

# Quick Reference - Fall 2009

## GUIDE TO REGISTRATION AND STUDENT SERVICES

FALL TERM: August 17 - December 17, 2009

### 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			INSTRUCTOR	
START	CRN	SUBJ	CRSE	C	CREDS	ST	DAYS	START/STOP	BUILD	ROOM	
08/20	10947	HIST	113 C	1	3.00	RW	W	0700-0950pm	HUM	330	Flores, M.
08/20	12372	MUS	030 F	2	2.00	RN	M	0400-0550pm	1100	1113	Staff

**C = CYPRESS CLASS**  
**F = FULLERTON CLASS**

**RW, RE, RC, RN = REGISTERED**  
**CN, DD, DN, DO, DS = DROPPED WITHOUT "W"**  
**WM = MILITARY WITHDRAWAL**  
**WI, WS, WW = DROPPED WITH "W"**  
**WL = WAIT LIST**

### ADDS, DROPS & WITHDRAWALS

You may log on to 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](http://www.fullcoll.edu).
- Log in and click on "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 <http://mygateway.nocccd.edu> or [www.fullcoll.edu](http://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 on "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 - FULL-TERM CLASSES

Drop class for a refund .....	Saturday, August 29
Add class.....	Saturday, September 5
Drop class without "W" .....	Saturday, September 5
Withdraw from class with "W" .....	Friday, November 20

#### DEADLINE DATES - SHORT TERM or OPEN ENTRY CLASSES

Refer to comment line under the CRN in the Class Schedule.

#### COMPUTERS AVAILABLE FOR MYGATEWAY ACCESS

- Admissions & Records Lobby, 2000 Building, 1<sup>st</sup> Floor
- Cadena/Transfer Center, Room 212
- Computer Lab, Rooms 511 and 901
- Library (LLRC), 800 Building
- Skills Center (LLRC), 800 Building – West Entrance  
- Dates and hours of availability may vary -

### REFUND POLICY

- To qualify for a refund, students must officially withdraw from class by the Refund Deadline.
- ALL refunds will be mailed by check in mid-October.
- 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.

# ADMISSIONS AND RECORDS OFFICE

I N F O	<a href="http://admissions.fullcoll.edu">http://admissions.fullcoll.edu</a> 1-714-992-7075 2000 Building, 1 <sup>st</sup> Floor <b>Registration Help Line:</b> 1-714-992-7177 • <a href="mailto:admissions@fullcoll.edu">admissions@fullcoll.edu</a>	H O U R S	July 20 – Aug 15	Monday – Thursday.....8:00 – 6:30pm Friday.....Closed Friday (Aug 14 ONLY).....8:00 – 4:00pm Saturday (AUG 15 ONLY).....9:00 – 2:00pm
	Aug 17 – Aug 21		Monday – Thursday.....8:00 – 7:30pm Friday.....8:00 – 4:00pm	
	Starting Aug 24		Monday – Thursday.....8:00 – 6:30pm Friday.....8:00 – 2:00pm	

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

<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 of the card is \$2.50 for new students.
- Campus ID and A.S. Validations can be obtained according to the schedule below, and also during regular Student Affairs, A.S. Office and Student Center hours.

### I.D. CARD PRODUCTION SCHEDULE

College Center, 200 Bldg, Room 214, 1<sup>st</sup> Floor

DATES	August 13 - 15	August 17 - 22	August 24 - 28	Starting Monday, Aug 31
HOURS	Thurs.....8:00 – 6:30 pm Fri.....8:00 – 4:00 pm Sat.....9:00 – 2:00 pm	Mon –Thurs...8:00 – 7:30 pm Fri..... 8:00 – 4:00 pm Sat.....9:00 – 2:00 pm	Mon–Thurs...8:00 – 6:30 pm Fri.....8:00 – 4:00 pm	Monday.....7:30 – 6:00 pm Tues & Wed.....8:30 – 4:00 pm Sat.....Closed

## PARKING PERMIT

1. **IF YOU HAVE PURCHASED PARKING**, obtain your permit during the following dates and times at the locations listed below.
2. Parking permits will not be mailed; they **must** be obtained in person.
3. Bring your official student Schedule/Bill receipt from myGateway, which indicates you **paid** the parking fee. The Schedule/Bill receipt must reflect a balance due of **zero**.
4. Students will be permitted to park **without** a permit in any **student lot** through **Saturday, August 29** without receiving a citation. Parking enforcement in **STUDENT LOTS** will begin on **Monday, August 31**.
5. Student parking in **STAFF LOTS** is not permitted at any time and violators will be cited.

### REFUNDS

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

- Parking Permit fees **will not be refunded automatically**.
- Refunds for parking must be requested in **person** at the Campus Safety Office, Building 1500. Return parking permit with photo ID and student Schedule/Bill receipt.

College Center, 200 Bldg, Room 214, 1<sup>st</sup> Floor

**Campus Safety, Building 1500**

DATES	August 13 - 15	August 17 - 22	August 24 - 28	Starting Monday, Aug 31
HOURS	Thurs.....8:00 – 6:30 pm Fri.....8:00 – 4:00 pm Sat.....9:00 – 2:00 pm	Mon –Thurs...8:00 – 7:30 pm Fri..... 8:00 – 4:00 pm Sat.....9:00 – 2:00 pm	Mon–Thurs...8:00 – 6:30 pm Fri.....8:00 – 4:00 pm	Mon –Thurs...7:30 – 6:00 pm Fri.....8:30 – 4:00 pm Sat.....Closed

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

**Parking regulations will be enforced in student lots Monday through Saturday beginning August 31, 2009.**

For questions regarding permits, parking rules and regulations, call the Campus Safety Office at 1-714-992-7080.

## 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 Fall Graduation: **July 20 – October 5**

# Student Services - Department Information

HOLIDAYS (Campus Closed): September 7 • November 9 • November 26 – 29

## ACADEMIC SUPPORT CENTER

<b>I N F O</b>	<a href="http://academicsupport.fullcoll.edu">http://academicsupport.fullcoll.edu</a>		
	800 Building		
	Skills Center: 1-714-992-7144	~~~ Tutoring Center: 1-714-992-7151	~~~ Writing Center: 1-714-992-7153
Hours vary, please call ahead for details.			

## BOOKSTORE

<b>I N F O</b>	<a href="http://bookstore.fullcoll.edu">http://bookstore.fullcoll.edu</a> 1-714-992-7008 2000 Building, 1 <sup>st</sup> Floor <b>Order your textbooks ONLINE 24/7</b>		<b>H O U R S</b>	July 20 – Aug 8	Monday – Thursday.....7:45 – 7:00pm Friday.....Closed Saturday (Aug 8 only).....10:00 – 3:00pm
	<b>Bookstore offers the following:</b> <ul style="list-style-type: none"> <li>• Books and Reference Materials</li> <li>• Daily Book Buyback</li> <li>• Fullerton College Clothing and Gifts</li> <li>• Convenience items and much more...</li> </ul>			Aug 10 – Aug 15	Monday – Thursday.....7:45 – 7:00pm Friday.....7:45 – 3:45pm Saturday.....9:00 – 2:00pm
				Aug 17 – Aug 22	Monday – Thursday.....7:30 – 8:00pm Friday.....7:45 – 3:45pm Saturday.....9:00 – 2:00pm
				Starting Aug 24	Monday – Thursday.....7:45 – 7:00pm Friday.....7:45 – 3:45pm Weekends.....Closed
				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 / TRANSFER CENTER

<b>I N F O</b>	Cadena Cultural Center <a href="http://cadena.fullcoll.edu">http://cadena.fullcoll.edu</a> 1-714-992-7086 • College Center, Room 212 Email: ctc@fullcoll.edu	Transfer Center <a href="http://transfer.fullcoll.edu">http://transfer.fullcoll.edu</a>	<b>H O U R S</b>	July 20 – Sept 4	Monday – Thursday.....8:00 – 7:00pm Friday.....8:00 – 2:00pm
	The Cadena/Transfer Center advises students who plan to transfer to a four-year institution, provides resources for students and faculty, provides students with a wide variety of academic, transfer, personal enrichment and diversity events.				

## COUNSELING

<b>I N F O</b>	<a href="http://counseling.fullcoll.edu">http://counseling.fullcoll.edu</a> 1-714-992-7084 2000 Building, 2 <sup>nd</sup> Floor, Room 2022		<b>H O U R S</b>	July 20 – Aug 7	Monday – Thursday.....8:00 – 7:00pm Friday.....Closed
	Remember to schedule a counseling appointment to plan ahead for Fall Term classes.			Aug 10 – Aug 15	Monday – Thursday.....8:00 – 7:00pm Friday.....8:00 – 4:00pm Saturday.....9:00 – 2:00pm
				Aug 17 – Aug 21	Monday – Thursday.....8:00 – 7:30pm Friday.....8:00 – 4:00pm
				Starting Aug 24	Monday – Thursday.....8:00 – 7:00pm Friday.....8:00 – 4:00pm
				The Cadena/Transfer Center advises students who plan to transfer to a four-year institution, provides resources for students and faculty, provides students with a wide variety of academic, transfer, personal enrichment and diversity events.	

## DISABILITY SUPPORT SERVICES

<b>I N F O</b>	<a href="http://dsp.fullcoll.edu">http://dsp.fullcoll.edu</a> • Room 842 1-714-992-7099		<b>H O U R S</b>	July 20 – Aug 6	Monday – Thursday.....7:30am – 5:00pm
	The Disability Support Services Center (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.			Starting Aug 10	Monday – Thursday.....8:00 – 4:30pm Friday.....8:00 – 12:00pm

## EOPS (Extended Opportunity Programs & Services)

<b>I N F O</b>	<a href="http://eops.fullcoll.edu">http://eops.fullcoll.edu</a> 1-714-992-7097 2000 Building, 2 <sup>nd</sup> Floor		<b>H O U R S</b>	July – Aug 7	Monday – Thursday.....7:00 – 6:00pm
	Remember to schedule a counseling appointment to plan ahead for Fall Term classes.			Starting Aug 17	Mon, Tues, Thurs.....7:00 – 5:00pm Wednesday.....7:00 – 7:00pm* Friday.....7:00 – 4:00pm
				*The program will offer evening counseling services two Wednesday evenings per month only. Please call front desk for specific dates.	
EOPS is a support services program designed to provide entry, retention and transition services for educational and economically needy students. The support services are designed to assist and contribute to the student's success in college.					

## FINANCIAL AID OFFICE

I N F O	<a href="http://financialaid.fullcoll.edu">http://financialaid.fullcoll.edu</a> 1-714-992-7091 100 Building, Room 115	H O U R S	June 1 – Aug 7 Monday – Thursday.....8:00 – 6:00pm
	<b>NEW AND RETURNING STUDENTS BOGG FEE WAIVERS:</b> Apply online through <i>myGateway</i> : <ul style="list-style-type: none"> <li>• Go to <a href="http://www.fullcoll.edu">www.fullcoll.edu</a> and click on “myGateway”</li> <li>• Click on the Financial Aid button and follow the directions to apply for a Board of Governor’s Grant.</li> </ul> <b>CONTINUING STUDENTS BOGG FEE WAIVERS:</b> <b>YOU MUST RENEW YOUR FEE WAIVER FOR SUMMER.</b> <b>HEALTH FEE INFORMATION</b> The BOGG Fee Waiver ONLY covers your \$20/unit enrollment fees. You are responsible for all other fees.		Aug 10 – Aug 15 Monday/Tuesday.....8:00 – 6:30pm Wednesday/Thursday.....8:00 – 5:00pm Friday.....8:00 – 2:00pm Saturday.....9:00 – 2:00pm
			Aug 17 – Aug 22 Monday – Thursday.....8:00 – 6:30pm Friday.....8:00 – 2:00pm Saturday.....9:00 – 2:00pm
			Starting Aug 24 Monday – Tuesday.....8:00 – 6:30pm Wednesday – Thursday.....8:00 – 5:00pm Friday.....8:00 – 2:00pm Saturday.....9:00 – 2:00pm
IMPORTANT NOTICE – Non-payment of your fees will result in a hold being placed on your records and registration.			

## HEALTH SERVICES

I N F O	<a href="http://healthservices.fullcoll.edu">http://healthservices.fullcoll.edu</a> 1-714-992-7414 P.E. Building, Room 1204 <b>Physicians, Nurse Practitioner and Psychologist services by appointment.</b>	H O U R S	July 20 – Aug 14 CLOSED
	Starting Aug 17 Monday – Thursday.....8:30 – 5:30pm Friday.....8:30 – 4:00pm		
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. <b>The \$16.00 Health Fee is mandatory in accordance with Section 76355 of the Ed. Code.</b>			

## INTERNATIONAL STUDENT CENTER

I N F O	<a href="http://isc.fullcoll.edu">http://isc.fullcoll.edu</a> 1-714-992-7078 200 Building, Room 220 <b>Academic and Immigration advising by appointment</b>	H O U R S	July 20 – Aug 7 Monday – Thursday.....8:00 – 5:00pm Friday.....Closed
	Starting Aug 10 Monday – Thursday.....9:00 – 5:00pm Friday.....9:00 – 2:00pm		
The International Student Center (ISC) provides services to international students on the F-1 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.			

## LIBRARY

I N F O	<a href="http://library.fullcoll.edu">http://library.fullcoll.edu</a> 1-714-992-7039 Building 800	H O U R S	July 20 – Aug 12 Monday/Thursday.....9:00 – 4:00pm Tuesday/Wednesday.....9:00 – 8:00pm
	Starting Aug 17 Monday – Thursday.....7:30 – 9:00pm Friday.....7:30 – 4:00pm Saturday.....10:00 – 3:00pm		

## STUDENT AFFAIRS OFFICE

I N F O	<a href="http://staff.fullcoll.edu">http://staff.fullcoll.edu</a> • Room 223, College Center 1-714-992-7095 <b>Student Affairs</b> enhances academic, professional and personal goals by providing opportunities and services to ensure student success, including leadership in student government, shared governance and the clubs/organizations, campus events direction and scheduling, student discounts, special awards programs, and recognition at Commencement.	H O U R S	July 20 – Aug 7 Monday – Thursday.....8:00 – 5:30pm Friday.....Closed
	Starting Aug 10 Monday – Friday.....8:00 – 5:30pm		

## VETERAN SERVICES

I N F O	<a href="mailto:veterans@fullcoll.edu">veterans@fullcoll.edu</a> • 700 Building, Room 712 1-714-732-5279 <ul style="list-style-type: none"> <li>• Priority registration per SB272</li> <li>• Certification for CA Dept. of Veterans Affairs Survivors and Dependents Fee Waiver</li> <li>• Certification of Montgomery GI Bill-regular Active Duty, Selected Reserve (Ch.30, 1606 and 1607-REAP) and Vocational Rehabilitation (Ch.31)</li> <li>• Library Instructional Support Program</li> <li>• Assistance with financial aid application</li> </ul> **Reminder** Post 9/11 Veterans Education Assistance Act of 2008 goes into effect August 2009	H O U R S	Starting Aug 10 Monday.....8:00 – 6:30pm Tuesday/Wednesday/Thursday.....8:00 – 5:00pm Friday.....8:00 – 2:00pm
	Starting Aug 10 Monday.....8:00 – 6:30pm Tuesday/Wednesday/Thursday.....8:00 – 5:00pm Friday.....8:00 – 2:00pm		