

# Quick Reference - Fall 2019

## GUIDE TO REGISTRATION AND STUDENT SERVICES

FALL TERM: August 26 - December 14, 2019

### HOLIDAYS (*Campus CLOSED*):

Sept 2 (Labor Day) • Nov 11 (Veteran's Day) • Nov 28 - Nov 29 (Thanksgiving Holiday)

### 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>Starting Aug 19</b>	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 <https://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 .....	Sunday, September 8*
Add class .....	Sunday, September 8*
Drop class without "W" .....	Sunday, September 8*
Withdraw from class with "W" .....	Sunday, November 17*

### \*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	ROOM	INSTRUCTOR
START	CRN	SUBJ	CRSE	C	CREDS	ST	DAYS	START/STOP	BUILD		
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

- A Campus Photo I.D. card is recommended for ALL STUDENTS. **The one-time fee for the card is \$3.50.** A replacement will only be issued to students who have either a lost, stolen or 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 on the student portal at MyGateway.
- A.S. Benefits Validation can be obtained according to the schedule below and also during regular operating hours at the Student Center. The fee is \$12.00 per semester. A.S. Benefits can be found on the Office of Student Activities website: <https://activities.fullcoll.edu> and includes free printing for up to 40 pages on your FC net account, free or discounted admission to all events sponsored by A.S. and Inter-Club Council, discounted tickets to movie theaters, theme parks and dinner/entertainment venues, plus so much more!  
**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, Room 214 or the A.S. Office, Room 222 at 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 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 Bldg., Room 214, 1<sup>st</sup> Floor

DATES	August 17, 2019 Smart Start Saturday August 19-23, 2019	August 26 – August 31, 2019 (First Week of semester only)	September 3-December 13, 2019
HOURS	Saturday (8/17 only)...10am-1pm Monday-Thursday...9 am-2 pm Friday (8/23 only)...11 am-4 pm	Monday-Thursday.....8am-7pm Friday.....9 am-2pm Saturday (8/31 only).....9 am-2pm	Mon/Wed/Thurs.....9am-4pm Tuesday.....9am-6pm Friday.....10am-2pm

**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** to the address students provide at the time of registration, if purchased before **July 29, 2019**. Permits purchased after **July 28, 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.

**Fall 2019 parking permits are valid 8-26-2019 to 12-31-2019**

1. Permits purchased **July 9-July 28, 2019**: Permits will be mailed. In the meantime, print out the temporary parking permit that will be emailed to you within 24 hours 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 29, 2019** 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 July 28, 2019**: will NOT be mailed out. Print out the 3 day temporary parking permit that will be emailed to you within 24 hours 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 9-July 12, 2019 in Lot 10 ONLY
  - Parking permits **Not required** Aug. 26-Aug. 31, 2019 (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  
714-992-7080  
REGULAR OFFICE HOURS**

**FALL 2019**

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

**EXTENDED HOURS**

**AUGUST 26 – AUGUST 31, 2019 (First 2 Weeks of School)**

**Monday –Thursday.....7:30 – 8:00 pm    Friday.....8:00 – 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 by the end of 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 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 Fall Graduation: July 9 – September 12, 2019**

**ACADEMIC SUPPORT CENTER**

<https://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/Reading Lab, the Tutoring Center, and the Writing Center.

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**Skills Center/Reading Lab:** 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.

**Hornets Tutoring:** 1-714-992-7175 – Embedded tutoring support for students in specific classes and disciplines.

**FC MILES:** 1-714-992-7168 - 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**

<https://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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**Aug 12 -  
Aug 17**

Monday – Thursday.....7:30 am – 6:00 pm  
Friday.....7:30 am – 3:45 pm  
Saturday (Aug 17).....9:00 am – 2:00 pm

**Aug 26 –  
Aug 31**

Monday – Thursday.....7:30 am – 7:00 pm  
Friday.....7:30 am – 5:00 pm  
Saturday (Aug 24 and 31).....10:00 am – 2:00 pm

**Starting  
Sep 3**

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.

**CADENA CULTURAL & TRANSFER CENTER**

Cadena Cultural Center

[cadena.fullcoll.edu](http://cadena.fullcoll.edu)

Transfer Center

[transfer.fullcoll.edu](http://transfer.fullcoll.edu)

200 Building - College Center • Room 212

1-714-992-7086

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**Starting  
Aug 26**

Mon/Wed/Thu.....8:00 am – 5:00 pm  
Tuesday.....8:00 am – 7:00 pm  
Friday.....8:00 am – 12:00 pm  
**Selected Saturday dates; please check the website for additional information.**

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**

<https://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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**Starting  
Aug 19**

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**

<https://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** – for placement options in English, Math, Reading, ESL, and Chemistry, visit [assessment.fullcoll.edu](http://assessment.fullcoll.edu)

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**Starting  
Aug 26**

Mon/Thur/Fri.....8:00 am – 5:00 pm  
Tue/Wed.....8:00 am – 7:00 pm  
Saturday.....9:00 am – 2:00 pm  
**Selected Saturday dates; please check the website for additional information.**

**DISABILITY SUPPORT SERVICES**

<https://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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**Starting  
Aug 26**

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)**

<https://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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**Starting  
Aug 20**

Mon, Thurs. & Fri.....7:00 am – 5:00 pm  
Tues. & Wed.....7:00 am – 7:00 pm  
Various 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 18 years of age, and recipients of AFDC, TANF, and/or CalWORKs.

I N F O	1-714-888-7588 • 100 Building • Room 115	H O U R S	Starting Aug 19	Mon, Wed, and Thur.....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 CALIFORNIA COLLEGE PROMISE GRANT (formerly known as the Board of Governor Fee Waiver):</b></p> <p>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 California College Promise Grant.</li> </ul> <p><b>CONTINUING STUDENTS CALIFORNIA COLLEGE PROMISE GRANT:</b> <u>YOU MUST RENEW YOUR FEE WAIVER FOR FALL 2019</u></p> <p>The California College Promise Grant <b>ONLY</b> 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>				

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

I N F O	<p><a href="https://fcfoodbank@fullcoll.edu">https://fcfoodbank@fullcoll.edu</a></p> <p>Room 1955 Across from the pool</p> <p>The Chris Lamm &amp; Toni DuBois-Walker Memorial Food Bank was established by Faculty, Managers, Staff, Students, Retirees &amp; Volunteers to address the growing number of Fullerton College students, struggling to find nutritional food &amp; resources to meet their needs.</p> <p>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”.</p>	H O U R S	Starting Aug 26	Tuesdays.....12:00 pm – 2:00 pm & 4:00 pm – 6:30 pm

**Foster Youth Success Initiative (FYSI)**

I N F O	<p><a href="https://fosteryouth.fullcoll.edu">https://fosteryouth.fullcoll.edu</a> • 1-714-992-7000 X24115</p> <p>2000 Building, 1<sup>st</sup> Floor, Rm 2002</p> <p> Go to the Fullerton College Foster Youth webpage to learn more.</p>	H O U R S	Starting Aug 19	Mondays .....9:00 am – 5:30 pm TuesWed/Thur/Fri.....8:00 am – 5:30 pm
<p>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.</p>				

**HEALTH SERVICES**

I N F O	<p><a href="https://health.fullcoll.edu">https://health.fullcoll.edu</a> • 1-714-992-7093</p> <p>1200 Building • Room 1204</p> <p><b>Physicians, Nurse Practitioner, and Psychologist services by appointment.</b></p>	H O U R S	Starting Aug 20	Mon/Wed/Thur/Fri .....9:00 am – 5:00 pm Tues.....10:00 am – 6:30 pm
<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 test, immunizations, medications, pelvic examinations, and some physical examinations are provided at very low fees.</p> <p style="text-align: center;"><b>→ The \$19.00 Health Fee is mandatory in accordance with Section 76355 of the Ed. Code.</b></p>				

**INTERNATIONAL STUDENT CENTER**

I N F O	<p><a href="https://isc.fullcoll.edu">https://isc.fullcoll.edu</a> • 1-714-992-7078</p> <p>200 Building – College Center • Room 220</p> <p><b>Academic and Visa advising by appointment</b></p>	H O U R S	Starting Aug 19	Monday – Friday.....8:00 am – 5:00 pm  <b>August 13: Closed for Academic Orientation</b> <b>August 14: Closed for F-1 Visa Orientation</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.</p>				

**LIBRARY**

I N F O	<p><a href="https://library.fullcoll.edu">https://library.fullcoll.edu</a></p> <p>1-714-992-7039</p> <p>800 Building</p> <p>Library computers require student log in. User name: student number, Password: myGateway PIN</p>	H O U R S	Starting Aug 26	<p>CLOSED, However, <b>Hold</b> clearance available Mon. – Thurs., 9am – 11am, 1pm – 3pm, or by appointment</p> <p>Monday – Thursday.....7:30 am – 9:00 pm Friday.....7:30 am – 4:00 pm Saturday.....10:00 am – 2:00 pm</p>

**STUDENT LIFE & LEADERSHIP**

<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>H O U R S</b>	<b>Starting Aug 26</b>	Mon/Wed/Thur/Fri.....8:00 am – 5:00 pm Tuesday.....8:00 am – 6:30 pm
	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="https://veterans.fullcoll.edu">https://veterans.fullcoll.edu</a> • 1-714-992-7102 500 Building • Room 518	<b>H O U R S</b>	<b>Starting Aug 20</b>	Monday, Wednesday, & Thursday...8:00 am – 5:00 pm Tuesday.....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, 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> <li>• GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA)</li> </ul>			