

# Quick Reference - Summer 2018

## GUIDE TO REGISTRATION AND STUDENT SERVICES

SUMMER TERM: JUNE 11 – AUGUST 16, 2018

**\*\*\* 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

<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>June 4 – Aug 10</b>	Monday/Wednesday/Thursday.....8:00 am – 5:00 pm
	1-714-905-5162			Tuesday.....8:00 am – 6:30 pm
	2000 Building, 1 <sup>st</sup> Floor			Beginning Friday, June 8th.....Closed on Fridays
	<a href="mailto:admissions@fullcoll.edu">admissions@fullcoll.edu</a>			

### 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](http://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](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 "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, 1<sup>st</sup> 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://activities.fullcoll.edu> • 1-714-992-7118

- A.S. Benefits are listed on the "Campus Photo ID Card" information flyer and on the Office of Student Activities website: <http://activities.fullcoll.edu>
- A Campus Photo ID Card is recommended for ALL STUDENTS. **The one-time fee for the card is \$3.50.** A replacement will be issued to students who have a lost or stolen I.D. or a damaged I.D. card at \$3.50 for the first 2 replacements and \$10.00 for the third and all subsequent replacements. The replacement fee can be paid at the Student Center or the Student Portal.
- A.S. Benefits Validation can be obtained according to the schedule below, and also during regular Student Center hours. The fee is \$6.00 during the Summer Session.
- **REFUNDS/CREDITS:** Campus Photo ID Cards and A.S. Benefits fees are not automatically refunded. REFUNDS/CREDITS must be requested in person at the Student Center, Room 214, or the A.S. Office, Room 222 located in the College Center, Building 200 **BY THE REFUND DEADLINE LISTED IN THE CLASS SCHEDULE ON THE "FEES AND REFUNDS" PAGE.** Requesting students must 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

<b>LOCATION</b>	Student Center, 200 Building, Room 214, 1 <sup>st</sup> Floor
<b>DATES</b>	June 4 – August 10, 2018
<b>HOURS</b>	Monday-Thursday.....9:00 am – 2:00 pm Friday - Sunday .....Closed

## 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 May 21, 2018. Permits purchased after May 20, 2018 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.

**Summer 2018 parking permits are valid 6-1-2018 to 8-19-2018**

1. Permits purchased **BETWEEN May 1, 2018 – May 20, 2018** 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 June 13, 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 May 20, 2018** 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: May 1 - May 4, 2018 in Lot 10 ONLY
  - Parking Permits NOT required: June 11 – June 15, 2018 (in student lots only)
- One-day parking permits can be purchased from the yellow parking permit machines located in every student parking lot, and the Campus Safety Office.

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  
714-992-7080  
**Summer 2018**

Mon – Thurs.....7:00 am – 5:30 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.campussafety.fullcoll.edu](http://www.campussafety.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 1 – June 21, 2018**

**ACADEMIC SUPPORT CENTER**

<b>I N F O</b>	<a href="http://academicsupport.fullcoll.edu">http://academicsupport.fullcoll.edu</a> • 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.
	<b>Skills Center:</b> 1-714-992-7144 - Self-paced learning materials for all Fullerton College students. Specialized support for Reading, English, ESL and Foreign Language.
	<b>Tutoring Center:</b> 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.
	<b>Writing Center:</b> 1-714-992-7153 - One-on-one writing tutorial sessions with supervised, trained student tutors or with English and ESL instructors.
	<b>The Student Diversity Success Initiative:</b> 1-714-992-7143 - provides academic support and life skills coaching for all students.
<b>FC MILES:</b> 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**

<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>Bookstore offers the following:</b>	<b>H O U R S</b>	<b>June 4 – Aug 10</b>	Monday – Thursday.....7:30 am – 6:00 pm
	<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>			Beginning Friday, June 8th.....Closed on Friday  <b>** Closed June 27<sup>th</sup> and June 28<sup>th</sup> for year end inventory **</b>

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**

<b>I N F O</b>	Cadena Cultural Center      Transfer Center <a href="http://cadena.fullcoll.edu">http://cadena.fullcoll.edu</a> <a href="http://transfer.fullcoll.edu">http://transfer.fullcoll.edu</a> 1-714-992-7086 • 200 Building - College Center, Room 212  Email: <a href="mailto:ctc@fullcoll.edu">ctc@fullcoll.edu</a>	<b>H O U R S</b>	<b>June 4– Aug 10</b>	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**

<b>I N F O</b>	<a href="http://calworks.fullcoll.edu/">http://calworks.fullcoll.edu/</a> • 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>June 4 – Aug 10</b>	Monday – Thursday.....8:00 am – 5:00 pm
				Friday.....Closed
			<b>Beginning Aug 13</b>	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**

<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  Plan ahead and schedule an appointment with a counselor to select your Fall Semester classes.  • <b>Assessment</b> - to set-up an assessment appointment online & information regarding testing requirements, visit <a href="http://assessment.fullcoll.edu">assessment.fullcoll.edu</a> .	<b>H O U R S</b>	<b>June 4 – Aug 10</b>	Mon, Wed, & Thurs.....8:00 am – 5:00 pm
				Tuesday.....8:00 am – 7:00 pm
				Friday & Saturday.....Closed

**DISABILITY SUPPORT SERVICES**

<b>I N F O</b>	<a href="http://dss.fullcoll.edu">http://dss.fullcoll.edu</a> • 840 Building, Room 842 1-714-992-7099  The <b>Disability Support Services office</b> (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>June 4 – Aug 17</b>	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)**


<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   Remember to schedule a counseling appointment to plan ahead for Fall Term classes.	<b>H O U R S</b>	<b>June 4 – Aug 24</b>	Monday – Thursday.....7:00 am – 7:00 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**

<b>I N F O</b>	1-714-888-7588 • 100 Building • Room 115  <b>NEW AND RETURNING STUDENTS BOGG FEE WAIVERS:</b> Apply online through <b>myGateway</b> : <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>	<b>H O U R S</b>	<b>June 5 – Aug 17</b>  Monday, Wednesday, Thursday..8:00 am – 5:00 pm Tuesday.....8:00 am – 6:30 pm Friday.....Closed
	<b>CONTINUING STUDENTS BOG FEE WAIVERS:</b> <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.		<b>Beginning Aug 20</b>  Mon, Wed, Thurs & Fri .....8:00 am – 5:00 pm Tuesday.....8:00 am – 6:30 pm Friday.....8:00 am – 12:00 pm
<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> • 1-714-992-7000 x24115 2000 Building, 1 <sup>st</sup> Floor Room 2002   Go to the Fullerton College Foster Youth webpage to learn more.	<b>H O U R S</b>	<b>June 5 – Aug 17</b>  Monday – Thursday.....8:00 am – 5:00 pm Friday.....Closed
	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://health.fullcoll.edu">http://health.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>June 11 – Aug 16</b>  Monday – Thursday.....8:00 am – 1:00 pm Friday.....Closed
	<b>Closed: July 4</b>		
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**

<b>I N F O</b>	<a href="http://isc.fullcoll.edu">http://isc.fullcoll.edu</a> 1-714-992-7078 • 200 Building • Room 220  <b>Academic and Visa advising by appointment</b>	<b>H O U R S</b>	<b>June 5 – Aug 18</b>  Monday – Thursday.....8:00 am – 5:00 pm Friday.....Closed  <b>July 31 and August 10: Closed for Academic Orientation and F-1 Visa Orientation</b>
	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 Library computers require student log in User name: student number, Password: myGateway PIN	<b>H O U R S</b>	<b>May 29 – June 10</b>  CLOSED, However, <b>Hold</b> clearance available Mon. – Thurs., 9am – 11am, 1pm – 3pm, or by appointment.
	<b>June 11 – Aug 2</b>  Monday – Thursday.....8:00 am – 7:00 pm Friday.....Closed		

**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>The Office of Student Activities</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.	<b>H O U R S</b>	<b>June 4 – Aug 10</b>  Monday – Thursday.....8:00 am – 5:00 pm Friday.....Closed
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**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  <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, Harry W. Colmery (Forever GI Bill), Montgomery GI Bill-regular Active Duty, Selected Reserve (Ch. 33, 30, 1606 and 1607-REAP) and Vocational Rehabilitation (Ch.31).</li> </ul>	<b>H O U R S</b>	<b>June 4 – Aug 17</b>  Mon-Thurs.....8:00 am – 5:00 pm Friday.....Closed
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