

Quick Reference - Fall 2020

GUIDE TO ONLINE REGISTRATION AND STUDENT SERVICES

FALL TERM: August 24 - December 12, 2020

**Campus Closed due to COVID-19: Online services closed on
Sept 7 (Labor Day) • Nov 11 (Veteran's Day) • Nov 26 - Nov 27 (Thanksgiving Holiday)**

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

HOT SPOT Wi-Fi LOCATIONS

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 the Parking Structure (on Lemon and Fullerton College Dr.).

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	Aug 24- Dec 12	Admissions & Records Fall Chat Assistance: Monday, Wednesday, & Thursday.....8:00 am – 6:00 pm Tuesday.....8:00 am – 7:00 pm Beginning Friday, August 28th.....8:00 am – 12:00 pm
	Chat: https://admissions.fullcoll.edu/ar-chat/ Submit a Question: https://fullcoll.formstack.com/forms/contact_us Find more information here: https://vpss.fullcoll.edu/ar-remote-services/			

ADDS, DROPS & WITHDRAWALS

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

<p>*** BEGINNING Spring 2015 - 19 Unit Limitation ***</p> <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 on "Add or Drop Classes". <u>Select term, enter CRN, enter Add Code, pay your fees immediately.</u> <p>The Add Authorization Code must be used IMMEDIATELY to guarantee official enrollment.</p>	<p>DROPPING or WITHDRAWING from classes:</p> <ol style="list-style-type: none"> Access myGateway Registration at https://mygateway.nocccd.edu or 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. <p style="text-align: center;">myGateway is now available 7 days a week, 24 hours a day!!!*</p> <p style="text-align: center;"><small>*May be unavailable during upgrades or hardware maintenance</small></p>
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DEADLINE DATES - FULL-TERM CLASSES

Drop class for a refund **Monday, September 7***
 Add class **Monday, September 7***
 Drop class without "W" **Monday, September 7***
 Withdraw from class with "W" **Sunday, November 15***

*DEADLINE DATES - SHORT TERM or OPEN ENTRY CLASSES

Refer to comment line under the CRN in 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
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

CAMPUS I.D. CARD / A.S. BENEFITS VALIDATION / OCTA BUS PASS PROGRAM

studentlife.fullcoll.edu • (714) 992-7095 (Student Life and Leadership Main Line)

- **Campus I.D. Card** – Due to the campus closure from the Covid-19 pandemic, campus I.D. cards will **not** be issued to students, faculty, or staff for the Fall 2020 semester until further notice. For additional questions/concerns, please email: studentlife@fullcoll.edu
- **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. Information on A.S. Benefits can be found on the Associated Students website: as.fullcoll.edu/as-benefits and includes discounted tickets to movie theaters, theme parks and dinner/entertainment venues, plus so much more! **REFUNDS/CREDITS:** A.S. Benefits fees are **not** automatically refunded. REFUNDS/CREDITS must be requested by emailing: as@fullcoll.edu by the REFUND DEADLINE listed in the Class Schedule in the "FEES AND REFUNDS" PAGE. Requesting students must show a pdf of their FC Schedule Bill Receipt at the time of the request. Requests for any refunds/credits after the deadline will not be honored.
- **OCTA Bus Pass Program** are for all currently registered Fullerton College students. OCTA bus pass may be downloaded on the OCTA bus mobile app. Please contact Student Life and Leadership for questions regarding this program.

PARKING PERMIT

DISTRIBUTION PROCEDURES

Due to online instruction and limited in class room instruction for Fall 2020
A semester parking permit purchase will not be required.

If students have a need to come on the campus, parking in Lot 4 (Wi-Fi) and the Parking Structure (on Lemon and Fullerton College Dr.) will be free
August 24, 2020 – December 31, 2020.

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
Fall 2020

Mon – Thurs.....7:00 am – 5:30 pm
Friday.....8:00 am – 5:00 pm
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.

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 7 – September 10, 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, 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: 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://hornettutoring.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

I N F O	<p>https://bookstore.fullcoll.edu 1-714-992-7008 • 2000 Building • 1st Floor</p> <p>Order your textbooks ONLINE 24/7</p> <p>Bookstore offers the following:</p> <ul style="list-style-type: none"> • Books and Reference Materials. • Daily Book Buyback. • Fullerton College Clothing and Gifts. • Convenience items and much more. <p>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.</p>	H O U R S	<p>August 17 – September 4</p>	<p>Mondays & Tuesdays.....8:30 am – 2:30 pm Wednesdays & Thursdays.....12:00 pm – 6:00 pm Fridays.....10:00 am– 2:00 pm</p> <p align="center">Curbside Pick Up Only</p>
	<p>August 22 & August 29</p>		<p>Saturdays.....10:00 am – 2:00 pm</p> <p align="center">Curbside Pick Up Only</p>	
	<p>Starting September 7 – End of the Fall Semester</p>		<p>Tuesdays.....9:00 am – 2:00 pm Wednesdays.....9:00 am – 2:00 pm Thursdays12:00 pm – 5:00 pm</p> <p align="center">Curbside Pick Up Only</p>	
<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 CENTER & GRADS TO BE PROGRAM

I N F O	<p>Cadena Cultural Center cadena.fullcoll.edu 1-714-992-7105 Email: cadena@fullcoll.edu</p>	H O U R S	<p>Aug 24 – Dec 11</p>	<p>Mon-Wed-Thu.....8:00 am – 5:00 pm Tuesday.....8:00 am – 7:00 pm Friday.....8:00am -12:00pm Sat & Sun.....Closed</p>
	<p>Grads to Be Program grads2be.fullcoll.edu 1-714-992-7105 Email: g2b@fullcoll.edu</p> <p align="center">200 Building - College Center, Room 212</p>			
<p>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 and follow us on Instagram: @FCCulturalCenter</p>				
<p>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 or follow us on Instagram: @G2BFullColl</p>				

CalWORKs

I N F O	https://calworks.fullcoll.edu/ • 1-714-992-7101 315 N. Pomona Ave. (Just 2 blocks West of campus between Whiting and Wilshire)	H O U R S	Starting 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 Fall 2020 services offered by the EOPS/CARE program are remote. Appointments and contacts will be conducted via Zoom or Phone.	H O U R S	Starting Aug 17	Monday - Thursday7:30 am – 5:30 pm Friday.....7:30 am – 4:30 pm (alternate Fridays OFF)
	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.			

COUNSELING

I N F O	https://counseling.fullcoll.edu 1-714-992-7084 • 2000 Building • 2 nd 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	H O U R S	Starting Aug 22	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.
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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"> • Appointments scheduled with LD Specialists/DSS Counselors will be conducted via Zoom or Phone. • We are also available via email, dsp@fullcoll.edu. 	H O U R S	Starting Aug 24	REMOTE OFFICE HOURS Mon – Thu.....8:00 am – 5:00 pm Friday.....8:00 am – 12:00 noon
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EOPS (Extended Opportunity Program & Services)

I N F O	https://eops.fullcoll.edu 1-714-992-7097 • 2000 Building, 2 nd Floor 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 Fall 2020 services offered by the EOPS program are remote. Appointments and contacts will be conducted via Zoom or Phone.	H O U R S	Starting Aug 17	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.			


FINANCIAL AID OFFICE

I N F O	1-714-888-7588 • 100 Building • Room 117	H O U R S	Starting Aug 17	Mon, Wed, and Thur.....8:00 am – 6:00 pm Tuesday.....8:00 am – 7:00 pm Friday.....8:00 am – 12:00 pm
	<p>NEW AND RETURNING STUDENTS CALIFORNIA COLLEGE PROMISE GRANT (formerly known as the Board of Governor Fee Waiver): Apply online through myGateway:</p> <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. <p>CONTINUING STUDENTS CALIFORNIA COLLEGE PROMISE GRANT: YOU MUST RENEW YOUR FEE WAIVER FOR FALL 2020</p> <p>The California College Promise Grant ONLY covers your unit enrollment fees. You are responsible for all other fees.</p>			
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 Aug 24	<p align="center">Health Hornets Food Drive-Thru Thursdays</p> To register, go to the Fullerton College Food Bank home page by 12:00 p.m. Wednesday for Thursday Drive-Thru pick-up. Or go to https://vpss.fullcoll.edu/basic-needs
	<p>For Basic Needs Resources please call (714) 992-7162 Monday - Friday, leave a message.</p> <p>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.</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>			

Foster Youth Success Initiative (FYSI)

I N F O	https://fosteryouth.fullcoll.edu • 1-714-992-7000 X24115 2000 Building, 1 st Floor, Rm 2002	H O U R S	Starting Aug 17	Mondays9:00 am – 5:30 pm Tues/Wed/Thur/Fri.....8:00 am – 5:30 pm
	<p> Go to the Fullerton College Foster Youth webpage to learn more.</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.				

HEALTH SERVICES

I N F O	https://health.fullcoll.edu • 1-714-992-7093 1200 Building • Room 1204 Physicians, Nurse Practitioner, and Psychologist services by appointment.	H O U R S	Starting Aug 20	Mon/Wed/Thur/Fri9:00 am – 5:00 pm Tues.....10:00 am – 6:30 pm Services will be rendered via telephone and Zoom appointments while Covid-19 restrictions are in place.
	<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 align="center">➔ The \$21.00 Health Fee is mandatory in accordance with Section 76355 of the Ed. Code.</p>			

INTERNATIONAL STUDENT CENTER

I N F O	https://isc.fullcoll.edu • 1-714-992-7078 200 Building – College Center • Room 220 Academic and Visa advising by appointment	H O U R S	Starting Aug 17	Monday – Friday.....8:00 am – 5:00 pm
	<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>https://library.fullcoll.edu</p> <p>Return borrowed items to curbside drop off area in parking lot C East (between 700 & 800 buildings) : Wednesday, 8/12/20 3:00 p.m. – 6:00 p.m. Thursday, 8/13/20, 3:00 p.m. – 6:00 p.m. Monday, 8/17/20, 8:00 a.m. – 11:00 a.m. Tuesday, 8/18/20 8:00 a.m. – 11:00 a.m.</p> <p>Late fees waived for materials due 3/16 – 5/23/2020.</p>	H O U R S	<p>Aug 13- Aug 23</p> <p>Starting Aug 24</p>	<p align="center">CLOSED. To clear holds, email evillanueva@fullcoll.edu.</p> <p>Email/Chat: Monday – Thursday.....8:00 a.m. – 9:00 p.m. Friday.....8:00 a.m. – 4:00 p.m. Saturday.....10:00 a.m. – 2:00 p.m.</p> <p>Databases/eBooks available 24/7. https://library.fullcoll.edu/remote-instruction/</p> <p>Curbside pickup of library materials available by appointment, go to https://library.fullcoll.edu/curbside-pickup/</p>
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PROMISE CENTER

I N F O	<p align="center">PROMISE PROGRAM https://promise.fullcoll.edu 2000 Building • Room 2001 • Visit: website or email Promise@fullcoll.edu for appointments</p> <p>STUDENT DIVERSITY SUCCESS INITIATIVE (SDSI) SDSI is also housed within the Promise Center and can be reached: SDSI@fullcoll.edu • 1-714-992-7143</p>	H O U R S	<p>Starting Aug 24</p>	<p>Monday-Thursday.....8:00 am – 6:00 pm Friday.....8:00 am – 12:00 pm Sat & Sun.....Closed</p> <p align="center"><i>SDSI is closed on Fridays</i></p>
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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 continuing 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, coaching, tutoring, tracking academic progress, and specialized workshops for SDSI students.

STUDENT LIFE AND LEADERSHIP

I N F O	<p>studentlife.fullcoll.edu • 1-714-992-7095 200 Building - College Center • Room 214</p> <p>Student Life and Leadership enhances academic, professional and personal goals by providing opportunities and services to ensure student success, including leadership in student government (Associated Students), shared governance, clubs and organizations, large-scale campus events, student discounts, Hornet Leadership Program, Students of Distinction, and Commencement.</p>	H O U R S	<p>Starting Aug 26</p>	<p align="center">REMOTE OFFICE HOURS</p> <p>Mon-Wed-Thu.....8:00 am – 5:00 pm Tuesday.....8:00 am – 6:30 pm Friday.....8:00 am – 12:00 pm Sat & Sun.....Closed</p>
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TRANSFER CENTER

I N F O	<p>Location: Bldg. 200, Room 212 Phone: (714) 992-7086 Email: transfer@fullcoll.edu Website: transfer.fullcoll.edu</p>	<p>Current Remote Services:</p> <ul style="list-style-type: none"> Please visit our website for current available remote services. 	H O U R S	<p>Aug 24 – Dec 11</p>	<p>Mon-Wed-Thu.....8:00 am – 5:00 pm Tuesday.....8:00 am – 7:00 pm Friday.....8:00 am – 12:00 pm Sat, Sun.....Closed</p>
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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

I N F O	<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) GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA) 	H O U R S	<p>Starting Aug 17</p>	<p>Monday & Thursday.....8:00 am – 5:00 pm Tuesday & Wednesday.....8:00 am – 7:00 pm Friday.....8:00 am – 12:00 noon</p>
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