

# Quick Reference - Summer 2019

## GUIDE TO REGISTRATION AND STUDENT SERVICES

SUMMER TERM: JUNE 10 – AUGUST 22, 2019

**\*\*\* 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="https://admissions.fullcoll.edu">https://admissions.fullcoll.edu</a>	<b>H O U R S</b>	<b>June 3 – Aug 16</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 7th.....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			INSTRUCTOR
START	CRN	SUBJ	CRSE	C	CREDS	ST	DAYS	START/STOP	BUILD	ROOM		
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

<https://activities.fullcoll.edu> • 1-714-992-7118

- A.S. Benefits are listed on the "Campus Photo I.D. Card" information flyer, as well as the Office of Student Activities website: <https://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 date** listed in the Summer Class Schedule. 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

<b>LOCATION</b>	Student Center, 200 Building, Room 214, 1 <sup>st</sup> Floor
<b>DATES</b>	<b>Extended Hours for First Week of Summer Classes</b> June 10 – June 13, 2019
<b>HOURS</b>	Monday-Thursday.....8:00 am – 2:00 pm
	June 17 – August 8, 2019
	Monday-Thursday.....10:00 am – 2:00 pm
	Friday .....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 20, 2019. Permits purchased after May 19, 2019 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 2019 parking permits are valid 6-1-2019 to 8-25-2019**

1. Permits purchased **BETWEEN April 30 – May 19, 2019** 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 12, 2019 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 19, 2019** 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: April 30 - May 3, 2019 in Lot 10 ONLY
- Parking Permits NOT required: June 10 – June 14, 2019 (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 2019**

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: April 30 – June 20, 2019**

**ACADEMIC SUPPORT CENTER**

<b>I N F O</b>	<a href="https://academicsupport.fullcoll.edu">https://academicsupport.fullcoll.edu</a> • 800 Building • Hours vary, please call for details.
	<p>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.</p>
	<p><b>Skills Center: 1-714-992-7144</b> - Self-paced learning materials for all Fullerton College students. Specialized support for Reading, English, ESL and Foreign Language.</p>
	<p><b>Tutoring Center: 1-714-992-7151</b> - One-to-one and small- group tutoring with supervised, faculty-recommended tutors in all disciplines and most classes offered on campus.</p>
	<p><b>Writing Center: 1-714-992-7153</b> - One-on-one writing tutorial sessions with supervised, trained student tutors or with English and ESL instructors.</p>
	<p><b>FC MILES: 1-714-992-7143</b> - This math institute is a non-credit, computer-based math enhancement program that aims to improve students' math skills through a nontraditional classroom setting.</p>

**BOOKSTORE**

<b>I N F O</b>	<a href="https://bookstore.fullcoll.edu">https://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> <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>	<b>H O U R S</b>	<b>June 3 – Aug 16</b>	Monday – Thursday.....7:30 am – 6:00 pm Beginning Friday, June 7th.....Closed on Friday  <b>** Closed June 26<sup>th</sup> and June 27<sup>th</sup> for year-end inventory **</b>
	<p>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.</p>			

**CADENA CULTURAL & TRANSFER CENTER**

<b>I N F O</b>	Cadena Cultural Center      Transfer Center <a href="http://cadena.fullcoll.edu">cadena.fullcoll.edu</a> <a href="http://transfer.fullcoll.edu">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 3– Aug 16</b>	Mon., Wed., & Thur.....8:00 am – 5:00 pm Tuesdays.....8:00 am – 6:00 pm Mon., Tue., & Thu... Closed for Lunch 12pm-1pm Friday.....Closed
	<p>The Cadena Cultural &amp; Transfer Center is a dynamic department within the Fullerton College Counseling &amp; 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.</p>			

**CalWORKS**

<b>I N F O</b>	<a href="https://calworks.fullcoll.edu/">https://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 3 – Aug 15</b>	Monday – Thursday.....8:00 am – 5:00 pm Friday.....Closed
				<b>Beginning Aug 19</b>
<p>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.</p>				


**COUNSELING**

<b>I N F O</b>	<a href="https://counseling.fullcoll.edu">https://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> – for placement options in English, Math, Reading, ESL, and Chemistry, visit <a href="http://assessment.fullcoll.edu">assessment.fullcoll.edu</a>	<b>H O U R S</b>	<b>June 3 – June 27</b>	Mon., Wed., Thurs.....8:00 am – 5:00 pm Tuesday.....8:00 am – 7:00 pm Friday & Saturday.....Closed
				<b>July 1 – Aug 8</b>

**DISABILITY SUPPORT SERVICES**

<b>I N F O</b>	<a href="https://dss.fullcoll.edu">https://dss.fullcoll.edu</a> • 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.	<b>H O U R S</b>	<b>June 3 – Aug 24</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="https://eops.fullcoll.edu">https://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 10 – Aug 16</b>	Monday, Tuesday, Wednesday..7:00 am – 7:00 pm Thursday.....8:00 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**

<b>I N F O</b>	<a href="https://financialaid.fullcoll.edu">https://financialaid.fullcoll.edu</a> 100 Building - Room 115 • 1-714-888-7588 <b>NEW AND RETURNING STUDENTS CALIFORNIA COLLEGE PROMISE GRANT (formerly known as the Board of Governor Fee Waiver):</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 California College Promise Grant.</li> </ul> <b>CONTINUING STUDENTS CALIFORNIA COLLEGE PROMISE GRANT:</b> Students, who applied for the CALIFORNIA COLLEGE PROMISE GRANT for the Fall/Spring term and were approved, do not need to apply for the waiver for the Summer term. The CALIFORNIA COLLEGE PROMISE GRANT ONLY covers your unit enrollment fees. <u>You are responsible for all other fees.</u>	<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>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>				

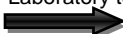
**FOOD BANK (CHRIS LAMM & TONI DUBOIS-WALKER MEMORIAL)**

<b>I N F O</b>	<a href="https://fcfoodbank@fullcoll.edu">https://fcfoodbank@fullcoll.edu</a> Room 1955 Across from the pool  The Chris Lamm & Toni DuBois-Walker Memorial Food Bank was established by Faculty, Managers, Staff, Students, Retirees & Volunteers to address the growing number of Fullerton College students, struggling to find nutritional food & resources to meet their needs.  Eligibility: The FC Food Bank assist all Fullerton College students in need, but must be enrolled in at least 3 units. Student are require to show a student ID or State Issued ID with a recent "Class Schedule/Bill".	<b>H O U R S</b>	<b>Starting June 11</b>	Tuesdays.....12:00 pm – 2:00 pm & 4:00 pm – 6:30 pm
----------------------------	---	----------------------------------	-----------------------------	---

**Foster Youth Success Initiative (FYSI)**

<b>I N F O</b>	<a href="https://fosteryouth.fullcoll.edu">https://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 10 – Aug 16</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 provided 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="https://health.fullcoll.edu">https://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="https://isc.fullcoll.edu">https://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>August 13: Closed for Academic Orientation August 14: Closed for 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="https://library.fullcoll.edu">https://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 26 – June 9</b>	CLOSED, However, <b>Hold</b> clearance available Mon. – Thurs., 9am – 11am, 1pm – 3pm, or by appointment.
	<b>June 10 – Aug 8</b>		Monday – Thursday.....8:00 am – 8:00 pm Friday.....Closed	

**OFFICE OF STUDENT ACTIVITIES/STUDENT CENTER**

<b>I N F O</b>	<a href="https://activities.fullcoll.edu">https://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 3 – Aug 22</b>	Monday – Thursday.....10:00 am – 2:00 pm Friday.....Closed
----------------------------	--	----------------------------------	----------------------------	---

**VETERANS RESOURCE CENTER**

<b>I N F O</b>	<a href="https://veterans.fullcoll.edu">https://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> GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA)	<b>H O U R S</b>	<b>June 3 – Aug 16</b>	Mon-Thurs.....8:00 am – 5:00 pm Friday.....Closed
----------------------------	---	----------------------------------	----------------------------	--