ATTENDANCE
Attendance at the first class meeting is highly recommended. Failure to attend may result in the instructor dropping the student from the class.

AUDITING COURSES
Enrolled students who wish to audit a class must file a “Petition to Audit” with the Admissions and Records Office by the add deadline of the class. Refer to the College Catalog for details.

BASIC SKILLS COURSES
Students will not receive credit for more than 30 units of remedial or basic skills courses in the district. Students who exhaust this unit limitation will be referred to appropriate non-credit continuing education services, with certain exceptions. Refer to the College Catalog for details.

CAMPUS HOLDS
Fullerton College will withhold grades, diplomas, transcripts, registration privileges, or any combination thereof, from any student or former student who has failed to clear a campus obligation (unpaid balance of enrollment fees, returned check, unpaid loan, equipment not returned, equipment breakages, unpaid fines or materials owed to the library, etc.). Students must clear all holds before registering for classes. Any item withheld shall be released when the student clears the campus obligation.

CLASS CANCELLATIONS
Fullerton College reserves the right to cancel any class for which the enrollment is not sufficient to warrant continuation and to change the class hours and/or days as necessity demands.

COURSE PROGRESSION
Students are expected to take courses on an accepted progressive basis. Students will not receive credit for classes which are considered lower in degree of advancement than those already taken.

COURSE REPETITION
Students will be blocked from registering into courses for which they are not eligible. To request an exception to the Course Repetition policy, students must file a petition with the Admissions and Records Office.

Incomplete (I) Grades
If an Incomplete (I) is received, the student cannot re-enroll in the course. Specified coursework must be completed within one year with the instructor who assigned the incomplete grade.

In Progress (IP) Grades
If an In Progress (IP) is received, the student must re-enroll in the course the following term.

Non-Repeatable Courses
A course in which a student has earned a grade of D, F, NC, or NP may be repeated only once. A course in which a student has earned an A, B, C, CR, or P may be repeated only under exceptional circumstances.

Repeatable Courses
Students may repeat a course only up to the maximum number of repetitions permitted in accordance with the College Catalog.

GRADS
Final grades are not mailed to students. Grades are available online approximately three weeks after the class ends. Login to myGateway, click Student Records.

STUDENT INFORMATION
Student data should be kept current to receive important information from the college. The student is responsible for any delay in communications sent from the Admissions and Records Office when an incorrect address is on file.

E-mail addresses may be changed online. Login to myGateway, click Update E-mail Addresses in the Personal Information box.

Mailing Address and Phone numbers may be changed online. Login to myGateway, click Update Addresses and Phone in the Personal Information box.

Name Changes — Currently enrolled students who wish to change their name on official college records must obtain and file the “Student Information Change” form in the Admissions and Records Office. Proof of legal name change shall be required.

(continued)
MATRICULATION APPEALS PROCEDURES
A Matriculation Appeals Petition may be filed for any of the following concerns:

Review of Placement Decisions
The student must make an appointment to see the Dean of Counseling. If the Dean of Counseling is unavailable within three (3) working days, the student shall take the appeal directly to the Dean of Humanities or Dean of Mathematics as appropriate. The student must include documentation and/or information to support the appeal.

Waiver of Prerequisites
If a corequisite or prerequisite is not offered in a given term, the student may request a waiver of the corequisite and/or prerequisite. The student shall take the petition directly to the dean of the division responsible for the course. The request must be made prior to the first day of the term.

Students may challenge a prerequisite on the grounds it is not valid because it is not necessary for success in the course for which it is required; or because the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite. The student shall take the petition directly to the dean of the division responsible for the course.

Complaint of Unlawful Discrimination
If a student feels that assessment, orientation, counseling, prerequisites (or any other matriculation procedure) is being applied in a discriminatory manner; a petition may be filed with the Dean of Counseling. Petitions for the above appeals are available in the Counseling Center (2000 Building).

MILITARY WITHDRAWAL
Students called to military service during a semester in progress should contact the Admissions and Records Office to have a “MW” (military withdrawal) noted on their academic transcript. A copy of military orders is required.

OPEN ENROLLMENT
It is the policy of the North Orange County Community College District that every course, course section or class, wherever offered and conducted throughout the district, shall be fully open to enrollment and participation by any person who is eligible for admission to the college(s) and who meets such prerequisites as may be established pursuant to Chapter 11, Division 2, Part VI, Title 5 of the California Administrative Code, commencing with Section 51820.

PASS/NO PASS
If a course is listed in the College Catalog as “Letter Grade or Pass/No Pass Option,” a student choosing to take the course with a P/NP grade must file a “Pass/No Pass Grade Request” form in the Admissions and Records Office no later than the add deadline of the course. Once the request is submitted, the grading option is not reversible.

PRIVACY RELEASE
Pursuant to the Federal Family Educational Rights and Privacy Act of 1974, the College may release or publish, without the student’s prior consent, items in the category of public information, which include the student’s name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student.

Students who wish to have this information restricted must submit a written request to the Admissions and Records Office. Directory information will then only be provided to individuals who have a current written and signed release from the student.

REQUEST TO EXCLUDE “D” or “F” GRADES
If a student has previously received a “D” or “F” grade in a course taken at Fullerton College and repeats exactly the same course and earns a higher letter grade, the student may petition to exclude the “D” or “F” grade from his or her cumulative grade point average. Petitions are available in the Admissions and Records Office. Refer to the College Catalog for complete information.

VARIABLE UNIT COURSES
Units may be increased/decreased no later than the withdrawal deadline of the course. Students must increase/decrease units at the Admissions and Records Office. Additional fees will be charged for increased units.

WAITLIST
A waitlist is an electronic list of students who are petitioning a closed class. Waitlist size is determined by the division. Waitlisting does not guarantee enrollment into any class and not all classes have waitlists.

When myGateway advises that a class is closed, a student can choose the option to be placed on the waitlist. If a seat becomes available, the waitlisted student will be notified via email that they have 48 hours to add the class through myGateway. The email will be sent to the preferred email address on file. Waitlisted students must meet all registration requirements for this class.

If the student does not register for the class section within the 48 hour timeframe, their name is automatically removed from the waitlist and the next priority student is notified. Students can remove their names from the waitlist through myGateway without being subject to any type of registration penalty.

WITHDRAWAL POLICY
While an instructor may drop a student for excessive absences, it is the student’s responsibility to officially withdraw from a class. Instructor approval is not required. Students must drop/withdraw classes by the appropriate deadline date through myGateway.

For all summer classes, refer to the comment line under the specific section (CRN) of the class for deadline dates. Every effort has been made to ensure the accuracy of these dates. These dates are subject to change without notice in order to comply with state accounting regulations.

Failure to officially withdraw from a class may result in a grade of “F” or “NP.”
Students may earn one Associate in Arts Degree and multiple Associate in Science Degrees. Those who were previously awarded an Associate in Arts Degree will not be eligible for an Associate in Science Degree in that same major.

REQUIREMENTS:
1. Completion of 60 degree applicable units with a cumulative 2.0 grade point average.
2. Residence Requirement
   a. A minimum of 24 units accumulated during two or more semesters must be completed at Fullerton College; OR
   b. The last 12 units prior to awarding the degree must be completed at Fullerton College.
3. Completion of course work in a major as required (see college catalog).
4. Completion of general education:
   a. 24 units as stipulated by the Fullerton College graduation requirements (see below) OR
   b. 39 units as stipulated by the CSU general education requirements OR
   c. 37–39 units as stipulated by the IGETC (Intersegmental General Education Transfer Curriculum) requirements.

FULLERTON COLLEGE GENERAL EDUCATION GRADUATION REQUIREMENTS

Twenty-four (24) Units Total Minimum Required — Three Units in Each of the Eight (8) Sub-categories Courses appearing in more than one area may only be counted in one area.

New courses for 2009–2010 are listed inbold.

AREA A – Language and Rationality (6 units)
A1 Written Communication (3 units)
   BUS 111 F; ENGL 100 F or 100HF; JOUR 101 F
A2 Analytical Thinking (3 units)
   CIS 100 F; 111 F; CRTV 118 F; CSCI 123 F; ENGL 103 F or 103HF; 104 F, 201 F; JOUR 110 F; MATH 120 F or 120HF; PHIL 170 F, 172 F; READ 142 F; SOSC 120 F; SPCH 100 F, 105 F, 120 F, 124 F, 135 F
   Also, MATH 120 F or 120HF and SOSC 120 F may only be used in one area

AREA B – Natural Sciences and Mathematics (6 units)
B1 Physical Sciences and Life Sciences (3 units)
   Physical Sciences: CHEM 100 F; 101 F, 103 F, 107 F, 111AF; ESC 100 F, 101 F, 102 F, 103 F, 104 F, 105 F, 106 F, 116 F, 120 F, 130 F or 130HF, 190 F; GEOG 102 F; PHSC 102 F, 103AF, 103BF; PHYS 130 F, 205 F, 210 F, 221 F; TECH 088 F
   Life Sciences: ANTH 101 F or 101HF; BIOL 101 F or 101HF, 102 F, 104 F, 109 F, 141 F, 170 F, 222 F, 274 F; ENVS 105 F, 126 F; HED 140 F, 150 F; NUTR 210 F
B2 Mathematics (3 units)
   Math Proficiency Exam (see catalog and/or counselor for information); BUS 151 F; MATH 040 F or higher within the Math Division; SOSC 120 F; TECH 081 F.
   Also, MATH 120 F or 120HF and SOSC 120 F may only be used in one area

AREA C – Arts and Humanities (6 units)
C1 Visual Arts, Music, Theatre and Dance (3 units)

AREA D – Social and Behavioral Sciences (6 units)
D1 Social, Political and Economic Institutions (3 units)
   ANTH 107 F, 209 F; BUS 131 F, 139 F; BUS 266 F; CDES 120 F, 140 F, 173 F; COUN 163 F; GEOG 160 F; PSY 101 F or 101HF; 110 F; 120 F; 139 F; SOC 101 F or 101HF, 225 F; 226 F; 250 F; 255 F; 275 F; 276 F; WMNS 100 F

NOTE: Some majors have restricted or special general education requirements; see your counselor.

DEADLINE TO SUBMIT APPLICATION FOR SUMMER 2010 GRADUATION IS JULY 12, 2010

5. Completion of a one-unit physical education activity course, or
   PE 243 F Stress Management through Physical Activity or PE 266 F Physical Fitness as a Lifelong Concept.

6. Completion of one Multicultural Education course: AJ 278 F; ANTH 102 F or 102HF (F’06), 105 F (F’98), 242 F; CDES 110 F, 201 F (F’99); CRTV 126AF (F’00), 126BF (F’00); DANC 210 F (F’03); ENGL 218 F (F’01), 224 F, 225 F, 239 F (F’97), 243 F or 243HF (F’06), 247 F; ETHS 101 F; FASH 244 F; FOOD 130 F; GEOG 100 F or 100HF (F’97), 160 F; HIST 110 F (F’00) or 110HF (F’06), 111 F (F’00) or 111HF (F’06), 112 F (F’99) or 112HF (F’99), 113 F (F’99) or 113HF (F’99); HIST 270 F (F’02); MKT 205 F (F’03); PE 250 F (F’99); PHIL 105 F (F’98), 270 F (F’98); PSY 131 F (F’03), 145 F (F’97); SOC 101 F or 101HF (F’03), 102 F (F’99); SPAN 206 F (F’03); SPCH 120 F; THEA 108 F (F’03).

7. Graduation Reading Requirement:
   a. A satisfactory score on the reading component of the placement test or a reading proficiency test approved by the Reading Department;
   b. A passing grade in READ 096 F (formerly READ 056BF), READ 142 F, any course in the IGETC (1B) or CSU (A3) Critical Thinking category; OR
   c. A passing grade in ESL 185 F.

GRADUATION REQUIREMENTS
**IMPORTANT NOTE:** Courses on this list are approved for a specific academic year which begins with the Fall 2009 semester. This list is valid through Summer 2010. New courses for 2009-2010 are listed in bold.

Students wishing to use a course to meet a CSU General Education requirement must be sure that the course is approved for the academic year in which it is taken. Courses on this list are approved by the CSU Chancellor’s Office for the 2009-2010 academic year. A course used in the certification process must be on the CSU GE Breadth approved list during the term in which it is taken. If a course is taken before it is approved for inclusion on the list, it cannot be certified. Similarly, a course which is taken after it has been removed cannot be included for Physical Science or Life Science if lecture and lab are taken separately.

Previous CSU General Education Approved Course Lists are available at www.assist.org. Information is also available at the Fullerton College Cadena/Transfer Center and the Fullerton College Counseling Resource Center, or you may request verification from a counselor.

CSU General Education certification is available to community college transfers who complete the majority of their lower division units at the community college.

Students enrolled in high-unit majors (i.e., architecture, computer science, engineering, sciences) are often recommended not to be fully CSU GE certified but rather to meet transfer admission requirements and complete required lower division major and support courses. See your counselor to develop a student academic educational plan.

### AREA A: English Language Communication and Critical Thinking (9 units minimum)

- **A1** Oral: SPCH 100 F, 105 F, 124 F, 135 F*
- **A2** Written: ENGL 100 F or 100HF
- **A3** Critical Thinking: ENGL 103 F or 103HF, 104 F, 201 F; PHIL 170 F, 172 F; READ 142 F; SPCH 135 F*
  
  * = Course can only be used in one area.

### AREA B: Scientific Inquiry and Quantitative Reasoning (9 units minimum)

One lecture course is required from each section. One matching lab must be included for Physical Science or Life Science if lecture and lab are taken separately.

**NOTE:** Some colleges may require two lab courses if student is not fully certified.

- **B1** Physical Science: CHEM 100 F, 101 F, 103 F, 107 F, 111AF, 111BF; ESC 100 F, 101 F, 103 F, 104 F, 105 F, 116 F, 120 F, 130 F or 130HF, 190 F; GEOG 102 F; PHYS 102 F; PSYC 102 F (beg Spr’07), 103AF (beg Spr’07); PHYS 130 F, 205 F, 206 F, 210 F, 211 F, 221 F, 222 F, 223 F
- **B3** Laboratory Activity: ANTH 101LF; BIOL 102LF; ESC 100LF, 101LF, 116LF, 130LF; ENVS 105LF; GEOG 102LF
  
  Underlined courses satisfy the Lab requirement (B3)
- **B4** Mathematics/Quantitative Reasoning: (Grade of “C” or better required) MATH 100 F, 120 F or 120HF, 129 F, 130 F, 141 F, 142 F, 150AF, 150BF, 171 F, 172 F, 250AF, 250BF; PSY 161 F; SOSC 120 F, 121 F

### AREA C: Arts and Humanities (9 units minimum)

At least one course is required from section 1 and 2.

  
  * = Course can only be used in one area.

### AREA D: Social Sciences (9 units minimum)

Select from at least two different disciplines. Courses in **ITALICS** may be used to meet the U.S. History, Constitution and American Ideals Requirement.

- **D1** Anthropology and Archeology: ANTH 102 F or 102HF, 103 F, 105 F, 107 F, 209 F, 211 F
- **D2** Economics: ECON 101 F or 101HF, 102 F or 102HF
- **D4** Gender Studies: WMNS 100 F
- **D5** Geography: GEOG 100 F or 100HF, 120 F, 160 F
- **D6** History: HIST 110 F or 110HF*, 111 F or 111HF*, 112 F* or 112HF*, 113 F* or 113HF*, 127 F, 151 F, 152 F, 154 F*, 160AF, 160BF, 162AF, 162BF, 165 F, 170 F or 170HF*, 171 F or 171HF*, 270 F*, 275 F
- **D7** Interdisciplinary Social or Behavioral Science: CDES 120 F*; JOUR 110 F
- **D8** Political Science, Government and Legal Institutions: POSC 100 F or 100HF*, 110 F, 120 F, 150 F, 200 F, 201 F, 210 F, 212 F, 220 F (beg Spr’07), 230 F, 275 F
- **D9** Psychology: PSY 101 F or 101HF, 131 F, 145 F, 202 F, 222 F, 251 F or 251HF
- **D0** Sociology and Criminology: SOC 101 F or 101HF, 102 F, 201 F, 225 F or 225HF, 275 F or 275HF, 285 F, 292 F
  
  * = Course can only be used in one area.

### The United States History, Constitution and American Ideals

**CSU Graduation Requirement** may be met by completing 6 units from the following two categories:

1. U.S. Government: POSC 100 F or 100HF **AND**

(The two courses used to meet the U.S. History, Constitution and American Ideals requirement may also be used to meet 6 of the 9 unit AREA C and AREA D unit requirements if applicable.)

* Courses are also listed in Area C2.

### AREA E: Lifelong Learning and Self-Development

(3 units minimum)

- **CDES 120 F** (beg F06); COUN 151 F, 163 F; HED 140 F; NUTR 210 F; PSY 120 F, 139 F; PE 248 F, 266 F; SPCH 120 F; WELL 230 F

Completion of the Interssegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a California community college to a campus in either the CSU or UC system without the need, after transfer, to take additional lower-division, general education courses to satisfy the transfer institution’s general education requirements.

It should be noted that completion of the IGETC is not a requirement for transfer to CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of the CSU or UC prior to transfer. Depending on a student’s major and field of interest, the student may find it advantageous to take courses fulfilling either the CSU’s general education requirements or those of the UC campus or college in which the student plans to transfer.

IMPORTANT NOTE: Courses on this list are approved for the specific academic year which begins with the Summer semester. Students wishing to use a course to meet an IGETC requirement must be sure that the course is approved for the academic year in which it is taken. This list is valid through Summer 2010. New courses for 2009-2010 are listed in bold.

Students enrolled in high unit majors (i.e., architecture, computer science, engineering, sciences) are frequently recommended not to use IGETC to meet general education certification but rather to meet transfer admission requirements and complete required lower division major and support courses. See your counselor to develop an academic student educational plan.

It is recommended that all IGETC requirements be completed prior to transfer. If you are unable to complete one or two IGETC courses, you may be eligible to complete IGETC after transfer. See your counselor for more information.

UC transfers must provide official documentation to meet the Language Other Than English requirement.

Documentation needs to be on record with the Fullerton College Records Office in advance (two semesters before transfer) if this requirement is met by any means other than Fullerton College foreign language courses.

Any coursework not completed at Fullerton College must be evaluated in writing by Admissions and Records through an academic counselor to assure that it meets IGETC standards set forth by the California Interssegmental Academic Senates.

A grade of “C” or higher is required in all coursework used for IGETC certification.

AREA 3 – ARTS AND HUMANITIES
At least 3 courses = 9 semester units (one course is required from each area)

3A Arts

+ Maximum UC credit one course from ART 196FH, MUS 196FH, THEA 196FH

3B Humanities

Professor 171 F, 171F*, 172 F* (beg Spr’06) or 172HF*, 173 F* or 173HF*, 175 F*.

Course can only be used in one area.

+ Credit will be granted for either HIST 127 F or HIST 170 F or HIST 200 F or HIST 170FH and HIST 171 F or HIST 171FH. Also courses used to meet American Institutions will not meet Area 3B category.

AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES
At least 3 courses = 9 semester units from at least 2 different disciplines

4A Anthropology
ANTH 102 F or 102HF, 103 F, 105 F, 107 F, 209 F

4B ECON 101 F or 101HF, 102 F or 102HF

4C ETHS 101 F, 120 F, 130 F* (beg Spr’06), 131 F, 140 F, 141 F, 142 F, 170 F, 171 F

4D WMNS 100 F

4E GEOG 100 F or 100HF, 120 F, 160 F

4F HIST 112 F* (beg Spr’06) or 112HF* (beg Spr’06), 113 F* (beg Spr’06) or 113HF* (beg Spr’06), 270 F*

4H PSYC 101 F or 101HF, 131 F, 139 F, 145 F, 202 F, 222 F, 251 F or 251HF

4J SOC 101 F or 101HF, 102 F, 275 F or 275HF, 285 F, 292 F*

+ Course can only be used in one area

CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS
(Not part of IGETC; may be completed prior to transfer) 6 units; one course from Group 1 and one course from Group 2

Group 1: PSYC 101 F or 101HF; and

Group 2: ETHS 101 F, 130 F, 131 F, 160 F; HIST 127 F, 162AF, 170 F or 170HF, 171 F or 171HF, 270 F

AREA 5 – PHYSICAL AND BIOLOGICAL SCIENCES
At least 2 courses = 7–9 semester units with one Physical Science course and one Biological Science course. One course must include a corresponding laboratory. Underlined courses meet the lab requirement.

5A Physical Science

CHEM 100 F* or CHEM 103 F: no UC credit if taken after CHEM 111AF.

PHYS 100 F* or 100LF* and PHSC 102 F* combined: maximum UC credit allowed = 1 course (no UC credit for CHEM 101 F or 107 F if taken after CHEM 111AF).

ESC 100 F, 100LF* and PHSC 102 F* combined: maximum UC credit allowed = 1 course.

PHSC 102 F*: no UC credit for PHSC 102 F* if taken after a college course in Astronomy, Chemistry, Geology, or Physics.

PHYS 130 F: no UC credit if taken after PHYS 205 F, 210 F*, or 221 F.

PHYS 205 F, 206 F or 210 F, 211 F or 221 F, 222 F, 223 F combined: maximum credit, one series.

5B Biological Sciences

BIOL 100 F and 101 F combined: maximum credit = 1 course.

BIOL 101 F or 101HF: no UC credit if taken after a 200-level Biological Science course (per catalog).

BIOL 102 F or 102LF: no UC credit if taken after BIOL 101 F or 101HF.

BIOL 109 F: no UC credit if taken after a 200-level Biology course.

6A LANGUAGE OTHER THAN ENGLISH

(UC requirement only)

Complete 2 years of the same foreign language of high school level work with a grade of “C” or better

Earn a score of “3” or higher on the Foreign Language Advanced Placement Test

Earn a score of “3” or higher on the College Board Achievement Test in Foreign Language

Earn a satisfactory score on the SAT II: Subject Test in Languages other than English

Complete 1 course from the courses below:

CHIN 102 F, 203 F, 204 F, 205 F, FREN 102 F, GERMAN 102 F, ITAL 102 F, JAPN 102 F, PORT 102 F, SPAN 102 F or 102HF, 201 F

Completion of a Foreign Language in Area 3B
SUPPORT SERVICES FOR STUDENTS

ADMISSIONS AND RECORDS
2000 Bldg (714) 992-7075
www.admissions.fullcoll.edu

The Admissions and Records Office admits and registers all students; maintains, retrieves and distributes student records and transcripts; serves as the final evaluation of all graduation applications; reports attendance data to appropriate agencies; provides information and supportive contracts to students, faculty, administrators, and the community.

Audit Fee — per unit ................................................ $15.00
Duplicate Diploma ...................................................... $15.00
Transcript Request (first two copies free) ....................... $ 3.00
Hand Carry or Rush charge for Transcript Request
(in addition to $3.00 transcript fee charge) ..................... $10.00

Verification of Student Status:
(via National Student Clearinghouse) .......................... FREE*
A&R will manually process verification requests under exceptions ONLY
*Manually processed request ...................................... $ 3.00
*Manually processed Hand Carry or Rush requests ......... $10.00
(in addition to $3.00 verification fee charge)

ACADEMIC SUPPORT CENTER

The Academic Support Center (ASC) provides services to assist ALL Fullerton College students and staff in achieving academic success. The Center is comprised of three related services: the Skills Center, the Tutoring Center, and the Writing Center. The ASC is located on the first floor (north or west entrances) of the Library/Learning Resource Center (800 Building).

ASC Director: (714) 992-7066
E-mail: academicsupport@fullcoll.edu
academicsupport.fullcoll.edu

All Academic Support Center services are FREE to Fullerton College students.

Skills Center Services:
• Self-paced support for skill development in study skills, critical thinking, science, English and a variety of other subjects.
• Administration of make-up exams for all Fullerton College courses.
• Instructional lab support for courses in reading, English as a Second Language, foreign languages, and writing.

E-mail: skillscenter@fullcoll.edu (714) 992-7144
Call or visit us on our website skillscenter.fullcoll.edu for summer hours

Tutoring Center Services — LLR Center, Room 806
E-mail: tutoringcenter@fullcoll.edu (714) 992-7151
Call or visit us on our website tutoringcenter.fullcoll.edu for summer hours

• Free tutoring for many college courses by CRLA-trained faculty-recommended tutors
• Appointments available: one hour per week per course. DSS and EOPS students receive additional time.
• Walk-in tutoring for accounting, chemistry, physics and math Monday–Friday

Writing Center Services
800 Bldg, Room 808 (714) 992-7153
E-mail: writingcenter@fullcoll.edu writingcenter.fullcoll.edu

Call or visit us on our website for summer hours:
• One-on-one consulting with professionally trained tutors
• Assistance with all stages of the writing process in all disciplines
• Frequent workshops on a wide variety of writing issues
• Appointments available: two half-hours per week. DSS and EOPS students may receive additional time

ASSESSMENT/ORIENTATION CENTER
500 Bldg, Room 513 (714) 992-7117
Mon–Thurs 8:00 am–Noon and http://counseling.fullcoll.edu
1:00–4:00 pm Sat 9:00 am–1:00 pm

The Fullerton College Assessment Center offers required assessment tests for enrollment in Math and English courses. No appointment needed, come to the center during operating hours to complete your assessment/orientation.

ASSOCIATED STUDENTS
200 Bldg, Room 222 (714) 992-7118
Mon–Thurs 7:30 am–4 pm http://studentwww.fullcoll.edu/as

The Associated Students (A.S.) offers:
• Student Leadership Opportunities (i.e. A.S. Executives, Senators, Commissioners and Senate Members)
• Shared Governance Representation
• A.S. Student Handbook and Academic Planner
• Campus Photo IDs
• Club/Organization Constitution Approval
• Club/Organization and Inter-Club Council Leadership Opportunities
• Co-sponsorship Support for Departments and Divisions
• Instructional Funding for Divisions to benefit students
• Programs, Activities, Discounts and Services for FC Students
• Regional and Statewide Leadership Involvement
• Student Center and Game Room
• “Teacher of the Year” Selection

A.S. Benefits membership is only $7.50 per semester and $3.75 for the Summer term. The A.S. Benefits validation is placed on your Campus ID Card. Members receive:
• A.S. Student Handbook and Academic Planner
• Valuable discounts, services and activities
• Free admission to special campus activities

Purchase an A.S. membership during registration or throughout the semester in Student Affairs, Room 223.
BOOKSTORE

Student Services 2000 Bldg, 1st Floor
Hours: Monday – Thursday 7:45 am – 7:00 pm
Closed Fridays (June 7 to Aug 6 only)
(Hours will be amended for holidays, campus closings, and other events and will be posted at the Bookstore and on Bookstore voice-mail.) Extended back-to-school hours will be posted.

- ORDER YOUR BOOKS ONLINE at http://bookstore.fullcoll.edu
- REFUND POLICY

TEXTBOOKS are refundable within 5 BUSINESS DAYS of the start of the term as posted on the receipt and in the Bookstore. New texts MUST be in perfect condition: no markings, no folds, creases, or scratches. Any ORIGINAL shrink-wrap must be intact on books sold shrink-wrapped. Books for canceled classes subject to the publishers’ return policies. TEXTBOOKS purchased after 5 days from the start of the term may be returned within 24 hours only. New conditions as above apply. There are no refunds on texts purchased in the last weeks of any semester. ALL RETURNS MUST BE ACCOMPANIED BY A FC BOOKSTORE RECEIPT.

Clothing, supplies, and gifts are returnable within 7 days with a receipt and in original condition (tags attached). Food, beverages, software, general books, magazines, greeting cards, test forms, and other noted items are not eligible for return. Please refer to the posted refund policy in the Bookstore for details.

- FORMS OF TENDER

Personal, local, imprinted checks made payable to FC Bookstore are accepted in the amount of purchase with current student photo ID and driver’s license. Visa, MasterCard, Discover, American Express and ATM/Debit cards are accepted with provisions posted. Photo ID may be required.

BURSAR’S OFFICE

Student Services 2000 Bldg, 1st Floor
The Bursar’s Office (Campus Accounting) provides the following services to students:

- Sells bus passes (OCTA only)
- Sells 10-trip and monthly train passes (Metrolink only)
- Collects payment for field study trips
- Returned checks (NSF) collections and payments
- Establishes and monitors scholarship accounts

BUS AND TRAIN INFORMATION

OCTA runs 5 buses by the College: 24, 43, 47, 147 and 213. OCTA Route 26 and Metrolink and Amtrak trains serve the Fullerton Transportation Center, just a 5-minute walk, or a short bus ride away. To get customized trip planning, call OCTA at (714) 636-RIDE, Metrolink (800) 371-LINK or Amtrak (800) USA-RAIL.

30-day OCTA bus passes are available for $55 at the Bursar’s Office (714) 992-7006. 10, 1-day passes are available for $36. Seniors (65 and older) and those with disabilities may purchase a 30-day pass for $18 with proof of eligibility. During the first two weeks of the semester, full-time students (12 or more units) may purchase a bus pass for 75 days at $95 or 120 days at $150. Prices are subject to change by OCTA. You must have current student ID for purchase of discounted bus passes (75/120 day).

Train passes are available for full-time students only at a discount determined by Metrolink. Prices depend on starting station. Ending station MUST be Fullerton station.

CALWORKS

315 N. Pomona (714) 992-7101
(just west of campus, between Whiting and Wilshire)
Mon–Thurs 8:00 am–5:00 pm http://calworks.fullcoll.edu

The CalWorks Program is for students who are receiving AFDC/Welfare. Participation in FC CalWorks meets the requirements mandated by the County. Services include:

- Academic, career and personal counseling
- Referral to both on and off-campus resources for basic needs and emergency support services such as housing, utilities, mental health and shelters
- Child care grants for both on and off-campus childcare providers
- Emergency assistance for bus passes, parking permits and books
- Advocates for student rights
- Overview of program available to those who are planning to apply for AFDC/Welfare

CAREER AND LIFE PLANNING CENTER

2000 Bldg, 2nd Floor (714) 992-7121
Mon–Thurs 9:00 am–5:00 pm http://careercenter.fullcoll.edu

The Career and Life Planning Center offers individual and group appointments with career counseling faculty. The Center provides the following career development services and resources:

- Counseling to facilitate career exploration and career decision making
- Counseling for career/life transitions
- Special workshops and courses for undecided and adult re-entry students
- Assistance with resumes, application letters and interviewing techniques
- Computerized career information systems
- Career research assistance
- Extensive research library of career reference materials

MISSION STATEMENT

We prepare students to be successful learners.

VISION STATEMENT

Fullerton College will create a community that promotes inquiry and intellectual curiosity, personal growth and a life-long appreciation for the power of learning.

CORE VALUES

We respect and value the diversity of our entire community.
We value tradition and innovation.
We support the involvement of all in the decision-making process.
We expect everyone to continue growing and learning.
We believe in the power of the individual and the strength of the group.
We expect everyone to display behavior in accordance with personal integrity and high ethical standards.
We accept our responsibility for the betterment of the world around us.

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CHILD DEVELOPMENT LABORATORY SCHOOL

The Child Development and Educational Studies Laboratory School has been in continual operation since 1959 and is an important component of the Child Development and Educational Studies Department and Social Science Division. The Lab not only provides a quality educational environment for pre-school aged children and their families it also serves as a training and demonstration school for students interested in the fields of Child Development and Early Childhood Education.

We are licensed by the State Department of Social Services, funded in-part by the State Department of Education, are a United Way 5 Star Quality Center and are accredited by the National Association for the Education of Young Children (NAEYC). We serve families without regard to sex, race, religion, ethnicity or sexual preference and make every effort to accommodate children with varying abilities.

The Lab School is open year round, Monday through Friday, 7:30 am–6:00 pm but is closed for specific campus holidays. All children in attendance receive a nutritious breakfast, lunch and afternoon snack.

There is typically a waiting list to attend the Lab School. Preference is given to Fullerton College students, faculty and staff, however, families from the community are strongly encouraged to apply.

For information about enrollment, tuition fees or tuition assistance please contact Jennifer Pearson at 714 992-7069/jpearson@fullcoll.edu or Tom Chiaromonte 714 992-7070/tchiaromonte@fullcoll.edu

COUNSELING CENTER

2000 Bldg, 2nd Floor (714) 992-7084
Mon–Tues 8:00 am–7:00 pm
Wed–Thurs 8:00 am–4:30 pm
Fridays: Closed
Online Counseling: http://counseling.fullcoll.edu

The Counseling Center offers new, continuing and returning students individual appointments with counseling faculty to:

• Assist students in preparing a Student Educational Program Plan (SEPP), which includes courses to meet the requirements for college majors, career preparation or transfer to four-year colleges and universities
• Provide students with information on transfer, major preparation and general education requirements
• Provide students with unofficial progress checks for certificates, associate degrees and transfer requirements
• Provide unofficial evaluations of other college transcripts
• Assist students in appropriate selection of Math, English and basic skills courses
• Assist students in clarifying and selecting their career goals
• Assist students in resolving concerns about life management issues
• Provide information on college policies and regulations
• Provide walk-in general information counseling
• Provide Orientation and New Student Group Advising
• Assistance with matriculation forms

DISABILITY SUPPORT SERVICES

840 Bldg, Room 842 (714) 992-7099
Check the website for current office hours http://dsp.fullcoll.edu

Disability Support Services is the college’s resource for educational accommodations and/or services to enrolled students with professionally verified disabilities. Services may include, but are not limited to:

• Priority registration
• Specialized academic counseling
• Materials in alternate formats
• Note taking assistance
• Test taking facilitation
• Special classes: Adaptive Computer Access and Learning Strategies
• Use of the Adaptive Computer Lab — hours vary, please check with the office
• Specialized tutoring
• Adaptive equipment
• Interpreters

EXTENDED OPPORTUNITIES PROGRAMS & SERVICES (EOPS)

2000 Bldg, 2020 (714) 992-7097
Mon–Thurs 8:00 am–5:00 pm http://eops.fullcoll.edu
Fridays: Closed

EOPS is a statewide program of the California Community Colleges that offers services to students who qualify based on a demonstrated economic and educational disadvantage. Participation in the program is limited by funding, so apply as early as possible.

Services include:

• Counseling—both professional and para-professional
• Assistance in applying for financial aid and scholarships
• Workshops
• Transfer services
• Assistance with books

FINANCIAL AID PROGRAMS
fed school code 001201

100 Bldg, Room 115 (714) 992-7091
Mon–Tues 8:00 am–6:30 pm http://financialaid.fullcoll.edu
Wed–Thurs 8:00 am–5:00 pm
Fridays: Closed


• Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov
• Best times to apply—January 1 to March 2; however, you may apply anytime
• Follow the steps on the Financial Aid website to complete the financial aid process
• Apply for Board of Governors Fee Waiver on myGateway or by completing the FAFSA
• Please note that the Fee Waiver only covers enrollment fees; student must pay health fees and any material fees
FOOD SERVICE

CAMPUS DINING
- The Food Court, located in the College Center, features several branded concepts including Grill 155, Ultimate Baja, La Vincita Pizza and Pasta, Stacks Deli and a wide variety of grab-and-go convenience items.
- Beverage and Snack vending units are located throughout the campus for 24/7 availability.

HEALTH SERVICES

1200 Bldg, Room 1204 (714) 992-7093
Summer Hours: http://healthservices.fullcoll.edu
June 1–4: 8:30 am–4:00 pm
June 7–30: Mon–Thurs 8:00 am–1:00 pm
Closed July 1–Aug 15

Health Services provides health care and crisis assessment for Fullerton College students. Pursuant to Education Code and District policy, Fullerton College has a mandatory health fee of $16 per semester and $13 for summer session. Any student who depends exclusively on prayer for healing in accordance with the teachings of a bonafide religious sect, denomination or organization is exempt from paying the health fee. Requests for the exemption must be made to the Director of Health Services. Both the health fee and exemption are subject to change by the State legislature.

The mandatory health fee which must be paid at the time of registration, makes the following services available:
- Health/Wellness counseling
- Medical treatment for illness
- First aid for traumatic injuries
- Hearing appraisals
- Referrals to community agencies
- Physician consultations by appointment
- Clinical laboratory testing at reduced costs
- Medications and/or prescriptions at reduced costs
- Minor surgery at reduced costs
- Individual crisis screening/assessment with an RN
- Mental health counseling by appointment

IDENTIFICATION CARD

Campus IDs may be obtained in Room 214 of the College Center during advertised hours. Students are required to have a Fullerton College Campus Photo ID Card to:
- Use Math and Computer Science labs, open computer labs, fitness and circuit training labs
- Purchase items at the College Bookstore by check or credit card
- To check books out of the College Library
- To use the services in the Tutoring Center and Student Affairs

The Campus Photo Identification Card is only $2.50 and is purchased only once during your tenure at Fullerton College. You will need valid photo identification and proof of enrollment to obtain an FC Photo ID Card.

INTERNATIONAL STUDENT CENTER

200 Bldg, Room 220 (714) 992-7078
Mon–Thurs 9:00 am–5:00 pm http://isc.fullcoll.edu
Fridays: Closed

International Student Center (ISC) provides services to international students on the F-1 student visa and those seeking an F-1 student visa. The ISC is dedicated to supporting international students both academically and personally. International students benefit from specialized and individual attention. Services and programs include:
- International Admissions (new, transfer, and change of status)
- Academic counseling
- Immigration advising
- New Student Orientation and Welcome Week activities
- Housing and American host family resources
- Employment authorization and resources
- Cultural activities and social events
- California Cousins Program

More information on the F-1 student visa can be found at http://educationusa.state.gov

YOUR HEALTH FEES AT WORK

The Student Health Center provides all of the services you find in a routine medical clinic. Most of the services such as a visit to the physician, nurse practitioner, RN, psychologist, or health educator are at no cost to you. Laboratory tests, immunizations, medications, pelvic exams and employment or wellness exams are provided at very low fees. Call (714) 992-7093 or *83 Campus Public Phones.

Nurses are available from Mon–Thurs, 8:00 am – 1:00 pm
Closed on Fridays
Physicians, Nurse Practitioners, and Psychologists by appointment
Check out our website: http://healthservices.fullcoll.edu

Registration Help Line

Chat Help Line: http://admissions.fullcoll.edu/
Phone: 1-714-992-7177
May 10–June 17
Monday–Tuesday 8:00 am–6:30 pm
Wednesday–Thursday 8:00 am–4:00 pm
Friday 8:00 am–12:00 noon
Beginning Friday June 4th CLOSED on FRIDAYS

Starting June 21
Access the Admissions and Records Chat Help Line at:
http://admissions.fullcoll.edu/
Call the Admissions and Records Office main line at:
1-714-992-7075
Holiday
Closed Memorial Day — Monday, May 31
LIBRARY

Library Learning Resource Center 800 Bldg (714) 992-7039
Mon, Thurs 9:00 am – 4:00 pm http://library.fullcoll.edu
Tues, Wed 9:00 am – 8:00 pm
Fridays: Closed

Hours listed above may be subject to change; call or check the Library’s website for updates.

The mission of the Library is to assist students, faculty and staff in attaining their educational and informational goals in a supportive library environment. The library offers onsite services such as:

• large circulating book collection
• periodicals
• inter-library loans and reserve materials
• a college history archival collection
• research assistance
• black/white and color photocopying

Other services are available both on and off campus via the library’s website: http://library.fullcoll.edu. These online services include:

• the library catalog
• an email reference service
• online databases for access to periodicals and other resources
• in-depth subject resources and electronic books
• helpful links to assist with Internet research

The library, located on the north end of the Fullerton College quad, has staff on duty to assist students with their informational needs:

• computers with Internet and word processing
• express stations for quick email correspondence
• internet connections for laptop users
• adaptive workstations for persons with disabilities

Librarians conduct Library Instruction Sessions throughout the term for students wishing to learn to use the online catalog, periodical databases, upgrade their Internet skills, and to learn bibliographic citation formats needed for research papers.

The Friends of the Library voluntarily staff a store within the library where used books and other materials are sold for a nominal fee. It is open to students, faculty, staff and community patrons. The Friends group receives gifts and raises funds for the purchase of library materials, equipment and other outlay needs as identified by the Library staff.

For additional information and store hours, check the Friends website: library.fullcoll.edu/friends.htm or call (714) 992-7039 x27154.

PARKING

Parking permits are required in all campus parking lots. Students may purchase semester parking permits at any time through myGateway. Daily parking permits are available from vending machines in designated parking lots.

Parking fees are:

• Automobiles Fall or Spring $35
  Summer $20
• Fee Waiver recipients $20
• Motorcycles Fall or Spring $20
  Summer $10
  (Motorcycles must park in motorcycle parking only)
• Daily parking permits $2 per day
• Students using DMV disabled person placards must also display a valid student parking permit.
• Students requiring short-term (<45 days) medical parking should go to the Campus Safety Office.

Questions regarding parking and traffic rules should be directed to the Campus Safety Department at (714) 992-7080, or see the website at http://campussafety.fullcoll.edu

PARKING PERMIT

1. IF YOU HAVE PURCHASED PARKING, obtain your permit during the following dates and times at the location listed below.
2. Parking permits will not be mailed; they must be obtained in person.
3. Bring your official student Schedule/Bill receipt from myGateway, which indicates you paid the parking fee. The Schedule/Bill receipt must reflect a balance due of zero.
4. Parking enforcement in STUDENT LOTS will begin on June 22*.
5. *Students will be permitted to park without a permit in Lot 10 from May 27 – June 21 without receiving a citation.
6. Students will be permitted to park without a permit in any student lot on Monday, June 21 without receiving a citation.
7. Student parking in STAFF LOTS is not permitted at any time and violators will be cited.

REFUNDS

Refer to refund deadlines under REFUND POLICY in this 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. Return parking permit with photo ID and student Schedule/Bill receipt.

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<th>College Center, 200 Bldg, Room 214, 1st Floor</th>
<th>Campus Safety, 1500 Bldg.</th>
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Pay all necessary fees at the Admissions and Records Office before requesting your permit.

Parking regulations will be enforced in student lots Monday through Saturday beginning June 22, 2010.*

(*See exceptions above and on Calendar of Important Dates)

For questions regarding permits, parking rules and regulations, call the Campus Safety Office at (714) 992-7080.
### SAFETY

1500 Bldg.  
Available 24 hours a day  
http://campussafety.fullcoll.edu

The mission of the Fullerton College Campus Safety Department is to ensure the safety of students, faculty, staff, and visitors while on campus, and to protect the property and facilities of the college and its students, employees and visitors.

- Evening Escort Services—use Emergency Telephones on campus
- For emergencies dial *81 from any campus public pay phone

### STUDENT AFFAIRS

200 Bldg, Room 223  
(714) 992-7095  
Mon–Thurs 8:00 am–5:30 pm  
http://stuaff.fullcoll.edu

The Student Affairs Office provides:

- Associated Students (A.S.) Direction and Advisement
- A.S. and Club/Organization Event Scheduling
- Awards & Recognition Events
- Campus Posting Approval
- Campus Procedures Information
- Club Program Direction and Advisement
- “FC Days” Discount Ticket Sales
- Housing Information
- Men and Women of Distinction
- Practical Learning Experiences
- Standards of Student Conduct and Discipline
- Student Leadership Training
- Student Rights Information
- Student Right-To-Know
- Teacher of the Year Process Coordination

### TRANSFER CENTER — CADENA CULTURAL CENTER

200 Bldg, Room 212  
(714) 992-7086  
Mon–Thurs 8:00 am–7:00 pm  
Fridays: Closed  
http://cadena.fullcoll.edu

This is a one-stop combination student resource center and advising center which provides a variety of academic, transfer, personal enrichment and diversity services. It also provides the following services and resources to students, faculty and staff:

- Walk-in transfer advising and assistance
- Personalized contact with representatives from four-year colleges and universities
- Transfer information and application workshops
- Field trips to four-year colleges and universities
- Transfer Day and college fairs
- A large collection of college and university catalogs
- A variety of guides to help you select the university that is right for you
- Multi-media computer stations
- Cultural, academic and self-enrichment workshops
- Financial Aid and scholarship information
- Diversity-related field trips

### VETERANS’ SERVICES

Bldg. 700, Room 712  
(714) 732-5279  
Mon–Thurs 8:00 am–5:00 pm  
veterans@fullcoll.edu

- Priority registration per SB272
- Certification for CA Dept. of Veterans Affairs Survivors and Dependents Fee Waiver
- Certification of Montgomery GI Bill-regular Active Duty and Selected Reserve (Ch. 30, 1606 and 1607-REAP) and Vocational Rehabilitation (Ch. 31) and Post 9/11 G.I. Bill (Ch. 33)
- Library Instructional Support Program
- Assistance with financial aid application

### WORKFORCE CENTER

Student Services 2000 Bldg, Room 2002  
(714) 992-7136  
Summer Hours:  
http://workforce.fullcoll.edu
June 1–30: Mon–Thurs 9:00 am–4:00 pm  
Fridays: Closed July 1–Aug 16, Reopens Aug 17

The Workforce Center’s mission is to educate students about job seeking techniques, employability skills and business etiquette before they graduate. The Center offers services and resources to currently enrolled students and Fullerton College graduates from the past two years. Services include:

- Daily postings of full-time, part-time, temporary, and seasonal employment opportunities
- Individualized assistance with resume/cover letter writing
- Mock interviews and interview techniques
- Workshops on various employment topics
- Free resume faxing
- Resource materials on relevant job search and business etiquette topics
- Job fairs each term

Students must register each school year by presenting their current student ID or a driver’s license and class printout.
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

NONDISCRIMINATION STATEMENT

It is the policy of the North Orange County Community College District to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status, or physical or mental disability as defined and prohibited by state and federal statutes. Any student who engages in unlawful discrimination or sexual harassment in violation of this policy will be subject to disciplinary action, which may include suspension or expulsion.

Students who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District’s Unlawful Discrimination Policy, should contact the Office of the District Director of Human Resources at (714) 808-4818.

The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504 and Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Name: Jeffrey O. Horsley
Position: Vice Chancellor, Human Resources
Address: 1830 W. Romneya Drive
Anaheim, CA 92801-1819
Telephone: (714) 808-4822

VICTIMS OF-sexual assault

Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the campus Director of Health Services at (714) 992-7093 or the Director of Campus Public Safety at (714) 992-7080. Except as may otherwise be required by law, all inquiries will be maintained in confidence.

AFIRMACIÓN SOBRE NO DISCRIMINACION

Las normas generales del North Orange County Community College District proveen un entorno educacional, laboral y comercial en el que ninguna persona es expuesta a la discriminación ni al acoso u hostigamiento sexual, como tampoco a ninguna vejación castigada por la ley, ni a negarle, contrario a la ley, acceso total y equitativo a los beneficios y actividades de los programas del Distrito, debido al grupo étnico al cual pertenece, nacionalidad de origen, religión, edad, género, raza, color, descendencia, inclinaciones sexuales, estado civil, o discapacidad física o mental, tal como lo definen y prohíben los estatutos estatales y federales. Todo estudiante que discrimine, acose u hostigue ilegalmente a otra persona, en contravención de las normas generales, quedará sujeto a que se tomen medidas disciplinarias contra esa persona, lo cual puede incluir suspensión o expulsión de este centro educacional.

Todo estudiante que crea ha sido objeto de discriminación ilícita, incluyendo acoso u hostigamiento, o que desee obtener información con respecto a las Normas Generales del Distrito sobre Discriminación Ilícita (District’s Unlawful Discrimination Policy), debe comunicarse con la oficina del Director Distrital de Recursos Humanos (714) 808-4818.

La persona que mencionamos más adelante, ha sido designada por el North Orange County Community College District, como el Funcionario Responsable/Coordinador de la Sección 504/Derecho IX, ante quien se debe presentar la información para coordinar la investigación de todas las quejas de discriminación ilegal interpuestas, conforme a lo estipulado en la sección 59328 del Derecho 5 de las Reglamentaciones del Código de California, y para coordinar el acatamiento de la Sección 504 del Decreto de Rehabilitación de 1973 y del Decreto 1990 que ampara a los Americanos con Discapacidades, Derecho IX de las enmiendas de la educación de 1992, y responder a las quejas por discriminación relacionadas:

Nombre: Jeffrey O. Horsley
Posición: Vice Chancellor, Human Resources
Dirección: 1830 W. Romneya Drive
Anaheim, CA 92801-1819
Teléfono: (714) 808-4822

VICTIMAS DEL ACOSO U HOSTIGAMIENTO SEXUAL

Aquelllos estudiantes que sean víctimas de asalto sexual dentro del predio del Distrito o en algún sitio fuera del terreno o establecimiento universitario, bajo la responsabilidad del Distrito, o que busquen información o ayuda con respecto a un asalto sexual, debe comunicarse con el Director de Servicios de Salubridad, llamando al teléfono: 714-992-7093, o con el Director de la Seguridad Pública del Terreno Universitario, llamando al 714-992-7080. Excepto como de alguna otra manera lo exija la ley, toda pregunta e información se mantendrá en la más estricta confidencialidad.
In compliance with the Students Right-to-Know and Campus Security Act of 1990 and to ensure a safe, secure environment, the College has adopted the following procedures:

A. Students and staff should report serious crimes and emergencies, i.e., fire/medical, occurring on campus to the Campus Safety Department, or call 911. When using an on-campus phone or Emergency Phone, call 27777. Campus Safety may be contacted in the 1500 Building or by calling ext. 27080 during regular business hours. The Campus Safety Department is located at the west side of the campus off Lemon St.

In most cases, a Campus Safety staff member will respond to the scene and will complete a Fullerton College Incident Report. If necessary, the Fullerton Police Department will be contacted.

B. Only staff members are authorized to have keys to buildings, and no students are to have access to campus facilities without staff supervision. Security problems should be reported to the Campus Safety Department.

C. The Campus Safety Department has the authority to enforce the campus Code of Conduct, under the Education and Penal Code of the State of California; and according to the Education Code is the liaison with local police and Sheriff’s departments in all cases of criminal actions. The campus emergency procedures publication states that students and staff should make a prompt and accurate report to the Campus Safety Department in the event of an emergency.

D. Campus programs which inform students and employees about being responsible for their own safety and the safety of others include:
   1. Emergency procedures publication posted widely on campus.
   2. Notices which are distributed periodically to all staff members.
   3. Periodic articles in the student newspaper on safety-related issues.
   4. Programs presented by the Associated Students.
   5. Staff Development programs.

E. The Student Code of Conduct and the State Penal Code prohibit the possession, use, and sale of alcoholic beverages and illegal drugs on campus, except as specified in the Education Code.

**EVENING ESCORT SERVICES**

Evening escort services are available all day Monday through Sunday. If a student or staff member wants an escort to his/her vehicle, locate a blue light box (press emergency button), or utilize a campus public pay phone (dial *81), or dial x27080 from a campus phone. An officer will meet you at your location, then escort you to your vehicle.

**DRUG-FREE AND ALCOHOL-FREE DISTRICT POLICY**

The Federal Government has mandated that as of October 1, 1990, there will be no drug usage by students, staff or faculty on college campuses anywhere in the United States.

On January 13, 1992, the Board of Trustees of the North Orange County Community College District adopted the following policy statement to comply with the law. The policy, which is to be shared in writing with students, staff and faculty is as follows:

*On November 18, 1988, Congress passed the Drug-Free Workplace Act of 1988. (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.). The statute requires contractors and grantees of Federal agencies to certify that they will provide a drug-free workplace. Making this required certification is a precondition for receiving a contract or grant from a Federal agency.*

Pursuant to the Drug-Free Workplace Act of 1988, it is unlawful to manufacture, distribute, dispense, possess, or use controlled substances at all District worksites and/or while in the performance of District business or attending a District event or program.

The Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226) amends the previous law of 1988 to include that it is also unlawful to manufacture, distribute, dispense, possess, use or sell illicit drugs and alcohol in the workplace or at any District activities or events or while performing District business.

**Compliance for Employees**

The District intends to make every effort to provide and maintain a drug-free workplace. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use or sell illicit drugs and alcohol in all buildings, property, facilities, service areas and satellite centers of the district. Any employee violating this policy will be subject to disciplinary action which may include termination. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace or while on District business must report this conviction within five (5) calendar days to the Vice Chancellor, Human Resources.

**Compliance for Students**

The District intends to make every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, it is unlawful to manufacture, distribute, dispense, possess, use or sell illicit drugs and alcohol in all buildings, property, facilities, service areas and satellite centers of the district. All students are required to comply with this policy as a condition of their continued enrollment. Any student violating this policy will be subject to disciplinary action, including suspension, and up to expulsion.

**Legal Sanctions Under Federal, State and Local Laws are available in the following locations:**

1. Student Affairs Office, Building 1409
2. Campus Public Safety Department, T-8

**Alcohol/Drug Abuse Counseling, Treatment, Rehabilitation Information**

Personal counseling and complete referral information is available for students in the Student Health Center.

Please refer to College Catalog for standards of student conduct and discipline policy.
STANDARDS OF STUDENT CONDUCT AND DISCIPLINE POLICY

The standards of student conduct and disciplinary action for violation of Board Policy 5500 were approved by the NOCCCD Board on January 28, 2003, and were drawn in compliance with Sections 66300, 76030, 76033, 76034, 76036 of the State Education Code.

Students are expected to respect and obey civil and criminal law and shall be subject to the legal penalties for violation of the city, county, state, and national law(s).

Student conduct must conform to Board Policy and college regulations and procedures. As cited in BP5500, “A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student.” Misconduct which constitutes “good cause” for disciplinary action includes, but is not limited to, the following:

1. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, District personnel, or violating the rights of other students.

2. Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.

3. Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.

4. Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.

5. Misrepresentation of oneself or of an organization to be an agent of the District.

6. Cauing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence to the person, property, or family of any member of the college community, whether on or off District property as defined above.

7. Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.

8. Unauthorized entry into, unauthorized use of, or misuse of property of the District.

9. Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.

10. Causing or attempting to cause damage to District property, or to private property on District premises.

11. Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, Section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.

12. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.

13. Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects including, but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, College President, School of Continuing Education Provost, or authorized designee.

14. Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.

15. Violation of municipal, state, or federal laws in connection with attendance at programs or services offered by the District, or while on District property or at District-sponsored activities.

16. Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

17. Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.

18. Committing sexual harassment as defined by law or by District policies and procedures.

19. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation, or any other status protected by law.

20. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student’s academic performance, or District employee’s work performance, or of creating an intimidating, hostile or offensive educational or work environment.

21. Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.

22. Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.

23. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.

24. Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.

Furthermore, no student shall be suspended from a college or School of Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, School of Continuing Education or District activity or attendance. Also, any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension, or expulsion of a student.

The Chancellor shall establish procedures of which all students are informed of the rules and regulations governing student behavior.