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SUMMER 2010

Monday, March 1…………………………………First day to submit an Application for Admission (Apply OnLine)
**Applications will be accepted through the start date of any class

Monday, May 10…………………………………Registration for Summer Classes begins*

Monday, May 10 – Monday July 12……………….Filing period to submit applications for Summer Graduation
Monday, May 31…………………………………Memorial Day Holiday

Monday, June 21…………………………………Classes Begin
**Registration continues through the add deadline for each class
**Petitions to Audit and requests for Pass/No Pass option will be accepted through the add deadline for each class.

Tuesday, June 1 – Friday, August 13……………..Parking Permit required in all Student Lots.*
*May 27 – June 21: Lot 10 Parking Permit not required.
*June 21: All Student Lots Parking Permit not required.

Monday, July 5…………………………………Independence Day Holiday Observed

Monday, July 12…………………………………Last day to apply for Summer Graduation

Sunday August 15………………………………Last day of term

~All Registration, Adds, Drops and Withdrawals are to be completed ONLINE through myGateway~

FINAL GRADES
Available on myGateway approximately 3 weeks after the class ends.

TRANSCRIPTS WITH FINAL GRADES
Transcripts can be requested online through myGateway. Students must check myGateway to see that all grades are posted before requesting transcripts.

ADD, DROP and REFUND DEADLINES

~All Registration, Adds, Drops and Withdrawals are to be completed ONLINE through myGateway~

Refer to the comment line under the CRN in the Class Schedule for the following class-specific deadlines:

• Last Day to ADD a class*
• Last Day to DROP and qualify for a refund
• Last Day to DROP without a “W”
• Last Day to WITHDRAW

*Add Authorization Code required starting the first calendar date of instruction for any class.

NOTE: Deadlines vary for each CRN depending on the start date and length of the class. Refer to the class schedule for deadlines.

~ ALL DATES SUBJECT TO CHANGE WITHOUT NOTICE ~
EIGHT STEPS TO SUCCESS

1. Apply Online
   ► New students go to www.fullcoll.edu
   ► Continuing students — no need to re-apply
   ► Returning students go to www.fullcoll.edu

2. Apply for Financial Aid
   ► New students go to www.fafsa.ed.gov
   ► Continuing students — Renew your fee waiver for Summer. Spring 2010 Fee Waivers do NOT roll into Summer. You must complete a new 2010–2011 Fee Waiver (BOGG) application.

3. Orientation
   ► No appointment needed, log into your myGateway account, and click “Online Orientation” in the “Student Links” channel.

4. Assessment
   ► To enroll in Math, English, Reading or ESL you must take the placement test
   ► Walk-in testing available in Room 513

5. Counseling
   ► Walk-in counselors available for office hours; call (714) 992-7084, press Option #3
   ► Bring high school and/or other college transcripts for course placement
   ► For additional information, visit http://counseling.fullcoll.edu
6. **Update Personal Information**

- Access myGateway
- Check accuracy of
  - Email address
  - Mailing address
  - Phone number

7. **Register for Classes**

- New and returning students receive registration appointment by email
- Continuing students receive registration appointment by email and/or can check myGateway for their registration time
- Go to myGateway at www.fullcoll.edu and register

8. **Pay Your Fees**

- Fees are due when you register
- Pay by credit card on myGateway
- Check/money order payments may be submitted by mail, in the drop box, or in person at the Admissions & Records office
- Cash payments must be made in person at the Admissions & Records office

---

**DROP FOR NON-PAYMENT**

- **Fees are due IMMEDIATELY.** Fullerton College does not bill for unpaid registrations.
- Students who register between May 10th and June 15th **MAY BE DROPPED** from classes if payment is not received. Students will be notified of classes dropped for non-payment via email.
- Students who register for classes **on or after** June 16th **will NOT be dropped** but will incur a financial obligation to the college.
- Students who are enrolled in classes when the term begins and have not paid fees, will have a hold placed on their records.
Continuing Students

- Students who are enrolled in a course for Spring 2010 and will receive a grade or a “W” are considered Continuing Students for Summer 2010 and receive priority registration.
- Registration appointments are based on units/hours earned through Fall 2009 at both Fullerton and Cypress Colleges. Having attended both institutions requires adding units/hours earned from both colleges.
- Number of units/hours earned can be determined by logging onto myGateway at www.fullcoll.edu, click Student Records, click View Unofficial Web Transcript.

New & Returning Students

- An online application for admissions must be submitted by the following:
  - First time students who have never registered for classes at Fullerton or Cypress College.
  - Former students returning after an absence of one or more terms.
- Registration appointments are based on application submission date.

Veteran Students

- Members or former members of the Armed Forces of the United States are granted priority registration for enrollment for any academic term within two years of leaving active duty.
- For priority registration approval, submit your military ID, DD214, or N.O.B.E. (Notice of Basic Eligibility) to the Veterans Office, located in Room 712. For more information, contact Ray Bustos at 1-714-732-5279 or veterans@fullcoll.edu. (Senate Bill 272, effective 1-1-08)

Special Admit Students

- Students currently enrolled in K-12 will register for the Summer term on Thursday, June 17 @ 4 pm.

When do I register for classes?

- Registration appointment times will be emailed to all students the last week of April.
- Students can view their registration appointment time on myGateway beginning Monday, April 26th. Log onto myGateway at www.fullcoll.edu, go to Registration Tools, click Check Registration Appointment (CC/FC).
- Students who apply after the last week of April will receive their registration time via email approximately one week after their application submission date.
- Students who apply after the term begins will receive their registration time via email approximately one to three days after their application submission date.

Registration is subject to established deadlines for adding, dropping, payment and refund of fees.
# Fees and Refunds

## REGISTRATION FEES

**REQUIRED FEES**

<table>
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<tr>
<th>Fee Description</th>
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<tr>
<td>Enrollment Fee*</td>
<td>$26.00 per unit</td>
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<tr>
<td>Health Fee**</td>
<td>$13.00 for term — Refer to Health Center for services</td>
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**Non Resident Tuition**

- Non-California Resident: $190.00 per unit plus above fees
- Non-U.S. Citizen: $210.00 per unit plus above fees
  (Includes $20.00 Capital Outlay Fee per Ed Code 76141)

**Course Fee (if applicable)**

- $ as shown in current class schedule under course title

*Enrollment Fee: Waived for BOGG recipients and Special Admit Students in grades 9–12.

**Health Fee:** Pursuant to Education Code and district policy, Fullerton College has a mandatory health fee. The health fee is $16 per term ($13 for summer) for each student regardless of the number of units taken. The **health fee exceptions are subject to change should the state legislature take action to change them.** 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.

## OTHER FEES

- A.S. Benefits Validation: $4.25
- Campus Photo ID Card: $2.50 for new students
- Parking Fee – Automobiles: $20.00
- BOGG Fee Waiver Recipients: $20.00
- Parking Fee – Motorcycles: $20.00

*Parking Permits may be used in any student parking lot in the district (Fullerton, Cypress, SCE and Anaheim Campus).

 ~~There will be a fee for lost or stolen parking permits and A.S. Validation Stickers~~

**RETURNED CHECK SERVICE CHARGE**

Checks returned for non-sufficient funds or “Stop Payments” must be paid by MasterCard, VISA, cash or money order, and a $25.00 service charge will be added to the amount of the check. Your enrollment at Fullerton College, as well as your credit, may be affected.

## REFUND POLICY

- To qualify for a refund, student must officially drop from 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.

**REFUND DEADLINES**

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

- Enrollment, Health and Non-Resident Tuition Fees: Refundable if dropped by the 10% point of length of class.
- A.S. Validation: Refer to comment line under the CRN in the Class Schedule for deadline date.
- Campus Photo ID Card: Refer to comment line under the CRN in the Class Schedule for deadline date.
- Parking Permit: Refundable with complete withdrawal if dropped by 10% point of length of class.

*Refund policy (Pursuant to Section 58508 of Subchapter 6 of Chapter 9 of Division 6, Title 5 of the California Code of Regulations)*

**REFUND PROCESSING FEE**

A processing fee of $10.00 per term will be deducted from enrollment fee refunds. Exemptions from the processing fee are students with a fee waiver, canceled classes, or administrative drops.

*A community college district shall not refund any enrollment fee or differential enrollment fee paid by a student for program changes made after the first two weeks of instruction for a primary term-length course, or after the 10 percent point of the length of the course for a short-term course, unless the program change is a result of action by the district to cancel or reschedule a class or to drop a student pursuant to Section 58106 (g) where the student fails to meet a prerequisite.*

## DROP FOR NON-PAYMENT

- Fees are due IMMEDIATELY. Fullerton College does not bill for unpaid registrations.
- Students who register between May 10th and June 15th MAY BE DROPPED from classes if payment is not received. Students will be notified of classes dropped for non-payment via email.
- Students who register for classes on or after June 16th will NOT be dropped but will incur a financial obligation to the college.
- Students who are enrolled in classes when the term begins and have not paid fees, will have a hold placed on their records.

**ALL FEES ARE SUBJECT TO CHANGE**
Registration Terms and Definitions

ADMISSION ELIGIBILITY
Applications for admission are accepted for:
- High school graduates or students at least eighteen years of age.
- Students in K-12 who qualify for the Special Admit Student Program.
- International Students who are eligible under a student visa (F-1). For information on the application procedure for International Students, contact the International Student Center at 1-714-992-7078 or visit http://isc.fullcoll.edu.

ADD CODES
The four digit Add Authorization Code is required for each class once the term begins and is only valid for the current term and class. The Add Authorization Code must be used by the add deadline of the course to guarantee official enrollment. If a student has been unsuccessful using the Add Code due to too many attempts, or the code has expired, a new Add Code must be obtained from the instructor.

CALIFORNIA RESIDENCE
California Community Colleges are required to determine a student’s residency for tuition purposes. California law states that residency is physical presence with the intent to remain in California.

To qualify for resident status, a student must have been a California resident for one year and one day prior to the first day of the term. The burden of proof to clearly demonstrate both physical presence in California and the intent to establish California residence lies with the student.

For additional information regarding residency and exceptions to residency requirements, including AB-540, see section “Residency for Tuition Purposes” in this Class Schedule.

CLOSED CLASS
A class closes when the maximum seat capacity has been reached. Students wishing to register for a closed class must petition the class. See entry below, “Petitioning Closed Classes,” for additional information.

COREQUISITES (CONCURRENT ENROLLMENT)
When a class has a corequisite, students must register for one or more (often a lecture and lab) classes concurrently. Knowing the information being presented in the concurrent course is deemed necessary for successful completion of either course. When dropping or withdrawing from a course that has a corequisite, both courses must be dropped or withdrawn concurrently.

DUPLICATE COURSE
Students may not register for two classes with the same course number and title.

DROP FOR NON-PAYMENT
Students who have registered for classes and have not paid fees may be dropped to make seats available for other students. Refer to the “Drop for Non-Payment” section in the “Fees and Refunds” page in this class schedule for details.

MAXIMUM UNITS/HOURS
A maximum unit load for any student is 19 units per term. Students may carry over 19 units only with a counselor’s approval.

PETITIONING CLOSED CLASSES
Students may petition closed classes by attending the first meeting. If space permits, the instructor will issue an Add Authorization Code, allowing students to add the closed class online through myGateway. Students are not officially registered until the class has been added online.

PREREQUISITES
When a course has a prerequisite, students must have specific knowledge to be successful in the course. The prerequisite can be a skill, a test score or successful completion (grades of A, B, C, CR, or P have been earned) in a prior course. Students must have all prerequisites cleared before registering.

SCHEDULE/BILL RECEIPT
The Schedule/Bill receipt is proof of enrollment in classes and fees paid for the term. Schedule/Bill receipts will NOT be mailed, but can be obtained on myGateway. Students should check the Schedule/Bill receipts carefully to verify registration and fee payment. Instructors, labs and any office on campus may request to see a student’s Schedule/Bill receipt prior to providing services.

TIME CONFLICT
Students are not permitted to register for two classes that are scheduled during the same or overlapping time periods, even if the instructor will allow it. This includes online and/or hybrid courses with mandatory on-campus meetings that conflict with other on-campus courses.

TRANSCRIPTS
Transcripts are not required at the time of application, but should be submitted shortly thereafter. Students should submit transcripts by the end of their first term at Fullerton College if necessary according to the criteria below.

High school transcripts — Students who have graduated from high school in the past two years must submit a sealed copy of transcript to the Counseling Center.

Other college transcripts from previous colleges attended —
- Students who plan to graduate or complete a certificate at Fullerton College and/or transfer from Fullerton College must submit a sealed copy of transcripts to the Admissions and Records Office.
- Veterans collecting educational benefits must submit a sealed copy of transcripts to the Financial Aid Office.
- Students who need to show proof of prerequisite completion may bring a personal copy of transcript for review by a counselor. Further evaluation of other college transcripts may be required by Admissions and Records prior to course clearance for enrollment.
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 at least 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.

- Being licensed to practice a profession in California
- Filing California State Income taxes as a resident
- Having an active checking and/or savings account in a California bank
- Having paid nonresident tuition in another state
- Owning residential property in California for personal use
- Possessing a California Driver’s License and a vehicle registration in California
- Possessing a divorce decree issued in California
- Showing California on military records (Leave and Earnings Statement)
- Voting in California

Exception 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
- Certain minors who remained in California when parents moved
- Dependents of active duty military stationed in California
- Full-time employees of the college or a state agency, or a child or spouse of the full-time employee
- Self-supporting minors

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 AB540
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. The requirements are:

- High school attendance in California for three or more years
- Graduation from a California high school or attainment of the equivalent thereof (i.e., GED or Certificate of High School Proficiency) prior to the start of the term.
- Registration as an entering student at, or current enrollment at, an accredited institution of higher education in California not earlier than the Fall semester or quarter of the 2001–2003 academic year.
- In the case of a person without lawful immigration status, the filing of an affidavit with the college stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

All students who do not meet the California residency requirements 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 AB540 exemption (Revised Guidelines for Implementation of AB540 — Firebaugh, October 23, 2003).
DON’T DELAY YOUR REGISTRATION

Check for Prerequisites early

Before you enroll check to see if your class has a prerequisite. Prerequisites must be cleared prior to enrollment. Plan ahead and take care of this as early as possible to avoid waiting in long lines and delaying your enrollment in important classes.

How to clear a prerequisite

You are automatically cleared if:

► you are currently enrolled in the appropriate prerequisite course at Cypress College or Fullerton College
► you have completed the appropriate prerequisite course at Cypress College or Fullerton College
► you have tested into a particular course level in English, ESL, Reading and Math by taking the appropriate placement test
► for Fullerton College chemistry students: you have taken the Chemistry assessment test at Fullerton College and received the appropriate score for placement

You can also be cleared by:

► bringing high school transcripts, transcripts from another college and/or other appropriate documentation indicating completion of the prerequisite course. Because some classes fill up very quickly, it is recommended that you take care of this as soon as possible to avoid possible delays to your enrollment in important classes. Bring your transcripts to the Counseling Center below.

Fullerton College Counseling Center
2000 Building on 2nd floor
(714) 992-7084
Hours are Mon–Tues 8 am – 7 pm

Cypress College Counseling Center
Student Center Building, 2nd floor
(714) 484-7015

Priority Registration for the Military

Veteran Students who are members or former members of the Armed Forces of the United States are granted priority registration for enrollment for any academic term within two years of leaving active duty.

For priority registration approval, submit your military ID, DD214, or N.O.B.E. (Notice of Basic Eligibility) to the Veterans Office, located in 700 Bldg, Rm 712.

For more information, contact Ray Bustos at 1-714-732-5279 or veterans@fullcoll.edu

(Senate Bill 272, effective 1-1-08)
### Distance Education:

**Convenient, flexible, and accessible on and off campus**

**Same application, registration, credits and fees as on-campus courses**

**IMPORTANT:**
- Distance Education courses may require an email to the instructor, course log-in by a required date, and/or attendance for an orientation/meeting face-to-face “on campus.”
- Distance Education courses may be taught using CE 6/8, publisher sites such as MyMathLab, and/or course sites in MyGateway. For information on which one to use, refer to course specific information in this Schedule of Classes, or contact the instructor.
- Fees are due immediately upon registration.
- Essential skills include using email, a word processing program, saving documents, and navigating the Internet.
- “Is a Distance Education Course Right for You?” Go to http://online.fullcoll.edu, click on “FAQ’s” and complete the self-evaluation to determine your readiness for enrolling in a Distance Education Course.

Please refer to course listings on following pages for details.

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<th>Distance Education Hybrid</th>
<th>COURSE THAT COMBINES SOME PERCENTAGE OF CLASS TIME ONLINE AND SOME PERCENTAGE OF CLASS TIME ON CAMPUS.</th>
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<td>ACCT 101F Managerial Accounting</td>
<td>JOUR 290 F Internship to Journalism/PR</td>
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<td>CRTV 290 F Internship to Communications</td>
<td>PE 235 F First Aid, CPR and Safety Education</td>
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<tr>
<th>Distance Education Online</th>
<th>COURSE OFFERED ENTIRELY OR PRIMARILY ONLINE. NOTE: SOME INSTRUCTORS ALSO REQUIRE COMING TO CAMPUS FOR ORIENTATION AND/OR TESTING.</th>
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<td>ACCT 101F Financial Accounting</td>
<td>ENVS 105 F Environmental Biology</td>
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<tr>
<td>ANTH 101 F Physical Anthropology</td>
<td>ESC 105 F Introduction to Meteorology</td>
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<td>ANTH 102 F Cultural Anthropology</td>
<td>ESC 130 F Introduction to Oceanography</td>
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<tr>
<td>BIOL 100 F Principles of Biology</td>
<td>HIST 112 F World Civilizations I</td>
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<tr>
<td>BUS 100 F Introduction to Business</td>
<td>HIST 270 F Women in United States History</td>
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<tr>
<td>BUS 240 F Legal Environment of Business</td>
<td>MATH 015 F Pre-Algebra</td>
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<td>MATH 020 F Elementary Algebra</td>
<td>MATH 040 F Intermediate Algebra</td>
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<td>MATH 100 F Liberal Arts Mathematics</td>
<td>PE 250 F Sport and the United States Society</td>
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<tr>
<td>PSY 101 F General Psychology</td>
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<td>PSY 120 F Human Sexuality</td>
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<tr>
<td>SOC 101 F Introduction to Sociology</td>
<td>SOC 102 F Social Problems</td>
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<td>SOC 101 F Introduction to Sociology</td>
<td>SPAN 20 F Spanish for the Spanish Speaker</td>
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<td>SPAN 203 F Intermediate Spanish III</td>
<td>THEA 100 F Introduction to the Theatre</td>
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<td>THEA 105 F Music Theatre History</td>
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<tr>
<th>Distance Education Teleweb</th>
<th>COURSE COMBINES CABLE TELEVISION BROADCASTS, ONLINE TECHNOLOGIES, AND SOME CAMPUS ATTENDANCE.</th>
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<tr>
<td>CRTV 121 F The American Cinema</td>
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http://online.fullcoll.edu

Questions? Email: online@fullcoll.edu