

Quick Reference - Summer 2020

GUIDE TO ONLINE REGISTRATION AND STUDENT SERVICES

SUMMER TERM: JUNE 8 – AUGUST 20, 2020

*** **Campus Closed due to COVID-19: Online services closed on July 6th Independence Day Holiday** ***

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

HOT SPOT Wi-Fi LOCATION

In order to ensure that our students have access to reliable Wi-Fi, Fullerton College has recently installed upgraded hotspot technology near the 1700 Building, and we will be allowing students to access the campus parking lot just north of Sherbeck Field, with strict social distancing practices in place to ensure the safety of students and staff.

ADMISSIONS AND RECORDS OFFICE

I N F O	https://admissions.fullcoll.edu	H O U R S	June 1 – Aug 20	<u>Admissions & Records</u> <u>Summer</u> <u>Chat Assistance:</u> Monday – Thursday8:00 am – 8:00 pm Beginning Friday, June 5th.....Closed on Fridays
	Chat: https://admissions.fullcoll.edu/ar-chat/			
	Find more information here: https://vpss.fullcoll.edu/ar-remote-services/			

ADDS, DROPS & WITHDRAWALS

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

<p>ADDING CLASSES that are closed or have started:</p> <ol style="list-style-type: none"> 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. <u>Instructors may not be able to grant all requests for Add Codes.</u> Then IMMEDIATELY access myGateway Registration at www.fullcoll.edu. Log in and click "Add or Drop Classes". <u>Select term, enter CRN, enter Add Code, pay your fees immediately.</u> <p style="text-align: center;">The Add Authorization Code must be used <u>IMMEDIATELY</u> to guarantee official enrollment.</p>	<p>DROPPING or WITHDRAWING from classes:</p> <ol style="list-style-type: none"> Access myGateway Registration at 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. <p style="text-align: center;">myGateway is now available 7 days a week, 24 hours a day!!!*</p> <p><small>*May be unavailable during upgrades or hardware maintenance</small></p>
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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.

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://studentlife.fullcoll.edu> • 1-714-992-7095

Due to the Covid-19 public health crisis and global pandemic, Fullerton College will be closed and will not be issuing the Campus I.D card for this Summer 2020 term. If you have any questions or concerns regarding Campus I.D cards, OCTA bus pass privileges or refunds, please email our department at studentlife@fullcoll.edu.

NO CAMPUS I.D. CARD PRODUCTION SCHEDULE for SUMMER 2020

LOCATION	Student Center, 200 Building, Room 214, 1 st Floor
DATES	Virtual office hours will be available. Please email us at studentlife@fullcoll.edu to request the Zoom link. Monday – Thursday.....10:00 am – 2:00 pm Friday.....Closed

PARKING PERMIT

DISTRIBUTION PROCEDURES

Due to online instruction for Summer 2020 – The semester parking permit purchase will not be required.

If students have a need to come on the campus, parking in Lot 4 will be free
June 1, 2020 – August 23, 2020.

For all other student lots, one-day parking permits can still be purchased from the yellow parking permit machines located at the entrance of every student parking lot.

Student parking in Staff Lots is NOT permitted at any time.

REFUNDS

Refer to **refund deadlines** under REFUND POLICY in the Class Schedule.

- Parking Permit fees **will not be refunded automatically** thru myGateway.

REMOTE OFFICE HOURS

Campus Safety, 1500 Building
714-992-7080 Ext. 0
Summer 2020

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.campusafety.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 28 – June 18, 2020

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: the Skills Center/Reading Lab, the Tutoring Center, the Writing Center, and Instructional Support Programs.

ONLINE TUTORING IS AVAILABLE! Visit [ASC.fullcoll.edu](https://asc.fullcoll.edu) for more information.

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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. <https://skillscenter.fullcoll.edu>

Tutoring Center: 1-714-992-7151 - Individual or group tutoring with supervised, trained tutors in most academic subjects offered on campus. <https://tutoringcenter.fullcoll.edu>

Writing Center: 1-714-992-7153 - One-on-one writing tutorial sessions with supervised, trained student tutors or with English and ESL instructors. <https://writingcenter.fullcoll.edu>

Hornets Tutoring: 1-714-992-7061 – Embedded tutoring support for students in specific classes and disciplines. <https://hornetstutoring.fullcoll.edu>

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. <https://fcmiles.fullcoll.edu>

BOOKSTORE

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<https://bookstore.fullcoll.edu>

1-714-992-7008 • 2000 Building • 1st 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.

All orders need to be placed online and can be shipped or the Bookstore will be offering curbside pickup, located in the back of the bookstore near our loading area, for online orders between 10am and 2pm on 5/28, 6/4, 6/9, 6/11, 6/16, 6/18 and every Thursday starting on 7/2.

Please wait for the order ready email BEFORE coming to curbside pickup.

The Bookstore will be closed 6/23 – 6/30 to perform fiscal year-end inventory and no orders will be processed during this period.

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May 28

Thursday.....10:00 am – 2:00 pm

Curbside Pick Up Only

June 1 – June 4

Thursday only.....10:00 am – 2:00 pm
Friday.....Closed

Curbside Pick Up Only

June 8 – June 11

Tuesday only.....10:00 am – 2:00 pm
Thursday only.....10:00 am – 2:00 pm
Friday.....Closed

Curbside Pick Up Only

June 15 – June 18

Tuesday only.....10:00 am – 2:00 pm
Thursday only.....10:00 am – 2:00 pm
Friday.....Closed

Curbside Pick Up Only

July 1 – August 20

Thursday.....10:00 am – 2:00 pm
Friday.....Closed

Curbside Pick Up Thursdays Only

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 & GRADS TO BE PROGRAM

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Cadena Cultural Center

cadena.fullcoll.edu

1-714-992-7105

Email: cadena@fullcoll.edu

Grads to Be Program

grads2be.fullcoll.edu

1-714-992-7000 ext. 24131

Email: g2b@fullcoll.edu

200 Building - College Center, Room 212

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June 1 – Aug 20

Mon., Wed., & Thur.....8:00 am – 5:00 pm

Tuesdays.....8:00 am – 6:00 pm

Mon., Tue., & Thu... Closed for Lunch 12pm-1pm

Fri, Sat & Sun.....Closed


The Cadena Cultural Center strives to provide a network ("Cadena") of various departments, student organizations, and staff to provide services that enhance our awareness of culture and diversity and promote a sense of belonging among our students and staff. Please visit our website for a list of webinars and events being hosted in the area throughout the summer.

The Grads to Be Program is focused on supporting Undocumented and AB 540 students by providing resources and services geared towards enhancing and supporting their academic journey and personal well-being. Staff is available via Canvas, Instagram & Facebook, and email. Students can schedule phone or Zoom academic counseling appointments. Visit our website to get connected!

CalWORKs

I N F O	https://calworks.fullcoll.edu/ • 1-714-992-7101 315 N. Pomona Avenue (Just 2 blocks West of campus between Whiting and Wilshire)	H O U R S	June 1 – Aug 14	Monday – Thursday.....8:00 am – 5:00 pm Friday.....Closed
			Beginning Aug 17	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.				

CARE (Cooperative Agencies Resources for Education)

I N F O	https://care.fullcoll.edu 1-714-992-7000 ext. 24126 • 2000 Building, 1 st Floor Rm 2002 Remote services, we will be offering the following: <ul style="list-style-type: none"> • Academic Counseling • Financial Aid/FAFSA Application Assistance appointments • Guidance and support from EOPS/CARE Coordinator • Book Service Award for current EOPS/CARE students • Online EOPS/CARE Program Application for fall 2020 • Onboarding Sessions for incoming students • Online CARE Program Orientation All summer 2020 services offered by the EOPS/CARE program are remote. Appointments and contacts will be conducted via Zoom or Phone.  Remember to schedule a counseling appointment to plan ahead for Fall Term classes.	H O U R S	June 1 – Aug 16	Monday & Thursday7:30 am – 6:00 pm Tuesday & Wednesday.....7:30 am – 6:30 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.

COUNSELING

I N F O	https://counseling.fullcoll.edu 1-714-992-7084 • 2000 Building, 2 nd Floor • Room 2022 <ul style="list-style-type: none"> • Plan ahead and schedule a remote appointment via Zoom or phone with a counselor to select your Fall Semester classes. • Group Advising – Sessions are available for first-time college students to learn about academic options, receive English & Math placement, and meet with a counselor for educational planning. Sessions can be booked by calling the Counseling Center. • Assessment – for placement options in English, Math, Reading, ESL, and Chemistry, visit assessment.fullcoll.edu 	H O U R S	June 1 – June 30	Monday - Thursday.....8:00 am – 7:00 pm Friday & Saturday.....Closed
			July 1 – Aug 14	Mon. & Thurs.....8:00 am – 5:00 pm Tues. & Wed.8:00 am – 7:00 pm Friday & Saturday.....Closed

DISABILITY SUPPORT SERVICES

I N F O	https://dss.fullcoll.edu • 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. Please note the following: <ul style="list-style-type: none"> • <i>Appointments scheduled with LD Specialists/DSS Counselors will be conducted via Zoom or Phone.</i> • <i>We are also available via email, dsp@fullcoll.edu.</i> 	H O U R S	June 1 – Aug 21	REMOTE OFFICE HOURS Monday - Thursday.....8:00 am – 5:00 pm Friday.....Closed

EOPS (Extended Opportunity Program & Services)

I N F O	https://eops.fullcoll.edu 1-714-992-7097 • 2000 Building, 2 nd Floor	H O U R S	June 1 – Aug 16	Monday – Thursday7:00 am – 5:00 pm Friday.....Closed
	Remote services, we will be offering the following; <ul style="list-style-type: none"> • Academic Counseling • Financial Aid/FAFSA Application Assistance appointments • Guidance and support from EOPS Student Services Specialists • Book Service Award for current EOPS students • Online EOPS Program Application for fall 2020 • Onboarding Sessions for incoming students All summer 2020 services offered by the EOPS program are remote. Appointments and contacts will be conducted via Zoom or Phone.			



Remember to schedule a counseling appointment to plan ahead for Fall Term classes.

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

I N F O	https://financialaid.fullcoll.edu 100 Building - Room 117 • 1-714-888-7588 NEW AND RETURNING STUDENTS CALIFORNIA COLLEGE PROMISE GRANT (formerly known as the Board of Governor Fee Waiver): Apply online through myGateway : <ul style="list-style-type: none"> • Go to www.fullcoll.edu and click on "myGateway" • Click on the Financial Aid button and follow the directions to apply for a California College Promise Grant. 	H O U R S	June 1 – Aug 14	Monday – Thursday8:00 am – 5:00 pm Friday.....Closed
	CONTINUING STUDENTS CALIFORNIA COLLEGE PROMISE GRANT: 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. You are responsible for all other fees.			

IMPORTANT NOTICE – Non-payment of your fees will result in a hold being placed on your records and registration.

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

I N F O	https://fcfoodbank@fullcoll.edu Room 1955 Across from the pool	H O U R S	Starting June 4	Thursdays: 9:00 a.m. to 12:00 p.m.
	Students must register by going to the Fullerton College website and clicking on: "Basic Needs" or by using the link below to receive assistance during the Thursday morning Health Hornets Food Drive-Thru. https://vpss.fullcoll.edu/basic-needs/ 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".			Please register by going to the Fullerton College website. Go to basic needs and register. or https://vpss.fullcoll.edu/basic-needs/

Foster Youth Success Initiative (FYSI)

I N F O	https://fosteryouth.fullcoll.edu • 1-714-992-7000 x24115 2000 Building, 1 st Floor Room 2002	H O U R S	June 10 – Aug 16	Monday – Thursday.....8:00 am – 5:30 pm Friday.....Closed
	Remote services, we will be offering the following; <ul style="list-style-type: none"> • Academic Counseling • Guidance and support from FYSI Program Coordinator • Book Service Award for current FYSI students • Online FYSI Program Application for Fall 2020 • Online FYSI Program Orientation for incoming students All summer 2020 services offered by the FYSI program are remote. Appointments and contacts will be conducted via Zoom or Phone.			



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 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

I N F O	https://health.fullcoll.edu 1-714-992-7093 • 1200 Building • Room 1204 Call for any questions or to schedule appointment for remote/virtual/phone services: Mental Health, Medical Health, or nurse advice.	H O U R S	June 4 – Aug 14	Monday – Thursday.....9:00 am – 5:00 pm Friday.....Closed
	Closed: July 6			
	In-person services temporarily unavailable. The Student Health Center normally provides most of the services found in a routine medical clinic. Most services, such as visits to the mental health provider, physician/nurse practitioner or RN are at no cost. Laboratory tests, immunizations, medication, pelvic examinations, and employment or wellness examinations are provided at very low fees. The \$18.00 Health Fee is mandatory in accordance with Section 76355 of the Ed. Code.			

INTERNATIONAL STUDENT CENTER

I N F O	https://isc.fullcoll.edu 1-714-992-7078 • 200 Building • Room 220 Academic and Visa advising by appointment	H O U R S	June 5 – Aug 18	Monday – Thursday.....8:00 am – 5:00 pm Friday.....Closed
	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, and personal counseling, email inquires to isc@fullcoll.edu			

LIBRARY

I N F O	https://library.fullcoll.edu Keep borrowed items until campus reopens. Fines will be waived. Databases/eBooks open 24/7. Email/Chat open Mon-Thu 8am – 7pm. https://library.fullcoll.edu/remote-instruction/	H O U R S	May 24 – June 7	CLOSED. To clear holds , email evillanueva@fullcoll.edu .
	June 8 – Aug 13		Email/Chat Monday – Thursday.....8:00 am – 7:00 pm Friday.....Closed	

STUDENT LIFE AND LEADERSHIP/STUDENT CENTER

I N F O	https://studentlife.fullcoll.edu • 1-714-992-7095 200 Building – College Center, Room 214 Student Life and Leadership 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.	H O U R S	June 8 – Aug 13	Student Center will be closed Summer 2020. Virtual office hours will be available. Please email us at studentlife@fullcoll.edu to request the Zoom link. Monday – Thursday.....10:00 am – 2:00 pm Friday..... Closed
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PROMISE CENTER

I N F O	PROMISE PROGRAM https://promise.fullcoll.edu • 1-714-992-7191 2000 Building • Room 2001 • Visit: website or email Promise@fullcoll.edu for appointments	H O U R S	June 1st - August 14th	June 1 st through August 14 th : Mondays - Thursdays.....8:00 am – 6:00 pm Friday.....Closed <i>SDSI is closed July 1st - August 14th</i>
	SDSI PROGRAM SDSI is also housed within the Promise Center and can be reached at: SDSI@fullcoll.edu • 1-714-992-7143		The North Orange Promise at Fullerton college provides free tuition and health fees for qualifying full-time, first-time college students. The Promise Center provides guided entry, retention and transition services for all first-time students and added case management services for Promise students. The Student Diversity Success Initiative (SDSI) is designed to increase success of non-traditional college students. SDSI supports these students by providing specialized services including a program orientation, academic counseling, life skills coaching, tutoring, tracking academic progress, and specialized workshops for SDSI students.	

TRANSFER CENTER

I N F O	Location: Bldg. 200, Room 212 Phone: (714) 992-7086 Email: transfer@fullcoll.edu Website: transfer.fullcoll.edu	Current Remote Services: <ul style="list-style-type: none"> • eCounseling • Application Assistance • University Reps • Gen Transfer Info 	H O U R S	June 1 – Aug 20	Mon-Wed-Thu.....8:00 am – 5:00 pm Tuesday.....8:00 am – 6:00 pm Mon-Thu... Closed for Lunch 12pm-1pm Fri, Sat, Sun.....Closed
	The Transfer Center is an open service center assisting all Fullerton College students in their transfer: exploration, planning, application and transition to the four-year colleges and universities. Visit our website and get connected using our social media and/or email newsletter!				

VETERANS RESOURCE CENTER

<p>I N F O</p>	<p>https://veterans.fullcoll.edu • 1-714-992-7102 500 Building, Room 518</p> <ul style="list-style-type: none"> • Priority registration per SB272. • Certification of Post 9/11, Harry W. Colmery (Forever GI Bill)®, Montgomery GI Bill-regular Active Duty, Selected Reserve (Ch. 33, 30, and 1606) and Vocational Rehabilitation (Ch. 31) <p>GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)</p>	<p>H O U R S</p>	<p>June 1 – Aug 21</p> <p>Mon-Thurs.....8:00 am – 5:00 pm Friday.....Closed</p>
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