Enrollment Fees

The California State Legislature and the Governor establish enrollment fees for all of the state's community colleges. Currently, this fee is $46 per unit (a typical 3-unit class is $138). We are required to collect these fees from all students enrolling in Summer 2013 classes. While this information is current as of publication, uncertainties in state funding may result in fee increases. Financial Aid is available to qualified students.
A Letter from the President...

It is truly my pleasure to welcome you to Cypress College and to present to you our summer schedule of classes. We have been fortunate to have been able to develop a schedule of offerings that will provide opportunities for students to continue on the pathway to success, including an expansion in the number of courses that are available. Whether you are continuing studies to complete transfer or degree requirements, initiating the pursuit of a vocational certificate, or honing your skills for the rigors of college studies, I believe you will find courses of value included in this schedule.

The 2013 Summer Class Schedule serves as a guide for you to the classes that are available, the services that will support your educational activities, and will also provide both registration and enrollment deadlines. By becoming familiar with this information, you will be able to prepare an educational plan that serves your immediate needs while also preparing you for success in your future academic pursuits.

Developing an effective educational plan is not an easy task. We want to provide all the support you need, and will do so with an excellent team of counselors and advisors who will be available to discuss 1-on-1 with you all of the issues relevant to your success. Our counselors are trained professionals who are committed to your success and who have the knowledge and expertise to guide you effectively through our processes and procedures. I encourage you to take advantage of this valuable resource.

Cypress College is known for providing outstanding student support in a friendly and beautiful campus environment. Faculty and staff of the College are committed to your success. Though we are coming through very challenging economic times, our dedication to support of our students remains undiminished.

I have the privilege of seeing the College at all times of the year, when students are present and when they are away. We have beautiful and well maintained grounds and buildings at all times, but it is your presence and what happens inside our classrooms when you are here that truly makes this a college. It is when we are in full session, with approximately 16,000 students vying for parking and scrambling for classes, that the College is most alive. For it is this activity that leads to the completion of certificates, degrees, and transfer that you hold as your goals. We hope to see you taking advantage of the educational opportunities we provide, and at the completion of your studies, in attendance at one of our graduation ceremonies so that we, too, can celebrate in your success.

On behalf of all of us at Cypress College, I welcome you to our summer session and hope that your experiences as a member of our educational family will enrich you and serve as a stepping stone to your continuing success.

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Carta del Presidente...

Es un gran placer para mí el darles la bienvenida a Cypress College y presentarles nuestro programa de clases de verano. Hemos tenido la fortuna de haber creado un horario que brindará las oportunidades necesarias para que nuestros estudiantes se mantengan en el camino hacia el éxito, que incluye la expansión en el número de cursos que están disponibles. Sea que están continuando sus estudios para cumplir con requisitos de transferencia o de graduación, para emprender el camino hacia la obtención de un certificado profesional, o para perfeccionar sus habilidades antes de enfrentarse al rigor de los estudios universitarios, estoy convencido de que en este horario encontrarán clases que les serán de suma utilidad.

El horario de clase de verano del 2013 es una guía en la que encontrarán las clases disponibles, los servicios de apoyo a sus actividades educativas, y los plazos de matriculación y registro. Una vez familiarizados con esa información, ustedes podrán preparar un plan educativo que satisfaga sus necesidades inmediatas, conforme se preparan para tener éxito en sus actividades académicas futuras.

La creación de un plan educativo eficaz no es una tarea fácil. Es nuestro anhelo poderles brindar todo el apoyo que necesitan, lo que lograremos con la ayuda de un excelente equipo de consejeros y asesores que estarán disponibles para analizar, 1-a-1 con cada uno de ustedes, todo lo concerniente a su objetivo de alcanzar el éxito. Nuestros consejeros son profesionales capacitados comprometidos con su éxito, que tienen el conocimiento y la experiencia necesaria para guiarlos eficazmente a través de nuestros procesos y procedimientos. Los animo a aprovechar este valioso recurso.

Cypress College es conocido por brindar excelente apoyo a sus estudiantes, en un hermoso campus con un ambiente acogedor. El profesorado y el personal de la institución están comprometidos con su éxito. A pesar de que estamos pasando por fuertes dificultades económicas, nuestra dedicación al apoyo de nuestros estudiantes se mantiene inamovible.

Tengo el privilegio de ver el campus en todas las épocas del año, cuando los estudiantes están presentes y cuando no lo están. Aunque siempre contamos con hermosos y bien cuidados jardines e instalaciones, es la presencia de ustedes y lo que sucede dentro de nuestras aulas cuando están aquí, lo que realmente hace de esta universidad lo que es. Cuando estamos en plena sesión, con aproximadamente 16.000 estudiantes compitiendo por estacionamiento y yendo de un lado a otro para añadir clases, es cuando la universidad vive al máximo, ya que es dicha actividad la que conduce a la obtención de los certificados, títulos o transferencias que ustedes tienen como meta. Esperamos verlos aprovechar las oportunidades educativas que les brindamos y que, a la finalización de sus estudios, en una de nuestras ceremonias de graduación, nosotros también podamos celebrar su éxito.

En nombre de todos los que trabajamos en Cypress College, les doy la bienvenida a nuestra sesión de verano, esperando que sus experiencias como parte de nuestra familia universitaria los enriquezcan y les sirvan de trampolín para su éxito continuo.

Robert Simpson, Ed.D.
President
Cypress College — Summer 2013

Important Dates

May 7 .......................... myGateway Registration Begins
First day to apply for Summer 2013 Graduation
First day to apply for Summer 2013 Occupational Certificates

June 13 ................................................ Special Admit students register
June 17 ............................................. Summer 2013 Classes Begin

Prior to the first day of class
If the class is OPEN, an Add Authorization Code is not required.
If the class is CLOSED, a Waitlist option may be offered.
There is no guarantee of enrollment into any class.

Starting the first day of class
An Add Authorization Code is required for most classes.
(Refer to the How to Add/Drop a Class/Waitlist information in the Class Schedule.)

Refer to the comments under the CRN in the Class Schedule for these specific deadline dates

Last Day to Drop Classes to Qualify for Refunds
Last Day to Add Classes
Last Day to Drop from Classes WITHOUT a “W”
Last Day to Drop from Classes WITH a “W”

The end of the second week of the class ................................................................. Last Day to File Audit Forms
30% of the length of the class ................................................................. Last Day to File Pass/No Pass Grading Option Forms
The last day to drop the class WITH a “W” .................................................. Last Day to Increase/Decrease Variable Unit Classes

June 25 ............................................. Last Day to apply for Summer 2013 Graduation
Last Day to apply for Summer 2013 Occupational Certificates
CSU General Education/IGETC Certification (can be requested year-round)

July 1 .................................................. Last day to file an International Student Application for Fall 2013 Admission
July 4 .................................................. Observance of Independence Day Holiday — Campus Closed

August 15 ........................................... Summer 2013 Classes End

SHORT-TERM/OPEN ENTRY CLASSES

The dates above do not apply to classes that meet less than the full length of the semester or classes students may enroll in at various times throughout the semester. Refer to the comment line under the CRN in the Class Schedule for add, drop, withdrawal and refund deadlines.

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

All dates are subject to change without notice.
Welcome to Cypress College!

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Looking Forward to
Fall Semester 2013…

August 26, 2013 – December 14, 2013

Mission Statement
Cypress College enriches students’ lives by providing high-quality education for transfer to four-year institutions, associate degrees, vocational training, and certificate course-work, as well as basic skills and opportunities for lifelong learning. The college is committed to promoting student learning and success, embracing diversity, contributing to the economic and social development of the surrounding community and being open to all qualified students pursuing their educational goals.

Cypress College has made every reasonable effort to determine that everything stated in this Class Schedule is accurate. This publication is prepared in advance of the time period it covers; therefore, changes in courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of Cypress College. The College reserves the right to cancel any class for which the enrollment is not sufficient to warrant continuation, and to change the class hours and/or days as necessity demands. Student fees and instructional fees are subject to change after the printing of the Class Schedule.

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

Cypress College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.
Six Easy Steps to the Registration Process

1. **Apply Online**
   - New students apply to the college at www.CypressCollege.edu
   - Returning students apply to the college at www.CypressCollege.edu
   - Continuing students do not need to reapply

2. **Assessment**
   - To enroll in math, English, ESL and reading classes students must take the placement test
   - The Assessment Center is located on the 2nd floor of the Student Center
   - Orientation appointments are scheduled by the Assessment Center

3. **Orientation**
   - New students are required to attend a 1 1/2 hour orientation
   - Students can attend the in-person or online orientation
   - Students will receive assistance with their class planning

4. **Counseling**
   - Meet with a counselor by appointment or walk-in
   - Bring in assessment scores, high school and/or other college transcripts for course placement and prerequisite clearance
   - Counseling is located on the 2nd floor of the Student Center

5. **Financial Aid**
   - Apply for financial aid at www.fafsa.ed.gov
   - The Financial Aid Office is located on the 1st floor of the Cypress College Complex
   - Visit the Financial Aid website at www.CypressCollege.edu

6. **Register for Classes and Pay Your Fees**
   - Students receive registration appointments by email and can also view them on myGateway's "Check Registration Appointment" under Registration Tools on the student tab
   - Fees are due at the time of registering and can be paid by credit card on myGateway
   - Check/money order payments can be mailed, placed in the drop box or made in person
   - Cash payments must be made in person

AN APPLICATION FOR ADMISSION TO THE COLLEGE MUST BE SUBMITTED IF:
- You are a first time student and have never registered in classes at Cypress or Fullerton College.
- You have previously applied at Cypress or Fullerton College but never attended classes.
- You are a high school graduate or at least eighteen years of age.
- You are a former student returning after an absence of one or more terms.
- You are enrolled in K-12 and qualify for the Special Admit Program. Each semester, a completed Special Admit Form with the appropriate approvals must also be submitted to the Admissions and Records Office the Monday–Thursday prior to the first day of the term.
- You are an International Student who is eligible under a student Visa F-1. For additional information on the international student process, call (714) 484-7050.

APPLICATION FOR ADMISSION
The Application for Admission can be accessed using www.CypressCollege.edu. Click on “Apply NOW!” and follow the CCCApply instructions. March 1 is the first day applications are accepted for Summer and Fall semesters. October 1 is the first day applications are accepted for the Spring semester.

ASSESSMENT CENTER
Students are evaluated in reading, writing, and mathematics. Students registering for Math 010 C or higher should take the Math Placement test and have transcripts indicating all math prerequisite classes completed. Placement testing can be waived if you bring transcripts and/or test scores from another California community college to the Assessment Center. Transcripts are used as an extra measure of your skills. You may be exempt from some assessment and orientation/counseling if you are:
1. A college or university graduate.
2. Already assessed at another California community college.

NOTE: If you do not meet the above exceptions, you should complete assessment and counseling prior to myGateway or you will be electronically blocked from myGateway.

PLEASE NO BEEPERS or CELL PHONES. CHILDREN ARE NOT ALLOWED.
Allow at least 2 hours per test process.

You must bring the following items with you for your assessment testing:
1. Photo ID
2. #2 Pencil
3. Cypress College ID Card number.
Understanding your Basic Skills Assessment Results

Assessment of your basic skills is an important step in learning more about yourself as you choose courses in which you can be successful. These tests, however, cannot tell you everything you need to know when making your course selections. Your success is also influenced by a variety of other factors, such as your:
- educational background
- goals
- study skills
- work and family priorities

A counselor can assist you in selecting the most appropriate courses.

What do my Test Results tell me?

The basic skills tests are for placement purposes only: YOU CANNOT FAIL THESE TESTS! After each testing session, you will receive a receipt that will indicate:
- the tests you have taken
- the date the tests were taken
- the number of questions you answered correctly for each test
- course placement recommendations

Should I Retest?

NO, retesting is not necessary because test scores are just one of many factors considered when course recommendations are made. Counselors use additional information from the multiple criteria list on the back of the test receipt. Keep in mind that a low score does not indicate failure but perhaps a need to develop or enhance your skills. You may need to take a lower level the first semester to gain the necessary skills.

What do I do with my Results?

After assessment, you need to sign up for a Cypress College orientation session. The orientation will provide you with:
- important information about your assessment results
- academic advisement in a small group setting
- hints that will help you be successful in college
- information about Cypress College programs and services
- campus policies and procedures
- graduation and transfer requirements
- a review of the campus map and parking directions

Students may elect to complete an online orientation by visiting this address: http://www.CypressCollege.edu/counseling/orientation. Please take quiz.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with verified disabilities may be eligible for accommodations such as extended time on assessment tests. Contact the Disabled Students Program & Services at (714) 484-7104 for information.

CTEP: College Test English Placement (For Native Speakers of English)

The CTEP is designed to measure the English skills of native speakers of English. It is required for proper placement in English courses. Exemptions are:
- Completions of an AA degree or higher, enrollment in one class that has no prerequisite, transcripts/grade reports showing completion of college English with a grade of “C” or better. The CTEP may not be used for placement in ESL courses. YOU WILL BE IN SESSION FOR 2 HOURS.

CELSA: English as a Second Language (Non-Native Speakers of English and F1 Visa Students whose first language is not English)

CELSA is designed to measure the English skills of non-native speakers of English. CELSA is required for proper placement in English as a Second Language (ESL) courses; the CTEP may not be substituted for placement in ESL courses. However, students scoring high on the CELSA may be referred to take English courses for native speakers. YOU WILL BE IN SESSION FOR 2 HOURS.

MDTP: Mathematics Diagnostic Testing Project

All students who have not taken a math course at Cypress College are required to take the MDTP before enrolling in the following mathematics courses: MATH 015 C, 020 C, 030 C, 038 C, 040 C, 041 C, 100 C, 110 C, 115 C, 120 C, 130 C, 141 C, 142 C, 150AC. Exemption would be enrolling in MATH 010 C, and providing transcripts/grade reports indicating completion of the above courses with a grade of “C” or better within the last two years. Math recency is very important. Please review course listings and prerequisites. Review sample questions; the MDTP has four levels from which to choose. NO CALCULATORS! YOU WILL BE IN SESSION FOR 2 HOURS.

ORIENTATION

New Students are required to attend a one and one-half hour orientation to the college system. Orientation appointments are made at the conclusion of the assessment testing. Students will receive information on programs, policies and registration procedures. Participate by bringing your email Permit to Register to the session. Placement test results will be interpreted along with a review of previous academic courses. Bring transcripts from all other schools.

A counselor will help you choose your first semester classes. The counselor will then approve your semester plan.

 Orientations will be offered beginning May 2013. Appointments can be made at the Assessment Center or Counseling Center, located on the second floor of the Student Center. For more information please call (714) 484-7223, or (714) 484-7015.

Students may elect to complete an online orientation by visiting this address: http://www.CypressCollege.edu/admissions/gettingstarted/orientation. Be sure to email the counselor your first semester education plan.

COUNSELING

Continuing and Returning Students may see a counselor prior to registration and are strongly advised to do so before the end of the semester. Counseling is available during the day by appointment or walk-in (when available) in each division on campus until the end of May.

Walk-in counseling is available in the Counseling Center on the second floor of the Student Center.
Students who have previous college experience, or who are returning Cypress College students will need to see a counselor before registration. Clearance of prerequisites are reviewed by a counselor. A counselor will assess previous course work to determine placement in classes. Please bring any transcripts or grade reports to assist the counselor in evaluating previous course work.

New Students will be counseled in the orientation session as outlined in STEP 3. Counselors are available for limited telephone or online consultation.

Reviewing the current Class Schedule, along with the College Catalog will help you understand all the steps necessary for an easy matriculation and registration process. When coming to the campus for registration activities, always bring the registration email sent to you, ID number, Photo ID and a #2 pencil.

TRANSCRIPTS
Official transcripts from other colleges or universities are required for:

- NEW students
- RETURNING students who have attended other colleges or universities since their last enrollment at Cypress College.
- Students who plan to graduate or complete a certificate at Cypress College and/or transfer from Cypress College, if they have attended other colleges or universities.
- Veterans collecting educational benefits, if they have attended other colleges or universities.
- Students needing to show completion of course prerequisites who may use personal copies.
- High school transcripts are required for students who have graduated within the last 2 years.

WHAT IS BOGW?
BOGW (Board of Governors Fee Waiver) is a state sponsored program which waives enrollment fees only for qualifying students. You may be eligible for a fee waiver even if you are not eligible for other financial aid.

WHERE DO I START?
Log onto myGateway and click on Financial Aid to fill out an online application.

HOW DO I APPLY?
To apply for the BOGW you must complete the online application and turn required documents in to the financial aid office. The application has two methods for qualifying.

Method A:
Is for students on public assistance programs: TANF/CalWORKS, SSI/SSP, SSAI, SSAS, General Assistance. It is also for dependents of disabled or deceased California Veterans or National Guard and as a recipient of the Congressional Medal of Honor or as a child of a recipient, or a dependent of a victim of the September 11, 2001 terrorist attack. Certification must be obtained from the appropriate agency. Documentation will be required to verify your eligibility. This documentation must be dated within the last 30 days.

Method B:
Is for low income students whose previous year income was within qualifying income guidelines.

WHAT IF I AM ELIGIBLE?
If eligible, the Financial Aid Office will approve and enter a waiver status on the computer system so that student is not assessed an enrollment fee for the semester.

WHAT DO I DO NEXT?
Go to the Admissions and Records Office and register for your courses, paying all other fees assessed (i.e., parking, student ID, lab fee, etc…)

DO I NEED TO KNOW ANYTHING ELSE?
If you need money to help with books, supplies, food, rent, transportation and other costs, please complete a FREE APPLICATION FOR FEDERAL AID (FAFSA) right away. Contact the Financial Aid Office for more information. The FAFSA is available at www.fafsa.ed.gov or at the Financial Aid Office.

REGISTRATION
Continuing students will be assigned appointments based on units/hours earned at Fullerton and Cypress Colleges. New and Returning Students will be issued a registration appointment based on the date the Application for Admission was received.

Registration appointments and other necessary information will be sent by email; however, registration appointments do not guarantee enrollment into any class.

The Class Schedule contains several pages that provide useful registration information. It is recommended that students read the information prior to registering for classes.

SPECIAL ADMIT WEEK
June 10–13, 2013

All Special Admit students must submit the online admissions application prior to registering for classes.

Each semester, a completed Special Admit Form with appropriate approvals must be submitted to the Admissions and Records Office the Monday–Thursday prior to the first day of the term.

Special Admit students register June 13, 2013 at 4:00 pm.
Continuing Student Registration Schedule

- CONTINUING students are those enrolled in Spring 2013 classes and will receive letter or “W” grades at the end of the term. They will receive a registration email that provides their priority registration date and time for Summer 2013.

- Your registration appointment can also be viewed by logging onto myGateway and clicking on “Check Registration Appointment” under Registration Tools on the student tab.

- Registration appointments are based on units/hours earned through Fall 2012 at both Cypress and Fullerton Colleges. Having attended both institutions requires adding together the units/hours earned at both colleges.

- Units/hours earned can be determined by logging onto myGateway at www.CypressCollege.edu. Click on both Student Records and View Unofficial Web Transcript.

- Veteran students who are active or former members of the United States Armed Forces who are within two years of their date of separation from active duty may qualify for priority registration (CA Senate Bill 272 — effective January 1, 2008). For priority registration approval, submit your military ID, DD214 or N.O.B.E. (Notice of Basic Eligibility) to the Veterans Coordinator located in the Veterans Resource Center in the Cypress College Complex.

- Special Admit students register on Thursday, June 13 at 4:00 pm.

- Students should register on their assigned date and time for a better selection of classes; however, enrollment is not guaranteed into any class.

- Registration is subject to established deadlines for adding, dropping, payments and refunds.

*** Registration Help Line and Admissions and Records . . . . . . CLOSED May 27 and July 4 ***
REGISTRATION INFORMATION

REGISTRATION EMAIL
A registration email informs you of the first registration appointment available based on your eligible priority. For the best selection of classes, register on the date and time indicated in the email; however, the email does not guarantee your enrollment into any class. Registration appointments can also be viewed by logging onto myGateway and clicking on “Check Registration Appointment” under Registration Tools on the student tab.

New students are those who have never attended Cypress or Fullerton College. New students will receive registration information by email based on the date their online Application for Admission is received.

Returning students are those who have previously attended Cypress or Fullerton College but did not register into a class for the Spring 2013 semester. Returning students will receive registration information by email based on the date their online Application for Admission is received.

Continuing students are those currently registered at Cypress or Fullerton College and will complete the term with a letter grade or “W.” If a letter grade or “W” is not received, the student forfeits their continuing student status. They must submit a new online Application for Admission.

Special Admit students are those enrolled in K-12 and must submit an online Application for Admission and a Special Admit Form. Each semester, a Special Admit Form must be completed and submitted to the Admissions and Records Office the Monday–Thursday prior to the first day of the term.

BEFORE YOU REGISTER
• Ensure you are registering on or after your assigned appointment during myGateway registration hours.
• Clear all outstanding fees or holds. Non-clearance will delay registration.
• Get counselor clearance for math, English, ESL, reading classes and prerequisites.
• Make sure the Admissions and Records Office has your correct name, personal and email addresses and phone numbers.
• Use the Class Planning Sheet to prepare your tentative class schedule.
• Verify financial aid eligibility with the Financial Aid Office.

ON YOUR REGISTRATION APPOINTMENT DAY
Complete the myGateway Registration Worksheet and log onto www.CypressCollege.edu. Click on the myGateway logo and follow the prompts. With the exception of nightly maintenance, myGateway is available 7 days a week, 24 hours a day.

ADDITIONAL REQUIREMENTS
Providing prerequisites and/or corequisites have been cleared by a counselor, and class seats are available, classes can be added during myGateway registration. Once a class begins, students must obtain a four-digit Add Code from the instructor of each class they wish to add. Refer to the How to Add/Drop a Class and Waitlist page for further instructions. Refer to the deadlines listed in the Class Schedule.

CANCELLATED CLASSES
The College reserves the right to cancel any class it is unable to offer. Select alternate classes and list them on your Class Planning Sheet in case any of your classes are cancelled.

DROPPING CLASSES
While an instructor may drop a student who has poor attendance, it is the student’s responsibility to officially withdraw when unable to continue the class. Students who wish to drop a class or withdraw from the College must drop using myGateway. Refer to the deadlines listed in the Class Schedule. See the How to Add/Drop a Class and Waitlist pages for further instructions.

The neglect of any course in which a student enrolled may result in no credit earned for the course and/or a substandard grade posted on your permanent student record.

PETITIONING CLOSED CLASSES
Students may petition closed classes by opting for the Waitlist before the class begins or by attending the first class meeting. Waitlist information can be found in the next column and on the Waitlist page in the Class Schedule. If a seat is available in the first class meeting, the instructor will issue the student a four-digit add code. By the add deadline, the student must access myGateway and add the class entering the add code when prompted. A student is not officially registered for a class (even if the instructor calls or writes names on the class roster) until the student adds the class and fees have been paid through myGateway.

CONCURRENT ENROLLMENT
Concurrent enrollment requires a student to register for more than one class. Register for both the lecture and lab classes when both are required. Register for the lecture, lab and problem solving classes when all three are required.

COURSE REPETITION
As a general rule, students may not register in a class if a passing grade has previously been received or the maximum number of repetitions allowed have been completed. Contact Admissions and Records for additional information.

EMAIL AND ADDRESS CHANGES
• If you pay by VISA or MasterCard, come into the Admissions and Records Office and update your personal address information, if necessary.
• Email, personal addresses and phone numbers can be updated by accessing the Personal Information channel of myGateway on the Student tab.

FEES
Fees are due immediately upon registration. Cypress College does not bill for unpaid registrations. Students with unpaid fees may be dropped from classes to free up seats for other students seeking to register.

Students with BOGW Enrollment Fee Waivers are reminded that the waiver covers enrollment fees only. Students must submit payment for the student ID fee, material, health and parking fees and any other charges indicated. Check with Financial Aid to verify payment eligibility for enrollment fees.

MAXIMUM UNITS/HOURS
A maximum unit load for any student is 16 units and 12 units qualifies as full time enrollment. A student may carry over 16 units with counselor approval.

TIME CONFLICTS
The myGateway system will not allow you to register for two or more classes which are scheduled during the same time period. A Petition for Exception must be submitted to Admissions and Records to request approval for class time conflicts.

PARKING PERMIT
Students paying for parking on myGateway after June 9, 2013 will be required to pick up their parking permit in the Bursar’s Office or Admissions and Records Office. The parking permits are valid in all student parking lots at Cypress College, Fullerton College and our Anaheim Campus. Public Safety will ticket for no student permit beginning the third week of the term.

SCHEDULE/BILL
The Schedule/Bill includes a list of your classes, fees and payments, and is proof of your registration. You may use myGateway throughout the term to check or print your schedule. Many offices will require you to show a valid ID prior to providing you services.

WAITLIST
A waitlist is an electronic list of students who are petitioning a closed class. The list is prioritized according to the date and time students opt for the waitlist. Waitlist size is determined by the division. Waitlisting does not guarantee enrollment into any class and not all classes have waitlists. Waitlisted students must attend the first class meeting and meet all registration requirements to be considered for an add code.

When myGateway advises that a class is closed, a student can choose the option to be placed on the waitlist. If a seat becomes available, the waitlisted student will be notified via email that they have 48 hours to add the class through myGateway. The email will be sent to the preferred email address on file. Students can also access myGateway and check Personal Announcements for seat advisements for waitlisted classes. Yahoo email users should check myGateway daily for information regarding their waitlist status.

Refer to the “WAITLIST” page in the Class Schedule for complete waitlist information.

NOTE: Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.
**myGateway** Registration Worksheet

### Before You Register:

1. Refer to your registration email. Registration appointments can also be viewed on **myGateway**/Registration Tools.
2. Clear all outstanding fees or holds. Non-clearance can delay registration.
4. Make sure the Admissions and Records Office has your correct name, personal and email addresses and phone number.
5. Use the **myGateway** Registration Worksheet to prepare your tentative class schedule.
6. Verify financial aid eligibility with the Financial Aid Office. Non-verification can result in unexpected fees and being dropped for nonpayment.
7. Read and follow all registration instructions.
8. Students should register on their assigned date and time for a better selection of classes; however, enrollment is not guaranteed into any class.

**myGateway Available**

7 days a week – 24 hours a day

**myGateway** requires nightly maintenance, and generally occurs from 12:00 midnight to 6:00 am.

If you register and attempt to pay your fees by credit card, you may receive a message that your payment cannot be processed. Please return to **myGateway** at a later time and make your credit card payment.

### STEP 1

Go to [www.CypressCollege.edu](http://www.CypressCollege.edu) and click on:

### STEP 2

**LOGGING IN:**

- **Enter your eight-digit** **Student Identification Number** as printed on your Student ID Card or Schedule/Bill.
- **OR**
  - Enter your social security number with no hyphens or spaces.

- **Enter your six-digit** **PIN** (Personal Identification Number). Your default **PIN** is your six-digit date of birth (mmddyy) unless you have changed it.

### STEP 3

Click on the **myGateway** logo in the **myGateway** Channel:

- **CHANGE PIN**: If you used your date of birth to log in, **myGateway** will require that you change your PIN.
- **SECURITY QUESTION/ANSWER**: **myGateway** may also ask you to enter a security question and answer in the event you forget your PIN.
- **DISABLED PIN**: If your PIN is disabled due to multiple login attempts, use the Pin Reset feature on the User Login page or contact the Registration Help Line at (714) 484-7346.
STEP 4  REGISTRATION FOR CLASSES

SELECTING THE TERM:
- From the main menu, click Register for Classes.
- Select the term Cypress College/Fullerton College Summer 2013 and click Submit.

ADDING/DROPPING CLASSES:

A
- Enter the five-digit CRN (Course Reference Number) from the worksheet below for each class you wish to add and click Confirm Your Choices OR
- Click the Class Search Button and enter desired class criteria (subject, hours, days, instructor, etc.), then click Class Search.
- Place a checkmark in the box to the left of any classes you wish to add and click either Add to Worksheet or Add Class.

B
- If Add Authorization Code Required appears, enter the four-digit add code issued by your instructor in the field provided and click VALIDATE. If the code is approved, click Submit Changes and confirm the status of your class.

C
- After you have added/dropped all your classes and are satisfied with your class schedule as shown on the registration screen, click Complete Registration.

Note: If the class is closed but it has a waitlist, you can opt to be placed on the list. The waitlist criteria will be provided by myGateway; however, there is no guarantee of enrollment into the class. Refer to the “WAITLIST” page in the Class Schedule for complete waitlist information.

CLASS PLANNING SHEET

<table>
<thead>
<tr>
<th>CRN (Course Reference No.)</th>
<th>Subject</th>
<th>Course No.</th>
<th>Times</th>
<th>Days</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: IDEAL CLASS SECTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 6 0 1 1</td>
<td>POSC</td>
<td>100 C</td>
<td>9:00A-10:20A</td>
<td>MW</td>
<td>3</td>
</tr>
<tr>
<td>Example: ALTERNATE CLASS SECTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 7 5 0 3</td>
<td>POSC</td>
<td>100 C</td>
<td>10:00A-11:20A</td>
<td>TR</td>
<td>3</td>
</tr>
</tbody>
</table>

STEP 5  OPTIONAL FEES
- Select Campus: Choose the campus for which you have enrolled in the most units (Fullerton or Cypress) and click Submit.
- Select Optional Fees: Select the optional fees you wish to purchase and click Submit. If you do not wish to purchase any optional fees, leave all fees unselected and click Submit.
- Confirm Optional Fees: Verify your selections and click Confirm Purchase.

AVOID LINES AND PARKING TICKETS: Pay for parking by JUNE 9, 2013 and your permit will be mailed to you.

STEP 6  FEE PAYMENT

The amount shown next to your “Account Balance” is due and payable immediately. Cypress College does not bill for unpaid registrations. Students with unpaid fees may be dropped from classes to free up seats for other students seeking to register. Select either “Credit Card Payments” or “Check or Money Order Payments” and follow the prompts.

Note: If paying by credit card, you must resubmit the term you registered for.

Your Schedule/Bill includes a list of your classes, fees and payments, and is proof of your registration. You may use myGateway throughout the term to check or print your schedule.

If you decide not to attend any classes you have registered for, it is your responsibility to officially drop within published deadlines.
Frequently Asked Questions…

What is a waitlist?
A waitlist is an electronic list of students who want to enroll in a closed class. Waitlist size is determined by the division. Waitlisting does not guarantee enrollment into any class and not all classes have waitlists. Waitlist students must meet all registration requirements, including time conflicts and prerequisite requirements.

How do I place myself on a waitlist?
• Log onto myGateway and go to Registration Tools. Click “Add or Drop Classes”.
• Enter the five-digit CRN of the class. You will be advised if the class is closed and given the option of adding the waitlist if waitlist seats are available.
• Use the drop down menu and select “Waitlist”. Click “Confirm Your Choices”.

How do I remove myself from a waitlist?
• Log onto myGateway and go to Registration Tools. Click “Add or Drop Classes”.
• Use the drop down menu and select “Waitlist Drop”. Click “Confirm Your Choices”.

Can I add myself to more than one waitlist?
You can waitlist for more than one class but you CANNOT waitlist for two sections of the same class.

How can I monitor my waitlist status?
Log onto myGateway and go to Registration Tools. Click “Check Waitlist Status”. It is recommended that you frequently check your waitlist status.

How will I know if a seat in the class becomes available while I am on the waitlist?
• You will be notified via a Personal Announcement on myGateway.
• Log onto myGateway. Go to Personal Announcements. Click “Check Waitlist Status”.
• If a seat is available, you will see the date and time the seat notification will expire.

How long do I have to add the class when a seat becomes available?
You have 48 hours to add the class OR until midnight prior to the first day of the class, whichever comes first. If you miss the 48-hour deadline, your name is automatically removed from the waitlist and the next waitlisted student is notified of the available seat.

How do I add the class if I receive the Notification that a seat is available?
• Log onto myGateway and go to Registration Tools. Click “Add or Drop Classes”.
• Go to the specific waitlisted class in your list of classes.
• Use the drop down box and choose “Register — Web”. Click “Confirm Your Choices” and “Complete Registration”.
• Pay your fees immediately or you may be dropped for non-payment.

What if I am on a waitlist but no seat becomes available before the first class meeting?
You must attend the first class meeting. Your name will appear on the instructor’s roster as waitlisted. If there are seats available, the instructor will provide you with a four digit Add Authorization Code. You must add the class via myGateway entering the add code when prompted. The class must be added by the add deadline. Check the Class Schedule for the deadlines of semester and less than semester length classes.
Cypress College — Summer 2013
How to Add/Drop a Class

All Registration, Adds, Drops and Withdrawals are to be completed online through myGateway.

Adding a Class

Prior to the first day of class
If the class is OPEN, an Add Authorization Code is not required. If the class is CLOSED, a Waitlist option may be offered and the student must comply with its requirements. However, there is no guarantee of enrollment into the class, and not all classes will have waitlists.

Starting the first day of class
An Add Authorization Code is required for most classes. Attend the first class meeting of the class you wish to add. If seat space is available, ask the instructor to give you a four-digit Add Authorization Code. Instructors may not be able to grant all requests for Add Authorization Codes.

Waitlisted Students
Refer to the “WAITLIST” page in the Class Schedule for complete waitlist information.

1. IMMEDIATELY access myGateway registration at http://CypressCollege.edu/myGateway.
   Log in and click on Register for Classes.
2. Select the term Cypress College/Fullerton College Summer 2013 and click Submit.
3. Enter the five-digit CRN (Course Reference Number) in the “CRN” box and click on Confirm Your Choices.
4. If prompted, enter the four-digit Add Authorization Code in the field provided.
5. Click on the VALIDATE button. If the code is approved, continue to Step 6.
   If the code is not approved, you will need to obtain another add code from the instructor.
6. Click on Submit Changes and confirm the status of your class.
7. After confirming that the class has been added, click on COMPLETE REGISTRATION.
8. Pay your fees immediately or you may be dropped for non-payment.

The Add Authorization Code (commonly known as the “Add Code”) is good for five days. If you receive an error message when you use the add code, you must first correct the related problem before the class can be added. If the five days expire before correcting the problem, you must obtain another add code from the instructor. A separate four-digit add code is required for each class you wish to add and is only valid for the current term and class.

Dropping or Withdrawing from a Class

   Log in and click on Register for Classes.
2. Select the term Cypress College/Fullerton College Summer 2013.
3. From the drop down menu, choose Drop Online or Withdrawal-Web for the classes you wish to drop.
4. Click on Confirm Your Choices to drop your classes.
5. Check under Status on the left of the screen to confirm the Drop Online or Withdrawal-Web status before exiting myGateway.

Adding, Dropping and Withdrawing from classes are subject to established deadlines.
It is the student’s responsibility to officially add and withdraw from classes.
Verify added and dropped classes on your Schedule/Bill.
Use this page to help determine the amount of fees you will owe once your registration is completed.

### REGISTRATION FEES

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$46.00 per unit × _________ units = $________________________</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$14.00 for the Summer semester = $________________________</td>
</tr>
<tr>
<td>Non-Resident Fees</td>
<td>$209.00 per unit × _____ units (plus enrollment) (Includes $19.00 Capital Outlay fee per Ed Code 76141)</td>
</tr>
<tr>
<td>Material Fee</td>
<td>Certain classes require additional fees. See the course description in this Schedule of Classes. = $________________________</td>
</tr>
</tbody>
</table>

### OTHER FEES

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Student Benefits:*</td>
<td>$7.00 per semester = $________________________</td>
</tr>
<tr>
<td>Campus ID Card:*</td>
<td>$2.50 per semester = $________________________</td>
</tr>
<tr>
<td>Parking Permit:*</td>
<td>Automobiles $20.00 (for Summer) = $________________________</td>
</tr>
<tr>
<td></td>
<td>Motorcycles $10.00 (for Summer) = $________________________</td>
</tr>
<tr>
<td>Student Representation Fee:*</td>
<td>$1.00 per semester = $________________________</td>
</tr>
</tbody>
</table>

**TOTAL FEES DUE** = $________________________

*Students requesting or paying for parking, photo ID, or the AS Benefits sticker on myGateway after June 9, 2013, will be required to pick up these items from Admissions and Records or the Bursar’s Office during regular business hours.

**NOTE:** Public Safety will ticket for no student parking permit beginning the second week of the semester! Your parking permit allows you to park in designated student parking at Cypress and Fullerton Colleges as well as our Anaheim Campus.

### PAYMENT INSTRUCTIONS — Payment is due at the time of registration!

**DO NOT SEND CASH!**

**Credit Card Payments:**
- Pay by Visa or MasterCard through myGateway.

**Check or Money Order Payments:**
- Make check or money order payable to Cypress College.
- Write your eight-digit student ID number on the front of the check.
- Enclose the check in an envelope.
- Return your payment to the College by:
  - placing the envelope in the Drop Box Slot located outside the Business Building near the ATM
  - OR
  - mailing to: Cypress College Bursar’s Office, P.O. Box 6047, Cypress, CA 90630-0047

**In-Person Payments:**
- Cash, check or credit card payments may also be made in person in Admissions and Records or the Bursar’s Office during regular office hours.

**Third Party Payments:**
- If your fees are to be paid by a third party (i.e. Dept. of Rehabilitation, Veteran’s, Scholarship etc.), please contact the Bursar’s Office immediately at (714) 484-7317, to avoid being dropped for Non-Payment. You can email your Dept. of Rehabilitation “Authorization for Services” document to lmorales@CypressCollege.edu, or drop it off at the Bursar’s Office.

**IMPORTANT. CYPRESS COLLEGE DOES NOT BILL FOR UNPAID REGISTRATIONS. Students whose payments are not received at registration may be dropped from classes to free up seats for other students seeking to register.**
While all reasonable efforts have been made to present complete and accurate fee information, changes in state funding may result in fee changes for the 2013–2014 academic year.

All Registration Fees must be paid in full at the time of registration. Payments may be made by cash, check, money order, MasterCard or Visa.

ASSOCIATED STUDENTS BENEFITS CARD

All students are encouraged to buy this option. For $7 you receive discounts on a variety of services: movies, restaurants, amusement park tickets, etc., as well as a limited 10% discount at the Cypress College Bookstore.

HEALTH FEE

Pursuant to Education Code and district policy, Cypress College has a mandatory health fee. The health fee is $17.00 per semester ($14.00 for summer term) for each student regardless of the number of units taken. The health fee and/or health fee exemptions are subject to change should the state legislature take action to change them.

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

MATERIAL FEES

Students enrolling in classes with material fees will be required to pay the fee(s) at the time of registration (see individual course). If the material fee is not indicated as PAYABLE AT REGISTRATION, the fee is paid in the College Bookstore.

NON-RESIDENT TUITION

Non-residents of the State of California are charged tuition at $209 per unit, which includes the $19.00 Capital Outlay fee per Education Code Section 76141. Non-resident tuition is in addition to the enrollment fee required to be paid by all students. If you believe you should be reclassified as a resident student, it is your responsibility to change your status at the Admissions and Records Office prior to registration. If you are a non-resident seeking a waiver of the $19 capital outlay fee due to financial hardship, contact the Admissions and Records Office.

CAMPUS PHOTO ID CARD

Students are strongly encouraged to purchase a Campus Photo ID Card. Students pay a $2.50 service fee at the time of registration and receive a validation sticker upon payment of the fee. New and returning students may obtain a Campus Photo ID Card upon presentation of their Enrollment Receipt showing proof of payment of the fee and a valid photo ID (i.e. Driver’s License or California ID card). Continuing students can get a validation sticker for the current semester and place it on their existing Campus Photo ID Card. The Campus Photo ID Card includes the student’s photo, signature, permanent number and a scannable bar code. The Campus Photo ID Card is required for the following services:

- all campus labs
- Library, Financial Aid, Bursar’s Office, and Student Affairs
- check or credit card purchases in the Bookstore

Cards that are requested but not picked up by the end of the last day of the semester will be voided.

ASSOCIATED STUDENTS BENEFITS CARD

All students are strongly encouraged to buy this optional package. For $7 you receive discounts on a variety of services: movies, restaurants, amusement park tickets, etc., as well as a limited 10% discount at the Cypress College Bookstore, and use of the Computer Lab and fax machine in the Student Activities office.

OTHER FEES

Associated Student Benefits Sticker** ........................ $ 7.00
Parking
Automobiles** ................................. $20.00*
(special sticker available for open vehicles)
Two-wheeled Motorized Vehicles** .... $10.00*
Public Parking — per day ....................... $ 2.00
Photo ID/New or replacement** ............ $ 2.50
Student Representation Fee ..................... $ 1.00

*Please note that your Cypress College Parking permit will be honored for all student parking lots at Cypress College, Fullerton College and our Anaheim campus.

**Students requesting or paying for parking, photo ID, or the AS Benefits sticker on myGateway after June 9, 2013, will be required to pick up these items in the Admissions and Records office or the Bursar’s Office during regular business hours.

NOTE: Campus Safety will ticket for no student parking permit beginning the second week of the term.

Citations will begin June 24, 2013.

Parking

An optional parking fee of $20.00 for automobiles and $10.00 for motorcycles has been authorized by the District Board of Trustees (Education Code 25425 and 25425.1).

Payment of this parking fee may be made at the time of registration. Those who pay the fee will receive a parking permit which will authorize them to use any of the seven parking lots open to student parking and designated student parking on Circle Drive, designated student parking on the Fullerton College campus as well as designated student parking at our Anaheim campus. The parking permit does not guarantee a parking space, but will permit parking in designated spaces on all three campuses. Replacement cost is $20.00 if lost or stolen. ($1.00 replacement fee with police report of theft.)

Students requesting or paying for parking, photo ID, or the AS Benefits sticker on myGateway after June 9, 2013, will be required to pick up these items from Admissions and Records or the Bursar’s Office during regular business hours.

NOTE: Public Safety will ticket for no student parking permit beginning the second week of the term!

Disabled Persons Vehicles — Vehicles displaying the proper Disabled Person Placards or license plates may park in disabled parking, student parking and limited parking zones. A valid student permit or day permit must also be displayed during the times listed below. There are Disabled Person Parking spaces available in all campus lots, which are marked with the traditional blue sign and symbol. Disabled persons are encouraged to use those spaces. Use caution when parking, and do not park on any areas blocked out next to the disabled parking. These blocked out areas are unloading areas, and ALL vehicles can be cited for blocking them. The fine is $285.00.

MON–THU 7:30 am–9:00 pm
Parking Availability — One day parking permit dispensers are available in various lots for $2.00 per day. Escort permits are available for anyone who would like accompaniment to or from the parking lot. Contact Campus Safety at (714) 484-7387.

Parking Enforcement — Failure to display a parking permit or one day permit on your vehicle or a parking sticker on your motorcycle will result in a parking citation issued by Cypress College Department of Campus Safety. The fine for parking without a parking permit is $32, all other fines range from $32 to $285 depending on the violation. Please note you must pay or contest the citation within 21 days from the date of the citation or the fine will be doubled. A copy of the Cypress College Parking Regulations is available at registration or in the Campus Safety office.

Parking Refunds — No refunds will be issued after the 10% date of the length of the class. Refunds will only be given with proof of withdrawal from all classes. A Cypress College Schedule/Bill and the return of the unused/unpeeled parking permit are required for refund.
REFUNDS
If a student withdraws from classes, a refund processing fee of $10.00 will be deducted from the enrollment fee refund. Refunds will be processed after the 2nd week of the semester. All refunds are issued by check and will be mailed. Please keep your Cypress College address current. See the Refund Policy.

REFUND DEADLINES
Summer Session Class: Refundable through the 10% date of the length of the class.
Campus ID Card: Refundable the 10% date of the length of the class, if the card has not been produced, and non-refundable if the card has been produced.
*Parking Hanger: Refundable through the 10% date of the length of the class.

*Only upon complete withdrawal and when the permit is returned unused/unpeeled.

Please Note
ALL FEES ARE DUE AND PAYABLE AT REGISTRATION

REFUND POLICY
Registration fees are refundable, with the exception of the campus ID card fee (except as noted under refund deadlines on the previous page) and the refund processing fee, if the student withdraws from class by the 10% point of the length of the course. Refunds must be requested during the semester of attendance.

REFUND PROCESSING FEE
A refund processing fee of $10 per term will be deducted from the enrollment fee refunds. Exemptions from the processing fee are students with a fee waiver, canceled classes, or administrative drops.

REGISTRATION FEES
<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$46.00 per unit</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$14.00 per term</td>
</tr>
<tr>
<td>Non-Resident Tuition</td>
<td>$209.00 per unit</td>
</tr>
<tr>
<td>(Plus enrollment)</td>
<td></td>
</tr>
<tr>
<td><em>(Includes $19.00 Capital Outlay fee per Ed Code 76141.)</em></td>
<td></td>
</tr>
</tbody>
</table>

SERVICE CHARGE
There is a $25.00 service charge on all checks returned by your bank, and your enrollment at the College, as well as your credit, may be affected.

Cypress College participates in the COTOP program (Chancellor’s Office Tax Offset Program) and will be charging the administrative fee if your account is sent to COTOP for collection. To avoid these additional charges, please pay all debts owed to the college in a timely manner. This includes registration fees, checks returned by your bank, and any other fees due on your student account.

SERVICE FEES
Payable at the Admissions and Records Office — Photo ID required
- Legal Research and Subpoena Processing: $15.00
- Duplicate diplomas and certificates: $15.00
- On demand service: $10.00
- Transcript Request (first two copies free): $3.00
- Verification of Student Enrollment: $3.00

JOIN NOW
Associated Students of Cypress College

Some of the great A.S. benefits and discounts are at

AMUSEMENT PARKS:
Knott’s Berry Farm
San Diego Zoo/Wild Animal Park
Sea World

ENTERTAINMENT:
Movie Tickets

EVERYDAY SERVICES:
C & G Automotive Repair
Campus Billiards & Sports
Clint’s Formal Wear
Cypress Carwash
Cypress Duke and Duchess
Discount Tires
E-Tax Services
Office Max
Paul’s Carwash & Lube Center
Sports Clip Haircuts
Thomas Hicks, Attorney at Law
Well Healthcare One
White Sands Salon & Day Spa

FOOD SERVICES:
5th Avenue Bagelry
Blue Mountain Bagelry
Café Java Brew
Cambino’s Asian Barbecue
Charo Chicken
Ellen’s Pinoy Grills
Juice It Up
Kush Bowl
Maki Yaki #34
Phat Straw
Sandwich House
Whata Lotta Pizza
Wienschnitzel

Lots more — See A.S. Discount Brochure at Photo ID, Student Center.

And more to be added.

$7.00
ADMISSIONS AND RECORDS
The Admissions and Records Office admits and registers all students, maintains and retrieves various types of records. The Office evaluates and distributes records, evaluates certificate and graduation applications, insuring the accuracy of each student's permanent record. The Office is responsible for certifying and reporting enrollment and attendance data and provides registration information to the community, student body, faculty and staff. The Admissions and Records Office is located on the first floor of the Student Center. For additional information, call (714) 484-7346.
Hours of Operation for Summer:
MON–THU 8:00 am– 6:00 pm

ADULT RE-ENTRY PROGRAM
The Adult Re-entry Program recognizes that learning is a lifelong process and is dedicated to meeting the needs of "non-traditional" students. Our Program provides a combination of services to explore career, academic and success issues as you progress on your educational path. Let us help you discover the many opportunities, services and options available. The Program offers counseling, classes, workshops, resources and referrals. The Adult Re-entry Program is located with the Career Planning Center in the Student Center, 2nd Floor. For information, visit our website www.CypressCollege.edu/services/counseling/adultReentryProgram.aspx or call (714) 484-7120.
Hours of Operation for Summer:
MON–THU 8:00 am– 6:00 pm

ASSESSMENT CENTER
Matriculation is a set of services provided to all students as a means of ensuring their academic success. Assessment is one of the main components of matriculation services offered to each student. The Assessment Center provides a variety of services to determine skill levels in grammar, reading and mathematics. The intent is to place students in courses which match their skills, needs, and goals with College courses, programs, and services. The Assessment Center is located on the second floor of the Student Center. Please call for any additional information (714) 484-7223.
Hours of Operation for Summer:
MON–THU 8:00 am– 6:00 pm

BOOKSTORE
All textbooks and supplies will be available for purchase in the bookstore at least two weeks before each semester or mid-semester class begins. The Cypress College Bookstore also offers special orders for those books that students cannot find in area stores. Visit our website at www.CypressCollegebookstore.com to purchase textbooks online. Textbook orders can be picked up or delivered for a nominal fee. The bookstore is now located in the new Student Center Complex adjacent to the Business Building.
The bookstore also offers supplementary educational books and supplies. The supply section offers imprinted Cypress College logo clothing, gifts, greeting cards, snacks, candy, beverages, and general merchandise.
Hours of Operation for Summer:
June 3–19 MON–THU 7:45 am– 6:00 pm
June 22–25 MON–THU 7:45 am– 6:00 pm
June 26, 27, 28 CLOSED for Inventory
July 1–August 6 MON–THU 7:45 am– 6:00 pm
The bookstore is also open the first Saturday of the Fall and Spring semesters. Hours for Summer session and holidays will be posted outside the bookstore as necessary.

Buy Back
Students may sell their textbooks and certain workbooks back to the bookstore, or wholesale buyer, during the first three days of classes and during Spring/Fall Final Exams, and the first two days of mid-semester classes.

BURSAR’S OFFICE
The Bursar's Office processes registration payments and registration refunds, accepts deposits and processes requests for expenditures for a variety of areas on campus including Associated Students and all campus clubs, and monitors campus fundraising activities. This office is also responsible for paycheck disbursement and disbursement of scholarship funds. The Bursar's Office is located in the new Student Center. For information, call (714) 484-7317.
Hours of Operation for Summer:
MON–THU 8:00 am– 6:00 pm

CalWORKs (California Work Opportunity and Responsibility to Kids)
The CalWORKs program provides services to Cypress College students who are on public assistance. Through the CalWORKs program, students may be eligible for paid work study opportunities; Child care; academic guidance and counseling; ancillary funds for books and supplies; Work activity program report form completion; Communication assistance with the Department of Social Services; Workshops to enhance living skills; Networking activities. Staff are not employed by the Social Services Agency (SSA). They are employed by the North Orange County Community College District as advocates of self-sufficiency through education for our students. If you are attending Cypress College and receiving public assistance, please contact the CalWORKs office at (714) 484-7237. The office is located in the Cypress College Complex on the second floor in room 201.

CAMPUS SAFETY
The Campus Lost and Found Center will hold items for 90 days. Students should attempt to recover lost items in the area where they believe they were lost, and then check the Lost and Found Center in the Campus Safety Office, located in the Security and Information Building (1st floor, southwest corner of the Business Building, Parking Lot 1) or by calling (714) 484-7387. Campus Safety Officers are available 24/7 by cell phone (714) 493-6607.
Hours of Operation for Summer:
MON–THU 7:30 am– 9:00 pm

CARE (COORDINATED AIDS RESOURCES IN EDUCATION)
The CARE (Coordinated Agencies Resources in Education) program provides additional services and grants to eligible EOPS single parents who are on public assistance. Through CARE, eligible EOPS students receive supplemental educational support services, such as counseling and advisement; group support; peer networking; information and referrals to campus and community-based services or agencies; networking activities specifically designed for low-income single parents; and workshops, including self-esteem, parenting, study skills, and time management. Grants and ancillary funds for child care, bus passes, textbooks and school supplies; transportation costs and other educational support may be provided to enhance the retention, persistence, graduation and transfer rates of these highly motivated students. If you are a single parent and interested in receiving benefits available to you, contact the CARE Coordinator, Joanne Olimberio, at (714) 484-7375. The office is located in the Cypress College Complex on the second floor in room 201.

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CAREER PLANNING
The Career Planning Center offers services designed to assist students and the general public to move forward with confidence, new skills and strategies for success. Visit the Career Planning Center to discover your career/major options, target your ideal career, clarify your preferred values, interests and activities, and perfect your job search. The Center offers one-on-one counseling to help with selecting a college major, occupational possibilities, or career goals and alternatives. Also available are career classes, career assessments, workshops, a career research library, career-related software programs and much more. The Career Planning Center is located in the Student Center, 2nd Floor. For information visit our website www.CypressCollege.edu/services/cpc or call (714) 484-7120.

Hours of Operation for Summer:
MON–THU 8:00 am– 6:00 pm

CENTER FOR INTERCULTURAL UNDERSTANDING
The Center for Intercultural Understanding (CIU) was formed to coordinate the programs of International Students and Multicultural Issues. The mission is to enrich our learning community through intercultural understanding. The goals of the CIU are to:
1. celebrate diversity
2. promote human relations
3. disseminate information
4. provide a forum for dialogue
5. build community relations
6. support globalization/internationalization of curriculum.

Please call for information (714) 484-7049.

COUNSELING AND STUDENT DEVELOPMENT
The College maintains a complete guidance service. Counselors assist students in planning a program of courses and are available to help in other matters affecting the student’s progress in college. Conferences may be scheduled to ensure that the student receives maximum benefit from the counseling service.

Hours of Operation for Summer:
MON–THU 8:00 am– 6:00 pm

DISABLED STUDENTS PROGRAM AND SERVICES (DSPS)
Disabled Students Program and Services are available to students with verified disabilities. Typical services include counseling, registration assistance, test-taking assistance, note-takers, interpreters, reader services, special equipment, adapted computer services and selected special classes. The High Tech Center is also available to assist students with special technology needs. DSPS is located on the first floor of the Complex Building. Please call (714) 484-7104 for more information.

Hours of Operation for Summer:
MON–THU 8:00 am– 6:00 pm

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)
Extended Opportunity Programs and Services (EOPS) is a state and college funded program designed to assist students with economic, linguistic, or educational challenges (as defined by Title V) enroll and succeed in higher education. Comprehensive support services are provided to promote access to college and once the student is enrolled, to increase retention and/or transfer to four-year universities and colleges. These services include:

Application Assistance
Orientation to EOPS Transfer Services
Outreach, Recruitment and Enrollment Services
Textbook Services
Priority Registration
Specialized Counseling and Advisement Services
Educational Supplies
EOPS Computer Lab
University Application Fee Waivers
Enhanced Tutoring Services

The CARE (Cooperative Agencies Resources in Education) program provides additional services and grants to eligible single parents who are on public assistance. To find out if you are eligible and to apply for EOPS or CARE, visit our office in the Cypress College Complex, 2nd Floor, or call us at (714) 484-7368.
GUARDIAN SCHOLARS
Guardian Scholars is a program committed to supporting ambitious college bound students exiting the Orange County foster care system. Program benefits include assistance in completing college entrance forms; Financial Aid application assistance, mentoring opportunities, friendship and support. Our program collaborates with Orangewood Children’s Foundation. Additional funding may be available to support transfer costs.

If you are an emancipated or former foster youth and interested in receiving benefits available to you, contact Marion Shocklee at (714) 484-7371. The Guardian Scholar Application period is between January and May 31, 2013. Her office is located in the Cypress College Complex on the second floor in Student Support Services Division Office.

Hours of Operation for Summer:
MON–THU 8:00 am– 6:00 pm

HEALTH SERVICES
The Student Health Center exists to promote physical and emotional wellness, prevent illness and injury, provide basic outpatient health services, and to educate students toward taking responsibility for their own health.

There is no charge to see Counselors, Nurses, Nurse Practitioner, or Physician. Nominal fees may be assessed for lab tests, immunizations, medications, and special exam procedures. Appointments are recommended to see the health care provider. Emergencies are triaged immediately.

All students are covered by an accident insurance policy, which provides coverage for accidents while on campus during required attendance and while using college-sponsored transportation to and from college activities (private insurance is primary).

To make use of health services or to get further information stop by the Health Center located on the first floor of the Gym II Building “under the blue awning.” Visit the website or call (714) 484-7361.

Hours of Operation for Summer:
MON–THU 8:00 am– 6:00 pm

INTERNATIONAL STUDENTS PROGRAM
Cypress College welcomes applications for its International Student Program. One of the goals of the program is to provide positive educational opportunities for students in an effort to improve the global community. The staff offers assistance with academic advisement, registration into classes and orienting students to living in Southern California.

Only persons who qualify for F-1 student visas are eligible for admission. Deadlines for the acceptance of applications from international students are July 1 for the fall semester and December 1 for the spring semester.

Applications are available in the program office, which is located in Building 8, Student Activities or visit our website at www.CypressCollege.edu and link to International Students.

Hours of Operation for Summer:
MON–THU 8:00 am– 6:00 pm

LEARNING RESOURCE CENTER
Located on the first floor of the Library/Learning Resource Center Building, the Learning Resource Center contains a Language Lab and English/ESL/Write Tutorial Center. Free tutoring is available for students who need help in writing. Computers are available for access to word processing software and the internet. Plug-ins and wireless connectivity are available for students with personal laptop computers.

Hours of Operation for Summer:
MON–THU 8:00 am– 7:00 pm

LIBRARY
The library maintains a collection of approximately 68,000 books, periodical subscriptions as well as CDs, DVDs, maps and pamphlets. Students may access the World Wide Web, the library catalog, the extensive full-text journal and newspaper article databases, such as Proquest, EBSCOhost, and the TILT academic research tutorial program via twenty-four internet stations located in the Reference area. Remote access is available from any internet computer by linking to the library home page and from off-campus with a User ID and password.

In addition, available resources include individual study spaces, group study rooms, photocopying and various listening and viewing stations. The library hours have been scheduled to provide maximum access to its facilities and resources for all patrons. We are located on the second floor of the Library/Learning Resource Building. For more information visit the Library website at: Library.CypressCollege.edu.

Hours of Operation for Summer:
MON–THU 11:00 am – 7:00 pm

LOST AND FOUND
The Campus Lost and Found Office will hold items for 90 days. Students should attempt to recover lost items in the area where they believe they were lost, and then check the Lost and Found Center in the Campus Safety Office, located on the first floor in the southwest corner of the Business Building of Lot 1. Phone (714) 484-7387.

STUDENT ACTIVITY CENTER

Hours of Operation for Summer:
Student Activity Center MON–THU 8:00 am– 6:00 pm
Office MON–THU 8:00 am– 6:00 pm

TRANSFER CENTER
The Transfer Center assists students interested in continuing their education at four-year institutions. Students are offered opportunities to meet with representatives from four-year schools for academic advisement, application workshops, and transfer information fairs. Students can access transfer resources including college catalogs, articulation agreements, reference books, degree major programs, and university admission requirements. The Transfer Center is located on the second floor of the Student Center Building. Please call for any additional information (714) 484-7129.

Hours of Operation for Summer:
MON–THU 8:00 am– 6:00 pm

Check our website for more information and up-to-date college visitation details: www.CypressCollege.edu/services/transfer.

VETERANS BENEFITS
Cypress College is approved as a degree-granting institution for the attendance of veterans under Title 38, United States Code. This includes the programs covered in Chapters 30, 31, 33, 35, 1606, 1607 and VRAP. The College is also approved for the attendance of California veterans’ dependents under the State Fee Waiver program.

Veterans who plan to enroll in the College and need assistance with their education benefits are urged to contact the Certifying Official of Veterans Affairs, Christy Davis. The new Veterans Resource Center is located on the second floor of the Cypress College Complex.

Student veterans and dependents who plan on using their benefits, or need information regarding priority registration must have all required documents into the Veterans Coordinator by the following dates so the necessary arrangements may be made with the Veterans Administration or the California Department of Veterans Affairs.

SUMMER April 15
FALL June 10
SPRING October 21

The Veterans Resource Center works closely with Admissions and Records, Academic Counseling, the Student Employment/Financial Aid Office, the Student Educational Development Center, and various veteran agencies to provide the veteran with services contributing to a successful educational experience.

Contact us at:
Phone: (714) 484-7150
Email: cadavis@CypressCollege.edu

Hours of Operation for Summer:
MON–THU 8:00 am– 6:00 pm
ATTENDANCE
It is important that officially enrolled students attend the first class meeting of every course. Failure to attend the first class session may result in the instructor dropping the student from the class. Students should be especially careful not to accumulate excessive absences. Waitlist and non-waitlist students must attend the first day of instruction to be considered for an add code.

AUDITING COURSES
Currently enrolled students who wish to audit must have previously completed the course successfully the maximum times allowed at Cypress College. An audit form must be filed with the Admissions and Records Office. Students must petition to audit during the second week of the class. Enrolled students must pay $15.00 per unit, the health fee and other fees as required. For additional information, contact the Admissions and Records Office.

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

To qualify for residency status, a student must have been a California resident for one year and one day prior to the opening day of instruction. The burden of proof to clearly demonstrate both physical presence in California and intent to establish California residence lies with the student. See the College Catalog and college website for residency information. Visit the Admissions and Records office for additional details.

CHALLENGING PREREQUISITES, COREQUISITES, OR OTHER LIMITATIONS ON ENROLLMENT
Grounds for Challenge
Where a student is denied enrollment in a program or course on the grounds that the student does not meet a prerequisite or corequisite, or on the basis of other limitations on enrollment, the student may challenge such prerequisite, corequisite or limitation on one or more of the following grounds:

1. The prerequisite, corequisite or other limitation on enrollment has not been established in accordance with the district’s process for establishing prerequisites, corequisites and other limitations on enrollment;
2. The prerequisite, corequisite or other limitation on enrollment is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
3. The basis upon which the district has established an enrollment limitation does not in fact exist;
4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;
5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available by the college.

Burden of Proof
The student shall bear the burden of proof in demonstrating that grounds exist for the challenge.

1. In the case of a challenge under Grounds for Challenge number 4, the student shall provide evidence of knowledge and/or skills, by virtue of placement/assessment testing, academic coursework, independent learning, experience, or a combination of these which are at least equivalent to the knowledge and/or skills the student would have possessed had he or she successfully completed the prerequisite or corequisite.
2. In the case of a challenge under Grounds for Challenge number 5, the student shall provide evidence that the student has declared a broad educational intent or specific educational goal and has developed a Student Educational Plan in conformity with the provisions of Section 55530(d) of Subchapter 6 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

Challenge Procedure
Filing of Challenge
1. A challenge with respect to any prerequisite, corequisite or limitation on enrollment initiated pursuant to this policy shall be made upon the appropriate challenge form, which may be obtained from a counselor or the Office of Instruction.

2. The completed challenge form must be filed with the Office of Instruction in accordance with the following deadlines:
   a. for the Fall term, not earlier than Friday of the fifteenth week of the Spring semester and not later than the first day of instruction for the Fall semester;
   b. for the Spring term, not earlier than Friday of the twelfth week of the Fall semester and not later than the first day of instruction for the Spring semester;
   c. for the Summer Intersession, not earlier than the first Monday in May and not later than the first day of final examinations for the Spring semester.

CHALLENGE FORMS ARE AVAILABLE FROM THE ADMISSIONS AND RECORDS OFFICE OR THE MYGATEWAY WEBSITE.

In the case of a challenge under Grounds for Challenge number 4, the completed challenge form must be accompanied by appropriate evidence of skill or accomplishment such as placement/assessment results, transcripts from an accredited institution or appropriate foreign institution, work-related experience, or other evidence of relevant experience. To warrant consideration, any such evidence shall be of a clear and reliable nature.

CHANGE OF ADDRESS
Students are expected to notify the Admissions and Records Office when their address, email and/or phone number changes. Change of Address forms are available in the Admissions and Records Office and there is no charge for this form. Address and phone updates can also be made using myGateway. After logging into myGateway, this option is available under Personal Information of the Student tab.

The college is not responsible for any delay in communications sent to an outdated address that the student has not corrected.

CHANGE OF NAME
Students who wish to change their name on official college records must obtain and file the Change of Name form in the Admissions and Records Office. Proof of a legal name change may be required and there is no fee for this form. When the name change is processed, it is recommended that a new student ID card should be purchased and a new picture taken at Photo ID in the Student Center.

CHILDREN ON THE CYPRESS COLLEGE CAMPUS
Introduction
Cypress College celebrates the presence of many children in the lives of our campus family and the college is committed to doing everything possible to ensure the health, safety and well being of all children.

Why do we need these guidelines?
The college manages its campus primarily for adults and is not held responsible for supervising children. Furthermore, students and faculty expect to be able to conduct their activities in an academic environment. Therefore, any parent or guardian who brings a child to Cypress College must adhere strictly to established guidelines. A parent or guardian can be any student, faculty or staff member, vendor, or campus visitor.

Who is a child?
For purposes of these child-protection guidelines, the term “child” applies to any person under the age of 18 who is not otherwise enrolled in a program or course at Cypress College, including programs/courses offered by the School of Continuing Education.

Guidelines to be followed:
• Children may not accompany parents or guardians to classes, labs or the worksite.
• “Arms-length supervision” by a parent or guardian is required at all times.
• Should a child become disruptive, both the parent or guardian and child may be asked to leave the campus.

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

COURSE NUMBERING
Courses completed at Cypress College, which are not designated as Non-Degree credit, will transfer to other community colleges. Courses numbered from 001 C–099 C are remedial, occupational and/or technical and designed in content and
organization for students who do not intend to transfer for the Bachelor’s degree. Courses numbered from 100 C–299 C (including Honors classes) have been certified by Cypress College as being of baccalaureate level for the school year and are transferable to any campus of the California State University system. The transfer institution, however, will determine the extent to which a course satisfies the requirements of a particular degree program. Credit not otherwise applied shall be acceptable as general electives to the extent that the particular degree objective permits. Students who plan to transfer to any campus of the University of California or other university or college should check with a counselor for transferable courses since some universities do not accept all courses numbered 100 C–299 C (including Honors classes).

**COURSE PROGRESSION**

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

**COURSE REPETITION**

As a general rule, a course in which a student has earned a grade of D, F, NC, NP, or W may be repeated twice. Students who have earned a grade of A, B, C, CR or P may repeat a course under exceptional circumstances. A Petition for Exception must be submitted to the Admissions and Records Office for approval prior to repeating a course; otherwise, students will be electronically blocked from registering or notified by mail that their enrollment in a course is in conflict with this policy.

**EXAMINATIONS**

Class instruction includes frequent examinations throughout the semester so that students can judge their progress. Final examinations are given on the last day of the class. The final examination is a requirement for each course. All students must take these examinations at the scheduled time and place. Any exceptions to the above policy will be made only after consultation with the division dean.

**GRADES**

Grades are available to be viewed online on myGateway. Grades are not mailed to students. A paper copy of your grades can be obtained with photo ID from the Admissions and Records Office. This printout is not a student transcript of record or a verification of student enrollment. Students may order official copies of these documents from the Admissions and Records Office for a nominal fee.

**OPEN ENROLLMENT**

It is the policy of the North Orange County Community College District that every course, section or class, wherever offered and conducted throughout the district, shall be fully open to enrollment and participation by any person who is eligible for admission to the college and who meets such prerequisites as may be established pursuant to the provisions of Title 5 of the California Administrative Code and the policy of the Board of Trustees of the North Orange County Community College District.

**PASS/NO PASS OPTION (FORMERLY CREDIT/NO CREDIT OPTION)**

If a full term course is listed in the Class Schedule as “PASS/NO PASS/LETTER GRADE OPTION,” a student wishing to take the course on a credit basis only must file a "Request for Pass/No Pass Grading Option" form with Admissions and Records by the end of the fifth week of the semester. The filing date for Summer, late start, and summer classes is by 30% of the class meetings. The decision to take a course on a P/NP basis is irreversible once the request has been submitted to the Admissions and Records Office. Refer to the College Catalog for more information or inquire at the Admissions and Records Office.

**PRIVACY RELEASE**

Pursuant to the Federal Family Educational Rights and Privacy Act of 1974, the North Orange County Community College District has established Board Policy 5040 — Student Records, Directory Information, and Privacy, which covers the release of student records. The College may make public, without prior student consent, only certain directory information. This information will consist of the student’s name, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student.

Students who wish to have this directory information further restricted may do so on the College Application for Admission or by making the request in the Admissions and Records Office. Directory information will then be provided to only those individuals who have a written authorization from the student.

No other student information will be disclosed without prior student consent except to college officials and employees of the District with legitimate educational interests unless sought pursuant to a court order or lawfully issued subpoena, as or otherwise authorized by applicable federal and state laws.

A copy of this District policy is available on the District website, www.nocccd.edu.

**TRANSCRIPT OF RECORD**

The Admissions and Records Office prepares and permanently retains a record of each student’s academic work. The transcript reflects all academic work attempted at Cypress College. Chronologically, it lists all courses, units, grades, grade points, total units, a cumulative grade point average and other relevant academic data.

The normal processing time for transcripts is 7–10 working days. Forms for requesting transcripts are available online (www.CypressCollege.edu) and in the Admissions and Records Office. Transcript requests may be submitted in person, electronically or by mail. Mail requests must include the student’s current and previous names, date of birth, social security number, approximate dates of attendance, number of copies needed and a complete address of where the transcript is to be sent, with the student’s signature. Requests with incomplete information will not be processed. Additional processing time may be needed when the campus is closed.

Students must submit an Authorization to Release Education Records to the Admissions and Records Office prior to the release of an education record to a third party. The form can be obtained from the Admissions and Records Office or downloaded from the Admissions link of the college website.

Students are entitled to two copies of their transcripts without cost. Subsequent copies and Hand Carry transcripts are $3.00 per copy. On Demand transcripts are available for an additional fee of $10.00. (Note: Fee is subject to change at any time.) Transcript requests must include full payment to be processed, and requests will not be processed if there are holds or outstanding financial obligations to the college. Checks or money orders should be made payable to Cypress College. Cash payments are not accepted for mail requests.

Transcript requests should be mailed to Cypress College, Admissions and Records, ATTN: Transcripts, 9200 Valley View St, Cypress, CA 90630-5897

For information regarding electronic transcripts, access the Admissions and Records transcript link of myGateway.

**VERIFICATION OF ENROLLMENT**

Beginning Fall 2006, Cypress College authorized the National Student Clearinghouse (NSC) to provide degree and enrollment verifications on behalf of the college. NSC provides free, self-service enrollment certificates to students and adheres to the privacy mandates of FERPA (Family Education Rights and Privacy Act of 1974).

Students can request NSC enrollment verification certificates ten business days after the beginning of a term. Access NSC by logging onto www.CypressCollege.edu. Click on “Student Records” under student links. Choose Cypress College Enrollment Verification via National Student Clearinghouse and obtain an enrollment certificate. All other verifications will be charged $3.00 per request.

**WITHDRAWAL OR DROP POLICY**

While an instructor may drop a student who has poor attendance, it is the student’s responsibility to officially withdraw. Students can drop classes by accessing myGateway during its posted hours. Failure to withdraw officially from a class can result in a substandard grade being posted on the student’s permanent record.

**Semester Courses**

First two weeks of the term — The student or the instructor may initiate a withdrawal. No notation shall be made on the student’s academic record. For exact dates refer to Important Dates in this Class Schedule.

Third week through twelfth week — The student or the instructor may initiate a withdrawal. A “W” shall be recorded on the student’s permanent record. For exact dates refer to Important Dates in this Class Schedule.

**Short Courses**

Refer to the comment line under the CRN of the class for withdrawal deadline dates. Every effort has been made to ensure the accuracy of these dates; however, they are subject to change without notice in order to comply with State accounting regulations.
ADD AUTHORIZATION CODE

An Add Authorization Code (commonly known as the “Add Code”) is a four-digit code that may be issued to a student by an instructor to add a class on myGateway once the class has closed. The add code can only be used to add that closed class and must be used by the add deadline. Add codes are only valid for the current term and class and must be used before they expire in five days. If the add code is not used by its expiration, another add code must be obtained from the instructor.

ADVISORY

When a course has an advisory, it means 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.

EXAMPLE:
Advisory: Eligibility for ENGL 100 C is recommended for POSC 100 C.

ASSIST

ASSIST is a computerized student-transfer information system that can be accessed over the World Wide Web. It displays reports of how course credits earned at one California college or university can be applied when transferred to another. ASSIST is the official repository of articulation for California’s colleges and universities and provides the most accurate and up-to-date information available about student transfer in California. ASSIST is available at: www.assist.org.

ASSOCIATE DEGREES FOR TRANSFER

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

The AA-T or AS-T degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units. To view the most current list of Cypress College Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to www.CypressCollege.edu/services/transfer.

Current and prospective community college students are encouraged to meet with a counselor to review their options and learn how to develop an educational plan that best meets their goals and needs as it relates to university admission and transfer requirements.

CHALLENGING ADVISORIES, COREQUISITES, AND/OR PREREQUISITES:

Refer to the Academic Policies Affecting Students in this Class Schedule.

COREQUISITE (COREG)

When a course has a corequisite, a student is required to take a course in combination with (or prior to) another course. Knowing the information presented in the corequisite course is considered necessary in order for a student to be successful in the course. Generally, a course cannot be dropped if it is a corequisite of another course.

It is the student’s obligation to know and meet course corequisites. These are stated in the course description section of the Class Schedule and the current College Catalog. Corequisites will be enforced at registration. The student may be required to show proof of meeting corequisites.

EXAMPLE:
Coreq: Completion of or concurrent enrollment in MATH 040 C is required for CHEM 107 C.

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college’s course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

COURSE REFERENCE NUMBER (CRN)

The CRN is the unique five-digit code assigned to a course for a specific time and day for identifying and registering into that course.

CULTURAL DIVERSITY (CUL DIV)

As one of the requirements for graduation, a student must complete at least one course that focuses specifically on multicultural issues. The purpose of the Cultural Diversity Graduation Requirement is to broaden and enhance the educational experience of the students at Cypress College. A CUL DIV designation under the course number and title indicates the course satisfies this graduation requirement.

ELECTIVE

An elective is a course not required for graduation or a particular program. For example, a science student might take electives from non-science areas which may include history, art, English, or political science. To assist in choosing electives, a student should consult a college counselor.

FEES

Refer to the Fee Calculation Worksheet in this Class Schedule. If there are any additional mandatory fees for a class, they are listed under the course description in the Class Schedule.
GRADING
If a grading option is not listed, the class is available for a standard letter grade (A, B, C, D, F) only.
If only PASS/NO PASS (P, NP) is listed, the class is available for pass/no pass grading only.
If PASS/NO PASS/LETTER GRADE OPTION is listed students have the option of taking the class for a standard letter grade or pass/no pass. Students must choose the option they wish, complete the necessary paperwork and submit it to the Admissions and Records Office no later than the fifth week of full semester classes. The deadline for Summer, late start, short-term and open-entry classes is by 30% of the class meetings.

PREREQUISITE
When a course has a prerequisite, a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (types 35wpm), an ability (speaks and writes Spanish fluently), a test score or a successful completion of a prior course (must have completed ENGL 060 C with a grade of “C” or better). Completion of the prerequisite is required prior to enrolling in the course, and D, F, NC or NP grades are not acceptable.

It is the student’s obligation to know and meet course prerequisites. These are stated in the course description sections of the Class Schedule and the current College Catalog. Prerequisites will be checked at registration. The student may be required to obtain prerequisite clearance from the Counseling Center.

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

How to Read the Class Schedule

The information depicted here is intended to reflect the varying items in the individual course listings on the following pages. For additional information, please see the myGateway registration pages beginning on page 8.
Accounting

ACCT 101 C
Financial Accounting
4 Units
Transfer: UC/CSU
A course in beginning accounting that meets transfer requirements to four-year colleges and universities and provides a foundation for vocational accounting or other areas of business administration.

30348 100 6:00- 8:50 P MTWR 6/17-8/7 Omstead-Bowen, Susan BUS-320
Last day to add: 06/24; Last day to drop with “W”: 07/25; Last day to drop without “W”: 06/24; Last day to drop for refund: 06/19.

30347 HY1 HYBRID 6/17-7/29 Sheridan-Solis, Ann BUS-320
HYBRID CLASS: This 7-week hybrid class meets on campus and online. On-campus meetings are shown on the above lines. To avoid being dropped, you MUST physically attend the on-campus meetings listed above and MUST enter your email address in myGateway BEFORE enrolling in the class. For more information, go to www.CypressCollege.edu/academics/DistanceEducation.
Last day to add: 06/23; Last day to drop with “W”: 06/23; Last day to drop without “W”: 07/16; Last day to drop for refund: 06/18.

Anthropology

ANTH 101 C
Biological Anthropology
3 Units
Transfer: UC/CSU
Advisory: Eligibility for ENGL 100 C
This course introduces the biological and physical aspects of what it means to be human from a scientific and evolutionary perspective. Duplicate credit not granted for ANTH 201 C.

30679 002 8:00-10:50 A MTWR 6/17-7/17 Maginnell, Jaclyn HUM-332
Last day to add: 06/19; Last day to drop with “W”: 07/10; Last day to drop without “W”: 06/19; Last day to drop for refund: 06/18.

30150 001 6:30- 9:20 P MTWR 6/17-7/17 Floyd, Becky HUM-332
Last day to add: 06/19; Last day to drop with “W”: 07/10; Last day to drop without “W”: 06/19; Last day to drop for refund: 06/18.

30268 001 ONLINE 6/17-7/17 Floyd, Becky
ONLINE CLASS: This 5-week online class meets entirely online. BEFORE registering for this course, update or confirm the email address you have entered into myGateway as an active and preferred email address so that you may receive important information regarding this course. For more information, go to www.CypressCollege.edu/academics/DistanceEducation.
Last day to add: 06/19; Last day to drop with “W”: 07/10; Last day to drop without “W”: 06/19; Last day to drop for refund: 06/18.

ANTH 102 C
Cultural Anthropology
3 Units
Transfer: UC/CSU
Advisory: Eligibility for ENGL 100 C
This course is an introduction to the cross-cultural study of human behavior around the world and in the United States.

30151 001 11:15- 2:05 P MTWR 6/17-7/17 Goralski, Craig HUM-314
Last day to add: 06/19; Last day to drop with “W”: 06/19; Last day to drop for refund: 06/18.

Looking for a Deadline?
• See the IMPORTANT DATES page for semester length classes.
• Look under the CRN for classes that meet less than the full semester.

Students are limited to registering in a maximum of 16 units. Exceptions for additional units must be petitioned through Counseling.

Art

ART 100 C
Fundamentals of Art
3 Units
Transfer: UC/CSU
An introduction to the visual elements, visual media and history.
• PASS/NO PASS/LETTER GRADE OPTION
• Cost of museum visit and materials will not exceed $20.

30355 001 8:30-10:55 A MTWR 6/17-7/22 Paienton, Paul TE1-220
Last day to add: 06/19; Last day to drop without “W”: 06/19; Last day to drop with “W”: 07/11; Last day to drop for refund: 06/18.

ART 111 C
Survey of Art History I
3 Units
Transfer: UC/CSU
Advisory: Completion of ENGL 100 C
This course presents ancient and medieval art in Western and Non-Western cultures. Major writing assignments are required.
• PASS/NO PASS/LETTER GRADE OPTION
• Cost of museum visit will not exceed $15.

30402 001 1:35- 4:30 P MTWR 6/17-7/22 Walker, Heather BUS-316
Last day to add: 06/19; Last day to drop without “W”: 06/19; Last day to drop with “W”: 07/11; Last day to drop for refund: 06/18.

Astronomy

ASTR 116 C
Introduction to Astronomy
3 Units
Transfer: UC Credit Limitation/CSU
This course provides an overview of the physical universe and includes topics such as the night sky, the solar system, stars, the Milky Way galaxy, extra-solar planets, cosmology, and extraterrestrial life. Duplicate credit not given for ASTR 116HC.
• PASS/NO PASS/LETTER GRADE OPTION

30692 001 2:00- 4:50 P MTWR 6/17-7/17 Hugenerberger, Scott SEM-104
Last day to add: 06/19; Last day to drop without “W”: 06/19; Last day to drop with “W”: 07/10; Last day to drop for refund: 06/18.

Automotive Technology

AT 105 C
Basic Automotive Electricity
4 Units
Transfer: CSU
This course introduces the concepts of electrical controls of the automobile. Areas covered will include basic electrical concepts, batteries, starting systems, charging systems, and body electrical diagnostics.
• $15.00 Material Fee — PAYABLE AT REGISTRATION

30631 001 8:00- 9:50 A MTWR 6/17-8/1 Orozco, Luciano TE1-105B
Last day to add: 06/23; Last day to drop without “W”: 06/23; Last day to drop with “W”: 07/22; Last day to drop for refund: 06/19.
**Biology**

**BIOL 101 C**

**General Biology — Lecture/Lab**

Transfer: UC Credit Limitation/CSU

A survey of modern biological concepts from the areas of molecular, cellular, organismic, and population biology, stressing evolution as the central theme of modern biology. Duplicate credit not granted for BIOL 101HC. No credit if taken after BIOL 111 C, BIOL 113 C or BIOL 177 C.

- **PASS/NO PASS/LETTER GRADE OPTION**
- **Prereq:** MATH 040 C and CHEM 107 C with a minimum grade of "C" or a "C-" or MATH 040 C with a minimum grade of "C"

**BIOL 102 C**

**Human Biology**

Transfer: UC/CSU

A study of modern biological concepts presented in a human context. Concepts will include human evolution, anatomy, physiology, genetics, and population biology. Not open to students with credit in BIOL 101 C or BIOL 101HC.

- **PASS/NO PASS/LETTER GRADE OPTION**

**BIOL 220 C**

**Medical Microbiology**

Transfer: CSU

Advisory: BIOL 160 C or one year each of high school chemistry/biology completed in the last five years with a minimum grade of "C" or one semester each college chemistry/biology completed in the last five years with a minimum grade of "C".

This course is a study of the etiology, transmission, diagnosis, pathology and control of infectious disease. Special attention is given to the topics of immunology and chemotherapy.

- **PASS/NO PASS/LETTER GRADE OPTION**

**CHEM 107 C**

**Foundations of College Chemistry**

Transfer: UC Credit Limitation/CSU

General introduction to the basic concepts, principles and laws of modern chemistry.

- **Prereq:** MATH 040 C with a minimum grade of "C"

**CHEM 111AC**

**General Chemistry I**

Transfer: UC/CSU

First semester of a two-semester sequence designed to cover the principles of general chemistry, including laboratory analysis.

**CHEM 111BC**

**General Chemistry II**

Transfer: UC Credit Limitation/CSU

Second semester of a two-semester sequence designed to cover the principles of general chemistry, including laboratory analysis.

---

**Be Sure to Attend the First Class Meeting**

Because of enrollment demands, attendance at the first meeting of a class is required of officially enrolled and waitlist students. Any student not reporting to the first class meeting may be dropped from the class and waitlist.
Communication

COMM 100 C
Human Communication
CAN SPCH 4
Transfer: UC Credit Limitation
An introduction to the fundamentals and principles of effective speech communication combining theory and practical application in various communication settings.
• Duplicate credit not given for COMM 100HC

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<td>6/17-7/22</td>
<td>Kari, Pk.</td>
<td>HUM-106</td>
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Computer Information Systems

COMPUTER INFORMATION SYSTEMS LAB WILL BE OPEN DURING THESE TIMES:
June 17 - July 17
10:00 am - 7:00 pm MWF BUS-202

CIS 075 C
Business Skills Development
May be taken for a cumulative total of 10 units. This is an open entry/open exit, variable unit course with flexible hours designed for the student who needs to gain marketable job skills in a short period of time. ALL SKILLS: Units of credit earned will vary with each software: Access, Excel and PowerPoint.
• An additional 1/2 to 30 hours laboratory TBA is required depending on units attempted.
• PASS/NO PASS/LETTER GRADE OPTION
• $3.00 Material Fee — PAYABLE AT REGISTRATION
• Open Entry/Open Exit

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<td>HY1</td>
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<td>6/17-7/18</td>
<td>Moady, Alireza</td>
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CIS 111 C
Computer Information Systems
This course provides an overview of the fundamental concepts and terminology of computer information systems including lab experience with current computer applications.
• $3.00 Material Fee — PAYABLE AT REGISTRATION

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CIS 239 C
CCNA Bootcamp
The Cisco networking courses will be reviewed to prepare for the CCNA exam. Topics include IP addressing and subnetting, router and switch configurations, LAN and WAN protocols, and sample exam questions.
• An additional 36 hours laboratory TBA is required.
• PASS/NO PASS/LETTER GRADE OPTION
• $3.00 Material Fee — PAYABLE AT REGISTRATION

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<td>6/17-7/28</td>
<td>Izadi, Behzad</td>
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CIS 250 C
Word Processing
This variable unit, open entry/open exit course with flexible hours consists of basic and advanced text editing performed using Microsoft Word. Unit credit may range from 1 to 4 units in any given semester. Knowledge of keyboarding is recommended. May be taken for a cumulative total of 4 units.
• Plus 48-216 hours TBA depending on units attempted
• PASS/NO PASS/LETTER GRADE OPTION
• $3.00 Material Fee — PAYABLE AT REGISTRATION
• Open Entry/Open Exit

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**CIS 251 C  
Advanced Word Processing**

Transfer: CSU

Prereq: CIS 250 C

This variable unit, open entry/open exit course with flexible hours is designed as a continuation of CIS 250 C. Advanced applications include, but are not limited to, desktop publishing, macros, margins, and record processing. May be taken for a cumulative total of 4 units.

- Plus 48-216 hours TBA depending on units attempted
- PASS/NO PASS/LETTER GRADE OPTION
- $3.00 Material Fee — PAYABLE AT REGISTRATION
- Open Entry/Open Exit

**HYBRID CLASS:** This 5-week hybrid class meets on campus and online. On-campus meetings are shown on the above lines. To avoid being dropped, you MUST physically attend the on-campus meetings listed above and MUST email your instructor at alim@CypressCollege.edu with your full name, email address, class CRN, student ID number AND enter your email address in myGateway BEFORE enrolling in the class. For more information, go to www.CypressCollege.edu/academics/DistanceEducation.

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**Counseling and Student Development**

**COUN 140 C  
Educational Planning**

Transfer: CSU

Orientation to college life and responsibilities; development of an educational plan. Duplicate credit not granted for COUN 140 C.

- $6.00 Material Fee — PAYABLE AT REGISTRATION

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Does Admissions and Records have your correct name, home and email addresses and phone number?

Log on to myGateway and update this information by using the Personal Information link of the Student tab.

**Undecided on Your College Major? Uncertain of Your Career Plans? Don’t Know “What to do with a Major in...?”**

Let the Career Planning Center help you GATHER clues for your success, INVESTIGATE the Myths about Majors, and EXAMINE the evidence of what Major and Career are Right FOR YOU!

**We Offer:**

- **Career Counseling** ~~ FREE of Charge! Call for an appointment (Fall and Spring Semesters Only)
- **Career Classes** ~~ offered in the day and evening
- **Career Assessments** ~~ inventories assess your interests, values, skills, work preferences, and personality characteristics. (Make a career counseling appointment or enroll in a career class for these valid and reliable assessments.)
- **Research Library** ~~ books and materials on careers, college majors, occupational pathways, job search techniques, resume writing, interviewing skills, and academic success.
- **Computer Programs** ~~ CareerCruising, EUREKA, MicroSKILLS, Choices Planner, Choices Explorer, eVoc Bios, Facts on File and resume writing; internet available for career-related research and exploration.
- **Community and Campus Resources** ~~ referrals, resources and information at your fingertips to help you bridge the gap between school, work and home.
- **Workshops** ~~ available on a variety of topics FREE of charge throughout the semester and online.
- **Facebook** ~~ “Like” us on Facebook to stay current with the latest trends and events. Go to: Cypress College Career Planning Center

The CAREER PLANNING CENTER is located on the 2nd floor of the Student Center (714) 484-7120  
www.CypressCollege.edu/services/cpc
Court Reporting

To further meet the Court Reporter's Board and the National Court Reporter's Association requirements, each student is required to complete 54 hours of lab per semester.

All students who register for classes with prefix of CTRP must be enrolled in the Court Reporting Lab.

All Court Reporting students must furnish their own equipment and related supplies.

**CTRP 030 C CR Beginning Practice Lab**

This course is designed as an open entry lab required of all students in qualifiers. Fifty-four hours is required for one unit of credit. (May be taken for a cumulative total of 6 units.)
- Non-degree credit
- $3.00 Material Fee — PAYABLE AT REGISTRATION
- Open Entry/Open Exit

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<td>BUS-202</td>
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**CTRP 031 C CR Intermediate Practice Lab**

This course is designed as an open entry skill building lab required of all 110 to 140 words per minute students. Fifty-four hours is required for one unit of credit. May be taken for a cumulative total of 6 units.
- $3.00 Material Fee — PAYABLE AT REGISTRATION
- Open Entry/Open Exit

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**CTRP 035 C CR Advanced Practice Lab**

This course is designed as an open entry lab required of all 140 to 180 word per minute students. Fifty-four hours is required for one unit of credit. (May be taken for a cumulative total of 6 units.)
- Non-degree credit
- $3.00 Material Fee — PAYABLE AT REGISTRATION
- Open Entry/Open Exit

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**CTRP 036 C CR High Speed Proficiency Lab**

This course is designed as an open entry skill building lab required of all 180-220 words per minute students. Fifty-four hours is required for one unit of credit. (May be taken for a cumulative total of 6 units.)
- Non-degree credit
- $3.00 Material Fee — PAYABLE AT REGISTRATION
- Open Entry/Open Exit

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Security escorts are available for anyone who would like accompaniment to or from the parking lot!

Contact Security at (714) 484-7387
Clinical Education II

DMS 217 C

Diagnostic Medical Sonography

DMS 060 C

Introduction to Sonography

Prereq: RADT 142 C, RADT 153 C, HS 145 C, HS 147 C, BIOL 210 C, ENGL 100 C, MATH 040 C and CIS 111 C all with minimum grades of “C”

This course is designed for the student entering the sonography program. Basic sonography theory is taught with emphasis on sonographic terminology and equipment manipulation. May be taken for credit 4 times.

• Non-degree credit
• Pass/No Pass/Letter Grade Option
• $14.00 Material Fee — Payable at Registration

DMS 188 C

Doppler Techniques

Prereq: DMS 176 C, DMS 186 C and DMS 207 C with minimum grades of “C”

Coreq: DMS 227 C

This course includes vascular scanning techniques related to carotid, venous, and arterial sonographic exams.

• Pass/No Pass/Letter Grade Option

DMS 217 C

Clinical Education II

Prereq: DMS 207 C, DMS 176 C and DMS 186 C all with minimum grades of “C”

Coreq: DMS 188 C

The student will complete a minimum of 384 hours of clinical training at an affiliated hospital. This course will provide scanning experiences in small parts sonography.

• Non-degree credit
• Pass/No Pass/Letter Grade Option

Does Admissions and Records have your correct name, home and email addresses and phone number?

Log on to myGateway and update this information by using the Personal Information link of the Student tab.
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<td>This course stresses the principles and practice of written communication, with an emphasis on reading and writing expository essays and on research skills.</td>
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<td>ONLINE CLASS: This 6-week class meets entirely online. BEFORE registering for this course, update or confirm the email address you have entered into myGateway as an active and preferred email address so that you may receive important information regarding this course. For more information, go to <a href="http://www.CypressCollege.edu/academics/DistanceEducation">www.CypressCollege.edu/academics/DistanceEducation</a>.</td>
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<tr>
<td>ONLINE CLASS: This 6-week class meets entirely online. BEFORE registering for this course, update or confirm the email address you have entered into myGateway as an active and preferred email address so that you may receive important information regarding this course. For more information, go to <a href="http://www.CypressCollege.edu/academics/DistanceEducation">www.CypressCollege.edu/academics/DistanceEducation</a>.</td>
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<tr>
<td>ENGL 102 C Introduction to Literature</td>
<td>3 Units</td>
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<tr>
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<tr>
<td>Continuation of ENGL 100 C. Course emphasizes the comprehension and composition of the analytical essay based on the understanding and appreciation of literature.</td>
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<tr>
<td>30134</td>
<td>01L ONLINE</td>
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<tr>
<td>ONLINE CLASS: This 5-week class meets entirely online. BEFORE registering for this course, update or confirm the email address you have entered into myGateway as an active and preferred email address so that you may receive important information regarding this course. For more information, go to <a href="http://www.CypressCollege.edu/academics/DistanceEducation">www.CypressCollege.edu/academics/DistanceEducation</a>.</td>
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<tr>
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</tbody>
</table>

myGateway Registration!

All class registrations, adds, drops, waitlists and withdrawals must be done online using myGateway.

Computers are available in the Transfer Center, the Career Center, EOPS, the LLRC, Student Activities and Admissions and Records.

<table>
<thead>
<tr>
<th>CRN</th>
<th>SEC</th>
<th>TIME</th>
<th>DAYS</th>
<th>DATES</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
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<tr>
<td>ENGL 103 C Critical Reasoning and Writing</td>
<td>3 Units</td>
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<td>Prereq: ENGL 100 C with a grade of “C” or better</td>
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<tr>
<td>This course is designed to continue developing critical thinking, reading, and writing skills. Course will focus on the development of logical reasoning and analytical and argumentative writing skills.</td>
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<tr>
<td>ENGL 137 C College Study Strategies</td>
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<td>Prereq: Eligibility for ENGL 060 C</td>
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<td>Emphasis on learning and critical thinking strategies crucial for academic success: time management, listening, note taking, academic reading/rate improvement and test taking.</td>
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<td>ONLINE CLASS: This 5-week class meets entirely online. BEFORE registering for this course, update or confirm the email address you have entered into myGateway as an active and preferred email address so that you may receive important information regarding this course. For more information, go to <a href="http://www.CypressCollege.edu/academics/DistanceEducation">www.CypressCollege.edu/academics/DistanceEducation</a>.</td>
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English as a Second Language

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<tr>
<td>ESL 051 C Intermediate Pronunciation</td>
<td>2 Units</td>
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<td>Prereq: Appropriate skills demonstrated through the assessment process</td>
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<tr>
<td>This course is designed to refine pronunciation, to reduce foreign accent, and to build confidence in oral expression. May be taken for credit 2 times.</td>
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<td>MTWR</td>
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<td>Whitsett, Catherine</td>
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<tr>
<td>ESL 064 C Advanced Oral Skills</td>
<td>2 Units</td>
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<td>Prereq: Completion of ESL 083 C or appropriate skills demonstrated through the assessment process</td>
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<td>This course is designed for advanced level ESL speakers to improve oral communication skills related to social, vocational, and academic areas. May be taken for credit 2 times.</td>
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<td>• Non-degree credit</td>
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# Ethnic Studies

**ETHS 101 C**

**American Ethnic Studies**  
Transfer: UC Credit Limitation/CSU, CUL DIV

**Advisory: Eligibility for ENGL 100 C**
This course encompasses an historical overview of the social, cultural, political, and economic aspects of Native Americans, African Americans, Chicanos, and Asian Pacific Americans. Duplicate credit not granted for ETHS 101HC.

- Formerly ETHS 100 C

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<tr>
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<td>Lind, Daniel</td>
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# Geography

**GEOG 100 C**

**World Geography**  
Transfer: UC Credit Limitation/CSU

An introduction to the world's physical and political regions. Duplicate credit not given for GEOG 100HC.

<table>
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<td>Bladh, Eric</td>
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**GEOG 102 C**

**Physical Geography**  
Transfer: UC/CSU

This course investigates and interprets the sun-earth relationship, science of maps, weather and climate and things that provide insight into the nature of man's physical environment.

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<td>Mendoza, Armando</td>
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# Health Science

**HS 145 C**

**Survey of Medical Terminology**  
Transfer: CSU

The emphasis for this course will be on building a professional vocabulary needed for working with health care providers or with the court system.

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<td>Greico, Laura</td>
<td>TE3-317</td>
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# ADD AUTHORIZATION CODES:
(commonly known as “Add Codes”)

May be issued by the instructor based on space availability and in accordance with all the requirements for the class.

**Prior to the first day of class**

- if the class is OPEN — no add code is needed
- if the class is CLOSED — an add code is needed

**Beginning the first day of class**

- an add code is needed for most classes

# Verify Your Enrollment

You can verify your class schedule throughout the term by accessing **myGateway**.
### History

**HIST 110 C**
**Western Civilizations I**

- **3 Units**
- **Transfer: UC Credit Limitation/CSU**
- **Advisory: Eligibility for ENGL 100 C**
- **This course is a comprehensive study of the contributions of Western civilizations from prehistoric times to the beginning of the modern era. Duplicate credit not granted for HIST 110HC.**

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<td>MTWR</td>
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<td>Halahmy, David</td>
<td>HUM-306</td>
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**HIST 170 C**
**History of the United States I**

- **3 Units**
- **Transfer: UC Credit Limitation/CSU**
- **Advisory: Eligibility for ENGL 100 C**
- **This course is a survey of American history from the colonial foundations to 1877. This course satisfies state requirements in American history and institutions for transfer. Duplicate credit not granted for HIST 170HC.**

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<td>Flores, Michael</td>
<td>HUM-101</td>
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### Patient Care Skills — Open Lab

**HIST 168 C**

- **.5 Units**
- **Transfer: CSU**
- **Prereq: Current first year Health Science program student or approved re-entry students needing remedial assistance or current professional license related to a health science program**
- **This open entry, open exit pass/no pass course is designed for self-paced individualized instruction and/or practice in basic health science client care skills. May be taken for credit 4 times.**
- **$15.00 Material Fee — PAYABLE AT REGISTRATION**

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<td>HEALTH SCIENCE SKILLS LAB: Students must complete a minimum of 27 hours in the Skills Lab. Please refer to the posted schedule outside of TE3-314-A for updates/changes to hours of operation. Posted schedule is subject to change. Current days and times can be obtained by calling the Health Science Division Office at (714) 484-7283 #7.</td>
<td>HIST 168 C</td>
</tr>
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</table>

**HIST 268 C**

- **.5 Units**
- **Transfer: CSU**
- **Prereq: Current second year Health Science Program student or approved re-entry students needing remedial assistance or current professional license related to a health science program**
- **Advisory: BIOL 241 C, BIOL 220 C, BIOL 231 C and ENGL 100 C**
- **This open-entry, open-exit, pass/no pass course is designed for self-paced individualized instruction and/or practice in advanced health science client care skills. May be taken for credit 4 times.**
- **$15.00 Material Fee — PAYABLE AT REGISTRATION**

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<td>HEALTH SCIENCE SKILLS LAB: Students must complete a minimum of 27 hours in the Skills Lab. Please refer to the posted schedule outside of TE3-314-A for updates/changes to hours of operation. Posted schedule is subject to change. Current days and times can be obtained by calling the Health Science Division Office at (714) 484-7283 #7.</td>
<td>HIST 268 C</td>
</tr>
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### Patient Care Skills — Open Lab

**HIST 171 C**
**History of the United States II**

- **3 Units**
- **Transfer: UC Credit Limitation/CSU**
- **Advisory: Eligibility for ENGL 100 C**
- **This course is a survey of American history from 1877 to the present. This course satisfies state requirements in American history and institutions for transfer. Duplicate credit not granted for HIST 171HC.**

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<td>Tanaka, Megan</td>
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### Hotel, Restaurant, Culinary Arts

**HRC 100 C**
**Nutrition**

- **3 Units**
- **Transfer: UC/CSU**
- **This course focuses on a practical application of nutritional information to the individual diet and the recognition of nutrition misinformation.**

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<th>CRN</th>
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<td>6/17-7/22</td>
<td>Cammayo, Christina</td>
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### Human Services

**HUSR 200 C**
**Introduction to Human Services**

- **3 Units**
- **Transfer: CSU**
- **This course covers the history and philosophy of the human services; function and orientation of human services institutions, careers, and agencies.**

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<td>Zager, Gary</td>
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**HUSR 240 C**
**Drugs and Alcohol in Our Society**

- **3 Units**
- **Transfer: CSU**
- **This is an introductory course for individuals in any area of human services who desire to increase their knowledge regarding problems resulting from drug and/or alcohol abuse and addiction.**

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<td>6/17-7/17</td>
<td>Adams, Virgil</td>
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### Be Sure to Attend the First Class Meeting

Because of enrollment demands, attendance at the first meeting of a class is required of officially enrolled and waitlist students. Any student not reporting to the first class meeting may be dropped from the class and waitlist.
Mathematics

MATH 015 C  4 Units
Pre-Algebra
Prereq: MATH 010 C or Basic Mathematics with a grade of “C” or better and the assessment process. Proof of prerequisites is required.
An introduction to algebra, including the basic operations of real numbers, polynomials, rational expressions, radical expressions, factoring, solutions of linear and quadratic equations, and graphing of linear systems.
• Non-degree credit

<table>
<thead>
<tr>
<th>CRN</th>
<th>SEC TIME</th>
<th>DAYS</th>
<th>DATES</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>30247</td>
<td>8:00-10:50 A</td>
<td>MTWR</td>
<td>6/17-7/29</td>
<td>Estephan, Joseph</td>
<td>SEM-206</td>
</tr>
<tr>
<td>30487</td>
<td>8:00-10:50 A</td>
<td>MTWR</td>
<td>6/17-7/29</td>
<td>Wan, James</td>
<td>SEM-114</td>
</tr>
<tr>
<td>30248</td>
<td>1:00-3:50 P</td>
<td>MTWR</td>
<td>6/17-7/29</td>
<td>Ryan, Multusno</td>
<td>SEM-206</td>
</tr>
</tbody>
</table>

MATH 020 C  4 Units
Elementary Algebra
Prereq: MATH 015 C or Pre-Algebra with a grade of “C” or better and the assessment process. Proof of prerequisites is required.
An introduction to algebra, including the basic operations of real numbers, polynomials, rational expressions, radical expressions, factoring, solutions of linear and quadratic equations, and graphing of linear systems.
• Non-degree credit

<table>
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<tr>
<th>CRN</th>
<th>SEC TIME</th>
<th>DAYS</th>
<th>DATES</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>30249</td>
<td>8:00-10:50 A</td>
<td>MTWR</td>
<td>6/17-7/29</td>
<td>Hamaciu, Matthew</td>
<td>SEM-203</td>
</tr>
<tr>
<td>30250</td>
<td>8:00-10:50 A</td>
<td>MTWR</td>
<td>6/17-7/29</td>
<td>Petrie, David</td>
<td>SEM-217</td>
</tr>
<tr>
<td>30251</td>
<td>1:00-3:50 P</td>
<td>MTWR</td>
<td>6/17-7/29</td>
<td>Valle, Gerson</td>
<td>SEM-204</td>
</tr>
<tr>
<td>30252</td>
<td>1:00-3:50 P</td>
<td>MTWR</td>
<td>6/17-7/29</td>
<td>Takeuchi, Kevin</td>
<td>SEM-215</td>
</tr>
<tr>
<td>30629</td>
<td>6:00-8:50 P</td>
<td>MTWR</td>
<td>6/17-7/29</td>
<td>Johnson, John</td>
<td>SEM-202</td>
</tr>
</tbody>
</table>

The above class requires the use of MyMathLab.com for online assignments.
Last day to add: 06/23; Last day to drop with “W”: 07/16; Last day to drop without “W”: 06/23; Last day to drop for refund: 06/18.

Do you know your Student ID Number?
You will be required to use your 8-digit Student ID number to access myGateway. For your protection, you will no longer be able to use your Social Security number to log in.
Memorize it! Be ready!
MATH 142 C  
**Trigonometry**

Prereq: MATH 030 C and MATH 040 C with grades of “C” or better or Plane Geometry and Algebra II with grades of “C” or better and the assessment process. Proof of prerequisites is required.

Advisory: MATH 141 C or the equivalent of Math Analysis or Precalculus with a grade of “C” or better

One of two precalculus courses which includes trigonometric functions, graphs, equations, identities, laws of sines and cosines, polar coordinates, vectors, parametric equations and DeMoivre’s Theorem.

<table>
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<tr>
<th>CRN</th>
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<th>TIME</th>
<th>DAYS</th>
<th>DATES</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>30261</td>
<td>001</td>
<td>1:00-3:50 P</td>
<td>MTWR</td>
<td>6/17-7/29</td>
<td>Daigle, Maurice</td>
<td>SEM-203</td>
</tr>
</tbody>
</table>

Last day to add: 06/23; Last day to drop without “W”: 06/23; Last day to drop with “W”: 07/16; Last day to drop for refund: 06/18.

MATH 150AC  
**Calculus I**

Prereq: MATH 141 C and MATH 142 C or trigonometry and math analysis/ precalculus with grades of “C” or better and the assessment process. Proof of prerequisites is required.

An in-depth introduction to mathematical analysis. It includes the study of analytic geometry, functions and limits, continuity, differentiation and integration.

<table>
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<tr>
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<th>SEC</th>
<th>TIME</th>
<th>DAYS</th>
<th>DATES</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>30362</td>
<td>001</td>
<td>2:00-4:50 P</td>
<td>MTWR</td>
<td>6/17-7/29</td>
<td>Christenson, Peter</td>
<td>SEM-217</td>
</tr>
</tbody>
</table>

Last day to add: 06/23; Last day to drop without “W”: 06/23; Last day to drop with “W”: 07/16; Last day to drop for refund: 06/18.

MAD 182 C  
**Cinematography**

This course is in digital cinema planning and production taught through research and hands on video production. The roles and responsibilities of the digital cinema artist will be examined.

• $20.00 Material Fee — PAYABLE AT REGISTRATION

<table>
<thead>
<tr>
<th>CRN</th>
<th>SEC</th>
<th>TIME</th>
<th>DAYS</th>
<th>DATES</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
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<tbody>
<tr>
<td>30356</td>
<td>001</td>
<td>11:15-3:10 P</td>
<td>MTWR</td>
<td>6/17-8/1</td>
<td>Holmes, lan</td>
<td>TE1-220</td>
</tr>
</tbody>
</table>

Last day to add: 06/23; Last day to drop without “W”: 06/23; Last day to drop with “W”: 07/22; Last day to drop for refund: 06/19.

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**Did You Know...**

- Having a valid email address entered in myGateway allows your instructors to send pertinent information to your inbox at the click of a button.
- By keeping your email address current, the college is also able to send important reminders such as the availability of the class schedule and class starting dates.

1. Log onto myGateway
2. Click on “Personal Information”
3. Click on “View Email Address(es)”
4. Click on “Update Email Address(es)”

**If no address shows:**
5. Locate the pull-down menu next to “Type of Email address to Insert”
6. Type in your address and click “Make This Your Preferred Address”

**If an address exists, but it isn’t your primary address:**
5. Click on the existing email address
6. Uncheck the “Preferred” box next to the address and click “Submit”
7. Locate the pull-down menu next to “Type of Email address to Insert”
8. Type in your address and click “Make This Your Preferred Address”
## Music

### MUS 116 C
**Music Appreciation**

A survey of music literature from the Middle Ages to the present. Concert attendance is required. Open to all students, but designed for the non-music major.

- **CRN**: 30359
- **Section**: 001
- **Days**: MTWR
- **Time**: 8:30-10:55 A
- **Location**: 617-7/22
- **Instructor**: Buck, Peter
- **Room**: BUS-319

#### PASS/NO PASS/LETTER GRADE OPTION
- Last day to add: 06/19;
- Last day to drop without “W”: 06/19;
- Last day to drop with “W”: 07/11;
- Last day to drop for refund: 06/18.

### MUS 117 C
**American Popular Music**

A historical and musical study of American popular music from its origin to the present. The primary focus will be on musical styles with secondary emphasis on sociological, political, and economic conditions which influenced the music of America. Concert attendance required.

- **CRN**: 30400
- **Section**: 001
- **Days**: MTWR
- **Time**: 8:00-10:25 A
- **Location**: 617-7/22
- **Instructor**: Gallo, Joseph
- **Room**: TE1-200

#### PASS/NO PASS/LETTER GRADE OPTION
- Last day to add: 06/19;
- Last day to drop without “W”: 06/19;
- Last day to drop with “W”: 07/11;
- Last day to drop for refund: 06/18.

### MUS 119 C
**History of Rock Music**

From its earliest beginnings to the present day, this course surveys the inception, evolution, and development of rock music in America and abroad.

- **CRN**: 30399
- **Section**: 001
- **Days**: MTWR
- **Time**: 11:15- 1:40 P
- **Location**: 617-7/22
- **Instructor**: Zacharias, Andrew
- **Room**: BUS-319

#### PASS/NO PASS/LETTER GRADE OPTION
- Last day to add: 06/19;
- Last day to drop without “W”: 06/19;
- Last day to drop with “W”: 07/11;
- Last day to drop for refund: 06/18.

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### Philosophy and Religious Studies

### PHIL 100 C
**Introduction to Philosophy**

This introductory course systematically explores, analyzes, and evaluates the concepts of knowledge, reality and value including topics such as the nature of God, mind, free will, personal identity and the meaning of life. Duplicate credit not granted for PHIL 100HC.

- **CRN**: 30161
- **Section**: 001
- **Days**: MTWR
- **Time**: 8:00-10:50 A
- **Location**: 617-7/17
- **Instructor**: Cavin, Robert Greg
- **Room**: HUM-225

#### ADD AUTHORIZATION CODES:
(commonly known as “Add Codes”)

may be issued by the instructor based on space availability and in accordance with all the requirements for the class.

**Prior to the first day of class**
- if the class is OPEN — no add code is needed
- if the class is CLOSED — an add code is needed

**Beginning the first day of class**
- an add code is needed for most classes

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### Photography

### PHOT 101 C
**Introduction to Photography**

An introductory course emphasizing visual concepts, basic image capture with film and digital cameras, photographic software basics and traditional black and white darkroom techniques. Credit by Examination.

- **CRN**: 30358
- **Section**: 001
- **Days**: MTWR
- **Time**: 11:15- 3:10 P
- **Location**: 617-8/1
- **Instructor**: Johnson, Robert
- **Room**: TE1-242

#### ADD AUTHORIZATION CODES:
(codigo comúnmente conocido como “Add Codes”)

puede ser emitido por el instructor basado en la disponibilidad del espacio y en acordarse con todos los requisitos para la clase.

**Prior to the first day of class**
- if the class is OPEN — no add code is needed
- if the class is CLOSED — an add code is needed

**Beginning the first day of class**
- an add code is needed for most classes

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### Changes to Priority Registration Effective Fall 2014

The California Community Colleges Board of Governors approved changes that will establish system-wide enrollment priorities designed to ensure classes are available for students seeking job training, degree attainment or transfer and to reward students who make progress toward their educational goals.

New students who have completed college orientation, assessment and developed education plans as well as continuing students in good academic standing who have not exceeded 100 units (not including units in basic English, Math or English as a Second Language) will now have priority over students who do not meet these criteria.

Active-duty military and veterans, current and former foster youth, followed by students in Extended Opportunity Programs and Services and Disabled Students Programs and Services will continue to have first priority for registration if they meet the same criteria listed above.

The regulations, unanimously approved by the board of governors, will be implemented in the fall of 2014. We encourage students on probation to seek help to improve their academic standing. Students nearing 100 units should carefully plan their remaining courses.
Physical Education

**LEGEND**

- **BBF** ........................................... Baseball Field
- **G1-101**........................................... Gymnasium 1
- **G1-102**........................................... Fitness Lab
- **G2-122**........................................... Gymnasium 2
- **POOL**............................................ Swimming Pool
- **SBF** ............................................. Softball Field
- **SOCCER**........................................... Soccer Field
- **TC** .............................................. Tennis Courts

**For Body Conditioning and Stretch & Relaxation — see DANCE**

### PE 129 C
**Step Aerobics**

Transfer: UC Credit Limitation/CSU

This course provides aerobic development through coordinated stepping movements performed to music. The class will emphasize cardiovascular improvement, muscle development and decreased body fat. May be taken for credit 4 times.

<table>
<thead>
<tr>
<th>CRN</th>
<th>SEC</th>
<th>TIME</th>
<th>DAYS</th>
<th>DATES</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>30242</td>
<td>001</td>
<td>8:00-9:15 A</td>
<td>M T W R</td>
<td>6/17-7/17</td>
<td>Haley Peaslee, Denise G2-123</td>
<td>POOL-1</td>
</tr>
</tbody>
</table>

The above class is a one half-unit course.

Last day to add: 06/19; Last day to drop without "W": 06/18; Last day to drop with "W": 07/10; Last day to drop for refund: 06/18.

### PE 134 C
**Swimming**

Transfer: UC Credit Limitation/CSU

Basic instruction and practice in the fundamental elements of swimming. May be taken for credit 2 times.

<table>
<thead>
<tr>
<th>CRN</th>
<th>SEC</th>
<th>TIME</th>
<th>DAYS</th>
<th>DATES</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>30244</td>
<td>001</td>
<td>9:30-10:45 A</td>
<td>M T W R</td>
<td>6/17-7/17</td>
<td>Beidler, Larry POOL-1</td>
<td>POOL-1</td>
</tr>
</tbody>
</table>

The above class is a one half-unit course.

Last day to add: 06/19; Last day to drop without "W": 06/19; Last day to drop for refund: 06/18.

### PE 139 C
**Tennis**

Transfer: UC Credit Limitation/CSU

The course will place emphasis on tennis fundamentals including forehand, backhand and serve. May be taken for credit 4 times.

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<tr>
<th>CRN</th>
<th>SEC</th>
<th>TIME</th>
<th>DAYS</th>
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<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>30241</td>
<td>100</td>
<td>7:00-9:50 P</td>
<td>T R</td>
<td>6/18-7/18</td>
<td>Esquivel, Michelle TC-1</td>
<td>TC-1</td>
</tr>
</tbody>
</table>

The above class is a one half-unit course.

Last day to add: 06/19; Last day to drop without "W": 06/19; Last day to drop for refund: 06/18.

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Do you know your Student ID Number?

You will be required to use your 8-digit Student ID number to access myGateway. For your protection, you will no longer be able to use your Social Security number to log in.

Memorize it! Be ready!

---

**Students may elect to complete an online orientation by visiting this address:**

http://www.CypressCollege.edu/~counseling/orientation

Be sure to take the quiz.
PHYS 130 C
Elementary Physics

Prereq: MATH 20 C with a grade of "C" or better

This is an entry level physics course for all science majors. The course provides an introduction to the basic concepts and laws of physics with emphasis upon their practical importance in everyday life. No UC credit if taken after PHYS 201 C or PHYS 221 C.

PHYS 221 C
General Physics I

Prereq: PHYS 130 C with a minimum grade of "C" (or high school physics with a minimum grade of "B"); and MATH 150AC with a minimum grade of "C," and completion of or concurrent enrollment in MATH 150BC

This calculus based physics course is for students majoring in physics, chemistry, geology, engineering (all areas), computer science, mathematics, and related fields. Topics covered include mechanics, oscillations, properties of matter, and fluids. Requires knowledge of differential and integral calculus.

POSC 100 C
United States Government

Advisory: Eligibility for ENGL 100 C

This course covers the political theories and practices of United States Government at national, state and local levels. Duplicate credit not granted for POSC 100HC.
Psychiatric Technology

PT 080 C  1 Unit
Psych Tech State Board Review
This course is designed to meet the health science student's need for current topics and issues, updated information in health care, review of specialized subject matter, and/or preparation for health related licensure and certification exams. May be taken for credit 4 times.
30683  001  9:00-  1:15 P  MTWR  6/3-6/6  Johannsen, Christina  TE3-315
Last day to add: 06/02;  Last day to drop without "W": 06/02;  Last day to drop for refund: 06/03.

Psychology

PSY 101 C  3 Units
Introduction to Psychology
Advisory: Eligibility for ENGL 100 C
This course is a scientific consideration of the psychological foundations of behavior.
30169  001  8:00-10:50 A  MTWR  6/17-7/17  Sandoval, Carlos  HUM-131
Last day to add: 06/19;  Last day to drop with "W": 07/10;  Last day to drop for refund: 06/18.
30170  002  11:15-  2:05 P  MTWR  6/17-7/17  Johnson, Susan  HUM-131
Last day to add: 06/19;  Last day to drop with "W": 07/10;  Last day to drop for refund: 06/18.
30310  100  6:30-  9:20 P  MTWR  6/17-7/17  Martell, Maria  HUM-301
Last day to add: 06/19;  Last day to drop with "W": 07/10;  Last day to drop for refund: 06/18.
30171  011  ONLINE  6/17-7/17  Martinez, Randy
ONLINE CLASS: This 5-week online class meets entirely online. BEFORE registering for this course, update or confirm the email address you have entered into myGateway as an active and preferred email address so that you may receive important information regarding this course. For more information, go to www.CypressCollege.edu/academics/DistanceEducation.
Last day to add: 06/19;  Last day to drop with "W": 07/10;  Last day to drop for refund: 06/18.
30675  012  ONLINE  6/17-7/17  Young, Brandy
ONLINE CLASS: This 5-week online class meets entirely online. BEFORE registering for this course, update or confirm the email address you have entered into myGateway as an active and preferred email address so that you may receive important information regarding this course. For more information, go to www.CypressCollege.edu/academics/DistanceEducation.
Last day to add: 06/19;  Last day to drop with "W": 07/10;  Last day to drop for refund: 06/18.

PSY 120 C  3 Units
Human Sexuality (same as SOC 120 C)
Advisory: Eligibility for ENGL 100 C
This course is an overview of the psychological, sociological and psychobiological aspects of human sexuality. Duplicate credit not granted for SOC 120 C.
30183  011  ONLINE  6/17-7/17  Johnson, Susan
ONLINE CLASS: This 5-week online class meets entirely online. BEFORE registering for this course, update or confirm the email address you have entered into myGateway as an active and preferred email address so that you may receive important information regarding this course. For more information, go to www.CypressCollege.edu/academics/DistanceEducation.
Last day to add: 06/19;  Last day to drop with "W": 06/19;  Last day to drop for refund: 06/18.

PSY 139 C  3 Units
Developmental Psychology
Advisory: Eligibility for ENGL 100 C
This is a study of emotional, intellectual, social and physical growth patterns from conception to death. Explores major theories of development.
30172  001  8:00-10:50 A  MTWR  6/17-7/17  Wise, Bonnie  HUM-301
Last day to add: 06/19;  Last day to drop with "W": 06/19;  Last day to drop for refund: 06/18.
30173  011  ONLINE  6/17-7/17  Sandoval, Carlos
ONLINE CLASS: This 5-week online class meets entirely online. BEFORE registering for this course, update or confirm the email address you have entered into myGateway as an active and preferred email address so that you may receive important information regarding this course. For more information, go to www.CypressCollege.edu/academics/DistanceEducation.
Last day to add: 06/19;  Last day to drop with "W": 06/19;  Last day to drop for refund: 06/18.

PSY 251 C  3 Units
Social Psychology
Advisory: PSY 101 C with a grade of "C" or better
This course examines the nature, causes and influences of social group situations on the individual (e.g., interpersonal attraction, prejudice/discrimination, conformity/obedience, aggression/group dynamics).
30394  011  ONLINE  6/17-7/17  Young, Brandy
ONLINE CLASS: This 5-week online class meets entirely online. BEFORE registering for this course, update or confirm the email address you have entered into myGateway as an active and preferred email address so that you may receive important information regarding this course. For more information, go to www.CypressCollege.edu/academics/DistanceEducation.
Last day to add: 06/19;  Last day to drop with "W": 06/19;  Last day to drop for refund: 06/18.

Radiologic Technology

RADT 146 C  4 Units
Introduction to Radiography
This course includes history of radiology, fundamentals of darkroom procedure, x-ray film characteristics, radiographic equipment and accessories, principles of radiation protection, and terminology.
30665  001  9:00-12:50 P  MTWR  6/17-7/17  Frianeza, Michael  TE3-309
Last day to add: 06/19;  Last day to drop without "W": 06/19;  Last day to drop for refund: 06/18.

WAITLIST NOW AVAILABLE
During registration, you can request to be placed on a waitlist when a class is full. This online feature does not guarantee a seat, but it allows the chance to obtain one if any become available. Waitlist students must attend the first day of instruction to be considered for an add code. Refer to the Waitlist page in the Class Schedule for complete waitlist information.

For information about workshop dates for this program, go to: http://www.CypressCollege.edu/academics/academicprograms/healthscience

= Honors  = Hybrid  = Online  = Teacher Prep  = Santa Ana

SUMMER SCHEDULE 2013
Sociology

SOC 101 C
Introduction to Sociology
3 Units
Transfer: UC/CSU

Advisory: Eligibility for ENGL 100 C
This course analyzes human societies and relationships through a study of cultural origins, personality development, social interaction, and social change. Duplicate credit not granted for SOC 1014C.

30174 001 8:00-10:50 A MTWR 6/17-7/17 Curiel, Larry HUM-302
Last day to add: 06/19;
Last day to drop without "W": 06/19;
Last day to drop with "W": 07/10;
Last day to drop for refund: 06/18.

30678 003 8:00-10:50 A MTWR 6/17-7/17 Rhymes, Regina HUM-223
Last day to add: 06/19;
Last day to drop without "W": 06/19;
Last day to drop with "W": 07/10;
Last day to drop for refund: 06/18.

30175 002 11:15- 2:05 P MTWR 6/17-7/17 Curiel, Larry HUM-302
Last day to add: 06/19;
Last day to drop without "W": 06/19;
Last day to drop with "W": 07/10;
Last day to drop for refund: 06/18.

30311 100 6:30- 9:20 P MTWR 6/17-7/17 Russo, Barbara HUM-223
Last day to add: 06/19;
Last day to drop without "W": 06/19;
Last day to drop with "W": 07/10;
Last day to drop for refund: 06/18.

30185 OL1 ONLINE 6/17-7/17 Rhymes, Regina

ONLINE CLASS: This 5-week online class meets entirely online. BEFORE registering for this course, update or confirm the email address you have entered into myGateway as an active and preferred email address so that you may receive important information regarding this course. For more information, go to www.CypressCollege.edu/academics/DistanceEducation.

Last day to add: 06/19;
Last day to drop without "W": 06/19;
Last day to drop with "W": 07/10;
Last day to drop for refund: 06/18.

SOC 120 C
Human Sexuality (same as PSY 120 C)
3 Units
Transfer: UC/CSU

Advisory: Eligibility for ENGL 100 C
This course is an overview of the psychological, sociological and psychobiological aspects of human sexuality. Duplicate credit not granted for PSY 120 C.

30184 OL1 ONLINE 6/17-7/17 Johnson, Susan

ONLINE CLASS: This 5-week online class meets entirely online. BEFORE registering for this course, update or confirm the email address you have entered into myGateway as an active and preferred email address so that you may receive important information regarding this course. For more information, go to www.CypressCollege.edu/academics/DistanceEducation.

Last day to add: 06/19;
Last day to drop without "W": 06/19;
Last day to drop with "W": 07/10;
Last day to drop for refund: 06/18.

SOC 275 C
Marriage and Family
3 Units
Transfer: UC/CSU

Advisory: Eligibility for ENGL 100 C
This course is a study of the sociological factors involved in family relationships, courtship, marital adjustments and parenthood.

30299 OL1 ONLINE 6/17-7/17 Rhymes, Regina

ONLINE CLASS: This 5-week online class meets entirely online. BEFORE registering for this course, update or confirm the email address you have entered into myGateway as an active and preferred email address so that you may receive important information regarding this course. For more information, go to www.CypressCollege.edu/academics/DistanceEducation.

Last day to add: 06/19;
Last day to drop without "W": 06/19;
Last day to drop with "W": 07/10;
Last day to drop for refund: 06/18.

Student Responsibility to Add and Drop Classes
It is your responsibility to officially add and drop within published deadlines printed in the Class Schedule.

Petitioning Closed Classes
Students may petition closed classes by opting for the Waitlist before the class begins or by attending the first class meeting. If a seat is available the first class meeting, the instructor will issue the student a four-digit code. The student must access myGateway and add the class, entering the add code when prompted. A student is not officially registered for a class (even if the instructor calls or writes names on the class roster) until the class has been added and fees have been paid through myGateway. Classes must be added by the deadline. Waitlist instructions can be found on the Waitlist page in the Class Schedule.
Spanish
SPAN 101 C  
Elementary Spanish I  
5 Units  
Transfer: UC Credit Limitation/CSU  
This course emphasizes the acquisition of basic skills in pronunciation, listening, speaking, reading and writing. Students are introduced to the culture and history of Spain and Latin America. Duplicate credit not given for SPAN 101HC.  
• PASS/NO PASS/LETTER GRADE OPTION  
30142 001 7:40-11:00 A MTWR 6/17-8/1  Herrera, Edgar  
Last day to add: 06/23;  
Last day to drop with “W”: 07/22;  
Last day to drop for refund: 06/19.  
30662 100 6:10-9:30 P MTWR 6/17-8/1  Zweig, Julie  
Last day to add: 06/23;  
Last day to drop without “W”: 06/23;  
Last day to drop for refund: 06/19.

Theater Arts
THEA 100 C  
Introduction to the Theater  
3 Units  
Transfer: UC/CSU  
Designed for students who wish to explore the basic elements that comprise the art of the theater from theory to practice.  
• PASS/NO PASS/LETTER GRADE OPTION  
30370 001 10:00-12:25 P MTWR 6/17-7/22  Majarian, Mark  
Last day to add: 06/19;  
Last day to drop without “W”: 06/19;  
Last day to drop for refund: 06/18.
1 Prepare for success

Take the Distance Education Readiness Quiz. This free anonymous quiz will help you decide if you’re ready for the special demands of online and hybrid courses. These classes require computer, email, and Internet skills.

Talk to your counselor. A Cypress College counselor is ready to help you determine how a Distance Education online or hybrid course can fit into your academic plan.

2 Choose the right class

Enroll in the course that best fits your needs. Distance Education allows you to take courses that are completely online or that have a range of in-person meeting dates and times. To take these courses you will need access to a computer and the Internet, which are available to registered students in the Learning Resource Center. For information on the course that interests you, please refer to the specific course listing in this schedule. To enable contact with your instructor, be sure to update your email address in myGateway before you register and add @CypressCollege.edu as a secure site (or on your white or trusted list) in your email program.

3 Get started today

Visit your instructor’s home page. Home pages contain valuable course and instructor contact information. If you have questions, your instructors are just an email away.

Take the Blackboard Student Orientation. Blackboard is your online classroom. The orientation will show you how to enter your class and use the course tools.

Online Courses have no in-person classroom instruction. All instruction is online, although some courses have a few on-campus meetings for orientations and/or tests.

Hybrid Courses are taught both in person and online. While a class may not meet every week, those meetings that are scheduled will occur on the same day and at the same time of the week.
### Hybrid Courses Delivered Both on Campus and Through the Internet

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<td>Financial Accounting</td>
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<tr>
<td>CIS 251 C</td>
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### Online Courses Delivered Through the Internet with at Least One On-Campus Meeting

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## Cypress College — Summer 2013

### Quick Guide to Help You

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<tr>
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Additional information about most of these services can be found in the Student Services section of this schedule.
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<td>Library/Learning Resource Center, 1st Floor, Room 126</td>
<td>484-7000 x48089</td>
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<td>Cypress College Complex, 2nd Floor</td>
<td>484-7368</td>
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<tr>
<td>Extended Day Office</td>
<td>Faculty and Staff Service Center (M–Th 4:00 pm–9:00 pm)</td>
<td>484-7332</td>
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<td></td>
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<td>484-7333</td>
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<td>Facilities Reservations and Rentals</td>
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The Fine Arts building will be closed this summer for HVAC upgrades. The division office will be located on the 3rd floor of the CCCPlex Building.

Additional information about most of these services can be found in the Student Services section of this schedule.
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Non Discrimination Statement

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

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

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

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

Victims of Sexual Assault

Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the campus Director of Health Services at (714) 484-7045 or the Director of Campus Public Safety at (714) 484-7455. Except as may otherwise be required by law, all inquiries will be maintained in confidence.

Student Right to Know Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act of 1990, it is the policy of the North Orange County Community College District and Cypress College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall, 2001, all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period; their completion and transfer rates are listed below. These rates do not represent the success rates of the entire student population at Cypress College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 36% attained a certificate, degree or became “transfer prepared” during a three-year period (fall, 2001, to spring, 2004). Students who are “transfer-prepared” have completed 56 transferable units with a GPA of 2.0 or better.

Based upon the cohort defined above, 36% transferred to another postsecondary institution (CSU, UC, or another California Community College) prior to attaining a degree, certificate or becoming “transfer prepared” during a five-semester period (spring, 2002 to spring, 2004).

More detailed information related to the reporting of criminal actions which have occurred on campus may be obtained from the President’s Office, Public Safety, Admissions and Records, Financial Aid, Bursar’s Office, Student Activities, Library and the website.
Welcome to Cypress College

For updated information, visit the campus Web site at http://www.CypressCollege.edu.

Buildings

AN  Anaheim Campus
BK 19  Bookstore
BUS 9  Business
COCPLX 6  Cypress College Complex
FA 2  Fine Arts
G1 7  Gymnasium 1
G2 11  Gymnasium 2
HUM 1  Humanities
H/HUM HUM-131 & 136 (lecture halls)
L/LRC 32  Library/Learning Resource Center
M&O 34  Maintenance & Operations
SAC 8  Student Activities
SC 20  Student Center
SEM 3  Science/Engineering/Math
TA 4  Theater Arts
TE1 10  Technical Education 1
TE2 12  Technical Education 2
TE3 13  Technical Education 3/Health Science

Service Locations

Administration................. COCP LX
Admissions & Records........ SC
Assessment..................... SC
Bookstore..................... BK
Bursar............................. SC
Campus Safety (*)............. BUS
Counseling Center............. SC
DSPS......................... COCP LX
EOPS............................ COCP LX
Financial Aid.................. COCP LX
Food Services.................... SC
Health Center.................. G2
International Students........ SAG
Information.................. SC
Locker Rooms................. TE2
Photo ID.................... SC

Cypress College
9200 Valley View Street
Cypress, CA 90630
(714) 484-7000
http://www.CypressCollege.edu

Summer, 2013

Revised: April 10, 2013

S=Stairs  E=Elevator  ♻=Emergency Phone  ☑=WiFi Internet  ☐=Parking Permit Vending Machine
Temporary parking area
as needed for overflow.
Enrollment Fees
The California State Legislature and the Governor establish enrollment fees for all of the state's community colleges. Currently, this fee is $46 per unit (a typical 3-unit class is $138). We are required to collect these fees from all students enrolling in Summer 2013 classes. While this information is current as of publication, uncertainties in state funding may result in fee increases. Financial Aid is available to qualified students.

MyGateway Login Change
Beginning July 1, 2013 all users will be required to access to myGateway using their 8-digit Student ID number. For your protection, Social Security numbers will no longer be accepted to log in.

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For nearly a half-million students, Cypress College has been a springboard to their dreams. Come to Cypress College and Motivate Your Mind!