Admissions and Records/Registration

The college catalog must be prepared well in advance of the time period it covers; therefore, changes in some programs and policies may occur. Courses as described are subject to change without notice, and some listed courses are not offered each year. In addition, some courses or programs that are offered may have to be cancelled because of insufficient enrollment, elimination or reduction in programs, or for any other reason considered sufficient by the College president or designee.

Academic Accommodations for Students with Disabilities

In accordance with Federal and State regulations, procedural language has been established to address the provision of educational accommodations to students with disabilities who are otherwise qualified to participate in the College’s courses, programs and activities. Copies of the procedure are available in all Division Offices and Student Services areas. (See Disability Support Services)

Admission Requirements

Admission to Fullerton College is governed by the laws of the State and such supplementary regulations as have been prescribed by the Board of Trustees.

The following persons are eligible to enroll in Fullerton College:

- Any high school graduate, OR
- Any person possessing a California high school proficiency certificate, OR
- Any person 18 years of age or older who may benefit from instruction, OR
- Any K-12 student qualifying as a “Special Admit” student

Advanced Placement

Students who have attained a minimum score of “3” on College Board Advanced Placement Examinations may receive credit for those courses that are deemed equivalent to the courses offered by Fullerton College. It is the student’s responsibility to petition for credit through the Admissions and Records Office. Once Advanced Placement credit is posted to the student’s transcript, it cannot be removed.

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<td>ENGL 100 F</td>
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<td>Spanish (Literature)</td>
<td>SPAN 205 F and 206 F</td>
<td>6</td>
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</tbody>
</table>

CLEP Examination

| English Composition | ENGL 100 F and 102 F | 6 |
| Exam with Essay (Score of 51% or better) |

NOTE: The posting of Advanced Placement credit for courses on the Fullerton College transcript does not ensure their transferability to four-year schools. Each college and university grants AP credit according to its own policy. In some cases, Fullerton College will grant more units of credit (in other cases, fewer units of credit) for transfer admission purposes. AP credit for the major frequently requires higher scores or may not be accepted at all. Students planning to transfer should consult the catalog(s) of the transfer institution(s) to determine how AP credit is granted for the purpose of admission, general education and the specific major prior to petitioning for credit.

Equivalency for courses not listed above will be determined by the appropriate academic department.
**Bursar’s Office**

This office is located in the Student Services Building (2000). Accounting services are provided for student activities, fee collection, distribution of payroll and grant checks to students, and bus pass sales. The office accepts MasterCard and Visa for payments. Hours are 8:00 am to 5:00 pm, Mon-Thurs, and 8:00 am to 2:00 pm on Fridays.

**ATM**

The campus has two full-service Automated Teller Machines (ATMs) with 24-hour access. One is located on the main side of the campus on the north side of the 500 building. The second is across Chapman Avenue in front of the Bookstore, Building 2000. Both machines accept several different types of credit and bank debit cards. This service is offered by the SchoolsFirst Federal Credit Union (formerly OCTFCU) and is not affiliated with or a responsibility of the college or the Associated Students. Both machines dispense $5 and $20 bills and assess a charge of $1.50 for non-members of the credit union co-op.

**Corrections to Student Information**

Name changes will be recorded only for students who are currently enrolled. Documentation, such as, a marriage license, court order, or naturalization papers, is required for verifying a legal name change. Requests to have a student’s name changed on official college records are submitted to the Admissions and Records Office.

Date of birth and social security number corrections are submitted to the Admissions and Records Office. Documentation substantiating correction may be required.

**Military Experience Credit**

College level correspondence courses completed through the United States Armed Forces Institute (USAFI) will be accepted for credit. The transcript for such courses must be mailed directly to the Admissions and Records Office from DANTES Contractor Representative (transcripts), Madison, Wisconsin 53713.

Service training schools conducted by the various branches of the Armed Forces are accepted for credit value as recommended by the latest edition of A Guide to the Evaluation of Educational Experiences in the Armed Forces; American Council on Education.

A student may petition for an evaluation of military education and experience upon completion of 40 degree applicable units from an accredited college or university, including a minimum of 12 units at Fullerton College. It is the student’s responsibility to petition for credit through the Veterans’ Affairs Office.

A photocopy of the DD214 (discharge papers) must be submitted with the evaluation petition. The credit awarded is elective only and posted to the transcript upon graduation from Fullerton College. Elective credit granted for military work will not exceed 30 units.

**International Students (F-1 Student Visa)**

The goal of the International Student Center is to provide educational opportunities for international students and to promote international understanding on campus and in the community. The following regulations govern the admission of F-1 student visa students to Fullerton College.

1. Application deadlines are as follows: Applicants outside of the U.S. must submit complete applications by June 1 (Fall), November 15 (Spring), and May 1 (Summer). F-1 visa holders currently in the U.S. must apply by August 1 (Fall), December 1 (Spring), and May 15 (Summer). A $40 non-refundable application fee is required for processing.

2. F-1 students are required to pay non-resident tuition, enrollment and health fees and are strongly encouraged to purchase a Campus Photo ID Card. See “Student Fees” for additional information.

3. F-1 visa students are required to complete a full course of study (minimum of 12 units) each Fall and Spring semester. In accordance with SEVIS regulations, failure to do so will be reported to the U.S. Immigration and Customs Enforcement and status will be terminated.

4. Enrollment of F-1 visa students is limited to a maximum of six semesters.

5. Criteria for admission of F-1 visa students:

   a. The applicant must demonstrate English proficiency as indicated by a minimum TOEFL score of 500 (pBT) or 61 (iBT). Applicants currently in the U.S. may take the Fullerton College ESL placement test to substitute for the TOEFL test.
b. Applicants must be at least 18 years of age or have earned the equivalent of an American high school diploma, or have attended 12 years of elementary and secondary schools. The student must submit official academic records accompanied by a certified English translation. Evaluations of foreign transcripts and other admission documents will be based upon the recommendations of The Country Index, The World Education Series of the American Association of Collegiate Registrars and Admissions Officers, or other sources.

c. Applicants must provide evidence of financial responsibility. Certification of Parent, Self, or Sponsor support required. Official bank statements must be translated into English and represent American currency.

d. Applicants must submit original or certified copies of transcripts of any college coursework completed. Foreign language transcripts must be accompanied by certified English translations.

e. F-1 visa applicants who have attended other American schools or colleges may be considered for admission provided the applicant meets Fullerton College admission requirements and is in status with U.S. Immigration and Citizenship Services. F-1 visa applicants who have completed two or more years of college will be advised to seek admission to an institution offering upper division courses.

After completion of the listed requirements, the applicant will be considered for admission and will be notified within two weeks. When accepted, the applicant will be sent an acceptance letter, form I-20, and registration and orientation materials.

6. The F-1 visa student shall be held to the same scholastic requirements and to the same College rules and regulations as other students.

7. F-1 visa students must purchase the health and accident insurance policy mandated by the college. This policy includes major medical coverage including repatriation and evacuation. Students who do not purchase health insurance will not be able to register for courses.

8. F-1 visa students are required to comply with U.S. Federal Code, Department of Homeland Security (DHS), and Citizenship and Immigration Services (CIS) regulations that pertain to F-1 visa students. Review Code of Federal Regulations, Title 8 CFR Part 22 Section 214.2(f).

9. F-1 visa students will not be accepted for admission into any program where applications by qualified U.S. citizens exceed spaces available.

F-1 Visa Concurrent Enrollment
Students enrolled full time at another institution from which they have a valid I-20 are permitted to enroll at Fullerton College on a part-time basis. These students are limited to enrollment, which will not exceed two classes and when combined equal no more than seven units. The "F-1 Student Enrollment Agreement" form must be completed, approved by the student’s school and the Fullerton College International Student Center, and submitted with the application for admission. F-1 students must pay all appropriate fees.

B-1/B-2 Tourist Visa Regulations
U.S. Federal Code states that B visa holders “violate the conditions of his/her status if he/she enrolls in a course of study. [Those] who desire to enroll in a course of study must either obtain an F-1 or M-1 non-immigrant visa from a consular officer abroad and seek re-admission to the United States, or apply for and obtain a change of status.” B visa holders are encouraged to speak directly with the International Student Center about obtaining F-1 status in order to legally enroll at Fullerton College.

F-2 Visa Regulations
U.S. Federal Code states that “an F-2 spouse or F-2 child violates his/her non-immigrant status by engaging in full time study. The F-2 spouse and child of an F-1 student may engage in study that is avocational or recreational in nature.” F-2 visa holders are encouraged to speak directly with the International Student Center regarding their legal enrollment at Fullerton College and a possible change of non-immigrant status.

For more information regarding international student admissions and the F-1 visa, go to http://isc.fullcoll.edu or contact the International Student Center at (714) 992.7078 or isc@fullcoll.edu. The ISC is located in Room 220 in the College Center.

Permanent Resident Status
Admissions requirements are the same as for United States citizens. Applicants may be asked to present their permanent resident cards, and/or other immigration documents at the time of application. No photocopied cards will be accepted. Residency is based on one year from the date on the application for the visa, or the permanent resident card, or other immigration document. Students must have resided in California for one year and one day prior to the opening day of instruction of the semester or term, as set by the Board of Trustees, and must prove intent to make California their permanent residence.

Other Visas
Contact the Admissions and Records Office for further information.

Visa Dependence
Legal stay typically expires when a dependent child turns 21. Dependent children should contact the International Student Center 6-12 months before turning 21 to discuss a possible change of an F-1 status.

All Visas
Visa regulations subject to change.
Matriculation

In compliance with the State Matriculation Mandate (AB-3), and Fullerton College's long-standing commitment to help students succeed, all non-exempt students seeking to enroll in courses will participate in some or all of the components of the matriculation program.

Matriculation Status

Each student at the time of admission is a “Matriculated” student.

STUDENTS MAY BE EXEMPT FROM ONE OR MORE MATRICULATION REQUIREMENTS WHEN THEY PROVIDE PROOF OF ONE OF THE FOLLOWING:

A. Completion of an AA degree or higher at an accredited college or university.
B. Completion of college coursework in English and math with a grade of “C” or better.
C. Scores from approved assessment tests taken within the last two years.
D. Enrollment in one job related or performance based class (e.g., music).
E. A matriculated student at another college enrolling in one non-English or math class.
F. A high school Special Admit student not intending to take math, reading or English classes.

A student may petition to be EXEMPT from one or more matriculation requirements by completing and filing a “Matriculation Services Eligibility Form.” These forms are available from the Admissions and Records and Counseling offices. The completed form must be filed with the Dean of Counseling or Matriculation Coordinator. Students will be notified of action on their petition no later than three days after the petition is filed.

Matriculated Services

Matriculated (non-exempt) students will be provided the following services:

1. Skills Assessment — students will receive an evaluation of their learning skills in reading, writing, English as a Second Language (ESL) and mathematics. This is done through the use of tests, review of past school records (high school and college), and other information presented during a counseling interview. Assessment tests are available for native speakers of English as well as for those with limited English proficiency.

2. Orientation — students will receive an overview of college services, programs, certificates, degrees, majors, and registration procedures. Assessment test scores are explained as guides for registering for writing, reading, ESL and mathematics courses. Orientation is completed online at the time of assessment testing or may be accessed through each student’s personal myGateway account.

3. Counseling — students will receive assistance from counselors to plan their semester class schedule and to initiate a Student Educational Program Plan. All students are encouraged to visit a counselor during the year. Online counseling is available to students seeking answers to general questions about policies and procedures, program requirements, prerequisites, course offerings, services and transferability of courses. Online counseling may be reached through the counseling department homepage at http://counseling.fullcoll.edu/.

4. Student Educational Program Plan — new students are encouraged to see a counselor for help planning their courses prior to their appointed registration time. Students should see a counselor for assistance in developing a Student Educational Program Plan (SEPP) no later than the semester after they complete 15 units.

5. Follow-Up — Progress checks and assistance by counselors and instructors help students make successful progress towards their goals. Students on probation or academic/progress dismissal are notified each year in the Spring term. Students encountering difficulties are referred to Counseling or appropriate college resources as needed.

These matriculation services are designed to provide assistance to students so that their opportunities for success and achievement of their goals are improved. Students wishing to defer any aspect of the matriculation process may do so at the Counseling Department. Students wishing to appeal any decisions or recommendations regarding courses to be taken based upon assessment results may file a petition with the Dean of Counseling/Matriculation Coordinator (see Matriculation Appeals).

Matriculation Appeals Procedures

All matriculated students have the right to challenge or appeal any step in the matriculation process. A Matriculation Appeals Petition may be filed for any of the following concerns:

1. Petition for exemption — Students may petition to be exempted from assessment, orientation and/or counseling. The student shall complete and file a “Matriculation Services Eligibility Form” with the Dean of Counseling or Matriculation Coordinator. The Dean of Counseling or Matriculation Coordinator will notify the student within three days at the decision regarding his/her appeal.
2. **Review of placement decisions** — For English as a Second Language (ESL), English or reading placement appeals, the student shall make an appointment with the Dean of Counseling. The Dean of Counseling shall see the student within three (3) working days. If the Dean of Counseling is unavailable within that time, the student shall take the appeal directly to the Dean of Humanities. For mathematics placement appeals, the student shall make an appointment with the Dean of Counseling. The Dean of Counseling shall see the student within three (3) working days. If the Dean of Counseling is unavailable within that time, the student shall take the appeal directly to the Dean of Mathematics and Computer Science. In all cases, the student shall present documents and information to support his/her appeal. The decision of the Dean shall be given in writing and shall serve as final decision in the appeal. Students approved for a higher course placement should see a counselor for course clearance for registration purposes.

3. **Enrollment limitations: prerequisites/corequisites** — A prerequisite is a course that must be completed before a more difficult course is attempted. For example, before PHYS 221 F General Physics can be attempted, the prerequisite MATH 150AF Calculus must be completed with a grade of “C” or better. Course prerequisites are identified in the College Catalog. Section 55003 of the Matriculation Regulations permit the following types of prerequisites and corequisites:

   (1) Completion of any course in a sequence of related courses if understanding or technical performance is necessary for success in later courses in the sequence. An example of this is a foreign language sequence. Before enrolling for SPAN 203 F it may be necessary to complete SPAN 101 F and 102 F.

   (2) Prerequisites may also refer to skills measured by assessment instruments, methods or procedures where a required level of performance is necessary for success in a course or program. For example, some ways in which skills are measured are through placement tests, high school transcripts, or counselor interviews which help determine placement in English, ESL, reading and mathematics.

   (3) Enrollment limitations may also include corequisites, which generally require a student to concurrently enroll in one course as a condition of enrollment in another course. For example, the corequisite MUS 107AF Harmony I is required when enrolling for MUS 104AF Beginning Musicianship. However, with some exceptions, corequisites may also be completed prior to enrollment in a restricted course.

**Student Rights to Challenge Prerequisites/Corequisites:**

Section 55003 of Title V states: Any prerequisite or corequisite may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question. Grounds for challenge are:

1) The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites.
2) The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
3) The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
4) The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

**How to Challenge Prerequisite/Corequisite:**

- A petition to challenge a prerequisite/corequisite for a course that is not offered may be filed with the Dean of the division responsible for the course. All petitions must be filed prior to the first day of the semester.

- A petition to challenge a prerequisite/corequisite because the prerequisite/corequisite was not established in accordance with the district’s process for establishing prerequisite/corequisites or because the student has prior knowledge or ability to succeed in the course may be filed with the Dean of the division responsible for the course.

- A petition to challenge a prerequisite/corequisite because it is discriminatory or is being applied in a discriminatory manner may be filed with the Matriculation Coordinator who will convene a committee consisting of the Director of Equity and Diversity, the Matriculation Coordinator and a member of the Matriculation Committee to review the petition.

- Students wishing to appeal the decision of the Dean(s) may do so by meeting with the Vice President of Instruction. Students wishing to appeal the decision of the committee regarding a discriminatory application of a prerequisite or corequisite may do so by meeting with the Dean of Counseling.
4. **Complaint of unlawful discrimination** — If a student feels assessment, orientation, counseling, prerequisites (or any other Matriculation procedure) is being applied in a discriminatory manner, a petition may be filed with the Matriculation Coordinator. The Matriculation Coordinator shall convene a three (3) member panel consisting of the Director of Equity and Diversity, the Matriculation Coordinator and an additional member to review the student's petition. The panel shall meet and provide a written notification to the student within seven (7) working days. (Students wishing to appeal the committee's decision may do so by meeting with the Dean of Counseling.) Petitions for the above appeals are available in the Counseling Center.

**Matriculated Student Responsibilities**

Matriculated students have responsibilities, which include the following:

1. To express a broad educational intent upon admission.
2. To declare a specific educational goal no later than during the term after which the student completes 15 semester units. The student shall then have 90 days in which to develop a Student Educational Program Plan (SEPP).
3. To participate in counseling/advising.
4. To attend class, complete assignments and maintain progress toward a goal.

If you have any questions regarding the above Matriculation information, please contact the Matriculation Coordinator at (714) 992-7245.

**Open Enrollment Policy**

It is the policy of the District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for State aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to Chapter 11 Division Two Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

**Orientation**

See Matriculation in this section.

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**Refunds**

(Pursuant to section 58508 of Subchapter 6 of Chapter 9 of Division 6, Title 5 of the California Code of Regulations.)

Students who withdraw from college or drop semester length classes during the first two weeks of the Fall or Spring semester will be eligible for a refund. This includes enrollment, tuition, health, A.S. Sticker, and parking fees. Refer to the current class schedule or contact the Admissions and Records Office for refund deadlines for short term, late starting or Summer term classes, as deadlines can be as early as the first or second day of class. A refund processing fee of $10 will be withheld once each term.

Refunds will be mailed approximately six to eight weeks after the beginning of the semester.

**Registration**

Registration is the process of becoming officially enrolled in classes. All new and former (returning) students must submit an Application and be admitted to the college before registering. An application must be submitted online through CCCApply. Visit the website at www.fullcoll.edu for information and instructions. For students without Internet access, computer terminals are available in the lobby of the Admissions and Records Office, Student Services Building 2000.

Registration is by appointment. Priority appointment times are issued to continuing students by total units completed at Fullerton and Cypress colleges. For new and former (returning) students, registration appointments are based on date of application. Special Admit students are not eligible for priority registration.

Throughout the registration process (including class petitioning), certain deadlines must be established. These deadlines are necessary in order to comply with State attendance laws and must be followed by all faculty and students. Failure to comply with these deadlines may mean that the student will not be allowed to attend or receive credit for the class.

**Continuing Student:** Currently enrolled at Fullerton College and will receive a grade.

**Former (Returning) Student:** Previously attended Fullerton College or currently enrolled but will not receive a grade.

**New Student:** Never enrolled in classes at Fullerton College.

**Special Admit Students:** K-12 grade level students concurrently enrolled at Fullerton College.
Residency for Tuition Purposes (per Education Code, Section 68060)

The Office of Admissions and Records determines the resident status of all new and returning students. Responses to the Application for Admission and, if necessary, other evidence furnished by the student are used in making this determination. A student who does not submit adequate information to establish the right to classification as a California resident will be classified as a nonresident.

The resident determination date is the day immediately preceding the opening day of instruction of the semester or term as set by the Board of Trustees. Generally, residency requires actual physical presence in California one year prior to the residence determination date, coupled with proof of the intent to make California one’s home.

Factors Considered to Determine Residency

A person's presence in California and the factors below are considered in determining California residency. No one factor determines residency.

- Proof of employment (paycheck stub) in California, along with filing California State Income taxes as a resident
- Possessing a valid California Driver’s License
- Registering a vehicle in California
- Voting in California
- Owning residential property in California and currently residing on that property
- Being licensed to practice a profession in California
- Having an active checking and/or savings account in a California bank
- Showing California on military records (DD214, Military Orders, Leave and Earnings Statement)
- Possessing a divorce decree issued in California
- Having paid nonresident tuition in another state

Exceptions to Residency Requirements

Several exceptions to the residency rules apply per Education Code. They include, but are not limited to the following:

- Active duty military personnel stationed in California
- Dependents of active duty military stationed in California
- Certain minors who remained in California when parents moved
- Self-supporting minors
- Full-time employees of California State University and Colleges, the University of California, or any California Community College, or State of California agency, or a child or spouse of the full-time employee.

Nonresident Student

A student's resident status is determined at the time of application. A nonresident student must pay nonresident tuition in addition to the enrollment fee and other fees (including a $20 Capital Outlay Fee per Education Code 76141) for credit classes.

Assembly Bill AB 540

This act allows all persons, including undocumented immigrant students who meet the requirements set forth in Section 68130.5 of the Education Code to be exempt from nonresident tuition in California’s colleges and universities.

Who Qualifies?

- An alien student who is without lawful immigration status (undocumented, out of status).
- A U.S. Citizen or Permanent Resident card holder who does not meet the California residency requirement.

Requirements

- Student attended a high school (public or private) in California for 3 or more years.
- Student graduated from a California high school or attained the equivalent (for example, passing the GED, California High School Proficiency Exam, or Certificate of Completion) prior to the start of the term.
- All qualified students who are without lawful immigration status must file an affidavit with the college stating that he/she has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
- All students who do not meet the California residency requirements and are eligible for this exemption must file an affidavit with the college.

The affidavit is included in the California Nonresident Tuition Exemption form which is available in the Admissions and Records Office. Students living outside the state and enrolled via distance education are not eligible for the AB 540 exemption (Revised Guidelines for Implementation of AB 540 — Firebaugh, October 23, 2003).
Special Admit Students

Students may enroll in college classes as Special Admit students while concurrently enrolled at another school at the K-12 grade level. Enrollment is for advanced, enrichment courses. Special Admit students must be recommended by their principal or school designee and must meet all course prerequisites. K-8 students must also be recommended by the respective Instructional Dean at the college.

Persons under 18 years of age/not enrolled in school, enrolled in private school or home schooled students:

Persons attending a Home School Program or persons under 18 years of age who are not high school graduates and are not currently enrolled in school may be eligible as Special Admit students with the following exceptions:

- If a local high school or ROP program offers a course in the subject area requested, the student may not enroll in the equivalent course as a Special Admit student at Fullerton College
- Home School programs must be accredited by Western Association of Schools and Colleges from Grades 9-12
- Obtain College President's signature, or designee
- Applicants must pay ALL applicable fees at the time of registration

Part-time Special Admit students (enrolled in 1-11 units) in grades 9-12 are exempt from enrollment fees, but must pay health fees.

Part-time Special Admit students (enrolled in 1-11 units) in grades K-8 must pay enrollment and health fees.

Full-time Special Admit Students (enrolled in 12-18 units) must pay enrollment and health fees.

Students on F-1 and F-2 visas are not eligible to enroll as Special Admit students.

Restrictions are placed on high school students wishing to take some Fullerton College courses, including, but not limited to, English, ESL, reading and math.

For further information on the Special Admit Program, contact the Admissions and Records Office at (714) 992-7075 or the Counseling Division at (714) 992-7010.

Student Fees

- Fees are subject to change
- Fees are payable by cash, check, MasterCard or Visa

Returned checks must be paid in the form of cash or money order, and a $25.00 service charge will be added to the amount owed. All checks returned for “Stop Payment” will also be subject to the $25 service charge. A student's enrollment at Fullerton College as well as his/her credit may be affected.

A.S. Benefits Validation
See “Student Affairs and Activities.”

Campus Photo ID Card

All students are strongly encouraged to purchase a campus identification card. This card serves as positive photo identification for the Library, the Admissions and Records Office, various labs, the Bookstore, and other needed areas/services. A current Schedule/Bill and valid picture ID is needed at the time of production and/or validation. The charge for a Campus ID Card is $2.50. All ID cards not picked up by the last day of the semester purchased will be voided. Replacement and voided campus ID cards are also $2.50.

Course Fee
These fees are noted in the class schedule.

Enrollment Fee
The enrollment fee is $20 per unit. This fee is subject to change by legislative action.

Health Fee
All students who enroll in classes through Fullerton College are required to pay a $16 Health Fee per semester ($13 for the Summer term). This Health Fee entitles students to a variety of health services. Health Fees are charged to all students whether or not they choose to use health services.

Any student who depends exclusively on prayer for healing in accordance with the teachings of a bona-fide religious sect, denomination or organization is exempt from paying the health fee. Upon request, the health fee will be refunded to any student who withdraws from all courses prior to the 10% date of the length of the course.

Non-resident Tuition Fee
Non-resident students will be charged a tuition fee of $190 per semester unit for the 2009-2010 school year. Non-resident students who are citizens and residents of a foreign country will be charged a tuition fee of $210 per semester unit. NOTE: All non-residents must also pay the enrollment fee and health fee.
Parking Fee
To park on campus, parking permits can be purchased:

- $35 ($20 during Summer Term) Auto
- $20 ($10 during Summer Term) Motorcycle
- $20 (all terms) Students with BOGW Fee Waiver

Pay fee during registration. A limited amount of metered parking is available. For additional information, see “Parking” under “College Policies.”

Transcripts

High School Transcripts
All matriculated students should have official transcripts sent to the Counseling Office from their high schools.

Other College Transcripts
Students with previous college units should have transcripts from all colleges previously attended sent to the Fullerton College Admissions and Records Office. These transcripts can verify completion of prerequisite courses, eliminating the necessity of taking all or part of the placement tests, and can assist the academic counselors in working with the students. Official transcripts from other colleges are required for evaluation toward a certificate, associate degree, or meeting general education requirements for transfer.

Fullerton College Transcripts
The Admissions and Records Office prepares and permanently retains a record of each student’s academic work. A student’s transcript reflects all academic work attempted at Fullerton College. It lists chronologically the courses, units, grades, cumulative grade point average, transfer credits (posted after graduation), and total units.

Electronic transcripts can be sent to various institutions. Log on to myGateway and visit “Student Links” for more information.

Students who have completed General Education Certification requirements (for additional information, refer to General Education Breadth Requirements — Four Year Colleges and Universities), need to request that an evaluation is included with the transcript when it is sent to the university. Due to the need for accuracy in this evaluation, rush service is not available. Processing time is 10-15 business days.

Students are entitled to two (2) free copies of their transcripts. Subsequent copies are $3 per copy. (Note: Fee is subject to change at any time.) On Demand/Rush transcripts can be obtained for an additional $10.

Transcript requests must include full payment to be processed. Requests will not be processed if the student has outstanding financial obligations to the college. Only checks or money orders are accepted and should be made payable to Fullerton College. Cash payments may be made at the Admissions and Records Office but are not recommended to be sent through the mail.

In accordance with the Family Educational Rights and Privacy Act of 1974, records may not be released to a third party without prior written authorization of the student. Contact Admissions and Records for more information. A picture ID is required when requesting transcripts in person.

Verification of Student Status

The Admissions and Records Office verifies current term registration and dates of enrollment for non-campus certification. Photo ID is required for service. There is a $3.00 verification fee per request. Rush requests are an additional $10. Verifications for loan forms are processed in the Financial Aid Office.

To conveniently serve our students, enrollment verification may also be obtained through the National Student Clearinghouse website at www.studentclearinghouse.org. This service is available 24 hours a day, 7 days a week for a fee of $3 per verification. Step by step instructions are available at http://admissions.fullcoll.edu/verification.

Transcripts requested via mail or in person for current/non-current students will be processed within 10-15 business days (not including the mailing time). Forms for requesting transcripts are available in the Admissions and Records Office and on our website: www.fullcoll.edu. Mail requests must include the current name and all names used in the past, current address, phone number, date of birth, social security number, dates of attendance, where transcript is to be sent, number of copies needed, any instructions for special handling, and the student’s full signature. Send requests to: Fullerton College, Admissions and Records Office, 321 East Chapman Avenue, Fullerton, CA 92832-2095.

Transcripts may be requested online through myGateway. Visit the Admissions and Records website for complete instructions. The processing time for web requests is 7-10 business days (not including mailing time). Rush is not available for this service.