

Quick Reference - Spring 2017

GUIDE TO REGISTRATION AND STUDENT SERVICES

SPRING TERM: January 30, 2017 - May 27, 2017

HOLIDAYS (Campus Closed): Dec. 23, 2016–Jan. 2, 2017 • Jan. 16 • Feb. 17–20 • April 10-16 • May 29

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

ADMISSIONS AND RECORDS OFFICE

I N F O	http://admissions.fullcoll.edu	H O U R S	Starting Jan 3	Mon/Wed/Thurs.....8:00 am – 5:00 pm
	1-714-905-5162			Tuesday.....8:00 am – 6:30 pm
	2000 Building, 1 st Floor			Friday.....8:00 am – 12:00 pm
	admissions@fullcoll.edu			

ADDS, DROPS, & WITHDRAWALS

You may log on to 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.
- 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 <http://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**.

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 a class for a refund..... **Sunday, February 12th ***
 Add a class..... **Sunday, February 12th ***
 Drop a class without a "W" **Sunday, February 12th ***
 Withdraw from a class with a "W" **Sunday, April 30th ***

*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, 1st Floor
 - Cadena/Transfer Center, Room 212 (need to have FCnet login)
 - Computer Lab, Room 511 & 2200 (need to have FCnet 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 review 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	
01/27	21529	HIST	113 C	1	3.00	RW	TR	0930-1050am	HUM	101	Flores, M.
01/27	22363	MUS	101 F	2	3.00	RN	TR	1200-0120pm	1100	1126	Coletta, M.

C = CYPRESS CLASS
F = FULLERTON CLASS

RW, RE, RC, RN = REGISTERED
 CN, DD, DN, DO, 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://AS.fullcoll.edu> • 1-714-992-7118
AS@fullcoll.edu

- 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 only be issued to students who have a lost or stolen I.D. or a damaged I.D. card. To request a replacement, the "FC Student Replacement I.D. Request Form" must be filled out and can be found at this link: <http://activities.fullcoll.edu/campus-photo-ids/>. This process will take 7-10 business days. If a card is needed sooner, there is a **Campus I.D. Rush Fee of \$5.00** and must be paid at the Admissions & Records Office at Building 2000.
- A.S. Benefits Validation can be obtained according to the schedule below and also during regular Office of Student Activities, A.S. Office and Student Center hours. The fee is \$8.50 a semester.
- **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 A.S. Office, Room 222 located at Building 200/College Center BY THE REFUND DEADLINE LISTED IN THE CLASS SCHEDULE ON THE "FEES AND REFUNDS" PAGE. Requesting students are to 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.**

I.D. CARD PRODUCTION SCHEDULE

College Center, 200 Building, Room 214, 1st Floor

DATES	January 27	January 30 – May 26, 2017
HOURS	Friday..... 12:00 p.m. – 4:00 p.m.	Monday, Wednesday, Thursday ... 8:00 a.m. – 5:00 p.m. Tuesday.....8:00 a.m. – 6:30 p.m. Friday..... 10:00 a.m. – 2:00 p.m. Saturday & SundayClosed

PARKING PERMIT

NEW 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 December 19, 2016. Permits purchased after December 18, 2016 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.

Spring 2017 parking permits are valid 1-1-2017 to 5-31-2017

1. Permits purchased **BETWEEN November 21, 2016 – December 18, 2016:** Permits will be mailed. Print out the temporary parking permit that was e-mailed to you and display it in the vehicle's driver's side lower left-hand front windshield. If you have not received your permanent parking permit in the mail by February 2, 2017 and your temporary permit has expired, report to **Campus Safety Office (Building 1500)** to pick up your permanent parking permit. Please bring a valid photo ID.
2. Permits purchased **AFTER December 18, 2016** will **NOT** be mailed out. Print out the 3-day temporary permit that was e-mailed to you and display it in the vehicle's driver's side lower left-hand front windshield. Before your temporary permit expires, report to **Campus Safety Office (Building 1500)** to pick up 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.

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: Nov. 21-Dec. 2, 2016 in Lot 10 ONLY
- Parking Permits NOT required: Jan. 30-Feb. 4, 2017 (in student lots only)
One-day parking permits can be purchased from the yellow parking permit machines located in every student parking lot, the Bursar's Office, 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, Building 1500
Spring 2017**

Mon – Thurs.....7:30 am – 6:00 pm
Friday.....8:00 am – 5:00 pm
Saturday, Sunday.....CLOSED

EXTENDED HOURS

**JANUARY 30 – FEBRUARY 9, 2017
(First 2 weeks of Semester Only)**

Mon – Thurs.....7:30 am – 8:00 pm
Friday.....8:00 am – 5:00 pm
Saturday, Sunday.....CLOSED

ADDITIONAL PARKING

Permanent Fullerton College semester parking permits are required at the two-level parking structure on the corner of Lemon Street and Chapman Avenue at all times. **NO EXCEPTIONS! This two-level parking structure does not accept Cypress College parking permits.**

Pay all necessary fees at the Admissions and Records Office before requesting your permit.

Parking regulations will be enforced in student and staff lots at all times.

For questions regarding permits, parking rules and regulations, call the Campus Safety Office at 1-714-992-7080 or visit their website at www.campussafety.fullcoll.edu.

REFUND POLICY

- To qualify for a refund, students must officially withdraw from the class **by the Refund Deadline**.
- ALL refunds will be mailed by check in late March.
- 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, or stop by the Bursar's Office.

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 Spring Graduation: November 21, 2016 – February 24, 2017



ACADEMIC SUPPORT CENTER

I N F O	<p>http://academicsupport.fullcoll.edu • 800 Building • Hours vary, please call for details.</p> <p>The Academic Support Center (ASC) provides instructional services to students and faculty 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>Skills Center (Room 801): 1-714-992-7144 - Self-paced learning materials for all FC students. Specialized support for Reading, English, ESL and Foreign Language.</p> <p>Tutoring Center (Room 806): 1-714-992-7151 - Small-group and individual tutoring in most subjects with supervised, faculty-recommended, trained tutors.</p> <p>Writing Center (Room 808): 1-714-992-7153 - One-on-one writing tutorial sessions with supervised, trained student tutors or with English and ESL instructors.</p>
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BOOKSTORE

I N F O	<p>http://bookstore.fullcoll.edu • 1-714-992-7008</p> <p>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. 	H O U R S	Jan 3 – Jan 27	<p>Monday – Thursday.....7:30 am – 6:00 pm</p> <p>Friday.....7:30 am – 5:00 pm</p> <p>Weekends.....CLOSED</p>
			Jan 30 – Feb 3	<p>Monday – Thursday.....7:30 am – 7:00 pm</p> <p>Friday.....7:30 am – 5:00 pm</p> <p>Saturday (1/28 & 2/4 ONLY).....10:00 am – 2:00 pm</p>
			Starting Feb 6	<p>Monday – Thursday.....7:30 am – 6:00 pm</p> <p>Friday.....7:30 am – 5:00 pm</p> <p>Weekends.....CLOSED</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 & TRANSFER CENTER

I N F O	<p>Cadena Cultural Center Transfer Center</p> <p>http://cadena.fullcoll.edu http://transfer.fullcoll.edu</p> <p>200 Building - College Center • Room 212</p> <p>1-714-992-7086</p>	H O U R S	Starting Jan 30	<p>Mon/Wed/Thu.....8:00 am – 5:00 pm</p> <p>Tuesday.....8:00 am – 7:00 pm</p> <p>Friday.....8:00 am – 2:00 pm</p>
<p>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.</p>				

CaWORKS

I N F O	<p>http://calworks.fullcoll.edu/ • 1-714-992-7101</p> <p>315 N. Pomona Avenue</p> <p>(Just 2 blocks West of campus between Whiting and Wilshire)</p>	H O U R S	Starting Jan 3	<p>Monday – Friday.....8:00 am – 5:00 pm</p>
<p>The CaWORKs Program serves students receiving AFDC/welfare. CaWORKs 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

I N F O	<p>http://counseling.fullcoll.edu</p> <p>1-714-992-7084 • 2000 Building - 2nd Floor</p> <ul style="list-style-type: none"> • Plan ahead and reserve an appointment with a counselor to plan for Summer term and Fall semester classes. <p>Assessment Center (Room 3023) – to reserve an appointment online & additional information regarding testing requirements, visit assessment.fullcoll.edu</p>	H O U R S	Starting Jan 3	<p>Mon/Wed/Thurs/Fri.....8:00 am – 5:00 pm</p> <p>Tuesday.....8:00 am – 7:00 pm</p> <p>Saturday (selected Saturdays only).....9:00 am – 1:00 pm</p>
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DISABILITY SUPPORT SERVICES

I N F O	<p>http://dss.fullcoll.edu</p> <p>840 Building - Room 842 • 1-714-992-7099</p> <p>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.</p>	H O U R S	Starting Jan 9	<p>Mon/Wed/Thurs.....8:00 am – 5:00 pm</p> <p>Tuesday.....8:00 am – 7:00 pm</p> <p>Friday.....8:00 am – 12:00 noon</p>
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EOPS (Extended Opportunity Programs & Services) and CARE (Cooperative Agencies and Resources for Education)

I N F O	<p>http://eops.fullcoll.edu • 1-714-992-7097</p> <p>2000 Building, 2nd Floor</p> <p> Go to the Fullerton College EOPS/CARE webpage to learn more and to access our online application or application waitlist.</p>	H O U R S	Starting Jan 30	<p>Monday - Wednesday.....7:00 am – 7:00 pm</p> <p>Thursday and Friday.....8:00 am – 5:00 pm</p> <p>Selected Saturdays.....9:00 am – 2:00 pm</p>
<p>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 14 years of age, and recipients of AFDC, TANF, and/or CaWORKs.</p>				

FINANCIAL AID OFFICE

I N F O	<p style="text-align: center;">http://financialaid.fullcoll.edu 100 Building - Room 115 • 1-714-888-7588</p> <p>NEW AND RETURNING STUDENTS BOGG FEE WAIVERS: <i>Apply online through myGateway:</i></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 Board of Governor's Grant. <p>CONTINUING STUDENTS BOGG FEE WAIVERS: If you have a BOGG Fee Waiver for Fall 2016, it will automatically apply for the <u>Spring 2017 enrollment fees</u>. The BOGG Fee Waiver ONLY covers your unit enrollment fees. <u>You are responsible for all other fees.</u></p>	H O U R S	Starting Jan 3	<div style="text-align: center;">  </div> <p>Mon/Wed/Thurs8:00 am – 5:00 pm Tuesday.....8:00 am – 6:30 pm Friday.....8:00 am – 12:00 pm</p>
IMPORTANT NOTICE – Non-payment of your fees will result in a hold being placed on your records and registration.				

Foster Youth Success Initiative (FYSI)

I N F O	<p style="text-align: center;">http://fosteryouth.fullcoll.edu • 1-714-732-5382 2000 Building, Room 2020</p> <p> Go to the Fullerton College Foster Youth webpage to learn more and to access our online application or application waitlist.</p>	H O U R S	Starting Jan 3	<p>Monday9:00 am – 5:30 pm Tuesday.....9:00 am – 6:30 pm Wed/Thur/Fri.....8:00 am – 5:30 pm</p>
<p>The FYSI program is committed to supporting ambitious, college-bound students exiting the foster care system. This program serves emancipated foster youth and probation foster youth. The FYSI program works closely with the EOPS program and can provide a dedicated Student Services Specialist/ Foster Youth Liaison to help connect students with services both on and off campus as well as provide resources to assist with basic needs. All of the services provided from FYSI are intended to create a pathway to academic success. Some of the additional FYSI Services include: educational workshops and conferences, book award, transportation assistance and school supplies.</p>				

HEALTH SERVICES

I N F O	<p style="text-align: center;">http://healthservices.fullcoll.edu 1-714-992-7093 1200 Building - Room 1204</p> <p>Physicians, Nurse Practitioner, and Psychologist services by appointment.</p>	H O U R S	Starting Jan 30	<p>Mon/Wed/Thurs/Fri.....9:00 am – 5:00 pm Tuesday.....10:00 am – 6:30 pm</p>
<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 tests, immunizations, medication, pelvic examinations, and employment or wellness examinations, are provided at very low fees.</p> <p style="text-align: center;">The \$19.00 Health Fee is mandatory in accordance with Section 76355 of the Ed. Code.</p>				

INTERNATIONAL STUDENT CENTER

I N F O	<p style="text-align: center;">http://isc.fullcoll.edu 1-714-992-7078 200 Building – College Center • Room 220</p> <p>Academic and Immigration advising by appointment.</p>	H O U R S	Starting Feb 1	<p>Monday – Friday.....8:00 am – 5:00 pm</p>
<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 style="text-align: center;">http://library.fullcoll.edu 1-714-992-7039 800 Building</p>	H O U R S	Starting Jan 30	<p>Monday – Thursday.....7:30 am – 9:00 pm Friday.....7:30 am – 4:00 pm Saturday.....10:00 am – 2:00 pm</p> <p style="text-align: center;">For more information, go to the library's website at: http://library.fullcoll.edu</p>
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OFFICE OF STUDENT ACTIVITIES

I N F O	<p style="text-align: center;">http://activities.fullcoll.edu 200 Building - College Center • Room 223 • 1-714-992-7095</p> <p>Office of Student Activities enhances academic, professional and personal goals by providing opportunities and services to ensure student success, including leadership in student government, shared governance and the clubs/organizations, campus events direction and scheduling, student discounts, campus tours, special awards programs, and recognition at Commencement. Purchase of FC Days Discount Tickets to local theme parks and movie theatres are available (with A.S. Benefits validation sticker)!</p>	H O U R S	Starting Jan 30	<p>Monday-Thursday.....8:00 am – 5:00 pm Friday.....8:00 am – 4:30 pm</p>
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VETERANS RESOURCE CENTER

I N F O	<p style="text-align: center;">http://veterans.fullcoll.edu • 1-714-992-7102 500 Building • Room 518</p> <ul style="list-style-type: none"> • Priority registration per SB272. • Certification for CA Dept. of Veterans Affairs Survivors and Dependents (Ch.35). • Certification of Post 9/11, Montgomery GI Bill-regular Active Duty, Selected Reserve (Ch. 33, 30, and 1606) and Vocational Rehabilitation (Ch.31). 	H O U R S	Starting Jan 23	<p>Mondays & Thursdays.....8:00 am – 5:00 pm Tuesdays & Wednesdays.....8:00 am – 7:00 pm Fridays8:00 am – 12:00 noon</p>
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