

FULLERTON COLLEGE

www.fullcoll.edu

# Quick Reference - Spring 2018

## GUIDE TO REGISTRATION AND STUDENT SERVICES

SPRING TERM: January 29, 2018 - May 26, 2018

HOLIDAYS (Campus Closed): Dec. 22, 2017–Jan. 1, 2018 • Jan. 15 • Feb. 16–19 • March 26–April 1 • May 26

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

### ADMISSIONS AND RECORDS OFFICE

<b>I N F O</b>	<a href="http://admissions.fullcoll.edu">http://admissions.fullcoll.edu</a>	<b>H O U R S</b>	<b>Starting Jan 2</b>	Mon/Wed/Thurs.....8:00 am – 5:00 pm
	1-714-905-5162			Tuesday.....8:00 am – 6:30 pm
	2000 Building, 1 <sup>st</sup> Floor			Friday.....8:00 am – 12:00 pm
	<a href="mailto:admissions@fullcoll.edu">admissions@fullcoll.edu</a>			

### ADDS, DROPS, & WITHDRAWALS

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

<p style="text-align: center;"><b>ADDING CLASSES that are closed or have started:</b></p> <ol style="list-style-type: none"> <li>Attend the first class meeting of the course you want to add.</li> <li>If space is available, ask the instructor to give you an <b>"Add Authorization Code"</b>. <u>Instructors may not be able to grant all requests for Add Codes.</u></li> <li>Then <b>IMMEDIATELY</b> access <b>myGateway</b> Registration at <a href="http://www.fullcoll.edu">www.fullcoll.edu</a>.</li> <li>Log in and click on "Add or Drop Classes".</li> <li>Select term, enter CRN, enter Add Code, pay your fees immediately.</li> </ol> <p style="text-align: center;"><b>The Add Authorization Code must be used IMMEDIATELY to guarantee official enrollment.</b></p>	<p style="text-align: center;"><b>DROPPING or WITHDRAWING from classes:</b></p> <ol style="list-style-type: none"> <li>Access <b>myGateway</b> Registration at <a href="http://mygateway.nocccd.edu">http://mygateway.nocccd.edu</a> or <a href="http://www.fullcoll.edu">www.fullcoll.edu</a>.</li> <li>Log in and click <b>"Add or Drop Classes"</b></li> <li>Select Term. From the drop-down menu, choose "Drop On-Line" or "Withdrawal-Web".</li> <li>Click on "Confirm Your Choices", and then check status before exiting <b>myGateway</b>.</li> </ol> <p style="text-align: center;">myGateway is now available 7 days a week, 24 hours a day!!!*</p> <p style="text-align: center;">*May be unavailable during upgrades or hardware maintenance</p>
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### DEADLINE DATES - FULL-TERM CLASSES

Drop a class for a refund..... **Sunday, February 11<sup>th</sup> \***  
 Add a class..... **Sunday, February 11<sup>th</sup> \***  
 Drop a class without a "W" ..... **Sunday, February 11<sup>th</sup> \***  
 Withdraw from a class with a "W" ..... **Sunday, April 29<sup>th</sup> \***

#### \*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 (need to have FCnet login)
- Computer Lab, Room 511 & 2200 (need to have FCnet 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 review 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	
01/29	21529	HIST	113 C	1	3.00	RW	TR	0930-1050am	HUM	101	Flores, M.
01/29	22363	MUS	101 F	2	3.00	RN	TR	1200-0120pm	1100	1126	Coletta, M.

**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, WD=WAITLISTED/WAITLIST DROPPED**

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

<http://activities.fullcoll.edu/campus-photo-ids/> • 1-714-992-7000 Ext. 24001 (Student Center Main Line)

- A.S. Benefits are listed on the "Campus Photo I.D. Card" information flyer, as well as the Office of Student Activities website: <http://activities.fullcoll.edu>
  - A Campus Photo I.D. card is \$3.50 and is recommended for ALL STUDENTS. A valid photo identification and Fullerton College Schedule Bill (printed) is required to obtain the Campus Photo I.D. Card and current semester validation.
  - If a replacement card I.D. is needed, there is a replacement I.D. charge of \$3.50 and must be paid online via MyGateway or in person at Admissions & Records (located in Bldg. 2000).
  - Students may inquire at the Student Center for any lost and found campus I.D. cards during regular operating hours.
- REFUNDS/CREDITS:** Campus Photo I.D. cards and A.S. Benefits fees are not automatically refunded. Refunds/Credits must be requested in person at the Student Center by February 11, 2018 as listed in the Class Schedule on the "Fees and Refunds" page 8. Requesting students must bring their printed FC Schedule Bill Receipt and Photo I.D. at the time of the request. Requests for any refunds/credits after the deadline will not be honored

**CAMPUS I.D. CARD PRODUCTION SCHEDULE**

**Student Center, 200 Building, Room 214, 1<sup>st</sup> Floor**

DATES	January 26 – February 3, 2018	February 5 – May 25, 2018
HOURS	Friday, January 26.....1:30 p.m. – 4:00 p.m. Saturday, January 27.....10:00 a.m.-1:00 p.m. Mon, Jan 29-Thurs, Feb 1....8:30 p.m. – 6:00 p.m. Friday, Feb 2.....8:30 a.m.-3:00 p.m. Saturday, Feb 3.....10:00 a.m.-1:00 p.m.	Monday, Wednesday, Thursday ... 9:00 a.m. – 4:00 p.m. Tuesday.....9:00 a.m. – 6:00 p.m. Friday.....10:00 a.m. – 2:00 p.m. Saturday & Sunday .....Closed *Closed on all major campus holidays.

**PARKING PERMIT**

**DISTRIBUTION PROCEDURES**

Students who purchase a parking permit as part of their online registration process will have their parking permit **MAILED** to the address students provide at the time of registration. If purchased before December 17, 2017. Permits purchased after December 18, 2017 are required to be picked up at the Campus Safety Office. It is the students' responsibility to make sure their address is correct and updated at all times.

**Spring 2018 parking permits are valid 1-1-2018 to 5-31-2018**

1. Permits purchased **BETWEEN November 20, 2017 – December 17, 2017** will be mailed. In the meantime, students should print out the temporary parking permit that will be emailed to them within 24 hours of purchase and display it face up, in the vehicle's driver's side, lower left-hand, front windshield. If students have not received their permanent parking permit in the mail by February 1, 2018 and their temporary permit has expired, student should report to the **Campus Safety Office (Building 1500)** to pick up their permanent parking permit. Please bring a valid photo ID.
2. Permits purchased **AFTER December 17, 2017** will **NOT** be mailed out. Students should print out the 3-day temporary permit that was e-mailed to them within 24 hours of purchase and display it face up, in the vehicle's driver's side, lower left-hand front windshield. Before their temporary permit expires, report to the **Campus Safety Office (Building 1500)** to pick up their permanent parking permit. Please bring a valid photo ID.
3. Motorcycle permits will **NOT** be mailed out and must be picked up at the Campus Safety Office.

**NOTE: all temporary parking permits are emailed. It is the student's responsibility to make sure their e-mail address is correct and to also check both their regular email, spam, and/or junk folder.**

Valid parking permits are required in all Student Parking Lots at all times with the following exceptions:

- Parking Permits NOT required: Nov. 20-Dec. 1, 2017 in Lot 10 ONLY
- Parking Permits NOT required: Jan. 29-Feb. 3, 2018 (in student lots only)

One-day parking permits can be purchased from the yellow parking permit machines located in every student parking lot, the Bursar's Office, and the Campus Safety Office.

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

**ADDITIONAL PARKING**

Permanent Fullerton College semester parking permits are required at the two-level parking structure on the corner of Lemon Street and Chapman Avenue at all times. **NO EXCEPTIONS! This two-level parking structure does not accept Cypress College parking permits.**

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

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

For questions regarding permits, parking rules and regulations, call the Campus Safety Office at 1-714-992-7080 or visit their website at [www.campussafety.fullcoll.edu](http://www.campussafety.fullcoll.edu).

**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, Building 1500  
Spring 2018**

Mon – Thurs.....7:30 am – 6:00 pm  
 Friday.....8:00 am – 5:00 pm  
 Saturday, Sunday.....CLOSED

**EXTENDED HOURS**

**JANUARY 29 – FEBRUARY 8, 2018  
(First 2 weeks of Semester Only)**

Mon – Thurs.....7:30 am – 8:00 pm  
 Friday.....8:00 am – 5:00 pm  
 Saturday, Sunday.....CLOSED

**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 by the end of March.
- 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 or contact the Bursar's Office – 714-992-7006.

**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 Spring Graduation: November 20, 2017 – February 23, 2018**



**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.

**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** – One-to-one and small-group tutoring with supervised, faculty-recommended tutors in all disciplines and most classes 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 support and life skills coaching for all 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.

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**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.

<b>H O U R S</b>	<b>Jan 2 – Jan 26</b>	Monday – Thursday.....7:30 am – 6:00 pm Friday.....7:30 am – 3:45 pm Weekends.....CLOSED
	<b>Jan 29 – Feb 2</b>	Monday – Thursday.....7:30 am – 7:00 pm Friday.....7:30 am – 5:00 pm Saturday (1/27 & 2/3 ONLY).....10:00 am – 2:00 pm
	<b>Starting Feb 5</b>	Monday – Thursday.....7:30 am – 6:00 pm Friday.....7:30 am – 3:45 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.

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**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

<b>H O U R S</b>	<b>Starting Jan 29</b>	Mon/Wed/Thu.....8:00 am – 5:00 pm
		Tuesday.....8:00 am – 7:00 pm
		Friday.....8:00 am – 2:00 pm

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.

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**CaIWORKS**

<http://calworks.fullcoll.edu/> • 1-714-992-7101  
315 N. Pomona Avenue  
(Just 2 blocks West of campus between Whiting and Wilshire)

<b>H O U R S</b>	<b>Starting Jan 2</b>	Monday – Friday.....8:00 am – 5:00 pm
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The CaIWORKs Program serves students receiving AFDC/welfare. CaIWORKs 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.

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**COUNSELING**

<http://counseling.fullcoll.edu>  
1-714-992-7084 • 2000 Building - 2<sup>nd</sup> Floor

• Plan ahead and reserve an appointment with a counselor to plan for Summer term and Fall semester classes.

**Assessment Center (Room 3023)** – to reserve an appointment online & additional information regarding testing requirements, visit [assessment.fullcoll.edu](http://assessment.fullcoll.edu)

<b>H O U R S</b>	<b>Starting Jan 2</b>	Mon/Wed/Thurs/Fri.....8:00 am – 5:00 pm
		Tuesday.....8:00 am – 7:00 pm
		Saturday (selected Saturdays only).....9:00 am – 1:00 pm

The Counseling Center provides academic and personal counseling services to students. Counselors provide support and guidance to help students succeed academically and personally. Services include academic advising, career counseling, and personal counseling. Appointments are available for students with academic concerns, including course selection, transfer planning, and academic probation. Personal counseling services are available for students with personal concerns, including stress management, anxiety, and depression. The center also provides support for students with disabilities and students who are parents or caregivers. For more information, visit <http://counseling.fullcoll.edu>

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**DISABILITY SUPPORT SERVICES**

<http://dss.fullcoll.edu>  
840 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.

<b>H O U R S</b>	<b>Starting Jan 8</b>	Mon/Wed/Thurs.....8:00 am – 5:00 pm
		Tuesday.....8:00 am – 7:00 pm
		Friday.....8:00 am – 12:00 noon

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

<http://eops.fullcoll.edu> • 1-714-992-7097  
2000 Building, 2<sup>nd</sup> Floor  
CARE Program, Room 2002


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

<b>H O U R S</b>	<b>Starting Jan 3</b>	Monday - Wednesday.....7:00 am – 7:00 pm
		Thursday and Friday.....8:00 am – 5:00 pm
		Selected Saturdays.....9:00 am – 2:00 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 CaIWORKs.

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**FINANCIAL AID OFFICE**

<b>I N F O</b>	<a href="http://financialaid.fullcoll.edu">http://financialaid.fullcoll.edu</a> 100 Building - Room 115 • 1-714-888-7588	<b>H O U R S</b>	<b>Starting Jan 2</b>	 Mon/Wed/Thurs .....8:00 am – 5:00 pm Tuesday.....8:00 am – 6:30 pm Friday.....8:00 am – 12:00 pm
	<p><b>NEW AND RETURNING STUDENTS BOGG FEE WAIVERS:</b>                  Apply online through <b>myGateway</b>:</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 Grant.</li> </ul> <p><b>CONTINUING STUDENTS BOGG FEE WAIVERS:</b>                  If you have a BOGG Fee Waiver for Fall 2017, it will automatically apply for the Spring 2018 enrollment fees. The BOGG Fee Waiver ONLY covers your unit enrollment fees. <u>You are responsible for all other fees.</u></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 / 714-992-7000 x24115 2000 Building, Room 2002 <a href="mailto:fosteryouth@fullcoll.edu">fosteryouth@fullcoll.edu</a>	<b>H O U R S</b>	<b>Starting Jan 3</b>	Monday .....9:00 am – 5:30 pm Tuesday.....9:00 am – 6:30 pm Wed/Thur/Fri.....8:00 am – 5:30 pm
	 Go to the Fullerton College Foster Youth webpage to learn more and to access our online application or application waitlist.			
The FYSI program is committed to supporting ambitious, college-bound students exiting the foster care system. This program serves emancipated foster youth and probation foster youth. The FYSI program works closely with the EOPS program and can provide a dedicated Student Services Specialist/ Foster Youth Liaison to help connect students with services both on and off campus as well as provide resources to assist with basic needs. All of the services provided from FYSI are intended to create a pathway to academic success. Some of the additional FYSI Services include: educational workshops and conferences, book award, transportation assistance and 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>H O U R S</b>	<b>Starting Jan 29</b>	Mon/Wed/Thurs/Fri.....9:00 am – 5:00 pm Tuesday.....10:00 am – 6:30 pm
	<p><b>Physicians, Nurse Practitioner, and Psychologist services by appointment.</b></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><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>H O U R S</b>	<b>Starting Jan 3</b>	Monday – Friday.....8:00 am – 5:00 pm <b>Closed for F-1 Visa Orientation on January 19<sup>th</sup> from 8:00 a.m. to 2:00 p.m.</b>
	<p><b>Academic and Immigration advising by appointment.</b></p>			
The International Student Center supports students possessing F-1 or F-2 student visas and those seeking F-1 student status. Student services include admission processing, visa advising, academic counseling, personal counseling, workshops, and cultural events.				

**LIBRARY**

<b>I N F O</b>	<a href="http://library.fullcoll.edu">http://library.fullcoll.edu</a> 1-714-992-7039 800 Building	<b>H O U R S</b>	<b>Jan. 2 – Jan. 25</b>	Closed, however, <b>Hold</b> clearance is available: Monday – Thursday.....9:00 am – 11:00 am 1:00 pm – 3:00 pm, or by appointment
	Library computers require student log in. User name: student number, Password: myGateway PIN		<b>Starting Jan 29</b>	

**OFFICE OF STUDENT ACTIVITIES**

<b>I N F O</b>	<a href="http://activities.fullcoll.edu">http://activities.fullcoll.edu</a> • 1-714-992-7095 200 Building - College Center • Room 214	<b>H O U R S</b>	<b>Starting Jan 29</b>	Mon/Wed/Thurs.....8:00 am – 5:00 pm Tuesday.....8:00 am – 6:30 pm Friday.....8:00 am – 4:30 pm *Please note that these operating hours do not include the specific dates and times for Campus I.D. Production. Hours for students to obtain a campus I.D. card are separate and listed in the section above for "CAMPUS I.D. CARD/A.S. BENEFITS"
	The Office of Student Activities enhances academic, professional and personal goals by providing opportunities and services to ensure student success, including leadership in student government (Associated Students), shared governance, and clubs and organizations, large-scale campus events, student discounts, campus tours for small groups, special awards programs, and Commencement. Purchase of FC Days discount tickets to local theme parks are available (with A.S. Benefits validation sticker).			

**VETERANS RESOURCE CENTER**

<b>I 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 Jan 23</b>	Mondays, Wednesdays & Thursdays.....8:00 am – 5:00 pm Tuesdays.....8:00 am – 7:00 pm Fridays.....8:00 am – 12:00 pm
	<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>			