

Fullerton College
Counseling and Student Development Student Handbook 2010-2011
321 E Chapman Avenue, Fullerton, CA 92832
(714) 992-7000 • TDD (714) 871-9192 • <http://www.fullcoll.edu>

Welcome to Fullerton College

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A message from our Vice President of Student Services



You made an excellent choice to come to Fullerton College and I would like to welcome you on behalf of the faculty, staff and administration. At Fullerton College we are proud of our long history and tradition as well as our innovative programs.

The College has many wonderful academic programs and a comprehensive set of student support services all aimed at student success. Services from financial aid to counseling to tutoring are available throughout the academic year. If you need assistance in reaching your educational goal you will find that assistance is available to you at Fullerton College. The smartest students are the ones who ask for help when they need it.

Whether you are working on a certificate, an Associate degree or a transfer program you will find the resources you need to reach your goal. In addition to your studies in class you may choose to take advantage of the many activities offered through Student Affairs and the Associated Students. Learning outside of the classroom can be a great addition to your college career.

Balance is the key to being a successful student. Many of you will need to balance your classes with working and with family obligations; and don't forget to leave time for studying! When you cross the stage on commencement day you will know that you have completed an important step on your educational and life journey. At Fullerton College we are committed to assisting you every step of the way.

Respectfully,

A handwritten signature in cursive script that reads "Toni M. DuBois".

Toni M. DuBois, PhD
Vice President of Student Services

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on nondiscrimination, sexual harassment, sexual assault treatment and counseling, and maintenance of a drugs-free environment is available in the District's Human Resources Office.

ACKNOWLEDGEMENTS

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Dean of Counseling & Student Development	Lisa Campbell
Student Handbook Editors	Belinda Flores-Castro
	Stewart Kimura
	Scott Lee
	Hochin Moon
	Vincent White
Handbook Layout	Catherine Parks
	Vinh Van Dang



**FULLERTON COLLEGE IS A
SMOKE-FREE CAMPUS**

Effective July 1, 2007

Steps to succeed at Fullerton College!

Congratulations for selecting Fullerton College, one of the finest, oldest and largest community college in California. Please follow the steps in the checklist below to be successful in achieving your educational goals at FC.

1. **ADMISSION APPLICATION**

If you have recently applied to FC for the upcoming term, congratulations! If not, apply/re-apply on-line at www.fullcoll.edu starting March 1st for Summer/Fall term and Oct 1st for Spring term. Call 1-800-468- 6927.

2. **ORIENTATION**

New students are required to complete on-line orientation at the end of their assessment (step #2).

3. **ASSESSMENT**

Complete skills assessment at FC for ESL/English, Reading and Mathematics at the Assessment Center, 500 Bldg-Room 513, (714) 992-7117. No appointment necessary. If not, provide course placement with test scores/transcripts from other colleges attended.

4. **OFFICIAL DOCUMENTS**

If applicable, provide AP scores, high school and other college official transcripts (sealed envelope) to Admissions and Records, 2000 Bldg, 1st floor, (714) 992-7075.

5. **GROUP ADVISING**

New students are required to attend a 90 minute group advising session with a counselor before registering for courses. Appointments for group advising sessions are made after the completion of orientation (step #3).

6. **COUNSELING – (714) 992-7084**

Returning and transfer students from other colleges need to contact the counseling office for an appointment. 2000 Bldg, 2nd floor, (714) 992-7084. General information and selective on-line counseling services are available at the counseling website <http://counseling.fullcoll.edu>

7. **FINANCIAL AID**

For information on federal/state assistance and eligibility requirements, contact Financial Aid Office, 100 Bldg, 1st floor, (714) 992-7091. <http://financialaid.fullcoll.edu>

8. **SCHEDULE OF CLASSES**

Refer to the Class Schedule for course offerings. Purchase at the bookstore, 2000 Bldg, 1st floor, (714) 992-7008 or visit FC website www.fullcoll.edu.

9. **PERMIT TO REGISTER**

Prior to registration, new/returning students will receive via mail, e-mail or in person a Permit to Register with an appointment (day/time) to register online via **myGateway**. All continuing students refer to the "**Priority Registration Schedule for Continuing Students**" in the Class Schedule for their appointment.

10. **REGISTRATION**

You may register using **myGateway** at www.fullcoll.edu at your assigned time or anytime after. Please refer to **Online Registration Instructions** in the class schedule.

11. **FEES**

Registration fees **must** be paid within **72 hours** after registering or you **may be dropped** from all classes. Refer to "**Fees**" page in the Class Schedule.

12. **FIRST DAY ATTENDANCE**

It is **extremely** important that you attend the first class meeting. Failure to attend may result in being dropped from the class.

13. **EDUCATIONAL PLANNING**

After completing 15 units, all students should see a counselor to declare an educational goal and complete or modify a Student Educational Program Plan (SEPP). Call (714) 992-7084 for appointments.

14. **STUDENT SERVICES**

Many services are provided to support students' success at FC. Refer to the "**Support Services for Students**" section in the Class Schedule.

Note: Students have the right to challenge, appeal or to be exempt from any step in Matriculation. Please refer to "**Academic/College Policies**" pages in the Class Schedule.

Matriculation is a process bringing a first-time student and the college into a partnership for the purpose of reaching the student's goal. We, as members of the college, have a responsibility to provide you with the following services needed for a successful partnership.

WE

- Recruit and admit you in the college system;
- Assess your basic and educational skills, plus future goals;
- Approve class selection and orient you to the college's programs, services, and policies;
- Provide quality instruction and variety of courses;
- Provide Counseling in individual and group settings;
- Provide career decision making courses;
- Offer services to support your education;
- Follow up on your progress toward your goal.

Students Rights

All matriculated students have the right to challenge or appeal any step in the matriculation process.

1. Enroll in any class for which you meet necessary prerequisites.
2. Challenge course placement decision.
3. Request a waiver of prerequisites for a course, if it is not offered, not validated, or you are able to demonstrate previous knowledge.
4. File a complaint of discrimination if prerequisites are being applied in a prejudicial manner.

If you have questions regarding any aspect of these services, please contact the Matriculation Coordinator at (714)992-7245.

You are provided with basic services to aid you in completing your education. Below are the elements required to fulfill your responsibility.

YOU

- Apply and declare an educational goal;
- Keep appointments for registration and Counseling;
- Bring transcripts;
- Work to complete assignments and courses;
- Set additional visits with a counselor to discuss your educational plans and update your SEPP;
- Make every effort to achieve your goals;
- Seek additional Support Services in:
 - Career and Life Planning Center
 - Library
 - Financial Aid
 - Tutoring Center
 - Cadena/Transfer Center
 - Skills Center
 - Math Lab
 - Writing Center
 - Workforce Center

By fulfilling your responsibilities, you will ensure your continued access to Student Support Services.

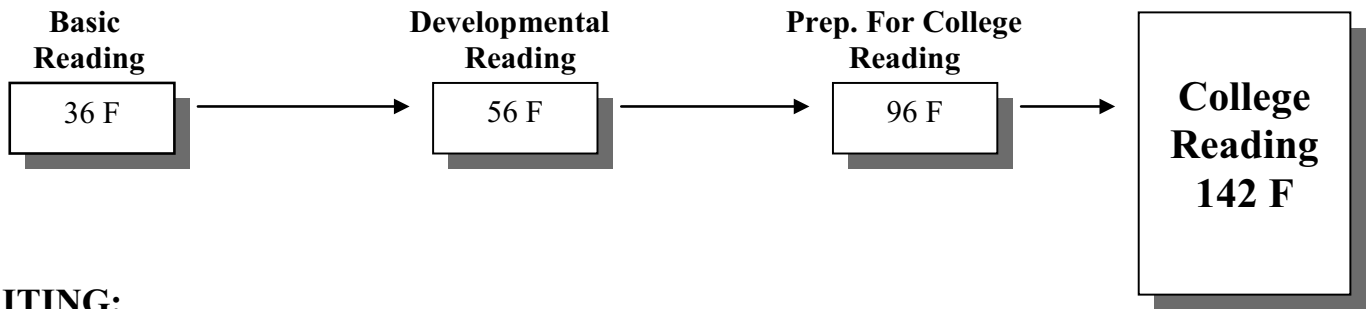
Formula for success:

1 hour of class + 3 hours homework = "A" grade

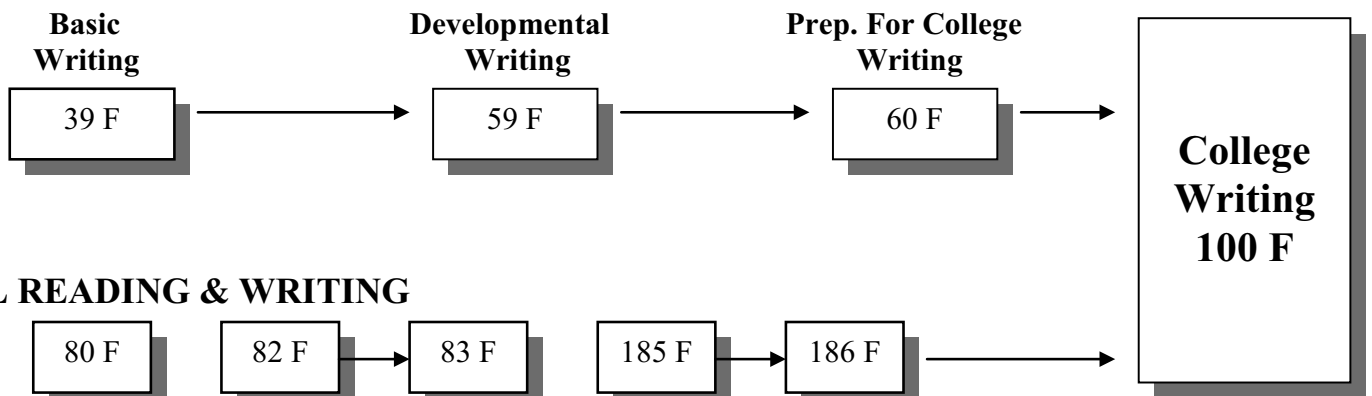
PLACEMENT FLOWCHART

Improving your skills by taking Reading, Writing, English as a Second Language (ESL) or Mathematics courses is an important step in meeting your educational goals. Your placement in these and other courses is determined by your placement test results, high school and/or college grades, learning skills, motivation and other factors. Your counselor will recommend the courses in which you can be most successful.

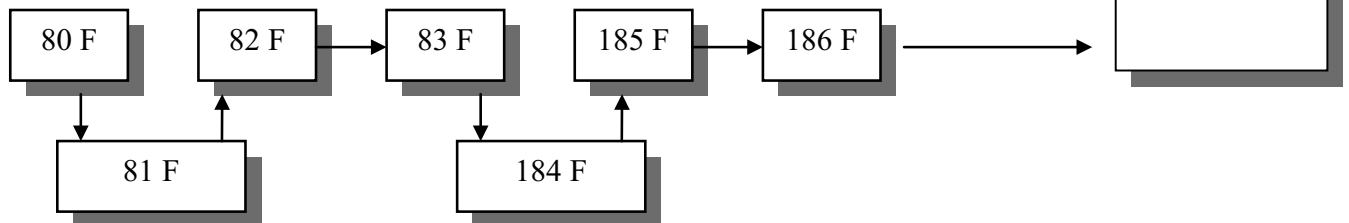
READING:



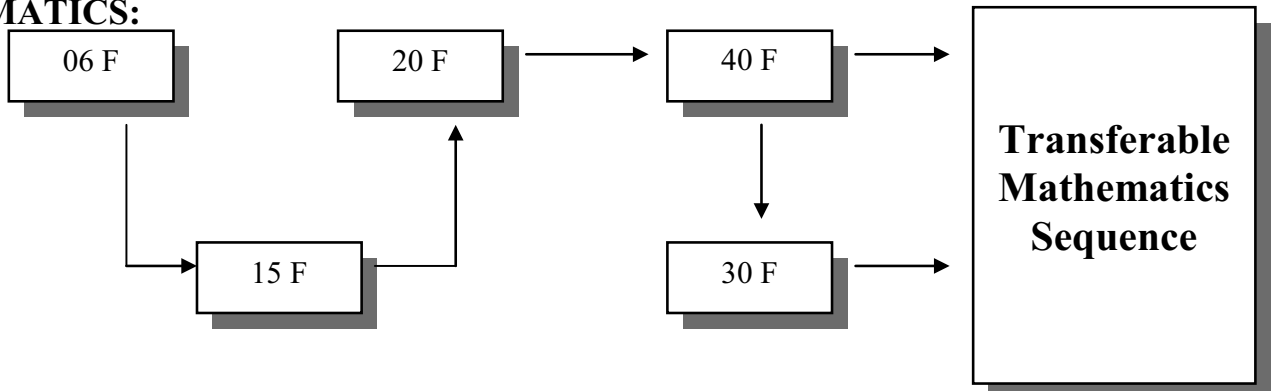
WRITING:



ESL READING & WRITING



MATHEMATICS:



Assessment Process and Procedures

The Assessment/Orientation Center offers required assessment tests for enrollment in Math, English and ESL courses. Students will receive an evaluation of their learning skills in reading, writing, English and math. The assessment tests and orientation are completed electronically. No appointment is necessary; come to the center during operating hours to complete your assessment. It is required for students to present their Fullerton College ID number and photo ID. Upon completion of the assessment and orientation, new students will be scheduled for a group advising session.

Procedures for Evaluating Placement Scores from Other Institutions:

Students must provide a hard copy of the test score to the Counseling Center for a counselor to review. The counselor will then assist with identifying the appropriate placement level according to their score.

Procedures for Evaluating Course Work from Other Institutions:

Students must provide transcripts from other institutions to the Counseling Center for a counselor to review and determine placement in a math, English or ESL course. Unofficial copies of the transcripts are acceptable. Official transcripts must be submitted to Admissions and Records office prior to student petitioning for completion of a certificate, degree or general education certification for transfer.

WE'RE HERE TO HELP YOU!

(For questions or department not listed below, call 714-992-7000 and press "0" for Operator) or visit <http://www.fullcoll.edu>

CAMPUS/SERVICE AREAS	OFFICE/LOCATION	TELEPHONE
Academic Support Center	Library Learning Resource Center, 800 Bldg.....	714-992-7065
Admissions and Records.....	Student Services 2000 Bldg, 1st Floor.....	714-992-7075
Assessment Testing.....	500 Bldg, Rm 513-0	714-992-7117
Associated Students/Student Gov.....	College Center 200 Bldg, Rm 222	714-992-7118
Basic Skills Office.....	Library Learning Resource Center, 800 Bldg, Room TEC.....	714-992-7170
Bookstore	Student Services 2000 Bldg, 1st Floor.....	714-992-7008
Bursar's Office	Student Services 2000 Bldg, 1st Floor.....	714-992-7006
Cadena Cultural Center.....	College Center 200 Bldg, Rm 212	714-992-7086
CalWORKs	315 N. Pomona Ave, Fullerton (Ben Franklin House).....	714-992-7101
Campus ID	College Center 200 Bldg, Rm 214-C	714-992-7000 x24002
Campus Safety/Lost and Found.....	1500 Bldg	714-992-7080
CARE	Student Services, 2000 Bldg, 2nd Floor	714-732-5369
Career & Life Planning Center	Student Services, 2000 Bldg, 2nd Floor	714-992-7121
Center for Careers in Education.....	College Center 200 Bldg, Rm 225	714-992-7067
Child Development Lab School.....	1800 Bldg, Rm 1820 and 1830	714-992-7069
Class Schedule/Catalog.....	500 Bldg, Rm 516	714-732-5004
Clubs & Organizations.....	College Center 200 Bldg, Rm 223	714-992-7095
Commencement	College Center 200 Bldg, Rm 223	714-992-7095
Computer Labs.....	900 Bldg, Rm 901	714-992-7000 x24302
Counseling.....	Student Services 2000 Bldg, 2nd Floor	714-992-7084
Disability Support Services.....	840 Bldg, Rm 842	714-992-7099
Distance Education	Student Services 2000 Bldg, Rm 2001	www.online.fullcoll.edu
Emergency	1500 Bldg	714-992-7777
Entering Scholars Program (ESP)	Library Learning Resource Center, 800 Building, Room TEC	714-992-7170
EOPS/CARE	Student Services 2000 Bldg, 2nd Floor	714-992-7097
Financial Aid	100 Bldg, Rm 115	714-992-7091
Fine Arts Information	1100 Bldg, Rm 1115-01	714-732-5701
Food Services	College Center 200 Bldg, 1st Floor	714-732-5784
Foundation/Scholarships.....	315 N. Pomona Ave, Fullerton (Ben Franklin House).....	714-525-5651
Graduation Applications	Student Services 2000 Bldg, 1st Floor.....	714-992-7075
Hornet Newspaper	500 Bldg, Rm 512	714-992-7134
Health Services	1200 Bldg, Rm 1204	714-992-7093
High School Outreach	Student Services 2000 Bldg, 2nd Floor	714-992-7250
Honors.....	College Center 200 Bldg, Rm 225	714-992-7133
International Student Center	College Center 200 Bldg, Rm 220	714-992-7078
Internships (Non-Paid)	College Center 200 Bldg, Rm 225	714-992-7067
Library.....	Library Learning Resource Center 800 Bldg.....	714-992-7039
Math Lab	Library Learning Resource Center 800 Bldg, Rm 807	714-992-7140
Matriculation	Student Services 2000 Bldg, 2nd Floor	714-992-7245
Parking	1500 Bldg	714-992-7080
Puente Program	Student Services 2000 Bldg, 2nd Floor	714-992-7240
Registration	Student Services 2000 Bldg, 1st Floor.....	714-992-7075
Scholarships/Foundation	315 N. Pomona Avenue (Ben Franklin House).....	714-525-5651
School of Continuing Education	Wilshire Bldg, Rm W1	714-992-9500
Skills Center	Library Learning Resource Center 800 Bldg, Rm 801	714-992-7144
Service Learning	College Center 200 Bldg, Rm 225	714-992-7067
Special Programs	College Center 200 Bldg, Rm 225	714-992-7067
Sports Information	1200 Bldg, Room 1206-02	714-732-5630
Student Affairs	College Center 200 Bldg, Rm 223	714-992-7095
Study Abroad.....	Library Learning Resource Center 800 Bldg, Rm 823.....	714-732-5076
Teacher Preparation	College Center 200 Bldg, Rm 225	714-992-7067
Theatre Box Office	1300 Bldg	714-992-7150
Transcripts.....	Student Services 2000 Bldg, 1st Floor.....	714-992-7075
Transfer Achievement Program (TAP)	College Center, 200 Bldg, Rm 225	714-992-7358
Transfer Center	College Center, 200 Bldg, Rm 212	714-992-7086
Tutoring Center, Appts & Info	Library Learning Resource Center 800 Bldg, Rm 806.....	714-992-7151
Veterans Resource Center	500 Bldg, Rm 518	714-992-7102
Wellness Center	1200 Bldg, Rm 1244	714-992-7152
Workforce Center	Student Services 2000 Bldg, Rm 2002.....	714-992-7136
Writing Center, Appts & Info	Library Learning Resource Center 800 Bldg, Rm 808.....	714-992-7153
DIVISION/SUBJECT AREAS	OFFICE/LOCATION	TELEPHONE
Administration of Justice (Police Academy)	700 Bldg, Rm 730	714-992-7115
Athletics.....	1200 Bldg, Rm 1206	714-992-7045
Business & Computer Information Systems.....	300 Bldg, Rm 310	714-992-7032
Cosmetology.....	700T Bldg, Rm 707T	714-992-7123
Counseling.....	Student Services 2000 Bldg, 2nd Floor	714-992-7084
Fine Arts	1100 Bldg, Rm 1115-01	714-992-7034
Humanities.....	500 Bldg, Rm 522-0	714-992-7036 or 7128
Library.....	Library Learning Resource Center 800 Bldg.....	714-992-7039
Massage Program	1830 W. Romneya, Anaheim, Room AN-151.....	714-808-4951
Mathematics & Computer Science.....	600 Bldg, Rm 613-02	714-992-7041
Natural Sciences	400 Bldg, Rm 411-01	714-992-7043
Physical Education.....	1200 Bldg, Rm 1206	714-992-7045
Social Sciences	1400 Bldg, Rm 1415	714-992-7047
Technology & Engineering.....	700 Bldg, Rm 700	714-992-7051

Mygateway Online Registration

STEP (1): Go to <http://mygateway.nocccd.edu>.

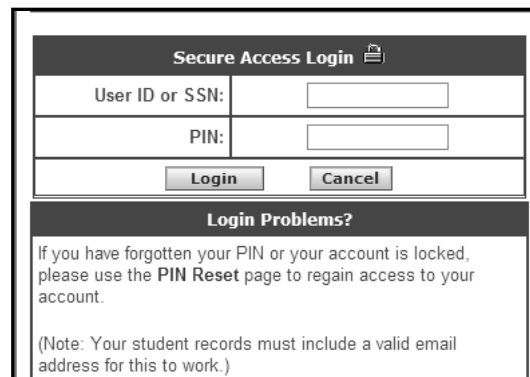
STEP (2): Enter your Student Identification Number or Social Security Number as the **User** then enter your 6-digit **PIN**. The default PIN is your 6-digit date of birth (mmddyy) unless you have changed it.

Click on **Login**. *NOTE: If you used your date of birth to log in, myGateway will require that you change your PIN.*

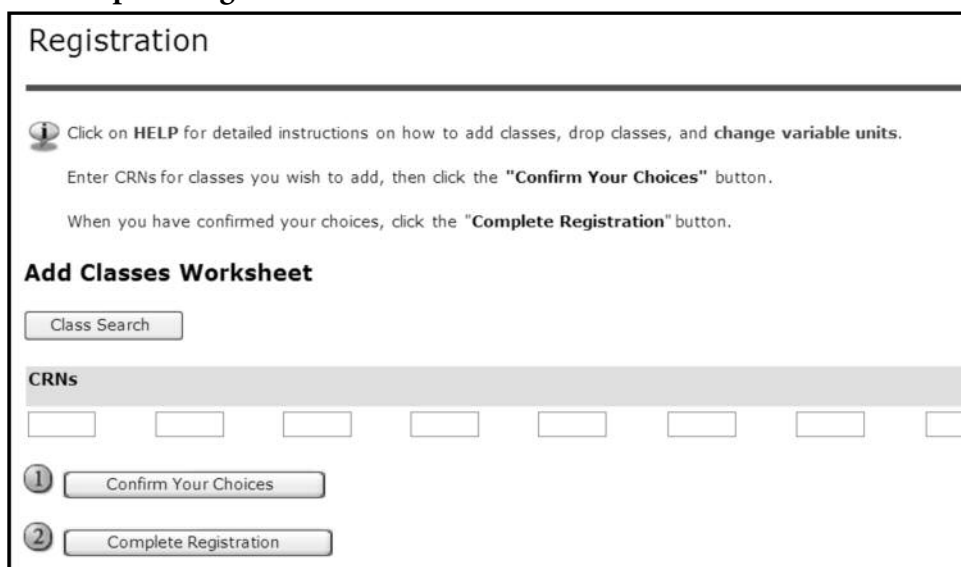
STEP (3): Under the Student tab you'll find the **Registration Tools** box and click on **Add or Drop Classes**.

STEP (4): Selecting the Term – make sure to select **Cypress College/Fullerton College Spring or Fall term** then click on **Submit**.

STEP (5): Registration – enter the 5-digit Course Reference Number (**CRN**) of the class(es) you wish to add then click on **1 Confirm Your Choices**. Verify your class selection(s), then click on **2 Complete Registration**.



The image shows a 'Secure Access Login' form. It has a title bar with the text 'Secure Access Login' and a small icon. Below the title bar, there are two input fields: 'User ID or SSN:' and 'PIN:'. Each field has a corresponding input box. Below the input fields, there are two buttons: 'Login' and 'Cancel'. Below the buttons, there is a section titled 'Login Problems?'. This section contains text: 'If you have forgotten your PIN or your account is locked, please use the **PIN Reset** page to regain access to your account.' and a note: '(Note: Your student records must include a valid email address for this to work.)'



The image shows a 'Registration' form. It has a title bar with the text 'Registration'. Below the title bar, there is a message: 'Click on **HELP** for detailed instructions on how to add classes, drop classes, and **change variable units**.' Below this message, there are two lines of text: 'Enter CRNs for classes you wish to add, then click the **"Confirm Your Choices"** button.' and 'When you have confirmed your choices, click the **"Complete Registration"** button.' Below the text, there is a section titled 'Add Classes Worksheet'. This section contains a 'Class Search' button. Below the button, there is a section titled 'CRNs'. This section contains a row of eight input boxes. Below the input boxes, there are two buttons: '1 Confirm Your Choices' and '2 Complete Registration'.

STEP (6): Select Campus for Optional Fees – select **Fullerton College** and click **Submit**. In the next screen, you may select the optional fees you wish to purchase and click **Submit**. Verify your selection(s) and click **Confirm Purchase**.

STEP (7): Fee Payment – The amount shown next to your '**Account Balance**' is due and payable immediately. If payment is not submitted, you **MAY BE DROPPED** from your class(es). Select '**Financial Aid Payments**', '**Credit Card Payments**' or '**Check or Money Order Payments**' and follow the prompts. *NOTE: If paying by credit card, you must resubmit your registration term.*

Academic Support Center – The Academic Support Center provides instructional services to students and staff to assist students in achieving academic success in all academic areas. The Center is comprised of three related services: the Skills Center, the Tutoring Center, and the Writing Center.

Director:	Olivia Veloz • email: oveloz@fullcoll.edu
Location:	800 Building • http://academicsupport.fullcoll.edu/
Phone:	(714) 992-7066
Hours:	Hours may vary. Call for office hours.

Admissions & Records – The Admissions & Records is responsible for processing all foreign and domestic undergraduate applications for admission and readmission, maintaining all academic records, performing evaluation of transfer units, carrying out online computer registration processes, and handling student requests. A brief menu of services include: address change, admission applications, degree application, disqualification, grade point average (GPA) insurance verification, name change, petitions, program changes, re-admission, residence requirements, transcript requests, Veteran's Affairs, and withdrawal from college.

Dean:	Albert Abutin • email: aabutin@fullcoll.edu
Location:	2000 Building • http://admissions.fullcoll.edu/
Phone:	(714) 992-7076
Hours:	Hours may vary. Call for office hours.

Adult Education – (see School of Continuing Education)

Articulation – The Articulation Officer assists faculty in curriculum development and initiates and maintains transfer institution articulation agreements and transfer curriculum database information employed in ASSIST and OSCAR.

Articulation Officer:	Scott Lee • email: slee@fullcoll.edu
Location:	2000 Building • http://articulation.fullcoll.edu/
Phone:	(714) 992-7246

Assessment/Orientation Center – The Assessment Center offers required assessment tests for enrollment in Math, English, Reading, and ESL courses. No appointment is needed. Students may go to the center during operating hours to complete the assessment. In addition, the center provides new student on-line orientation to familiarize students with key information about Fullerton College registration procedures, appeals processes and general rules.

Coordinator:	Greg Menchaca • email: gmenchaca@fullcoll.edu
Location:	500 Building, RM 513 • http://staffwww.fullcoll.edu/gmenchaca/
Phone:	(714) 992-7117
Hours:	Hours may vary. Call for office hours.

Associated Students – The Associated Students offers a wide variety of activities, programs, and services to assist students in achieving a balanced educational experience. The office of Associated Students involves students in college governance, provides support and guidance in co-curricular activities, sponsors and assists in cultural activities, club programs and events, and provides financial assistance in the funding of programs and individual student scholarships.

Director: Darlene Jensen • email: djensen@fullcoll.edu
Location: 200 Building, RM 222 • email: <http://studentwww.fullcoll.edu/as/>
Phone: (714) 992-7118
Hours: Hours may vary.
Call for office hours.

Bookstore – The Bookstore has textbooks, supplies, software and gifts available to meet students' needs.

Director: Nick Karvia • email: nkarvia@fullcoll.edu
Location: 2000 Building • <http://bookstore.fullcoll.edu/>
Phone: (714) 992-7008
Hours: Hours may vary.
Call for office hours.

Bursar's Office – The Bursar's Office is responsible for the collection of registration fees. Other services include bus pass sales, acceptance of child care payments, sale of parking hangers and stickers, refund of registration fees, clearance of fine codes for returned checks and unpaid registration fees, campus club account deposits and check requests, and disbursement of financial aid grant and loan checks. For student convenience, an ATM machine is located in front of the 2000 Building.

Manger: Cyndi Grein • email: cgrein@fullcoll.edu
Location: 2000 Building • <http://fcbursar.fullcoll.edu/>
Phone: (714) 992-7006
Hours: Hours may vary.
Call for office hours.

Cadena Cultural Center – The Cadena Cultural Center is a dynamic department within the Counseling Division; the services provided are open to all students and staff. The Cadena Cultural Center supports the core values of the college to elevate excellence in serving the needs of its diverse student population. The center strives to be an advocate and the nexus for community to engage in conversations and action to enhancing multiculturalism at Fullerton College. The center offers students, faculty, and staff information about serving the needs of students from historically underrepresented groups such as African American, Native American, Latino/a, Asian/Pacific Islander, low income backgrounds, as well as AB540, undocumented students, Lesbian/Gay/Bisexual/Transgender/ Queer/ Intersex/Questioning (LGBTQIQ) students. We encourage the entire campus community to attend and participate in the center activities and services. We encourage the entire campus community to attend and participate in the center activities and services.

Director: Lily Espinoza • email: ctc@fullcoll.edu
Location: 200 Building, RM 212 • <http://cadena.fullcoll.edu/>
Phone: (714) 992-7086
Hours: Hours may vary.
Call for office hours.

California's Work Opportunity and Responsibility to Kids (CalWORKs) – The CalWORKs Program is designed for students who are receiving AFDC/Welfare. The program serves the TANF recipient requiring 32-hour work-related activities who are enrolled in 6 units or more. Students are assigned to a CalWORKs Counselor who provides guidance and support needed to meet both their academic goals and the requirements mandated by their County Social Worker. The CalWORKs Program provides academic, career and personal counseling, referral to both on/off campus. The program also provides resources for basic needs and emergency support services (housing, utilities, mental health, shelter, etc.). The services may include childcare grants for both on or off campus child care providers, work study (on or off campus), emergency assistance for bus passes, parking permits, student success packets and assistance in obtaining supplementary funds for books. In addition, students not currently receiving AFDC/Welfare but who are considering applying should schedule an appointment with a CalWORKs Counselor prior to applying in order to secure an overview of the CalWORKs Program Requirements.

Contact: Yolanda Aguirre • email: yaguirre@fullcoll.edu
Location: Ben Franklin House • <http://calworks.fullcoll.edu/>
315 N. Pomona Ave., Fullerton, CA 92832
Phone: (714) 992-7101
Hours: Hours may vary.
Call for office hours.

Career and Life Planning Center – The Career and Life Planning Center (CLP) offers individual and group appointments with career counseling faculty. The CLP Center provides counseling to facilitate career exploration and career decision making, and counseling for career/life transition. In addition, the center offers special workshops and courses such as Career & Life Planning, Career Exploration, and Career Motivation and Self-Confidence for undecided and adult re-entry students. Resources in the CLP Center include computerized career information systems, career research assistance, and an extensive research library of career reference materials and web resources.

Coordinator: Janine Cirrito • email: jcirrito@fullcoll.edu
Location: 2000 Building • <http://careercenter.fullcoll.edu/>
Phone: (714) 992-7097
Hours: Hours may vary.
Call for office hours.

Cooperative Agencies for Resources Education (CARE) – The CARE program is designed for single parent students receiving TANF who have children under 14 years of age. Program services may include book vouchers, transportation assistance, childcare grants, and success packets.

Location: 2000 Building • <http://eops.fullcoll.edu/>
Phone: (714) 992-7097
Hours: Hours may vary.
Call for office hours.

Counseling Services – The Counseling and Student Development Division provides services for new, continuing, and returning students with individual or group appointments with faculty to: assist students in preparing a Student Educational Program Plan (SEPP) and provide students with information on transfer, major preparation, and general education requirements. In addition, the counseling center provide students with unofficial progress checks such as certificates, associate degrees, and transfer requirements, provide Orientation and New Student Group Advising, assist students in appropriate selection of Math, English, and basic skills courses, assist students in clarifying and selecting their career goals.

Dean: Lisa Campbell • email: lcampbell@fullcoll.edu
Location: 2000 Building • <http://counseling.fullcoll.edu/>
Phone: (714) 992-7084
Hours: Hours may vary.
Call for office hours.

Disability Support Services – The Disability Support Services are available to entitled students with verified disabilities. The programs and services are tailored to assist students in meeting their individual needs with the goal of integrating each student into all facets of college life.

Director: Paul McKinley • email: pmckinley@fullcoll.edu
Location: 800 Building, RM 840 • <http://dsp.fullcoll.edu>
Phone: (714) 992-7099 • TDD (714) 992-7221
Hours: Hours may vary.
Call for office hours.

Extended Opportunity Program and Services (EOPS) – The Extended Opportunity Program and Services (EOPS) is designed to assist students with economic, linguistic, and educational challenges, as defined in Title V, enroll and succeed in higher education. The support services available are: outreach, registration assistance, counseling, instructional support services, including a full service tutoring and computer center as well as book vouchers and educational supplies.

Location: 2000 Building • <http://eops.fullcoll.edu/>
Phone: (714) 992-7097
Hours: Hours may vary.
Call for office hours.

Financial Aid – The Financial Aid Office assists students who have questions pertaining to financial assistance in pursuing their college education.

Director: Greg Ryan • email: gryan@fullcoll.edu
Location: 100 Building • <http://financialaid.fullcoll.edu/>
Phone: (714) 992-7091
Hours: Hours may vary.
Call for office hours.

Foundation/Scholarship – The Fullerton College Foundation is a non-profit organization established to encourage philanthropic support to make scholarships and loans available to students.

Executive Director: Charles N. Allen • email: cnallen@foundationfc.com
Location: Ben Franklin House • www.fullcollfoundation.org
315 N. Pomona Avenue • Fullerton, CA 92832
Phone: (714) 525-5651

Health Services – The Health Services provides medical and psychological services to help students achieve and maintain optimal physical, mental, and emotional health. The student health fee paid during registration supports services.

Director: Chris Kiger • email: ckiger@fullcoll.edu
Location: 1200 Building, RM 1204 • <http://healthservices.fullcoll.edu/>
Phone: (714) 992-7093
Hours: Hours may vary.
Call for office hours.

High School Outreach – This office coordinates the College's outreach efforts to local high schools. Services offered include individual and small group tours, visits to high schools for College and Career Nights, specialized presentations to high school students, parents, and high school staff. Matriculation information and assistance are provided to high school students enrolling as Special Admit students and new freshman.

Counselor: Rolando Sanabria • email: rsanabria@fullcoll.edu
Location: 2000 Building • <http://outreach.fullcoll.edu/>
Phone: (714) 992-7250

Honors Program – The Fullerton College Honors Program is designed to encourage talent and ability in highly motivated students as they begin their academic studies and prepare to transfer to a college or university. Students who complete the Honors Program and meet all major transfer requirements will have priority consideration for admission to certain transfer institutions.

Co-Coordinators: Bruce Hanson • email: bhanson@fullcoll.edu
Anu Mande • email: amande@fullcoll.edu
Lynne Negus • email: anegus@fullcoll.edu
Location: 200 Building, RM 215 • <http://honors.fullcoll.edu>
Phone: (714) 992-7133
Hours: Hours may vary.
Call for office hours.

International Student Center – The 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 a full-service office dedicated to supporting international students both academically and personally. International students benefit from specialized and individual attention. The ISC provides academic counseling, immigration advising, New Student Orientation and Welcome Week activities, housing, and American host family resources. In addition, the ISC provides employment authorization and resources, cultural activities and social events, and California Cousins Program. More information on the F-1 student visa can be found at <http://educationusa.state.gov>.

Director: Pilar Ellis • email: pellis@fullcoll.edu
Adjunct Counselor: Nahrin Hinaro • email: nhinaro@fullcoll.edu
Location: 200 Building, RM 220 • <http://isc.fullcoll.edu/>
Phone: (714) 992-7078
Hours: Hours may vary.
Call for office hours.

Library – The Library provides services to students that include reference, research guidance, library instruction, interlibrary loans, reserved reading materials, individual study carrels, photocopiers, and group study rooms. A student picture ID card is required to check out material.

Dean: Jacqueline Boll • email: jboll@fullcoll.edu
Location: 800 Building • <http://library.fullcoll.edu/>
Phone: (714) 992-7039
Hours: Hours may vary.
Call for office hours.

Lost and Found – (see Public Safety)

Mathematics Lab – The Fullerton College Math Lab has been in continuous operation since 1967 as an integral part of the Mathematics and Computer Science Division. It provides students with the support they need to acquire basic math skills necessary to advance toward their goals.

Director: Gus Klentos • email: gklentos@fullcoll.edu
Location: 800 Building, RM 807 • <http://math.fullcoll.edu/math-lab.html>
Phone: (714) 992-7140
Hours: Hours may vary.
Call for office hours.

Matriculation – Matriculation is a process that brings a first-time student and the college into a partnership for the purpose of reaching the student's educational goals. The process includes admission, assessment, orientation, advisement, and follow up.

Coordinator: Stewart Kimura • email: skimura@fullcoll.edu
Location: 2000 Building • <http://counseling.fullcoll.edu/>
Phone: (714) 992-7245

Public Safety – The mission of Public Safety Department is to ensure the safety of students, faculty, staff, and visitors while on property owned or operated by the college or involved in college sponsored programs and activities, and to protect the property and facilities of the district and its students, employees, and visitors.

Location: 1500 Building • email: campussafety@fullcoll.edu
Phone: (714) 992-7080 • <http://campussafety.fullcoll.edu/>
Emergency phone: (714) 992-7777
Switchboard Hours: Hours may vary.
Call for office hours.

Puente - Puente is a program designed to assist students in transferring to universities. The program consists of English, Counseling, and mentoring components with reading and writing assignments focusing on the Latino/Chicano experience. Activities such as fieldtrips and guest speakers are used to enrich students' educational, cultural and social opportunities.

Counselor: Elias Dominguez • email: edominguez@fullcoll.edu
Instructor: Kimberly Orlijan • email: korlijan@fullcoll.edu
Location: 2000 Building, RM. 2022-06 • <http://puente.fullcoll.edu/>
Phone: (714) 992-7240

School of Continuing Education (SCE) Where Learning Never Ends – Continuing education is the key to new opportunities and to meeting the demands and challenges of an evolving environment. You can develop new skills and new ways of thinking that will allow you to be productive and successful. The School of Continuing Education leads students down the pathway to better careers – from learning English, earning a high school diploma, or starting a new vocation. Apply for your future success today – SCE will help you reach your destination!

Provost: Christine Terry
Location: Wilshire Center 315 E. Wilshire Street Fullerton (across from FC)
Phone: (714) 992-9500 • <http://www.sce.edu>

TAP – The Transfer Achievement Program (TAP) is a program designed to encourage and support students in their goal of transferring to a four year university. Benefits of the program include guaranteed classes, classes in college success and career and life planning, supplemental instruction in Math and English.

Coordinator: Carol Shier • email: cshier@fullcoll.edu
Counselor: Sunshine Vidal • email: svidal@fullcoll.edu
Location: 2000 Building, RM 2022-07 • <http://tap.fullcoll.edu/>
Phone: (714) 992-7084

Teacher Preparation - Students who want to become elementary and secondary educators can complete many of their lower division major requirements, general education courses and courses which cover the subject areas they want to teach. Students will also have an opportunity to participate in field work that places them in a local school to gain valuable experience working in a classroom. Counselors, instructors and support staff will assist students on the path to becoming teachers.

Coordinator: Karen Rose • email: krose@fullcoll.edu
Location: 200 Building, RM 225 • <http://teacherprep.fullcoll.edu/>
Phone: (714) 992-7067
Hours: Hours may vary.
Call for office hours.

Transfer Center - The Transfer Center is your resource to research all your transfer options. The Transfer Center is dedicated to ensuring that student aware of all options and provide the following services designed to promote transfer awareness: advising and counseling, appointments with university representatives, college fairs, university tours, workshops, and print and online resources.

Director: Lily Espinoza • email: ctc@fullcoll.edu
Location: 200 Building, RM 212 • <http://transfer.fullcoll.edu>
Phone: (714) 992-7086
Hours: Hours may vary.
Call for office hours.

Veteran's Affairs – United States military veteran or the spouse or child of a disabled or deceased veteran may apply for Veterans' Benefit through the Veterans' Office.

Coordinator: Raymond Bustos • email: rbustos@fullcoll.edu
Location: 700 Building, RM 712 • <http://financialaid.fullcoll.edu/Veterans%20Benefits.htm>
Phone: (714) 732-5279
Hours: Hours may vary.
Call for office hours.

Veterans Resource Center - Our mission at the Veterans Resource Center is to provide assistance for all veterans, spouses, active military personnel, and dependents who wish to enroll at Fullerton College.

Director: Paul McKinely
Location: 500 Building, RM 518 • <http://veterans.fullcoll.edu/>
Phone: (714) 992-7102
Hours: Hours may vary.
Call for office hours.

Workforce Center – The Workforce Center's mission is to educate students "hands on" 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. The Center provides daily postings of full-time, part-time, temporary, and seasonal employment opportunities, individualized assistance with resume/cover letter writing, mock interviews, and interview techniques. In addition, the Center provides workshops, free resume faxing, resource materials on relevant job search and business etiquette topics, and Job Fairs each term.

Coordinator: Chrystal Van Beynen • email: cvanbeynen@fullcoll.edu
Location : 2000 Building, RM 2002 • <http://workforce.fullcoll.edu/>
Phone: (714) 992-7136
Hours: Hours may vary.
Call for office hours.

DIVISIONS

Admissions and Records

Dean: Albert Abutin
Email: aabutin@fullcoll.edu
Location: 2000 Building, RM 2005
Phone: (714) 992-7076
<http://admissions.fullcoll.edu/>

Business and CIS

Dean: Ann Hovey
Email: ahovey@fullcoll.edu
Location: 300 Building, RM 310
Phone: (714) 992-7033
<http://bizdiv.fullcoll.edu/>

Counseling and Student Development

Dean: Lisa Campbell
Email: lcampbell@fullcoll.edu
Location: 2000 Building, RM 2022-01
Phone: (714) 992-7085
<http://counseling.fullcoll.edu/>

Fine Arts

Dean: Robert Jensen
Email: rjensen@fullcoll.edu
Location: 1100 Building, RM 1115-01
Phone: (714) 992-7035
<http://fcfinearts.fullcoll.edu/division/>

Humanities

Dean: Dan Willoughby
Email: dwilloughby@fullcoll.edu
Location: 500 Building, RM 522
Phone: (714) 992-7037
<http://humanities.fullcoll.edu/>

Library and Learning Resources

Dean: Jacqueline Boll
Email: jboll@fullcoll.edu
Location: 800 Building, RM 823-A
Phone: (714) 992-7040
<http://library.fullcoll.edu/>

Math and Computer Sciences

Dean: Mark Greenhalgh
Email: mgreenhalgh@fullcoll.edu
Location: 600 Building, RM 613-03
Phone: (714) 992-7042
<http://math.fullcoll.edu/>

Natural Sciences

Interim Dean: Carol Mattson
Email: cmattson@fullcoll.edu
Location: 400 Building, RM 411-01
Phone: (714) 992-7044
<http://natsci.fullcoll.edu/>

Physical Education

Interim Dean: Sue Beers
Email: sbeers@fullcoll.edu
Location: 1200 Building, RM 1206
Phone: (714) 992-7046
<http://pe.fullcoll.edu/>

Social Sciences

Dean: Daniel Tesar
Email: dtesar@fullcoll.edu
Location: 1400 Building, RM 1415-E
Phone: (714) 992-7048
<http://socsci.fullcoll.edu/>

Student Support Services

Dean: Bob Miranda
Email: bmiranda@fullcoll.edu
Location: 2000 Building, RM 2020-04
Phone: (714) 992-7090
<http://stuserv.fullcoll.edu/>

Technology and Engineering

Dean: Scott McKenzie
Email: smckenzie@fullcoll.edu
Location: 1000 Building, RM 1005
Phone: (714) 992-7051
<http://techneng.fullcoll.edu/>

WEB SITE RESOURCES

California State University – www.calstate.edu or www.csumentor.org

California Postsecondary Education Commission – www.cpec.ca.gov
(Guide to public & private colleges & universities)

California Articulation (formal agreement for courses that are comparable) and student transfer information between community colleges and UC's and CSU's – www.assist.org

California Department of Education – www.cde.ca.gov

California Commission on Teacher Credentialing – www.ctc.ca.gov

Center for Careers in Teaching (CSUF) – www.fullerton.edu/cct

College Catalogs Online – www.collegesource.org

Community College campuses in California – www.cccco.edu

Fullerton College – www.fullcoll.edu

Financial Aid Information Page – www.finaid.org or www.fafsa.ed.gov

Occupational Outlook Handbook – <http://www.bls.gov/oco/>

Peterson's Guide to Colleges and Universities – www.petersons.com

Teach California – www.teachcalifornia.org

The Western Association of Schools and Colleges (WASC) – www.wascweb.org

United States Department of Education – www.ed.gov

University of California – www.ucop.edu

Computers are available for Internet research in the Library Learning Resource Center (LLRC)

GRADUATION

Applications for graduation are available in the Admissions and Records Office and will be accepted through the third week of the Fall and Spring Semesters and through the third day of the Summer Session.

If a student has taken courses at other colleges, official transcripts from all colleges must be on file in the Admissions and Records Office prior to being evaluated for graduation. No exceptions will be made.

Commencement exercises are held once a year at the end of the spring semester. Detailed information will be mailed to all graduation candidates in early May. Diplomas are mailed to the students approximately three months after the date of graduation.

GRADUATION REQUIREMENTS

The Associate in Arts or the Associate in Science degree will be granted upon the completion of 60 degree applicable units of work and fulfillment of the following specific requirements:

1. **Scholarship Requirement**
A cumulative grade-point average of 2.00 ("C") in all coursework attempted.
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. **Major Requirement**
A student must achieve a grade of "C" or better in each course attempted that is counted for the major or area of emphasis.
4. **General Education Requirements**
 - a. 24 units as stipulated by the Fullerton College graduation requirements; or
 - b. 39 units as stipulated by the CSU General Education Certification requirements; or
 - c. 37-39 units as stipulated by the IGETC (Intersegmental General Education Transfer Curriculum) requirements.
 - d. General Education courses taken at either Fullerton or Cypress College will satisfy Associate Degree General Education Graduation requirements regardless of the college within the District from which he/she graduates.
5. **Physical Education Requirements**
 - a. One unit of Physical Education Activity class; or
 - b. Completion of PE 243 F Stress Management through Physical Activity or PE 266 F Physical Fitness as a Lifelong Concept or WELL 242 F Stress Management and Relaxation Training.
 - c. Veterans who completed Basic Training may be eligible for one unit of P.E. credit to meet this requirement. Please see the Veterans Services section for more information.

6. **Multicultural Education Requirement**
Beginning Fall Semester 1996, to meet this requirement, every student must complete one course from the following list:

AJ 278 F; ANTH 102 F or 102HF (F 06), 105 F (F 99), 107 F; BUS 131 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, (F 09), 225 F (F 09), 239 F (F 97), 243 F or 243 HF (F 06), 247 F, 249 F (F 10); 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), 111F (F 00) or 111HF (F 06), 112 F (F 99) or 112HF (F 99), 113 F (F 99) or 113HF (F 99), 270 F (F 02); MKT 205 F (F 03); PE 250 (F 99); PHIL 105 F (F 98) or 105HF (F 98), 270 F (F, 98); POSC 200 F (F 11); PSY 131 F (F 03), 145 F (F 97); SOC 101 F or 101HF (F 03), 102 F (F 99), 275 F (F 10) or 275HF (F 10), 277 F or 277 HF; SPAN 206 F (F 03); SPCH 120 F; THEA 108 F (F 03)

A student may use the Multicultural courses listed above to also meet a major or general education requirement for the Associate Degree. All students graduating after the year 2001 (beginning 2002) will be required to complete the Multicultural graduation component, no matter how their previous catalog rights were defined.

7. **Reading Requirement**
Beginning Fall 1997, students must satisfy the following reading proficiency requirement. Proficiency in reading may be satisfied by one of the following:
 - a. A satisfactory score on the reading component of the placement test or a reading proficiency test approved by the Reading Department; or
 - b. Successful completion of: READ 096 F (formerly READ 056 F), READ 142 F, any course in the IGETC (1B) or CSU (A3) Critical Thinking category; or
 - c. A passing grade in ESL 185 F.

All students graduating after the year 2002 (beginning 2003) will be required to complete the reading requirement, no matter how their previous catalog rights were defined.

FREQUENTLY ASKED TRANSFER QUESTIONS

DO I NEED AN ASSOCIATE DEGREE TO TRANSFER TO A FOUR-YEAR COLLEGE?

No. However, by taking courses required for transfer, you will more than likely meet the requirements for an associate degree as well. Check with a counselor.

IF I PLAN TO TRANSFER, IS IT BEST TO CONCENTRATE ON MY MAJOR OR GENERAL EDUCATION?

Generally, it is best to work on both requirements. Some majors require very few lower division courses, in which case you may be able to complete all G.E. lower division requirements. However, some majors, particularly in science, may require many lower division courses. In this case, you should concentrate on completing these major courses and filling in with as many G.E. courses as possible.

HOW DO I APPLY FOR TRANSFER TO A FOUR-YEAR COLLEGE/UNIVERSITY?

Applications are filed online (www.csumentor.com for CSU and www.universityofcalifornia.edu for UC). Submit your application during the month of October-November for CSU and the month of November for UC. Note: Certain majors at various campuses are “impacted” or closed. Check with your counselor regarding special requirements for impacted programs. Application workshops and transfer university tours are available through the Cadena/Transfer Center.

WHAT IS THE IGETC?

IGETC, Intersegmental General Education Transfer Curriculum, is a general education program which community college transfer students can use to fulfill lower-division general education requirements in the CSU, UC systems and some independent/private universities. You must complete the entire IGETC in order to have it accepted as meeting general education breadth requirements at the transfer institution.

WHAT IS GENERAL EDUCATION CERTIFICATION?

All CSU campuses require a common pattern of general education. If you complete the entire pattern prior to transferring to one of the 23 state universities, you may request that the FC Admissions and Records Office certify this completion on your official transcript. All 23 state universities will honor this certification stamp. You will not be required to take additional lower division general education courses in those areas certified as already completed at FC. IGETC, which is the common GE pattern for UC or CSU, can also be certified. Check with your counselor regarding General Education Certification.

TRANSFER PROGRAMS

The freshman and sophomore years of your college or university program can be completed at Fullerton College. Transfer students are admissible to one of three systems:

1. California State University (CSU) (23 campuses)
2. University of California (UC) (9 campuses)
3. Private/Independent and Out of State Colleges and Universities

If you are planning to transfer to a four-year college or university, the following requirements can be completed at Fullerton College:

* GENERAL EDUCATION OR BREADTH REQUIREMENTS

These are courses required of everyone to obtain a degree regardless of major. Student have the option of choosing between three plans for completing lower-division general education requirements to transfer.

- A. IGETC: A plan that applies to CSU and UC as well as some private/independent colleges and universities. Recommended for students who want to keep their options open.
- B. CSU GENERAL EDUCATION REQUIREMENTS: A plan that applies to all 23 CSU campuses. In order to receive full certification from Fullerton College and not be held to the variable CSU patterns, students need to complete approximately 39 units of General Education courses.
- C. CAMPUS SPECIFIC GENERAL EDUCATION REQUIREMENTS: See your counselor and consult the specific campus catalog.

* LOWER DIVISION COURSES FOR YOUR MAJOR

These are courses which provide background so that students are prepared to concentrate on their major beginning in their junior year.

* ELECTIVES

These are courses of your choice. Student must take enough “elective” courses to bring the total of all course work to a minimum of 60 transferable units with a maximum of 70 transferable units.

PLEASE NOTE: It is strongly recommended students complete English Communication and Mathematics Concepts and Quantitative Reasoning General Education area requirements early in their academic program.

**ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENT
FULLERTON COLLEGE 2011 - 2012**

COUNSELOR ADVISING FORM

Twenty-four (24) units total minimum requirement - Three (3) units in each of the following eight (8) sub-categories.

NOTE: This list does not meet the requirements for UC or CSU transfer.

New courses for 2011-2012 are listed in ***Bold Italics***.

Legend: **C** = Completed; **IP** = In Progress; **R** = Remaining

	C	IP	R
AREA A: LANGUAGE AND RATIONALITY (6 units)			
A1 - <u>Written Communication</u> (3 units) BUS 111 F; ENGL 100 F or 100HF; JOUR 101 F			
A2 - <u>Analytical Thinking</u> (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 - <u>Physical Sciences and Life Sciences</u> (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 or 116HF , 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 100 F (<i>beg F 11</i>), 101 F or 101HF, 102 F, 104 F, 108 F (<i>beg F 11</i>), 109 F, 141 F, 170 F, 222 F, 266 F (<i>beg F 11</i>), 268 F (<i>beg F 11</i>), 272 F (<i>beg F 11</i>), 274 F; ENVS 105 F, 106 F, 126 F; HED 140 F, 150 F; NUTR 210 F			
B2 - <u>Mathematics</u> (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 - <u>Visual Arts, Music, Theatre and Dance</u> (3 units) ACG 108 F; ART 110 F, 112 F, 113 F, 114 F, 115 F, 116 F, 119 F, 120 F, 127 F, 150AF, 160 F, 179 F, 182 F, 185 F, 186AF, 187 F, 188 F, 189AF, 196HF, 210 F, 212 F, 213 F; CRTV 120 F, 121 F, 126AF, 126BF, 131 F; DANC 100 F, 101 F (<i>beg F 11</i>), 103 F, 105 F, 107 F, 111 F, 120 F, 210 F; ENGL 205 F, 206 F; FASH 242 F, 244 F; IDES 180 F; MUS 101 F, 102 F, 104AF, 106 F, 107AF, 113 F, 114 F, 116 F, 117 F, 118 F, 119 F, 120 F, 123 F, 138 F, 180 F, 196HF, 271 F, 273 F, 274 F, 281 F, 282 F; PHOT 100 F, 101 F, 111 F (<i>beg F 09</i>); THEA 100 F, 104 F, 106 F, 109 F, 127 F, 138 F , 151 F, 160 F, 161 F, 162 F, 196HF; WOOD 110 F			
C2 - <u>Literature, Philosophy, Religion and Foreign Language</u> (3 units) ENGL 102 F or 102HF, 105 F, 203 F, 204 F, 205 F, 206 F, 207 F, 208 F, 210 F, 211 F, 212 F, 214 F, 218 F, 221 F, 222 F, 224 F, 225 F, 234 F or 234HF, 239 F, 243 F or 243HF, 245 F, 246 F, 247 F, 248 F, 249 F, 250 F, 251 F, 252 F, 253 F, 254 F (<i>beg F 10</i>), 255 F; PHIL 100 F or 100HF, 101 F, 105 F or 105HF, 135 F, 160 F, 195 F, 200 F (<i>beg F 11</i>), 201 F (<i>beg F 11</i>), 202 F (<i>beg F 11</i>), 210 F (<i>beg F 11</i>), 250 F (<i>beg F 11</i>), 270 F (<i>beg F 11</i>); Foreign Language 101 F or 101HF, 102 F or 102HF, 201 F, 203 F, 204 F			
AREA D: SOCIAL AND BEHAVIORAL SCIENCES (6 units)			
D1 - <u>Social, Political and Economic Institutions</u> (3 units) ANTH 107 F, 209 F, 211 F; BUS 131 F, 162 F, 240 F, 241AF, 242 F; ECON 101 F or 101HF, 102 F or 102HF; ETHS 101 F, 129 F, 130 F (<i>beg F 11</i>), 131 F, 140 F, 170 F, 171 F; GEOG 100 F or 100HF, 120 F; HIST 110 F or 110HF, 111 F or 111HF, 112 F or 112HF, 113 F or 113HF, 127 F, 151 F (<i>beg F 11</i>), 152 F (<i>beg F 11</i>), 154 F, 160AF (<i>beg F 11</i>), 160BF (<i>beg F 11</i>), 162AF, 162BF, 170 F or 170HF, 171 F or 171HF, 270 F, 275 F (<i>beg F 11</i>); POSC 100 F or 100HF, 110 F (<i>beg F 11</i>), 120 F, 150 F, 200 F, 215 F (<i>beg F 07</i>), 216 F, 220 F, 230 F (<i>beg F 07</i>), 275 F (<i>beg F 11</i>); SOC 102 F, 201 F, 277 F or 277HF , 285 F, 292 F			
D2 - <u>Social Behavior and Self-Understanding</u> (3 units) ANTH 102 F or 102HF, 103 F (<i>beg F 11</i>), 105 F; BUS 266 F; CDES 120 F, 140 F, 173 F, 201 F; COUN 163 F; GEOG 160 F; PSY 101 F or 101HF, 110 F, 120 F, 131 F, 139 F, 145 F (<i>beg F 11</i>), 202 F (<i>beg F 11</i>), 221 F , 222 F (<i>beg F 11</i>), 251 F (<i>beg F 11</i>) or 251HF (<i>beg F 11</i>); SOC 101 F or 101HF, 133 F (<i>beg F 10</i>), 225 F (<i>beg F 07</i>) or 225HF, 275 F or 275HF; WMNS 100 F			
GRADUATION REQUIREMENTS FOR ASSOCIATE DEGREE			
1. Completion of 18 or more units of specified course work in a major with a "C" or higher (see catalog for major course requirements).			
2. Completion of 24 units of general education as shown above OR 39 units as stipulated by the CSU General Education Certification requirements OR 37-39 units as stipulated by the IGETC requirements. Courses appearing in more than one Area may only be counted in one Area.			
3. Completion of one unit of physical education activity class; or PE 243 F or PE 266 F or WELL 242 F.			
4. Completion of the Multicultural requirement (<i>see reverse</i>).			
5. Completion of Reading requirement (<i>see reverse</i>).			
6. Completion of additional units will be necessary in order to meet the total of at least 60 degree applicable units required for graduation. An overall grade point average of 2.0 (or better) is required.			
"Equivalent Disclaimer" – Courses taken at another college must be equivalent to courses offered at Fullerton College.			

ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENT FULLERTON COLLEGE 2011 - 2012

Multicultural Education Requirement

Beginning Fall Semester 1996, to meet this requirement, every student must complete one course from the following:

AJ 278 F	Multicultural Issues in Administration of Justice
ANTH 102 F or	Cultural Anthropology or
ANTH 102HF	Honors Cultural Anthropology (<i>beg F 06</i>)
ANTH 105 F	Language and Culture (<i>beg F 99</i>)
ANTH 107 F	The Anthropology of Magic, Witchcraft and Religion
BUS 131 F	International Business (<i>beg F 98</i>)
BUS 242 F	International Business Law
CDES 110 F	Anti-Bias Perspective Seminar
CDES 201 F	Child in Home and Community (<i>beg F 99</i>)
CRTV 126AF	World Cinema to 1945 (<i>beg F 00</i>)
CRTV 126BF	World Cinema to 1946 to the Present (<i>beg F 00</i>)
DANC 210 F	Multicultural Dance in the U.S. Today (<i>beg F 03</i>)
ENGL 218 F	California Writers (<i>beg F 01</i>)
ENGL 224 F	World Literature through the Early Modern Period (<i>beg F 09</i>)
ENGL 225 F	World Literature since the Early Modern Period (<i>beg F 09</i>)
ENGL 239 F	Survey of Children's Literature (<i>beg F 97</i>)
ENGL 243 F or	Folklore and Mythology or
ENGL 243HF	Honors Folklore and Mythology (<i>beg F 06</i>)
ENGL 247 F	Voices of America: Studies in Multicultural Literature
ENGL 249 F	Survey of Chicano/a Literature (<i>beg F 10</i>)
ETHS 101 F	American Ethnic Studies
FASH 244 F	Ethnic Costume
FOOD 130 F	Cultural Aspects of Food
GEOG 100 F or	Global Geography or
GEOG 100HF	Honors Global Geography (<i>beg F 97</i>)
GEOG 160 F	Cultural Geography
HIST 110 F or	Western Civilization I (<i>beg F 00</i>) or
HIST 110HF	Honors Western Civilization I (<i>beg F 06</i>)
HIST 111 F or	Western Civilization II (<i>beg F 00</i>) or
HIST 111HF	Honors Western Civilization II (<i>beg F 06</i>)
HIST 112 F or	World Civilizations I (<i>beg F 99</i>) or
HIST 112HF	Honors World Civilizations I (<i>beg F 99</i>)
HIST 113 F or	World Civilizations II (<i>beg F 99</i>) or
HIST 113HF	Honors World Civilizations II (<i>beg F 99</i>)
MKT 205 F	Multicultural Marketing in USA (<i>beg F 03</i>)
PE 250 F	Sport and the United States Society (<i>beg F 99</i>)
PHIL 105 F or	World Religions (<i>beg F 98</i>) or
PHIL 105HF	Honors World Religions (<i>beg F 98</i>)
PHIL 270 F	Introduction to Asian Religions (<i>beg F 98</i>)
POSC 200 F	Introduction to International Relations (<i>beg F 11</i>)
PSY 131 F	Cross-Cultural Psychology (<i>beg F 03</i>)
PSY 145 F	Child Psychology (<i>beg F 97</i>)
SOC 101 F or	Introduction to Sociology or
SOC 101HF	Honors Introduction to Sociology (<i>beg F 03</i>)
SOC 102 F	Social Problems (<i>beg F 99</i>)
SOC 275 F	Marriage and Family or (<i>beg F 10</i>)
SOC 275HF	Honors Marriage and Family (<i>beg F 10</i>)
SOC 277 F or	Sociology of Religion
SOC 277HF	Honors Sociology of Religion
SPAN 206 F	Introduction to Latin American Literature (<i>beg F 03</i>)
SPCH 120 F	Intercultural Communication
THEA 108 F	Multicultural Perspectives in American Theatre (<i>beg F 03</i>)

A student may use the Multicultural Education course listed above to also meet a major or general education requirement for the Associate degree.

Graduation Reading Requirement

Proficiency in reading may be satisfied by **one** of the following:

- 1) A satisfactory score on the reading component of the placement test or a reading proficiency test approved by the Reading Department;
- 2) 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
- 3) A passing grade in ESL 185 F.

Revised 05/11 (Dr. Lee/Moon)

**CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS
FULLERTON COLLEGE 2011 – 2012**

Legend: C = Completed; IP = In Progress; R = Remaining				C	IP	R
AREA A: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (9 semester or 12-15 quarter units). One 3 unit course required from each section. Grades of "C" or better are required.						
1. <u>ORAL</u> : SPCH 100 F, 105 F, 124 F, 135 F*						
2. <u>WRITTEN</u> : ENGL 100 F or 100HF						
3. <u>CRITICAL THINKING</u> : ENGL 103 F or 103HF, 104 F, 201 F; PHIL 170 F, 172 F; READ 142 F; SPCH 135 F*						
AREA B: SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (9 semester or 12-15 quarter units min.). One 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.						
1. <u>PHYSICAL SCIENCE</u> : CHEM <u>100 F, 101 F</u> , 103 F, <u>107 F, 111AF, 111BF</u> ESC 100 F, 101 F, <u>103 E</u> , 104 F, 105 F, 116 F or 116HF , 120 F, 130 F or 130HF, 190 F GEOG 102 F PHSC <u>102 E, 103AF</u> (<i>beg Spr 07</i>), <u>103BE</u> (<i>beg Spr 07</i>) PHYS <u>130 F, 205 F, 206 F, 210 F, 211 F, 221 F, 222 F, 223 F</u>						
2. <u>LIFE SCIENCE</u> : ANAT <u>231 F, 240 F</u> ANTH 101 F or 101HF BIOL 100 F, <u>101 F</u> or <u>101HF</u> , 102 F, 104 F, 108 F, 109 F, 141 F, <u>170 F, 222 E, 266 E, 268 F, 272 E, 274 F</u> ENVS 105 F, 106 F, 126 F HORT <u>152 F, 205 F, 207 F</u> MICR <u>220 F, 262 F</u>						
3. <u>LABORATORY ACTIVITY</u> : ANTH 101LF; BIOL 102LF; ESC 100LF, 101LF, 116LF, 130LF; ENVS 105LF; GEOG 102LF <u>Underlined</u> courses from Area B.1 and B.2 also satisfy the Area B.3 Laboratory requirement.						
4. <u>MATHEMATICS/QUANTITATIVE REASONING</u> : (Grade of "C" or better required). MATH 100 F, 120 F or 120HF, 129 F, 130 F, 141 F or 141HF , 142 F, 150AF, 150BF, 171 F, 172 F, 250AF, 250BF PSY 161 F SOSC 120 F, 121 F						
AREA C: ARTS AND HUMANITIES (9 semester or 12-15 quarter units min.). At least one course is required from section 1 and section 2.						
1. ART 110 F, 112 F, 113 F, 114 F, 116 F, 117 F, 118 F, 119 F, 120 F, 121 F, 150AF, 150BF, 174AF, 179 F, 182 F, 184 F, 189AF, 196HF, 212 F, 213 F CRTV 120 F, 121 F, 126AF, 126BF, 131 F DANC 101 F, 120 F, 210 F ENGL 208 F MUS 101 F, 102 F, 106 F, 107AF, 110 F, 113 F, 114 F, 116 F, 117 F, 118 F, 119 F, 120 F, 135AF, 196HF PHOT 100 F, 101 F THEA 100 F, 104 F, 105 F, 127 F, 196HF						
2. ENGL 102 F or 102HF, 105 F, 203 F, 204 F, 205 F, 206 F, 207 F, 211 F, 212 F, 214 F, 218 F, 221 F, 222 F, 224 F, 225 F, 234 F or 234HF, 239 F, 243 F or 243HF, 245 F, 246 F, 247 F, 248 F, 249 F, 250 F, 251 F, 252 F, 253 F ETHS 130 F* (<i>beg F 02</i>) Foreign Language 101 F or 101HF, 102 F or 102HF, 201 F, 203 F, 204 F, 205 F, 206 F, 207 F HIST 110HF*, 111HF*, 112 F* (<i>beg F 02</i>) or 112HF*, 113 F* (<i>beg F 02</i>) or 113HF*, 154 F*, 170HF*, 171HF*, 270 F* (<i>beg Spr 06</i>) PHIL 100 F or 100HF, 101 F, 105 F or 105HF, 135 F, 160 F, 195 F, 200 F, 201 F, 202 F, 210 F, 250 F, 270 F THEA 109 F						

* = Course can only be used in **one** area.

**CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION REQUIREMENTS
FULLERTON COLLEGE 2011 – 2012**

Legend: C = Completed; IP = In Progress; R = Remaining		C	IP	R
<p>AREA D: SOCIAL SCIENCES (9 semester or 12-15 quarter units min.). Select from at least two different disciplines. Courses in <i>Italics</i> may be used to meet the U.S. History, Constitution and American Ideals Requirement.</p> <p>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 D3 Ethnic Studies: ETHS 101 F, 129 F, 130 F*, 131 F, 140 F, 141 F, 142 F, 160 F, 170 F, 171 F; PSY 131 F 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, 215 F, 216 F, 220 F (<i>beg Spr 07</i>), 230 F, 275 F D9 Psychology: PSY 101 F or 101HF, 131 F, 145 F, 202 F, 221 F, 222 F, 251 F or 251HF D0 Sociology and Criminology: SOC 101 F or 101HF, 102 F, 133 F (<i>beg F 09</i>), 201 F, 225 F or 225HF, 275 F or 275HF, 277 F or 277HF, 285 F, 292 F</p>				
<p>AREA E: LIFELONG LEARNING AND SELF-DEVELOPMENT (3 semester or 4-5 quarter units min.). BUS 101 F (<i>beg F 11</i>); CDES 120 F* (<i>beg F 06</i>); 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</p> <p>One unit maximum: All Physical Education Activity courses (except PE 113 F) including 1 unit maximum from: DANC 100 F, 102 F, 103 F, 104 F, 105 F, 106 F, 107 F, 108 F, 111 F, 113 F, 115 F, 116 F, 119 F, 122 F (<i>beg F 08</i>), 130 F, 132 F, 150 F (<i>beg F 08</i>), 151 F (<i>beg F 08</i>), 202 F, 203 F (<i>beg F 08</i>), 214 F; REC 107 F, 108 F; WELL 242 F</p>				
<p>THE UNITED STATES HISTORY, CONSTITUTION AND AMERICAN IDEALS CSU GRADUATION REQUIREMENT may be met by completing 6 semester or 8-10 quarter units from the following two categories:</p> <p>(1) U.S. Government: POSC 100 F or 100HF (required) and (2) U.S. History (1 course required from the following): ETHS 101 F, 130 F+, 131 F, 160 F; HIST 127 F, 162AF, 170 F or 170HF+, 171 F or 171HF+, 270 F+ (These units may also be used to meet 6 of the 9-unit AREA C and AREA D requirements if applicable). + = Courses are also listed in Area C2.</p> <p>Students who took an out-of-state Political Science course, please see a counselor.</p>				
<p style="text-align: center;">FULLERTON COLLEGE 2011 - 2012 California State University General Education</p> <p>IMPORTANT NOTE: Courses on this list are approved for the academic year 2011-2012 which begins with Fall Semester, 2011. This list is valid through Summer 2012. New courses for 2011-2012 are listed in Bold.</p> <p>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 2011-2012 academic year. <i>There are no catalog rights for CSU certification.</i></p> <p>Previous CSU General Education Approved Course Lists are available at www.assist.org. Information is also available at the Fullerton College Counseling Resource Center and the Cadena/Transfer Center, or you may request verification from a counselor.</p> <p>Fullerton College will certify courses taken at other California community colleges in the areas designated by the offering college. Courses taken at California four year colleges or accredited out-of-state two year or four year colleges will be certified if they are equivalent to courses on the CSU GE course list. Courses from foreign institutions cannot be used in the certification process.</p> <p>Certification is not automatic and must be requested after the completion of the last term prior to transfer. This request should be made in the Admissions and Records Office and will occur when final transcripts are sent to the CSU. Students requesting CSU GE "pass along" certification must complete at least 12 transferable units at FC.</p> <p style="text-align: right;">Revised 05/11 (Dr. Lee/Moon)</p>				

* = Course can only be used in **one** area.

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM
2011 - 2012 "IGETC" WORKSHEET**

Completion of IGETC will permit a student to complete their lower division G.E. requirements to either the California State University (CSU) or University of California (UC) system. Courses on this list are approved for the academic year 2011-2012 which begins Fall Semester, 2011. This list is valid through Summer 2012. 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. **A grade of "C" or higher is required in ALL coursework used for IGETC certification.**

Legend: **C** = Completed; **IP** = In Progress; **R** = Remaining

AREA 1 - ENGLISH COMMUNICATION: CSU 3 courses = 9 semester units / 12-15 quarter units UC 2 courses = 6 semester units / 8-10 quarter units				C	IP	R
1A <u>English Composition</u> : ENGL 100 F or 100HF (1 course required)						
1B <u>Critical Thinking - English Composition</u> : ENGL 103 F or 103HF, 104 F, 201 F; PHIL 172 F (1 course required)						
1C <u>Oral Communication</u> : SPCH 100 F, 124 F, 135 F (1 course required for CSU; students transferring to UC do not have to meet the Oral Communication requirement)						
AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING: 1 course = 3 semester units / 4-5 quarter units 2A MATH 100 F (<i>beg F 04</i>), 120 F• or 120HF•, 130 F+, 141 F, 150AF+, 150BF, 171 F, 172 F (<i>beg F 07</i>), 250AF, 250BF; PSY 161 F (<i>beg F 07</i>); SOSC 120 F•, 121 F• (see a counselor) • If MATH 120 F or 120HF, or SOSC 120 F, or SOSC 121 F and PSY 161 F combined: maximum UC credit allowed = 1 course. + If MATH 130 F combined with MATH 150AF: maximum UC credit allowed = 1 course.						
AREA 3 - ARTS AND HUMANITIES: At least 3 courses = 9 semester units / 12-15 quarter units. One course is required from each area. 3A <u>Arts</u> : ART 110 F, 112 F, 113 F, 114 F, 116 F, 117 F, 196HF+, 212 F, 213 F CRTV 126AF, 126BF, 131 F DANC 120 F, 210 F ENGL 205 F, 206 F, 208 F (<i>beg F 09</i>) MUS 113 F, 116 F, 117 F, 118 F, 119 F, 120 F, 196HF+ THEA 100 F, 104 F, 105 F, 196HF+ + Maximum UC credit one course from ART 196HF, MUS 196HF, THEA 196HF.						
3B <u>Humanities</u> : ENGL 102 F or 102HF, 203 F, 204 F, 207 F, 211 F, 212 F, 214 F, 218 F, 221 F, 222 F, 224 F, 225 F, 234 F (<i>beg F 08</i>) or 234HF, 239 F, 243 F or 243HF, 245 F, 246 F, 248 F, 249 F, 250 F, 251 F, 252 F, 253 F ETHS 130 F*, 160 F FREN 203 F, 204 F GERM 203 F, 204 F 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* (<i>beg Spr 06</i>), 275 F ITAL 203 F, 204 F JAPN 203 F, 204 F PHIL 100 F or 100HF, 101 F, 105 F or 105HF, 160 F, 195 F SPAN 201 F+, 203 F+, 204 F, 205 F, 206 F ~ Credit will be granted for either HIST 127 F OR HIST 170 F or HIST 170HF and HIST 171 F or HIST 171HF. Also courses used to meet American Institutions will not meet Area 3B category. * Course can only be used in one area. + If SPAN 201 F and SPAN 203 F combined; maximum credit, one course (per college).						
AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES: At least 3 courses = 9 semester units / 12-15 quarter units. Select from at least two (2) disciplines: 4A ANTH: 102 F or 102HF, 103 F, 105 F, 107 F, 209 F, 211 F (<i>beg F 09</i>) 4B ECON: 101 F or 101HF, 102 F or 102HF 4C ETHS: 101 F, 129 F, 130 F* (<i>beg Spr 06</i>), 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* (<i>beg Spr 06</i>) or 112HF* (<i>beg Spr 06</i>), 113 F* (<i>beg Spr 06</i>) or 113HF* (<i>beg Spr 06</i>), 270 F* 4H POSC: 100 F or 100HF, 110 F, 120 F, 200 F, 215 F, 216 F, 230 F 4I PSY: 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, 133 F (<i>beg F 10</i>), 201 F (<i>beg F 09</i>), 275 F or 275HF, 277 F (<i>beg F 10</i>), 285 F, 292 F * Course can only be used in one area.						

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM 2011 - 2012 "IGETC" WORKSHEET

Legend: C = Completed; IP = In Progress; R = Remaining	C	IP	R
<p>AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES: At least 2 courses = 7-9 semester units / 12-15 quarter units. At least one course is required from both areas. One of the courses must include a laboratory. <u>Underlined</u> courses meet the laboratory requirement.</p> <p>5A Physical Science: CHEM: <u>100 F+</u>, <u>101 F+</u>, 103 F+, <u>107 F+</u>, <u>111AF</u>, <u>111BF</u> ESC: 100 F+, <u>100LF+</u>, 101 F, <u>101LF</u>, <u>103 E</u>, 105 F, 116 F, <u>116LF</u>, 120 F, 130 F or 130HF, <u>130LE</u>, 190 F GEOG: 102 F, <u>102LF</u> PHSC: <u>102 F+</u>~ PHYS: <u>130 F+</u>, <u>205 F+</u>, <u>206 F+</u>, <u>210 E</u>, <u>211 F</u>, <u>221 F+</u>, <u>222 F+</u>, <u>223 F+</u></p> <p>+ CHEM <u>100 F</u> or 103 F: no UC credit if taken after CHEM <u>111AF</u>. + If CHEM <u>101 F</u> and <u>107 F</u> combined: maximum UC credit allowed = 1 course. (No UC credit for CHEM <u>101 F</u> or <u>107 F</u> if taken after CHEM <u>111AF</u>). + If ESC 100 F, <u>100LF</u> and PHSC <u>102 F</u> combined: maximum UC credit allowed = 1 course. ~ PHSC <u>102 F</u>: no UC credit for PHSC <u>102 F</u> if taken after a college course in Astronomy, Chemistry, Geology, or Physics. + PHYS <u>130 F</u>: no UC credit if taken after PHYS <u>205 F</u>, <u>210 E</u>, or <u>221 F</u>. + If PHYS <u>205 E</u>, <u>206 F</u> or <u>210 E</u>, <u>211 F</u> or <u>221 F</u>, <u>222 E</u>, <u>223 F</u> combined: maximum credit, one series.</p>			
<p>5B Biological Sciences: ANAT <u>231 E</u>, <u>240 F</u> ANTH 101 F or 101HF, <u>101LF</u> BIOL 100 F=, <u>101 F+</u> or <u>101HF+</u>, 102 F#, <u>102LF#</u>, 108 F, 109 F+, <u>170 F</u>, <u>222 E</u>, <u>266 F</u>, <u>268 F</u>, <u>272 F</u>, <u>274 F</u> ENVS 105 F, <u>105LF</u>, 106 F (<i>beg F 10</i>), 126 F MICR <u>262 F</u></p> <p>= BIOL 100 F and <u>101 F</u> combined: maximum credit = 1 course. + BIOL <u>101 F</u> or <u>101HF</u>: no UC credit if taken after a 200-level Biological Science course (per catalog). # BIOL 102 F or <u>102LF</u>: no UC credit if taken after BIOL <u>101 F</u> or <u>101HF</u>. + BIOL 109 F: no UC credit if taken after a 200-level Biology course.</p>			
<p>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; OR earn a score of "3" or higher on the Foreign Language Advanced Placement Test; OR earn a score of "3" or higher on the College Board Achievement Test in Foreign Language; OR earn a score of "5" or higher in the International Baccalaureate Higher Level Examinations in languages other than English; OR earn a satisfactory score on the SAT II: Subject Test in Languages other than English; OR complete 1 course from the courses below: CHIN 102 F, 203 F, 204 F; FREN 102 F; GERM 102 F; ITAL 102 F; JAPN 102 F; PORT 102 F; SPAN 102 F or 102HF, 201 F; OR completion of a Foreign Language in Area 3B.</p>			
<p>CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS: 6 semester units / 8-10 quarter units; one course from Group 1 and one course from Group 2: 1) POSC 100 F or 100HF and 2) ETHS 101 F, 130 F, 131 F, 160 F; HIST 127 F, 162AF, 170 F or 170HF, 171 F or 171HF, 270 F</p> <p>Students who took an out-of-state Political Science course, please see a counselor.</p>			
<p>IMPORTANT NOTE: 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 educational plan.</p> <p>It is recommended that <u>all IGETC requirements be completed prior to transfer</u>. If you are unable to complete one or two IGETC courses in the final term before transfer, you may be eligible to complete IGETC after transfer, providing that those courses are not among those required for admission. See your counselor for more information.</p> <p>Certification is not automatic, and must be requested after the completion of the last term prior to transfer. This request should be made in the Admissions and Records Office.</p>			

Revised 04/11 (Dr. Lee/Moon)



STUDENT IP# @@

MAJOR: _____

GOAL: ☐ CERTIFICATE ☐ AA/AS ☐ TRANSFER ☐ UPGRADE SKILLS ☐ OTHER: _____

TEST SCORES: READING: _____ WRITING: _____ MATH: _____ / _____ ESL: _____ TEST DATE: _____

COMMENTS/REFERRALS:

APPROVED COURSE LIST:	UNITS	ALTERNATIVES	UNITS
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[illegible]

After classes begin, please make a Counseling Appointment to develop a multiple Semester Educational Program Plan (SEPP)

PLACEMENT CODE KEY: (2 OR MORE MUST BE CIRCLED)

REVISED: FEBRUARY 2005

- | | | | | | |
|----|---------------------------|----|------------------------------|----|--------------------------------------|
| A. | PLACEMENT TEST SCORES | G. | NUMBER OF UNITS | M. | LIFE AND WORK EXPERIENCE |
| B. | COLLEGE RECORDS | H. | MOTIVATION TO ATTEND COLLEGE | N. | PERSONAL INTERESTS |
| C. | FOREIGN EDUCATION | I. | CLEARLY DEFINED GOALS | O. | SUPPORT SYSTEM |
| D. | HIGH SCHOOL RECORDS | J. | OUT OF SCHOOL OBLIGATIONS | P. | HEALTH – MENTAL, EMOTIONAL, PHYSICAL |
| E. | APPROVED BY DEAN | K. | FINANCIAL CIRCUMSTANCES | Q. | DS/LRS RECOMMENDATION |
| F. | STUDY SKILLS AND LEARNING | L. | AGE/MATURITY | R. | OTHER |

COUNSELOR SIGNATURE _____

CODE # _____

DATE _____



STUDENT EDUCATIONAL PROGRAM PLAN (SEPP)
FULLERTON COLLEGE

FILE ☐

Student _____ Last Name _____ First Name _____ MI _____ ID# @ _____ SS# _____ - -

Home Phone: () _____ Work/Cell: () _____ Email: _____

Major: _____ Goal: Certificate ☐ AA ☐ AS ☐ Transfer ☐ Update Job Skills ☐

Transfer Plan to College/University _____ Anticipated Date of Graduation/Transfer _____

SEPP PLAN FOR: IGETC ☐ CSU ☐ VETERAN ☐ FINANCIAL AID ☐ RE-ADMIT ☐ OTHER: _____

Previous College(s) Attended _____ Units Completed _____ Transcripts Available on File? _____

Units Completed not Related to SEPP _____ Units Remaining to Complete at Fullerton College _____

Basic Skills: Reading: _____ Writing: _____ Math: _____ / _____ ESL: _____ Test Date: _____

Comments/Referrals: _____

Program of Courses and Studies: (Identify alternatives with "ALT")				For placement based on test scores, 2 or more must be checked							
SEM.	YR.	U	SEM.	YR.	U	SEM.	YR.	U	A.	Placement Test Scores	<input type="checkbox"/>
									B.	College Records	<input type="checkbox"/>
									C.	Foreign Education	<input type="checkbox"/>
									D.	High School Records	<input type="checkbox"/>
									E.	Instructor/Dean Recommendations	<input type="checkbox"/>
									F.	Study Skills & Learning Habits	<input type="checkbox"/>
									G.	Number of Units	<input type="checkbox"/>
									H.	Motivation to Attend College	<input type="checkbox"/>
									I.	Clearly Defined Goals	<input type="checkbox"/>
									J.	Out of School Obligations	<input type="checkbox"/>
									K.	Financial Circumstances	<input type="checkbox"/>
									L.	Age/Maturity	<input type="checkbox"/>
									M.	Life & Work Experience	<input type="checkbox"/>
									N.	Personal Interest (Reading, Writing, etc.)	<input type="checkbox"/>
									O.	Support System	<input type="checkbox"/>
									P.	Health-Mental, Emotional, Physical	<input type="checkbox"/>
									Q.	Student Choice	<input type="checkbox"/>
									R.	DS/LRS Recommendations	<input type="checkbox"/>
TOTAL UNITS PLANNED			TOTAL UNITS PLANNED			TOTAL UNITS PLANNED					

SEM.	YR.	U	SEM.	YR.	U	SEM.	YR.	U
TOTAL UNITS PLANNED			TOTAL UNITS PLANNED			TOTAL UNITS PLANNED		

STUDENTS – READ THIS STATEMENT AND SIGN IN THE SPACE BELOW: I understand that this is a tentative plan which needs to be updated on a regular basis. It is my responsibility to see my counselor to ensure that my program is accurate, to attend class, to complete assignments and to maintain progress toward my educational goals which are reflected in this plan. PLEASE RETAIN THIS FORM FOR FUTURE REFERENCE.

Student Signature: _____ Counselor Signature: _____ Code #: _____ Date: _____

Revised: February 2005

Transferring to a University

Transfer planning is all about making smart choices... and you have made your first smart choice to begin your journey towards your bachelor's degree at Fullerton College! With nearly 100 years of transfer tradition, we know how to prepare you for the campus of your dreams. At Fullerton College students can complete most of their freshmen and sophomore-level coursework before they transfer. The transfer process begins with two questions:

1. What is your major?
2. To which university or college would you like to transfer?

Smart Choices: Want to get started on the right path? We offer the following counseling courses designed to help introduce you to the world of college and develop strong academic and lifelong skills: COUN 101 F College Orientation, COUN 140 F Educational Planning, COUN 144 F Career Motivation and Self-Confidence.

Selecting a Major - We understand that choosing a major is no easy task; there is much to consider. First, many students will choose a major that is closely related to their desired career; however, there may alternative majors that will help prepare you for a career. Secondly, to be successful and happy with your career requires that you connect it to your interests and growth. In addition, your choice of major determines the type of math you will take. Lastly, your choice of a major is important for your transfer because not all majors are offered at every university. This requires that you research your transfer institution.

Smart Choices: Having difficulty deciding on your major? Visit the Career & Life Planning Center, schedule an appointment with a career counselor, and consider taking the following counseling courses designed to help you explore your interests and career options: COUN 141 F Career Exploration or COUN 151 F Career and Life Planning.

Selecting a Transfer Institution - Students choose transfer institutions for a variety of reasons such as location, proximity to family and work, costs, available services, faculty, etc. You have many choices and we encourage you to consider all your options such as CSU, UC, private and out-of-state institutions. The choice of your transfer institution also determines the general education pattern that you will follow. If you wish to transfer to a:

CSU – you will follow the California State University General Education Requirements.

UC or CSU & UC – you will follow the Intersegmental General Education Transfer Curriculum (IGETC)

Private or out-of-state institution – please meet with a counselor immediately.

There are exceptions to the above, so please meet with a counselor every semester. See next section for a brief description of the various institutions of higher education in the state of California.

Smart Choices: Having difficulty deciding on your transfer institution? The Transfer Center provides services and resources such as college fairs, university tours, college catalogues, research computers, university workshops, and appointments with university representatives. Visit the Transfer Center each semester and consider signing up for the center's listserv. <http://transfer.fullcoll.edu>

Course Selection and Electives - Once you have made a decision about your major and university, your counselor will be able to help you create a student education plan that will prepare you for transfer. CSU and UC campuses typically require students to complete 60 transferable units before they transfer. Sometimes, the total number of units you will need to complete for your major and general education will not add up to the 60 units. In these cases, students will work with their counselor to complete elective credit.

Smart Choices: Looking for that extra support and competitive edge in your transfer? Consider enrolling in one of Fullerton College's transfer-related programs: Transfer Achievement Program (TAP), Puente Program, UMOJA: Reach for Excellence, or the Honors Program. Contact the Counseling Center for more information on these programs. <http://counseling.fullcoll.edu>

Transferability of Courses and Articulation Agreements - To help facilitate transfer, Fullerton College maintains articulation agreements with the CSU and UC campuses, as well as many private and out of state institutions. Articulation agreements are legal documents that indicate which courses transfer from Fullerton College to another college or university as either exact course equivalents and/or as transferable credit. All

articulation agreements between the California Community College and the CSU and UC are accessible to the public at: www.assist.org.

In general, Fullerton College courses listed 100-299 will transfer to the CSU system; however, not all courses listed 100-299 will transfer to the UC system. Information on which Fullerton College courses are transferable to the UC system can be found in the Fullerton College catalogue or www.assist.org.

Smart Choices: Students wishing to transfer to the CSU or UC should become familiar with how to use www.assist.org. Assist.org can be used to search majors in the UC and CSU and access CSU and IGETC general education patterns. The staff at the Transfer Center or your counselor can help you navigate this important website.

CALIFORNIA HIGHER EDUCATION SYSTEM

The State of California maintains three systems of higher education:

(1) California Community College

The California Community Colleges is the largest higher educational system in the nation comprised of 72 districts and **110 colleges** with more than 2.6 million students per year. Community colleges supply workforce training and basic skills education, prepare students for transfer to four-year institutions and offer opportunities for personal enrichment and lifelong learning. For more information on the California Community Colleges, please visit their official website at www.cccco.edu.

(2) California State University - CSU

The CSU is a leader in high-quality, accessible, student-focused higher education. With **23 campuses**, almost 450,000 students, and 47,000 faculty and staff, the CSU is the largest, the most diverse, and one of the most affordable university systems in the country. Graduates of the CSU go on to engage in research and creative activities leading to scientific, technical, artistic and social advances. For more information on the CSU, please visit their official website at www.csumentor.edu.

To be considered for transfer to most CSU campuses, students must complete 60 transferable units which include: 30 units from either the CSU or IGETC general education patterns, the four critical courses: English, critical thinking, mathematics, and oral communications (speech), and have a minimum GPA of 2.0.

Note: Science and Engineering majors should consult with a counselor their first semester before they take any general education courses.

(3) University of California - UC

The **10 campuses** of the University of California provide exciting environments that foster world-class educational and research opportunities in over 700 majors. The UC family includes more than 220,000 students, more than 170,000 faculty, over 50 are Nobel laureates, and staff. For more information on the UC, please visit their official website at www.universityofcalifornia.edu.

To be considered for transfer to the UC, students must complete 60 UC-transferable units which include 4 transferable courses chosen from two of the IGETC areas: 3, 4, or 5; one course in English composition and one course in critical thinking (area 1A & 1B), one course in mathematics (area 2), and a minimum GPA of 2.4.

Note: Science and Engineering majors should consult with a counselor their first semester before they take any general education courses.

Independent College and Universities - In addition to the three state systems listed above, students can choose from over 75 regionally accredited and highly reputable private colleges. Private colleges can provide a unique and personalized education within a variety of majors, undergraduate and graduate degrees, as well as teaching credential programs. Admissions requirements vary so it is strongly recommended that you begin your transfer research as soon as possible.

DICTIONARY OF COLLEGE TERMS

Accreditation - Recognition by an organization or agency that a college meets certain established standards of educational quality (may be national or regional). Most reputable institutions will have regional accreditation.

Achievement Test (ACT) - College Board test in specific secondary school subjects. Results are often used in helping with decisions about admissions and course placement and exemption of enrolled freshman.

Application Fee Waiver - Freedom from payment of the admission application fee for those students with demonstrated financial hardship. For CSU & UC, students can apply for a fee waiver in the transfer application.

Articulation Agreement - Agreements between colleges, at the institutional or program level, that state specific policies related to transfer, transferability of courses, and course equivalencies.

Associate Degree (AA, AS) - A degree usually awarded by a community college upon completion of a program of study and a minimum of 60 degree eligible units.

Baccalaureate (Bachelors) Degree - A Bachelor of Arts, Sciences or related degree, awarded upon completion of a program of study at a transfer college or university, usually consisting of a minimum of 120 transferable units.

Breadth – A term used by many universities, particularly UC, to denote their general education pattern.

Cal State – The California State University system.

Concentration - An optional or special emphasis within a degree (major) program.

Core Curriculum - A group of courses, in varied areas of the arts and science, designated by a college as one of the requirements for the degree. Courses which are common to all students in a particular major regardless of their emphasis or option.

Corequisites – Usually indicates courses that must be taken with another course. (See page 36 for more info).

CSS Profile - An application distributed by the College Board and primarily designed to give private colleges/universities a closer look into the finances of a student and family. It is much more detailed than the FAFSA. Not all private colleges/universities use the CSS Profile.

Pass/No Pass - A form of grading whereby a student receives a grade of P or NP instead of a letter grade. A P is assigned for class work the equivalent of a grade of C or above. No grade points are awarded and the grade is not used in computing the GPA.

CSU General Education Requirements - Completion of the CSU General Education/Breadth pattern will permit a student to transfer from a community college to a campus in the CSU system without the need, after transfer, to take additional lower-division general education courses to satisfy campus GE requirements. The community college must certify the completion of the CSU GE requirements.

CSU System - The California State University System.

Doctorate Degree - (usually a Ph.D. or Ed. D.) Awarded by a 4-year College/University upon the completion of a prescribed program of study beyond the master's degree level.

Educational Opportunity Program & Services (EOPS) - A student support program provided by the state of California designed to provide information regarding admission, financial aid, and supportive services to current and/or prospective students who may have economic, educational, or environmental disadvantages. "Special Admission" considerations may also be provided. This program is available at all three institutions of the state higher education system: California Community College, CSU, and UC.

Elective - Courses which are not required by the major or general education but which are acceptable for credit toward degree completion. An elective must be a degree applicable course, and may be in the student's major area of study or any other department of a college or university.

Filing Periods - The period of time during which campuses will accept applications for students wishing to enroll in a particular semester or quarter. Visit the Transfer Center for more information on priority filing periods.

Financial Aid Transcript - A copy of a student's official record of all financial aid awarded and received at an institution.

General Education Certification - The indication of the completion of the pattern of general education for California State Colleges and Universities (either CSU General Education/Breadth requirements or the Intersegmental General Education Transfer Curriculum). Certification is not automatic; students must apply for certification in the Admissions and Records Office at their community college.

General Education Requirements - A group of courses, in varied areas of the arts and sciences, designated by a college as one of the requirements for the degree.

Grade Point Average (GPA) - The indication of the overall level of academic achievement. It is an important measure used in making decisions about probation and disqualification, eligibility for graduation, and transfer. The GPA is derived by dividing the grade points earned by the units attempted.

Grade Points – Grade points are derived by multiplying the number of units for a class by the points assigned to the grade you received:

A = 4 points per unit

B = 3 points per unit

C = 2 points per unit

D = 1 point per unit

F = 0 points per unit

Example: MATH 141F (4 units) x Grade received "A" (4 pts) ($4 \times 4 = 16$ grade points received)

Graduate Degree – There are two primary graduate degrees that are typically earned after a student has earned their baccalaureate (bachelors) degree – Masters and Doctorate.

I.G.E.T.C. - Intersegmental General Education Transfer Curriculum. Completion of IGETC will permit a student to transfer from a community college to a campus in either the CSU or to most campuses of the UC system without the need, after transfer, to take additional lower-division general education courses to satisfy campus GE requirements.

Impacted Major/Campus - When the number of applications received is expected to be larger than the number of spaces available, a major or campus may be deemed "impacted". Additional criteria (GPA, courses, etc.) may then be considered in making an admission decision and students must apply during a specified period of time.

Independent College/University – A college or university that is free from direct financial control by the any state. In California there are more than 70 accredited colleges and universities, and thousands of others throughout the nation.

Liberals Arts – Programs/courses in the humanities, natural sciences, and social sciences.

Lower Division – College courses that are designated as freshman or sophomore level.

Major – A subject of academic study chosen as a field of specialization.

Master's Degree – A graduate degree awarded by a college or university upon completion of a program of study beyond the bachelor's level, usually consisting of 40 – 60 units.

Minor – A secondary field of study outside of the major, often requiring substantially less course work.

Postsecondary – Education instruction beyond high school.

Prerequisite – see page 36 for definition.

Quarter System – Approximately 10 weeks of instruction offered three times a year, during the fall, winter, and spring. Some institutions also offer a summer quarter.

Residency Requirement – Specified number of units that must be earned at a college/university from which the student expects to receive a degree.

Resident/Non-Resident Status – Student status based on place of legal residence. **Resident** students are those who has legal residence in California for one year or more immediately preceding the residence determination date and who can provide evidence of the intent to make California his/her home for other than a temporary purpose shall be classified as a district resident. **Non-residents** (out-of-state) often have to pay higher fees and meet higher admission requirements at state-financed colleges and universities.

Semester System – Colleges and universities for which instruction is offered two times a year, during the fall and spring, for a length of time of 16-18 weeks for each semester.

Transcript – A record of all courses taken at a college or university showing the final grade received for each course. Official transcripts bear a seal of the college and signature of a designated college official and must remain sealed until open by an official of another college/university or the student. Transcripts can only be requested by the student or a legal designee.

Teaching Credential Program - Prescribed professional education requirements that must be met in order to teach at the K-12 levels. These are usually fulfilled after completion of a Bachelor's Degree, but may also be completed while pursuing the degree.

Transfer – Changing from one college to another after meeting the requirements for admission to the second institution.

Transfer Student – A student who has attended a college for a sufficient period of time for coursework to be recorded on the college's transcript, and who seeks to "transfer" to another college or university.

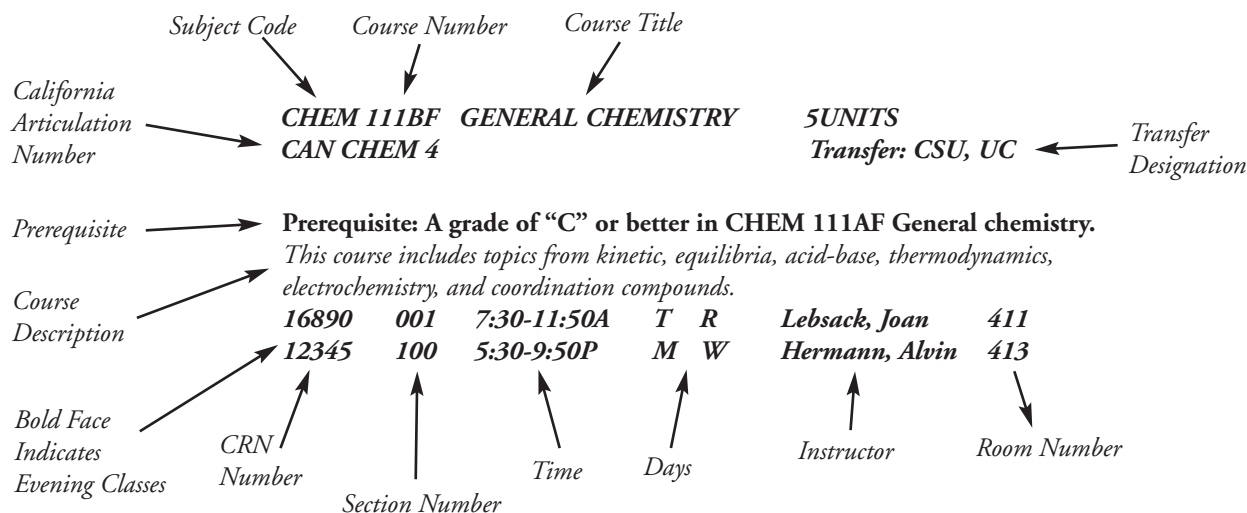
UC System – The University of California System.

Undergraduate – A student enrolled in the years of college study prior to receiving a Bachelor's degree.

Units – The measure of college credit given. A semester unit equals eighteen hours of lecture or fifty-four hours of laboratory work per semester in most courses. Combinations of lecture-laboratory hours exist in some situations. For each unit taken, students should expect to spend two to three hours in out-of-class preparation and study.

Upper Division – College courses that are designated as junior or senior level.

HOW TO READ THE SCHEDULE OF CLASSES



* Campus code: F = Fullerton College C = Cypress College AN = Anaheim Campus

** Days of the week codes: M = Monday T = Tuesday W = Wednesday R = Thursday S = Saturday U = Sunday

Students must observe prerequisites as listed in the catalog and the schedule of classes. It is a student's responsibility to meet all prerequisites, corequisites, and advisories. Prerequisite completion will be checked at registration.

STANDARD DEFINITIONS

Definition of Advisory: When a course has an advisory, it means that a student is recommended to have certain preparation before entering the course. The preparation is considered advantageous to a student's success in the course. Since the preparation is recommended, the student is advised, but not required, to meet the condition before or in conjunction with enrollment in the course or educational program (eligibility for ENGL 060 F is recommended for SPEECH 100 F).

Definition of Corequisite (Coreq): When a course has a corequisite, it means that a student is required to take another course concurrent with or prior to enrollment in the course. Knowing the information presented in the corequisite course is considered necessary in order for a student to be successful in the course (E.G. completion of, or concurrent enrollment, MATH 040 F is required for CHEM 107 F). It is the student's obligation to know and meet course corequisites. These are stated in the course description section of the Schedule of Classes and the current College Catalog. The student may be required to file proof of meeting corequisites.

Definition of Prerequisite (Prereq): When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 35 wpm), an ability (speaks and writes Spanish fluently), or successful completion of a prior course (E.G. must have completed ENGL 060 F with a grade of "P"). Successful completion of a prerequisite course means that a grade of P, C, or better was earned; D, F, or NP grades are not acceptable. Prerequisites for all courses are explained in the Schedule of Classes and the current College Catalog under the listing for the class. It is the student's obligation to know and meet course prerequisites. The student may be required to file proof of meeting prerequisites.

Definition of Electives: An elective is a course not required for graduation or for the fulfillment of requirements for a program. Oftentimes an elective is a course that a student may 'elect' to take in addition to the required coursework for a program and/or graduation. Several programs (certificates, AA/AS degree) require that an elective(s) be taken to meet specific requirements. These elective(s) may be labeled as 'restricted' or 'recommended' in the catalog. Restricted or recommended electives give a student the opportunity to select a class from a list of choices. A student may also need to take elective(s) in order to complete the required number of units to graduate and/or transfer. In the case where a student does not need to take a restricted or recommended elective, they may choose to take an elective outside of their major field of study. For example, a science student might take electives from non-science areas, which might include history, art, english, music, or political science. A history student might take electives from biology, chemistry, art, music, or english literature. To assist in choosing electives, a student should consult a counselor and the catalog of the college to which he/she expects to transfer.

Definition of Unit: Course work at Fullerton College is measured in terms of semester units. A course requires a minimum three hours of student work per week, per unit including class time and/or demonstrated competency for each unit of credit, prorated for short term, laboratory and activity courses.

Fullerton College Counseling Center

My First Semester Plan

Use the Class Schedule for reference. This may be purchased at the bookstore (2000 Bldg.) or viewed on-line at www.fullcoll.edu

CRN	COURSE #	COURSE TITLE (PICK ONE COURSE FROM THE CLASS SCHEDULE)	UNITS	DAYS	TIME	ALT. COURSE
	COUN 101 F	The College Experience	2 Units			COUN 141 F

It is recommended to register for courses that promote student success your first semester in college. Refer to the Class Schedule for additional information.

My Personal Planner

TIME	MON	TUES	WED	THU	FRI	SAT	SUN
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
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5:00							
5:30							
6:00							
6:30							
7:00							

12 units or more = Full-time student status

Recommended: 1 hour of class = 2 hours of study time per week



FULLERTON COLLEGE WANTS YOU TO SUCCEED!

Courses that Promote Student Success and Career Development



Academic and Student Success

Counseling 060 F – Academic Success (1 unit)

This course is designed to help students who are experiencing difficulties in succeeding in college. Students will learn skills such as time management, decision making, and study skills which will enable them to identify and overcome educational difficulties.

Counseling 101 F – The College Experience (2 units)

This is a comprehensive course that facilitates understanding of the human being as it relates to academic success. The emphasis includes four major components of study: self-exploration as it relates to personal and academic success and vocational options. Topics will include: Human/student development theory, purpose for attending college, development of positive self-esteem, strategies for living a positive life, and acquisition of academic and survival skills. Students will develop knowledge of college resources, policies and procedures. (CSU) (Degree credit).

Counseling 140 F – Educational Planning (.5 units)

Students taking this course will receive an overview of graduation requirements, transfer requirements, campus policies, student services and career planning. Strongly recommended for first semester students. (CSU) (Degree credit)

Career Development and Exploration

Counseling 141 F – Career Exploration (.5 unit)

This course is designed to introduce students to a career decision-making process which will include testing, values-clarification, decision-making and other exploratory techniques. Focus is on self-description in relation to career choices. (CSU) (Degree credit).

Counseling 144 F – Career Motivation and Self Confidence

This course is designed to help students identify difference self-concept. (CSU) (Degree credit).



al characteristics and behavior, and evaluate

Counseling 151 F – Career and Life Planning (3 units)

A course designed for, but not restricted to undecided students. Includes training in life problem solving and self-management skills. Topics include extensive exploration of one's own values, interest and abilities; self-assessment including identifying one's skills; matching personality with work; an intensive career investigation; learning to use tools with change; and job search and interview techniques. (CSU) (Degree credit).

Counseling 110 F – Teaching as a Career (3 or 4 units)

Orientation to teaching as a profession. Survey of the nature of the work, qualifications of teachers, supply and demand for teachers. Fieldwork in observation and assistance in schools and/or community agencies is required. Designed for prospective teachers. (CSU) (Degree credit).

Counseling 163 F – Personal Growth and Life Transitions (3 units)

This course will introduce students to life skills that can help them to achieve greater success in their educational, professional and personal lives. Topics include exploring one's life purpose, managing changes and transitions, achieving academic and career satisfaction, internal and external influences on educational and career pursuits, creating and maintaining a healthy lifestyle, and learning and employing effective communication skills and success strategies. (CSU) (Degree credit).



Refer to Class Schedule for more information

TIME MANAGEMENT

What is a college unit?

- A college unit is a term used to define the number of hours per week you will spend in a given class.
- A one-unit class typically requires one hour of instruction or class time per week for the entire length of the semester.
- Lab units are determined differently. (Refer to Class Schedule)

How many units should I take?

- When deciding how many units to take, it is important to plan time for reading, studying, and preparing for exams, as well as, for time you spend in class.
- The recommended formula is at least 2 hours of study and preparation for every unit of class time.

Example:

Twelve (12) classroom units	= 12 hours in class per week
Recommended study time outside of class	= <u>24 hours per week (12 x 2 = 24)</u>
Total time needed for 12 units	36 hours per week

What if I'm working?

For students who are working, a guideline for the number of semester units recommended for the number of working hours per week is given below:

If you work

0 hours
20 hours
40 hours

Take approximately

12 + units
6 – 12 units
1 – 6 units

Other considerations:

- Design a plan each semester that meets your personal needs.
- When planning your week, include class time, study time, work time (if applicable), travel time, family obligations, and personal needs such as sleeping, eating, and grooming.
- Prioritize what you need to do and when. What is most important?
- Learn to say no, or not now, to friends and family who may impose upon you and interfere with your educational responsibilities.
- Monitor and limit the amount of time you spend watching television, in chat rooms, playing video games, going window shopping, etc.
- Prevent problems from occurring. Take care of yourself physically, emotionally, spiritually, and cognitively.
- Build relationships, and reward your successes.

STUDENT SUCCESS - GOOD STUDY HABITS

SCHEDULE TIME to do your schoolwork as you would for any important activity, manage your time effectively, and set clear and realistic goals.

FIND AN EFFECTIVE PLACE to study such as the library, student/tutorial centers on campus, or in a private room.

KEEP A LIST of specific “things to do” and important deadlines. List what you need to do in the short-term to prepare for long-term projects. Keep a list of all your assignment due dates. A master calendar can help you organize your time.

IMPROVE YOUR STUDY TECHNIQUES AND FIND WAYS that are most effective for your learning style. Listen, read, take notes, and participate in class activities and discussion.

READ ACTIVELY by looking for specific information that will help you understand the material. Selectively highlight your text and use a dictionary or other outside materials when needed.

BE NEAT AND COMPLETE. Follow directions and hand your assignments in on time.

REVIEW class materials by underlining, highlighting, outlining, or writing a summary of your notes. Read or recall information aloud.

MEET WITH YOUR INSTRUCTORS during their office hours or call and leave them a message if you are having problems with a class assignment.

MEET WITH YOUR COUNSELORS to assess your progress and stay focused on your goal.

TAKE ADVANTAGE OF THE LEARNING CENTERS on campus when you need tutoring and use any other appropriate college/community resources.

FIND A STUDY PARTNER or ask several students in class if they are interested in forming a study group.

PAY ATTENTION TO LECTURE CLUES, what the instructor writes on the board, shows on overheads, repeats, and/or give extra time to.

ATTEND CLASS REGULARLY, arrive on time and position yourself in class where you are most likely to remain alert and be able to hear and see the material most clearly.

ENROLL IN CLASSES that promote student success.

TEST TAKING STRATEGIES

Preparing for the exam

- A. Save all your graded material(s) (quizzes, papers, lab forms, etc.). Ask your instructor if the exam will consist of multiple choice, true/false, essay and/or a combination of questions.
- B. Find out whether the exam will cover all (comprehensive) or part of the course. Will it be based on textbook, lectures, or both? How long will it last, and how will it be graded?
- C. Know the vocabulary or key terms.
- D. Review at least a week prior to the exam date.
- E. Organize the material (rewrite or retype your notes, summarize, make diagrams, etc.).
- F. Use note cards to assist with materials or vocabulary you need to memorize.
- G. Read your notes aloud, test yourself, or have someone test you.
- H. Participate in a study group or study with classmate.

Taking the exam

- A. Get plenty of rest the night before.
- B. Go to class a few minutes early. Avoid feeling rushed or stressed.
- C. Relax by slowly inhaling and exhaling, be confident and calm during the exam.
- D. Carefully read and follow the directions, and then skim the entire test.
- E. Notice the number of points assigned to each question, then plan your time accordingly.
- F. Ignore other students; focus.
- G. If you read a question you do not think you know or can't remember, move on and come back to it if you have time. Pace yourself.
- H. Ask the instructor whether there is a penalty for guessing.
- I. Review your answers before handing in the test when time permits.

Objective Tests

- A. Notice words like “always”, “never”, “seldom”, and “usually” to help guide you to the correct answer.
- B. Change your answer only if you have reason to do so; research indicates most first choices are correct.
- C. Underline the subject and verb to help you.
- D. Notice whether the grammar is appropriate from the question to the alternative.

True/False Tests

- A. If there is more than one fact to the statement, check each part. If one part is false, the statement is probably false unless there is a qualifying word such as “usually” or “sometime”.
- B. When the statement is given negatively, state the item without the “no” or “not” and see if it is true or false. If the statement now reads “true”, mark it false.
- C. Words like “always” and “never” are absolutes, and true absolutes are rare.

Essay Tests

- A. Analyze the question and divide it into main parts and subparts.
- B. Make an attempt to answer all questions by telling the instructor what you know, and answer as specifically as possible.
- C. Notice words like “evaluate”, “describe”, “compare”, and do what is asked of you.
- D. Before you write, think about your thesis, supporting material, transitional words or phrases, and a summary. Prepare an outline if the instructor permits one.
- E. Watch spelling, grammar, and punctuation. Write legibly, use pen and write only on one side of the paper.

CALCULATING GRADE POINT AVERAGE (GPA)

Your grade point average (GPA) may be an important factor in influencing your admission to a college or university, your chances for a particular job, your auto insurance rates, and your eligibility for financial aid. It is important that you understand how individual class grades are computed and affect your overall GPA. The chart below explains the grade points assigned to the varied grades student may earn.

GRADE	GRADE POINT PER UNIT
("A") = EXCELLENT	4.0
("B") = ABOVE AVERAGE	3.0
("C") = AVERAGE	2.0
("D") = BELOW AVERAGE	1.0
("F") = FAILING	0.0
("P") = PASS – NO UNITS ATTEMPTED, BUT COUNTS FOR UNITS COMPLETED	0.0
("I") = INCOMPLETE – NO UNITS ATTEMPTED, NO UNITS COMPLETED	0.0
("NP") = NO PASS - NO UNITS ATTEMPTED, NO UNITS COMPLETED	0.0
("RD") = REPORT DELAYED – NO UNITS ATTEMPTED, NO UNITS COMPLETED	0.0
("W") = WITHDRAWAL – NO UNITS ATTEMPTED, NO UNITS COMPLETED	0.0

*The formula for computing your Grade Point Average (GPA) is:
(Grade points multiplied by units completed) divided by units attempted = grade point average*

Example:

FALL	UNITS ATTEMPTED	GRADE POINTS	UNITS COMPLETED	GRADE POINTS (X) UNITS COMPLETED	GRADE POINT AVERAGE
SOC 101 F	3.0	A	3.0	12	
ENGL 060 F	4.0	CR	4.0	0	
PE 159 F	1.0	B/3.0	1.0	3.0	
MATH 040 F	4.0	C/2.0	4.0	8.0	
COUN 101 F	2.0	B/3.0	3.0	6.0	
TOTAL	10.0			29.0	29.0/10.0 = 2.9

POLICIES THAT AFFECT STUDENT SUCCESS

Attendance & Absences:

- Regular attendance is expected of all students.
- If you are absent on the first day of class, the instructor may drop you from the class to make room for students who want to add that class to their schedule.
- If you accumulate more than a week's absences for a full semester course, you may be dropped from the class.

Withdrawals:

- You may drop or withdraw from a class.
- You must formally do so by dropping on-line at <http://mygateway.nocccd.edu>.
- You may drop a class up through the 3rd week or approximately 1/5 of the class without a "W" appearing on your transcript.
- You may drop a class up through the 14th week or approximately 3/4 of the term of the class and a "W" will be recorded on your transcript. If you are still officially enrolled in the class after this time, you will receive the letter grade you have earned.
- Excessive withdrawals can lead to progress probation and/or dismissal and loss of priority registration.
- Please refer to the schedule of classes for drop deadlines.

***DO NOT ASSUME THAT THE INSTRUCTOR WILL DROP YOU.
IT IS YOUR RESPONSIBILITY TO OFFICIALLY DROP FROM A CLASS.***

PROCEDURES FOR FILING COMPLAINTS OF ALLEGED DISCRIMINATION

Fullerton College students and staff are assured that allegations of any form of discrimination will be administered in a confidential manner throughout the entire process of filing a complaint. Discrimination complaints may be filed on the basis of sexual harassment, ethnicity, religion, age, gender, color, physical or mental disability, and sexual orientation.

NONDISCRIMINATION

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, medical condition, color, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of those characteristics. 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, may contact Kenneth Robinson at (714) 808-4830.

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.

DRUG FREE ENVIRONMENT

It is the policy of the North Orange County Community College District to provide a drug-free educational, employment, and business ENVIRONMENT. The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District. Any student who violates this policy will be subject to disciplinary action, which may include suspension, expulsion, and referral for prosecution. Information regarding the District's Drug Free Environment Policy may be obtained by contacting the Office of the District Director of Human Resources at (714) 808-4818.

ACADEMIC CALENDAR

AUGUST 2011

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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