 – Aug 11</p>	<p>Monday – Thursday.....9:00 am – 2:00 pm Friday.....Closed</p>
			<p>Closed: July 4</p>	
<p>The Student Health Center provides all of the services found in a routine medical clinic. Most of the services, such as visits to the physician or RN are at no cost. Laboratory tests, immunizations, medication, pelvic examinations, and employment or wellness examinations are provided at very low fees.</p> <p align="center"> The \$16.00 Health Fee is mandatory in accordance with Section 76355 of the Ed. Code.</p>				

INTERNATIONAL STUDENT CENTER

I N F O	<p align="center">http://isc.fullcoll.edu 1-714-992-7078 • 200 Building • Room 220</p> <p align="center">Academic and Visa advising by appointment</p>	H O U R S	<p align="center">June 1 – Aug 14</p>	<p>Monday – Thursday.....8:00 am – 5:00 pm Friday.....Closed</p>
			<p>August 3 and August 11: Closed for Academic Orientation and F-1 Visa Orientation 8:00am – 5:00pm</p>	
<p>The International Student Center (ISC) provides services to international students on the F-1/F-2 student visa and those seeking an F-1 student visa. Services include admissions, immigration advising, academic counseling, personal support, student activities, and cultural and social programs.</p>				

LIBRARY

I N F O	<p align="center">http://library.fullcoll.edu 1-714-992-7039 800 Building</p>	H O U R S	<p align="center">May 29 – June 12</p>	<p>CLOSED, However, Hold clearance available Mon. – Thurs., 9am – 11am, 1pm – 3pm, or by appointment.</p>
			<p align="center">June 13 – Aug 4</p>	<p>Monday – Thursday.....8:00 am – 7:00 pm Friday.....Closed</p>

STUDENT ACTIVITIES OFFICE

I N F O	<p align="center">http://stuaff.fullcoll.edu • 1-714-992-7095 200 Building – College Center, Room 223</p> <p>The Student Activities Office enhances academic, professional and personal goals by providing opportunities and services for student success, including leadership in student government, shared governance, and the clubs/organizations, campus event planning, student discounts, special awards programs, and recognition at Commencement.</p>	H O U R S	<p align="center">June 1 – Aug 14</p>	<p>Mon, Tues, Wed, Thurs.....8:00 am – 5:00 pm Friday.....Closed</p>
			<p align="center">Aug 26 – Aug 30</p>	<p>Mon, Wed, Thurs, Fri.....8:00 am – 5:00 pm Tuesday..... 8:00 am – 6:30 pm</p>

VETERANS RESOURCE CENTER

I N F O	<p align="center">http://veterans.fullcoll.edu • 1-714-992-7102 500 Building, Room 518</p> <ul style="list-style-type: none"> Priority registration per SB272. Certification for CA Dept. of Veterans Affairs Survivors and Dependents Fee Waiver. Certification of Post 9/11, Montgomery GI Bill-regular Active Duty, Selected Reserve (Ch. 33, 30, 1606 and 1607-REAP) and Vocational Rehabilitation (Ch.31). 	H O U R S	<p align="center">June 6 – Aug 19</p>	<p>Mon-Thurs.....8:00 am – 5:00 pm Friday.....Closed</p>
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