

# Quick Reference - Fall 2016

## GUIDE TO REGISTRATION AND STUDENT SERVICES

FALL TERM: August 22 - December 10, 2016

### HOLIDAYS (*Campus CLOSED*):

Sept 5 (Labor Day) • Nov 11 (Veteran's Day) • Nov 24 - Nov 25 (Thanksgiving Holiday)

### ADMISSIONS AND RECORDS OFFICE

I N F O	<a href="http://admissions.fullcoll.edu">http://admissions.fullcoll.edu</a>	H O U R S	Starting Aug 15	Mon, Wed, and Thur .....8:00 am – 5:00 pm
	Mainline and Registration Help 1-714-905-5162 2000 Building, 1 <sup>st</sup> Floor			Tuesday.....8:00 am – 6:30 pm Friday.....8:00 am – 12:00 pm

### ADDS, DROPS & WITHDRAWALS

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

#### \*\*\* BEGINNING Spring 2015 - 19 Unit Limitation \*\*\*

#### 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 ..... Monday, September 5\*  
 Add class ..... Monday, September 5\*  
 Drop class without "W" ..... Monday, September 5\*  
 Withdraw from class with "W" ..... Sunday, November 13\*

#### \*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 & 2200 (need to have student login)
  - Library (LLRC), 800 Building (need to have FCnet login)
  - Skills Center (LLRC), 800 Building – West Entrance
- Dates and hours of availability may vary -

#### 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	
08/26	11544	HIST	113 C	1	3.00	RW	TR	0930-1050am	HUM	101	Flores, M.
08/26	13099	MUS	108 F	2	2.00	RN	T	1000-1150am	1100	1125	Burger, M.

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

[as.fullcoll.edu](http://as.fullcoll.edu) • 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 per 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 per semester.
- **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/CREDIT 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**

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

DATES	August 22 – September 9	August 27 only	September 12 – December 9
HOURS	Mon–Friday...8:00 am – 6:30 pm	Saturday.....11:00 am – 1:00 pm	Monday-Thursday..... 8:00 am – 6:30 pm Friday & All Holidays.....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 August 8, 2016. Permits purchased after August 8, 2016 are required to be picked up at the Campus Safety office. Make sure your mailing address is current and correct.

Fall 2016 parking permits are valid 8-22-2016 to 12-31-2016

1. Permits purchased **July 12-August 7, 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 front windshield. If you have not received your permanent parking permit in the mail by August 28, 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 August 8, 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 front windshield. 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** July 12-July 16, 2016 in Lot 10 ONLY
- Parking permits **Not required** Aug. 22-Sept. 2, 2016 (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.
- Refunds for parking must be requested in **person** at the Campus Safety Office, Building 1500. Return parking permit with photo ID.

**Campus Safety, Building 1500  
REGULAR OFFICE HOURS**

**FALL 2016**

Monday –Thursday.....7:30 - 6:00 pm  
Friday.....8:00 - 5:00 pm  
Saturday & Sunday.....CLOSED

**EXTENDED HOURS**

**AUGUST/SEPTEMBER (First 2 Weeks of School)**

**Monday –Thursday.....7:30 – 8:00 pm    Friday..... 8:30 – 5:00 pm    Saturday and Sunday - CLOSED**

**Pay all necessary fees at the Admissions and Records Office before picking up 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](http://www.campusafety.fullcoll.edu)

**REFUND POLICY**

- To qualify for a refund, students must officially drop/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 card; it will be refunded by check.
- For details on the refund policy, please refer to the Class Schedule.

**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 12 – September 9, 2016**

**ACADEMIC SUPPORT CENTER**

<http://academicsupport.fullcoll.edu> • 800 Building • Hours vary, please call ahead for details.

The Academic Support Center (ASC) provides instructional services to students and staff to assist students in achieving academic success in all academic areas. The ASC is comprised of three related services: the Skills Center, the Tutoring Center, and the Writing Center.

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**Skills Center:** 1-714-992-7144 - Self-paced learning materials for all FC 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 most academic subjects 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**

<http://bookstore.fullcoll.edu> • 1-714-992-7008

2000 Building, 1<sup>st</sup> Floor

**Order your textbooks ONLINE 24/7**

**Bookstore offers the following:**

- Books and Reference Materials
- Daily Book Buyback
- Fullerton College Clothing and Gifts
- Convenience items and much more

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<b>Aug 17 - Aug 21</b>	Monday – Thursday.....7:30 am – 6:00 pm
	Friday.....7:30 am – 5:00 pm
<b>Aug 22 - Aug 27</b>	Monday – Thursday.....7:30 am – 7:00 pm
	Friday.....7:30 am – 5:00 pm
	Saturday (Aug 13, 20, 27).....10:00 am – 2:00 pm
<b>Starting Aug 29</b>	Monday – Thursday.....7:30 am – 6:00 pm
	Friday.....7:30 am – 5:00 pm
	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 CULTURAL CENTER & TRANSFER CENTER**

Cadena Cultural Center      Transfer Center  
<http://cadena.fullcoll.edu>      <http://transfer.fullcoll.edu>

200 Building - College Center • Room 212  
1-714-992-7086

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<b>Starting Aug 22</b>	Mon/Wed/Thur.....8:00 am – 5:00 pm
	Tuesday.....8:00 am – 7:00 pm
	Friday.....8:00 am – 2:00 pm
<b>Selected Saturday dates; please check the website for additional information.</b>	

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.

**CaWORKs**

<http://calworks.fullcoll.edu/> • 1-714-992-7101

315 N. Pomona Ave.  
(Just 2 blocks West of campus between Whiting and Wilshire)

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<b>Starting Aug 15</b>	Monday – Friday.....8:00 am – 5:00 pm
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The CaWORKs Program serves students receiving AFDC/welfare. CaWORKs 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**

<http://counseling.fullcoll.edu>

1-714-992-7084 • 2000 Building • 2<sup>nd</sup> Floor

- Plan ahead and schedule an appointment with a counselor to select your Spring Semester classes.
- **Assessment** - to schedule an assessment appointment online & additional information regarding testing requirements please visit [assessment.fullcoll.edu](http://assessment.fullcoll.edu).

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<b>Starting Aug 22</b>	Mon/Wed/Thur/Fri.....8:00 am – 5:00 pm
	Tuesday.....8:00 am – 7:00 pm
	Saturday.....9:00 am – 1:00 pm
<b>Selected Saturday dates; please check the website for additional information.</b>	

**DISABILITY SUPPORT SERVICES**

<http://dss.fullcoll.edu>

800 Building • Room 842 • 1-714-992-7099

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.


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<b>Starting Aug 22</b>	Mon/Wed/Thur.....8:00 am – 5:00 pm
	Tuesday.....8:00 am – 7:00 pm
	Friday.....8:00 am – 12:00 noon

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

<http://eops.fullcoll.edu> • 1-714-992-7097

2000 Building, 2<sup>nd</sup> Floor

 Go to the Fullerton College EOPS/CARE webpage to learn more and to access our online application or application waitlist.

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<b>Starting Aug 25</b>	Mon through Wed.....7:00 am – 7:00 pm
	Thurs/Fri.....8:00 am – 5:00 pm

EOPS is a state mandated academic counseling and student service support program designed to provide entry, retention and transition services for educationally 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 CaWORKs.


**FINANCIAL AID OFFICE**

<b>I N F O</b>	<a href="http://financialaid.fullcoll.edu">http://financialaid.fullcoll.edu</a> 1-714-888-7588 • 100 Building • Room 115 financialaid@fullcoll.edu	<b>H O U R S</b>	<b>Starting Aug 15</b>	Mon/Wed/Thurs/Fri.....8:00 am – 5:00 pm Tuesday.....8:00 am – 6:30 pm Saturday, August 13 <sup>th</sup> , 20 <sup>th</sup> , and 27 <sup>th</sup> 9:00 am – 1:00 pm
	<p><b>NEW AND RETURNING STUDENTS BOGG FEE WAIVERS:</b>  <i>Apply online through myGateway:</i></p> <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 Fee Waiver.</li> </ul> <p><b>CONTINUING STUDENTS BOG FEE WAIVERS:</b>  <b>YOU MUST RENEW YOUR FEE WAIVER FOR FALL.</b></p> <p>The BOG Fee Waiver ONLY covers your unit enrollment fees. You are responsible for all other fees.</p>			
<b>IMPORTANT NOTICE – Non-payment of your fees will result in a hold being placed on your records and registration.</b>				

**Foster Youth Success Initiative (FYSI)**

<b>I N F O</b>	<a href="http://fosteryouth.fullcoll.edu">http://fosteryouth.fullcoll.edu</a> • 1-714-732-5382 2000 Building, 2 <sup>nd</sup> Floor	<b>H O U R S</b>	<b>Starting Aug 25</b>	Mon/Wed/Thur/Fri.....8:00 am – 4:30 pm Tuesday.....9:00 am – 6:00 pm
	 Go to the Fullerton College Foster Youth webpage to learn more.			
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.				

**HEALTH SERVICES**

<b>I N F O</b>	<a href="http://healthservices.fullcoll.edu">http://healthservices.fullcoll.edu</a> • 1-714-992-7093 1200 Building • Room 1204 <b>Physicians, Nurse Practitioner, and                  Psychologist services by appointment.</b>	<b>H O U R S</b>	<b>Starting Aug 22</b>	Mon/Wed/Thur/Fri....9:00 am – 5:00 pm Tues.....10:00 am – 6:30 pm
	<p>The <b>Student Health Center</b> 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">  <b>The \$19.00 Health Fee is mandatory in accordance with Section 76355 of the Ed. Code.</b> </p>			

**INTERNATIONAL STUDENT CENTER**

<b>I N F O</b>	<a href="http://isc.fullcoll.edu">http://isc.fullcoll.edu</a> • 1-714-992-7078 200 Building – College Center • Room 220 <b>Academic and Visa advising by appointment</b>	<b>H O U R S</b>	<b>Starting Aug 18</b>	Monday – Friday.....8:00 am – 5:00 pm <b>Closed for F-1 Visa Orientation on August 11<sup>th</sup> from                  8:00 a.m. to 5:00 p.m.</b>
	The <b>International Student Center (ISC)</b> 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.			

**LIBRARY**

<b>I N F O</b>	<a href="http://library.fullcoll.edu">http://library.fullcoll.edu</a> 1-714-992-7039 800 Building Student library computers now requires a student log in. User name: student number, Password: myGateway PIN	<b>H O U R S</b>	<b>Aug 5 - Aug 18</b>	CLOSED, However, <b>Hold</b> clearance available Mon. – Thurs., 9am – 11am, 1pm – 3pm, or by appointment  Monday – Thursday.....7:30 am – 9:00 pm Friday.....7:30 am – 4:00 pm Saturday.....10:00 am – 2:00 pm
	Starting Aug 22			

**STUDENT ACTIVITIES OFFICE**

<b>I N F O</b>	<a href="http://stuaff.fullcoll.edu">http://stuaff.fullcoll.edu</a> • 1-714-992-7095 200 Building - College Center • Room 223	<b>H O U R S</b>	<b>Starting Aug 24</b>	Mon/Wed/Thur/Fri.....8:00 am – 5:00 pm Tuesday.....8:00 am – 6:30 pm
	<p>The <b>Student Activities Office</b> 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>			

**VETERANS RESOURCE CENTER**

<b>N F O</b>	<a href="http://veterans.fullcoll.edu">http://veterans.fullcoll.edu</a> • 1-714-992-7102 500 Building • Room 518	<b>H O U R S</b>	<b>Starting Aug 22</b>	Monday & Thursday.....8:00 am – 5:00 pm Tuesday & Wednesday.....8:00 am – 7:00 pm Friday.....8:00 am – 12:00 noon
	<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 Post 9/11, Montgomery GI Bill-regular Active Duty, Selected Reserve (Ch. 33, 30, 1606 and 1607-REAP) and Vocational Rehabilitation (Ch.31)</li> </ul>			