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President’s Message

I am pleased to welcome you to Cypress College and proud that you have chosen this college to pursue your academic and professional goals. You have made an excellent decision in coming here and it is our priority to make your experience a successful one. Our highly skilled and dedicated faculty and staff are here to help you, and are eager to have a positive influence on your future. Whether you are a new or returning student, I encourage you to get to know them. Our new campus facilities and recent building modernizations also make this an exceptional environment in which to learn and grow.

This Student Handbook is a guide to your rights and responsibilities as a student. It is a useful resource to help in understanding assessment scores, transferring to four-year universities, developing educational plans, and/or mapping out career goals. I encourage you to take advantage of the wide range of student support services available: counseling, tutoring, financial aid, health services, and study skills classes to name a few. I also encourage you to participate in special interest clubs, athletics, fine arts productions, and student government activities. Knowledge, education, and new skills are vital to weathering the challenges of difficult economic times, and we are prepared to equip you with those tools.

I wish you success in meeting your educational goals.

Michael J. Kasler, Ed.D.
President

Associated Students President’s Message

It is my privilege to welcome you to Cypress College. I am looking forward to creating an unforgettable year with all of your support. Cypress is a unique place, where your experiences can help shape the rest of your life. Through the amazing faculty, staff, administration, and the many possibilities and benefits not found anywhere else, you will be able to accomplish goals and dreams that you may have never considered possible.

I am also greatly honored to introduce you to the Associated Students of Cypress College. We are a group of student volunteers who have the goal of making this school an area that we may all be proud of. From hosting campus-wide barbeques to sponsoring clubs in their events, the Associated Students want to guarantee that students are able to have a fulfilling experience at Cypress. Through our work with many officials, both at Cypress and state agencies, we assure that the students are adequately represented both in the local and state level. Look for us in the Student Activities Center located next to the small pond.

If getting involved in the Associated Students is not part of your interest, do not be discouraged. With the many great academic programs and learning communities available, such as the Honors, Legacy and Puente programs, you will find a place where you can cultivate your skills. Additionally, you can find a multitude of clubs and organizations that may also be of interest to you. If you would like more information about campus activities, visit our college website.

Once again, I welcome you and wish you a memorable and successful academic year here at Cypress. Go Chargers!

Danial Shakeri
President - Associated Students of Cypress College
Core Values of Cypress College

Cypress College is committed to:

Excellence
Quality and high standards in instruction and student services, supported by professional growth for faculty and staff.

Integrity
An ethical standard that emphasizes honesty, fairness, accountability, and trust.

Collegiality
An environment that emphasizes teamwork, collaboration, communication, courtesy and respect both on campus and with the surrounding community.

Inclusiveness
A community that embraces diverse individuals, provides an accessible, supportive climate and encourages a variety of perspectives and opinions.

Approved by the President’s Advisory Cabinet on May 29, 2003
The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on nondiscrimination, sexual harassment, sexual assault treatment and counseling, and maintenance of a drugs-free environment is available in the District's Human Resources Office.

ACKNOWLEDGEMENTS

Cypress College President ..................... Dr. Michael Kasler
Executive Vice President, Educational Programs ...... Dr. Robert Simpson
and Students Support Services
Public Information Officer. ....................... Marc Posner
Dean of Counseling & Student Development. ....... Paul de Dios
Student Handbook Editors. ...................... Dr. Kimberly Bartlett
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Penny Gabourie
Regina Ford
Renie Harter
Stacey Howard
Kris Nelson
Deidre Porter

Cover Art ................................ Jarrod Huntington
Back Cover Art .............................. Virginia Hultman
Handbook Layout .......................... Vinh Van Dang
STEPS TO ENROLLMENTS

1. **ADMISSION**
   A new application must be completed by all NEW and RETURNING students (those who have had a break in attendance of one or more semesters). The Cypress College Application for Admission can be accessed and submitted online at [www.CypressCollege.edu](http://www.CypressCollege.edu). Click on “Apply Now” and follow the CCCApply instructions. After you have submitted the online application, a registration email will be sent to the email address you provide CCCApply or the one generated for you by CCCApply. It will contain information on how to begin registration for classes. If your email address changes, it should be updated by accessing your Personal Information in myGateway.

2. **ASSESSMENT - (714) 484-7223**
   Your skills for course success need to be evaluated, particularly in reading, English and mathematics. Go to the Assessment Center located on the 2nd floor of the Student Center Bldg. Appointments for orientation are available after the assessment process.

3. **ORIENTATION/COUNSELING - New Students - (714) 484-7015**
   New students are required to attend a 1.5 hour introduction to the college system or complete online orientation at [www.CypressCollege.edu/admissions/gettingstarted/orientation](http://www.CypressCollege.edu/admissions/gettingstarted/orientation). Be sure to e-mail the counselor your first semester education plan.

4. **COUNSELING - Returning/Transfer Students - (714) 484-7015**
   Please refer to the current Class Schedule for complete information.

5. **FINANCIAL AID - (714) 484-7114**
   Many students qualify for financial assistance. Go to the Financial Aid Office on the 1st floor of the CC Complex.

6. **REGISTRATION - (714) 484-7346**
   All registration, adds and drops, must be completed online using myGateway. Continuing students (those enrolled during Spring 2010 for Fall 2010 and enrolled in Fall 2010 for Spring 2011) are given first registration priority. New, Returning and Special Admit students are permitted to register afterwards. It is recommended that students register on their assigned date and time for a better selection of classes however, enrollment is not guaranteed into any class. Your registration appointment can be viewed by logging onto myGateway and clicking on “Check Registration Appointments” under Registration Tools.

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

   **Registration Fees:**
   - Enrollment Fee (Waived for BOGW Recipients) ........... $26.00 per unit
   - Non-Resident Tuition (In addition to enrollment fee) (Includes $20 Capital Outlay Fee ........ $203.00 per unit per Ed Code 76141)
   - Health Fee .................. $16.00 per Fall or Spring semester ($13.00 for Summer Session)
   - Material Fee .................. Certain classes require additional fees. Refer to the class schedule

   **Optional Fees:**
   - Associated Student Benefits .................. $7.00
   - I.D. Card ................................ $2.50
   - Student Representation Fee ................. $1.00
   - Parking Permit:
     - Automobile .......................... $35.00
     - Motorcycle ......................... $20.00
     - Public Parking .................... $2.00 per day

   Automobile and motorcycle parking permit will be honored at Cypress College, Fullerton College, and the Anaheim Campus.

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

   *While all efforts have been made to present accurate fee information, changes in state funding may result in fee changes.*
English Placement Procedures – The College Test for English Placement (CTEP) is designed to assist native speakers of English in determining proper placement in English courses. Exemptions include completion of an Associate Degree or higher, enrollment in one class that has no prerequisite, or transcripts or grade cards showing completion of college English with a grade of “C” or better. The CTEP is not appropriate for second language speakers and cannot be used for placement in ESL courses.

ESL Placement Procedures – The Combined English Language Skills (CELSA) Test is designed to measure the English skills of non-native speakers of English. The 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 English courses for native speakers.

Students with appropriate scores on any of the above tests will be advised to take ENGL 100 C (College Writing). Students needing additional fundamental work will be advised to take ENGL 060 C (Preparation for College Writing), ENGL 058 C (Reading and Writing II), or ENGL 057 C (Reading & Writing I). Students enrolled in pre-English 100 Courses must earn at least a “C” to be eligible to enroll in the next level English course. All students are encouraged to complete their English and/or ESL coursework as early as possible in their college program. Students enrolled in core classes will be required to write an essay on the first day of instruction to verify their skill level and to support their assessment placement score.

ENGLISH/ESL COURSE SEQUENCE
Review Cypress College Catalog for details

LEGEND
Sequence of Core Courses
Optional Courses
Courses May Be Taken Concurrently
Math Placement Procedures - There are different levels of placement options for mathematics. Students need to evaluate their own skill level to determine which test is most appropriate for them. Sample test questions are available in the Assessment Center for student’s review. It is suggested that the students complete the sample questions to determine how much math the student has retained prior to testing.

**NOTE:** The transferrable math course students select may be determined by their chosen major.

If you have not taken a math course within the last two years, you are strongly advised to begin at a level that you have already completed with a “C” or better.

Procedures for Evaluating Course Work from Other Institutions - Students must provide transcripts from other institutions to the counselors for review. Unofficial copies are acceptable to determine placement in a math or English course, along with test results. Official transcripts are required prior to student’s petition for completion of a certificate, degree or general education certification for transfer.

Procedures for Evaluating Placement Scores from Other Institutions - Students must provide a hard copy of the test score for the Assessment Center to review. The Assessment Center will then assist them in identifying the appropriate placement level according to their score from another California Community College.

Assessment Process:

If you have never taken a math class at Cypress College:
Bring your transcripts from high school and/or college. Go to the Assessment Center where you will be advised as to which diagnostic test to take. After you have taken the test, pick up your scores and bring them along with your transcripts to see a counselor or to orientation. Your counselor will advise you as to which class to take.

If you have taken a math class at Cypress College:
Follow the sequential enrollment based on your counselor’s recommendation for your major and transfer institution.

If it has been more than two years since you have taken a math class:
Due to the highly sequential nature of the mathematics curriculum, students are strongly advised to enroll in or audit the last math class completed (with a “C” or better).
The College Success Factors Index (CSFI) is an assessment that measures eight areas of life which affect your college success. The assessment consists of eighty self-scoring statements which were designed to give you individual scores in each of the eight success areas, as well as a total CSFI score.

The CSFI will usually be administered during one of your Math, English, ESL, and/or Counseling classes. After taking the CSFI, you will schedule a follow-up counseling appointment to review your personal CSFI profile— including your scores in each of the eight areas, as well as discussing strategies for improvement and success.

THE EIGHT FOUNDATIONS OF LEARNING & SUCCESS
The following eight areas represent the foundation for college success. The CSFI will measure student characteristics that are related to these areas.

Control/Responsibility- Successful students establish control over their own education in the following ways:
- they are in charge of their education, instead of the education being in charge of them
- they do not take results of grades as simply being "lucky," as something they have no control over
- they tend to establish routines, whether studying or playing

Questions related to Control & Responsibility:
Do you generally take responsibility seriously?
Does it bother you to put off assignments?
In group projects, are you often the leader?

Competition- The need to compete is part of our culture and thus an aspect of college and career success. For successful students, competitions become internalized - they compete with themselves.

Questions related to Competition:
Are you a strong competitor when you need to be?
Do you compete with yourself?

Task Precision- A strong goal or task orientation and a desire to complete the task in a near perfect manner are very important in college success. Successful students are “doers” who produce and are “on task”.

Questions related to Task Precision:
Do you generally complete all class assignments precisely and on time?
Do you keep good class notes?
Expectations- Successful students “know where they are going.”

Questions related to Expectations:
Do you anticipate the grades you will get at the end of the year?
Are you expected to do well by your family and friends?
Do you have a strong motivation to achieve in school/college?

Wellness & Stress Management- Successful students realize they must take care of their bodies as well as their minds.

Questions related to Wellness & Stress Management:
Do you exercise regularly?
Do you often feel like you are “coming apart at the seams?”
Do you get enough rest?

Time Management- Successful students look at time as an important resource.

Questions related to Time Management:
Do you seem to be in a hurry most of the time?
Do you procrastinate with your studies?
Are you able to deal with noise and distractions?

College Involvement- Successful students are involved in the college environment

Questions related to College Involvement:
What are some of your extra curricular activities?
Do you like to study with peers?
Do several of your instructors know you by name?

Family Involvement- Successful students look to their families as important influences in their development.

Questions related to Family Involvement:
What expectations does your family have for you?
Do you enjoy talking about your college life with your family/spouse?

Assessment Testing Center
Location: Student Center - 2nd Floor
Hours: 8:30 am - 6:00 pm Monday - Thursday
8:30 am - 12:00 pm Friday
Phone: (714) 484 - 7230
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<td>484-7120</td>
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<td>Teacher Preparation Program</td>
<td>TRAC</td>
<td>484-7237</td>
</tr>
<tr>
<td>Educational Interpreter Training Program</td>
<td>Cypress College Complex, 2nd Floor</td>
<td>484-7237</td>
</tr>
<tr>
<td>Paraprofessional Certificate Program</td>
<td>Transfer Center Bldg, 2nd Floor</td>
<td>484-7129</td>
</tr>
<tr>
<td></td>
<td>Tutorial Center</td>
<td>484-7183</td>
</tr>
<tr>
<td></td>
<td>UTAP</td>
<td>484-7129</td>
</tr>
</tbody>
</table>

Additional information about most of these services can be found in the Student Services section of the schedule or catalog.
Admissions & Records – Admissions & Records is responsible for processing all foreign and domestic undergraduate applications for admission and readmission, maintaining all academic records, performing evaluation of transfer units, carrying out online computer registration processes, and handling student requests. A brief menu of services include: address changes, admission applications, degree application, disqualification, grade point averages (GPA), insurance verification, name changes, petitions, program changes, re-admission, residence requirements, transcript requests, Veterans’ Affairs, and withdrawal from college.

Registrar: Regina Ford • e-mail: rford@cypresscollege.edu
Dean: Dave Wassenaar • e-mail: dwassenaar@cypresscollege.edu
Location: Student Center Bldg - 1st Floor
Phone: (714) 484-7346
Hours: 8:00 am - 6:00 pm Monday - Thursday
8:00 am - 12:00 pm Friday

Adult Education – (see School of Continuing Education)

Adult Re-entry – The Adult Re-entry Program is a combination of services that provide opportunities for the adult learner to explore career, academic, and personal issues in a supportive environment. The Program Offers: • Classes • Counseling • Campus and community information and referrals • Workshops • Information on traditional and non traditional careers • Books and tapes on personal development, academic success, transition, change, and support.

Location: Student Center Bldg, Career Planning Center – 2nd Floor
Phone: (714) 484-7120
Hours: 8:00 am - 6:00 pm Monday - Thursday
8:00 am - 12:00 pm Friday

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

Articulation Officer: Stacey Howard • e-mail: showard@cypresscollege.edu
Location: Student Center Bldg - 2nd Floor
Phone: (714) 484-7129
Hours: 9:00 am - 3:00 pm Monday, Wednesday, Thursday and
9:00 am - 5:00 pm Tuesday

Assessment Center – The Assessment Center provides a variety of services to determine skill levels in grammar, reading, and mathematics. The center is one of the main components of matriculation services offered to each student. The purpose of assessment is to appropriately place students in courses, programs, and services according to their skills, needs and goals.

Location: Student Center Bldg - 2nd Floor, room 226
Phone: (714) 484-7223
Hours: 8:00 am - 6:00 pm Monday - Thursday
8:00 am - 12:00 pm Friday

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

Advisor-Student Government/Student Activities: Paul Bottiaux • e-mail: pbottiaux@cypresscollege.edu
Location: Student Activities Bldg
Phone: (714) 484-7198
Hours: Office
8:00 am - 5:00 pm Monday - Friday
Student Activities
8:00 am - 5:00 pm Monday - Friday
Bookstore – The bookstore has textbooks, supplies, and gifts available to meet students’ needs.

   Director:  David Okawa • e-mail: dokawa@cypresscollege.edu
   Location:  Bookstore (off of lot 1)
   Phone:    (714) 484-7336
   Hours:    7:45 am - 6:00 pm  Monday - Thursday
             7:45 am - 12:00 pm  Friday

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

   Manager:  Renie Harter • e-mail: rharter@cypresscollege.edu
   Location:  Student Center Bldg – 1st Floor
   Phone:    (714) 484-7317
   Hours:    8:00 am - 5:00 pm  Monday - Thursday
             8:00 am - 12:00 pm  Friday

California's Work Opportunity and Responsibility to Kids (CalWORKS) – The CalWORKS programs serves the TANF recipient requiring 32-hour work-related activities who are enrolled in 6 units or more. Program services may include childcare (on or off campus), work-study (on or off campus), and student success packets, counseling, and assistance in obtaining supplementary funds for books.

   Contact:  Lili Perez-Stroud • e-mail: lperez@cypresscollege.edu
   Location:  CC Complex Bldg – 2nd Floor
   Phone:    (714) 484-7241
   Hours:    8:00 am - 6:00 pm  Monday - Thursday
             8:00 am - 12:00 pm  Friday

Career Planning Center – Visit the Career Planning Center to help you explore careers and majors and to assist you in your occupational and educational success. The Center provides career counselors and resource materials to help you discover your career/major options, target your ideal career, clarify your preferred values, interests and activities, and perfect your job search. The Career Center offers: • Career classes • Career assessments • Research library • Scholarship information • Computers with career related software • Assistance with job search, résumé development and interviewing techniques • Books and handouts on academic success, time management, study skills, test taking and note taking.

   Coordinator:  Deann Burch • email: dburch@cypresscollege.edu
   Location:  Student Center Bldg – 2nd Floor
   Phone:    (714) 484-7120
   Hours:    8:00 am - 6:00 pm  Monday - Thursday
             8:00 am - 12:00 pm  Friday

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

   Coordinator:  Kelly Grimes • e-mail: kgrimes@cypresscollege.edu
   Location:  CC Complex Bldg – 2nd Floor
   Phone:    (714) 484-7240
   Hours:    8:00 am - 6:00 pm  Monday - Thursday
             8:00 am - 12:00 pm  Friday
Counseling Services – Counseling services are available in each of the division/department areas on campus. See counselor location. Students are assigned a counselor during the registration process according to their declared major to assist them in planning and achieving their educational and career goals. Undeclared students are randomly assigned to a counselor and once they are declared, may transfer to a counselor most familiar with their chosen major. Walk-in counseling is available on the second floor of the Student Center Bldg.

- **Phone:** (714) 484-7015
- **Hours:** 8:00 am - 6:00 pm Monday - Thursday
- **Hours:** 8:00 am - 12:00 pm Friday

Cypress Chronicle – The Cypress Chronicle is a free college newspaper published each week and can be found at various locations around campus.

- **Location:** Fine Arts Building, room 121
- **Phone:** (714) 484-7269
- **Hours:** 11:00 am - 5:00 pm Monday - Thursday

Disabled Students Program and Services (DSPS) – The Disabled Student Program and Services (DSPS) are available to entitled students with verified disabilities. The programs and services are tailored to assist students in meeting their individual needs with the goal of integrating each student into all facets of college life.

- **Director:** Dr. Kimberly Bartlett • e-mail: kbartlett@cypresscollege.edu
- **Location:** CC Complex Bldg – 1st Floor, room 100
- **Phone:** Voice (714) 484-7104 • TDD (714) 761-0961
- **Hours:** 8:00 am - 5:00 pm Monday, Tuesday, Thursday and
  - 8:00 am - 6:00 pm Wednesday
  - 8:00 am - 12:00 pm Friday

Division/Departments

Business
- **Dean:** Dave Wassenaar • e-mail: dwassenaar@cypresscollege.edu
- **Location:** Business Education Building – 2nd Floor
- **Phone:** (714) 484-7211

Career Technical Education/Economic Development
- **Dean:** Dr. Steve Donley • e-mail: sdonley@cypresscollege.edu
- **Location:** Tech Ed. I Building – 2nd Floor
- **Phone:** (714) 484-7231

Counseling and Student Development
- **Dean:** Paul de Dios • e-mail: pdedios@cypresscollege.edu
- **Location:** Student Center Bldg – 2nd Floor
- **Phone:** (714) 484-7334

Fine Arts
- **Dean:** Joyce Carrigan • e-mail: jcarrrigan@cypresscollege.edu
- **Location:** Fine Arts Bldg – 2nd Floor
- **Phone:** (714) 484-7139

Health Science
- **Dean:** Dr. John Sciacca • e-mail: jsciacca@cypresscollege.edu
- **Location:** Health Science Bldg – 2nd Floor
- **Phone:** (714) 484-7169

Language Arts & Library/Learning Resources
- **Dean:** Eldon Young • e-mail: eyoung@cypresscollege.edu
- **Location:** Humanities Bldg – 2nd Floor
- **Phone:** (714) 484-7169
Physical Education
Dean: Diane Henry • e-mail: dhenry@cypresscollege.edu
Location: Gym II – 1st Floor
Phone: (714) 484-7352

Science, Engineering & Mathematics
Dean: Dr. Richard Fee • e-mail: rfee@cypresscollege.edu
Location: Science, Engineering, and Math Building – 2nd Floor
Phone: (714) 484-7153

Social Science
Dean: Nina Demarkey • e-mail: ndemarkey@cypresscollege.edu
Location: Humanities Bldg – 2nd Floor
Phone: (714) 484-7185

Student Support Services
Dean: Dr. Rick Rams • e-mail: rrams@cypresscollege.edu
Location: CC Complex Bldg – 2nd Floor, room 219
Phone: (714) 484-7374

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

Manager: Gilbert Contreras • e-mail: gcontreras@cypresscollege.edu
Location: CC Complex Bldg – 2nd Floor, room 218
Phone: (714) 484-7368
Hours: 8:00 am - 6:00 pm Monday - Thursday
8:00 am - 12:00 pm Friday

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

Director: Keith Cobb • e-mail: kcobb@cypresscollege.edu
Location: CC Complex Bldg – 1st Floor
Phone: (714) 484-7114
Hours: 8:00 am - 6:00 pm Monday - Thursday
8:00 am - 12:00 pm Friday

Food Services – Food service facilities are located in the Student Center building. The Culinary campus dining room is open for lunch on certain days during the semester. Vending machines are located in various areas on campus.

Location: Sodexo – Student Center Bldg – 1st Floor
Phone: (714) 484-7225
Hours: 7:00 am - 8:00 pm Monday - Thursday
7:00 am - 12:00 pm Friday

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

Executive Director: Raul Alvarez • e-mail: ralvarez@cypresscollege.edu
Location: CC Complex Bldg – 3rd Floor
Phone: (714) 484-7126
Hours: 8:00 am - 5:00 pm Monday - Friday
Health Services – Student Health Services provides medical and psychological services to help students achieve and maintain optimal physical, mental, and emotional health. The Student health fee paid during registration supports services.

Director: Mary Lou Giska • e-mail: mlgiska@cypresscollege.edu
Location: Gym II Bldg – 1st Floor
Phone: (714) 484-7361
Hours: 8:00 am - 6:00 pm Monday - Thursday
8:00 am - 5:00 pm Friday

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

Director: Kathryn Sonne • e-mail: ksonne@cypresscollege.edu
Counselor: Penny Gabourie • e-mail: pgabourie@cypresscollege.edu
Location: Transfer Center - Student Center Bldg – 2nd Floor
Phone: (714) 484-7129 or (714) 484-7169

International students – An educational program for International students who possess an F1-Visa

Manager: Yongmi Han • e-mail: yhan@cypresscollege.edu
Counselor: Renay Laguana • e-mail: rlaguana@cypresscollege.edu
Location: Student Activities Bldg
Phone: (714) 484-7050 or (714) 484-7129
Hours: 8:00 am - 6:00 pm Monday - Thursday
8:00 am - 12:00 pm Friday

LRC Language Lab – Offers students an opportunity to improve their language skill using auto-tutorial, computer, DVD, and video programs. Student Photo ID is required.

Coordinator: Virginia Derakhshanian • e-mail: vderakhshanian@cypresscollege.edu
Location: L/LRC First Floor, room 126
Phone: (714) 484-7193
Hours: 8:00 am - 9:00 pm Monday - Thursday
8:00 am - 5:00 pm Friday

Learning Resource Center Open Lab – Offers students an open computer lab where they may access the Internet, software applications (such as word processing, spreadsheet, and presentation) and course-specific software assigned by their instructors (CD-ROM, DVD and online). Student Photo ID is required.

Coordinator: Virginia Derakhshanian • e-mail: vderakhshanian@cypresscollege.edu
Location: L/LRC First Floor, room 126
Phone: (714) 484-7193
Hours: 8:00 am - 9:00 pm Monday - Thursday
8:00 am - 5:00 pm Friday

Legacy Program Learning Community – This learning community is designed to expose students to African/American culture. All reading, research, and discussions are drawn from the black experience.

Coordinator: Joseph Melodia • e-mail: jmelodia@cypresscollege.edu
Location: Humanities Bldg - 2nd Floor, room 246
Counselor: Renee Ssensalo • e-mail: rssensalo@cypresscollege.edu
Location: Student Center Bldg - 2nd Floor, room 215
Phone: (714) 484-7135
Library – Provides services to students including reference, research guidance, and general information retrieval. Students may access the Internet, the library catalog, databases, the TILT academic research tutorial program, and the extensive full-text EBSCO Host periodical database. Group study rooms may be reserved not more than 7 days nor less than 24 hours, in advance. Coin-operated photocopiers are available during open hours. Student Photo ID is required to check out materials from the library.

Location: L/LRC, 2nd Floor  
Phone: Counter: (714) 484-7125 • Desk: (714) 484-7069  
Hours: 8:00 am - 9:00 pm Monday - Thursday  
8:00 am - 1:00 pm Friday

Lost and Found – (see Public Safety)

Math/Science Learning Center – Provides assistance in solving problems and in understanding concepts in mathematics and various science courses. Resources include an array of math solution manuals and computer applications. Students receive help on a first-come first-served basis. Student Photo ID is required. Students may also call (714) 484-7193 to schedule a math/science tutor.

Location: L/LRC, 1st Floor, room 127  
Phone: (714) 484-7151  
Hours: 10:00 am - 6:00 pm Monday - Thursday  
10:00 am - 2:00 pm Friday

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

Coordinator: Kris Nelson • e-mail: knelson@cypresscollege.edu  
Location: Student Center Bldg – 2nd Floor  
Phone: (714) 484-7230  
Hours: 8:30 am - 6:00 pm Monday - Thursday  
8:30 am - 12:00 pm Friday

Public Safety – Campus security staff are certified in emergency first aid and CPR. Red security phones are available in several locations around campus for emergency assistance. Security documents campus incident reports and holds lost and found articles. The campus maintains security 24 hours daily.

Director: Shirley Smith • e-mail: ssmith@cypresscollege.edu  
Location: CE-3 next to Holder street  
Phone: (714) 484-7387 - Phone line open until 9:00 pm  
Switchboard Hours: 7:30 am - 5:00 pm Monday - Thursday  
7:30 am - 4:30 pm Friday

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

Counselor, Co-Coordinator: Dr. Therese Mosqueda-Ponce • e-mail: tmponce@cypresscollege.edu  
Location: Student Center Bldg - 2nd Floor, room 211  
Instructor, Co-Coordinator: Dr. Randa Wahbe • e-mail: r wahbe@cypresscollege.edu  
Location: Humanities Bldg - 2nd Floor, room 202  
Phone: (714) 484-7178 or (714) 484-7171
School of Continuing Education – Classes for adults include ESL, personal computers, parenting, remedial reading/writing and a variety of vocational education classes. In addition to the class offerings for the adult population, the School of Continuing Education offers a variety of children’s classes.

Dean: Valentina Purtell • e-mail: vpurtell@cypresscollege.edu
Location: Continuing Education Division: SCE - 8 – Parking lot #5
Phone: (714) 484-7038
Hours: 8:00 am - 7:30 pm Monday - Thursday
8:00 am - 4:00 pm Friday
8:00 am - 2:00 pm Saturday

Service Learning – A teaching method that promotes student learning through active participation in meaningful and planned service experiences in the community that are directly related to the course content. Service learning hours are recorded on transcripts and are transferable.

Director: Kathryn Sonne • e-mail: ksonne@cypresscollege.edu
Location: Student Center Bldg - 2nd Floor, room 206
Phone: (714) 484-7452
Hours: 8:00 am - 6:00 pm Monday - Thursday
8:00 am - 6:00 pm Friday

The Teacher Preparation Program – The Teacher Preparation Program is a partnership with CSULB. Those students, who want to teach elementary education and transfer to CSULB can complete the first two years of CSULB’s Integrated Teacher Education Program here at Cypress College. Students who want to become teachers and transfer to other four-year schools can still complete the lower division liberal studies coursework at Cypress College and attempt the CBEST (California Basic Educational Skills Test). Students will participate in fieldwork that places them in the classroom with a credentialed teacher. Instructors, counselors, and support staff are all part of this program that puts you on the path to becoming a teacher.

Coordinator: Dennis Davino • e-mail: ddavino@cypresscollege.edu
Counselor: Velia Lawson • e-mail: vlawson@cypresscollege.edu
Location: Humanities Bldg - 2nd Floor, room 230
Phone: (714) 484-7186
Hours: 8:00 am - 4:00 pm Monday & Tuesday
and Thursday by Appointment

Training Resources to Achieve Completion (TRAC) – TRAC benefits single parents/pregnant women, and displaced homemakers in vocational majors, and men/women in non-traditional majors who are enrolled in 6 units or more. Program services may include book vouchers, childcare grants, student success packets, and equipment.

Contact: Kelly Grimes • e-mail: kgrimes@cypresscollege.edu
Location: CC Complex Bldg – 2nd Floor
Phone: (714) 484-7240 •
Hours: 8:00 am - 6:00 pm Monday - Thursday
8:00 am - 12:00 pm Friday

Personalized Tutoring – is available for most subjects at no cost to CC students. Student Photo ID is required.

Location: L/LRC 1st Floor
Phone: (714) 484-7183
Hours: 10:00 am - 6:00 pm Monday - Thursday
10:00 am - 2:00 pm Friday
Transfer Center – The Transfer Center assists students interested in continuing their education as they prepare to transfer to private or public colleges and universities. A resource library consisting of many college catalogs, articulation agreements, reference books, videos, and other pertinent transfer information is available. Students may also schedule appointments to meet with individual representatives from various colleges and universities.

Director: Penny Gabourie • e-mail: pgabourie@cypresscollege.edu
Location: Student Center – 2nd Floor
Phone: (714) 484-7129
Hours: 8:00 am - 6:00 pm Monday - Thursday
8:00 am - 12:00 pm Friday

University Transfer Achievement Program (UTAP) – Cypress College University Transfer achievement Program offers incoming freshman the opportunity to gain greater support as they transition from high school to college by joining a learning community. The UTAP classes integrate assignments, shared activities, research projects, field trips, and special events as a way to forge deeper understanding of the subject material. The UTAP learning community forges friendships that give students a strong foundation for academic success in their new college environment and to successfully transfer on to four-year colleges and universities.

Coordinator: Mary Forman • e-mail: mforman@cypresscollege.edu
Location: Humanities Bldg - 2nd Floor, room 248
Phone: (714) 484-8657

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

Commissioner: Christy Davis • e-mail: cdavis@cypresscollege.edu
Counselor: Robert Grantham • e-mail: rgrantham@cypresscollege.edu
Location: Student Center – 1st Floor
Phone: (714) 484-7348
Hours: TBA - Veteran Services Hours please call (714) 484-7348
WEBSITE RESOURCES

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

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

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

California Department of Education – www.cde.ca.gov/index.asp

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

CalTeach – www.calteach.com

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

College Catalogs Online – www.collegesource.org

Community College Campuses in California – www.cccco.edu

Cypress College – www.cypresscollege.edu/


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


University of California – www.ucop.edu

University of California Transfer – http://uctransfer.universityofcalifornia.edu/

Computers are available for Internet research in the Library/Learning Resource Center,
and Student Center.
The Cypress College Counseling provides services to all students twelve months of the year, and is open Monday thru Thursday, from 8:00 am - 6:00 pm and Friday, from 8:00 am - 12:00 pm. The Counseling Center is located on the second floor of the Student Center.

It is the initial point of counseling contact for new students on campus as well as providing other departments with the ability to direct students to a central location. Its primary function is to answer quick questions for students related to courses, degree requirements, and general college information. All counseling services in the Center are generally provided on a walk-in basis. Counselors will address the immediate concern of the student and then make referrals to meet with other counselors by major as appropriate. Because of the walk-in nature of the Center some counseling services are better provided in a half-hour appointment; all appointments are made through the support staff in the Center. Limited appointments are available by major in the Counseling Center Monday thru Thursday from, 3:00 - 6:00 pm.

The Counseling Center may not be able to provide the following services due to the high volume of students using the Center, particularly during the first two weeks and last two weeks of the Fall and Spring semesters and during the summer sessions (i.e. registration periods):

- Students Educational Plans (SEP)
- Full transcript evaluations for other colleges – general overview only
- Full transcript evaluation for VA students – one-semester plan only
- “Pass-along” / Course Substitutions
- CSU/UC GE certifications

Counseling by major (appointments)

During the Fall and Spring semesters, counselors are located in their own offices in each academic building on campus, and are specialists in the academic and vocational area to which they are assigned. Appointments to meet with a counselor by major in their office are generally available Monday thru Thursday 8:00 am - 4:00 pm and Friday, from 8:00 am - 12:00 pm. These appointments are made through the Counseling Center: (714) 484-7015.
CYPRESS COLLEGE
COUNSELOR LOCATIONS

Counseling Center
Counselors are available for walk-in counseling at the following times.
Hours: Monday – Thursday 8:00 a.m. – 6:00 p.m.; Friday 8:00 a.m. – 12:00 p.m.
Location: Student Center building – 2nd floor
Phone: (714) 484-7015

Athletic/Physical Education Counseling
Counselor: Dana Bedard ● email: dbedard@cypresscollege.edu
Location: Gym II – 1st floor, Division Offices, Room 107 B
Phone: (714) 484-7015 (To make an appointment, please call this number.)
Programs: Athletes, Physical Education/Kinesiology, Recreation

Business Counseling
Counselor: Robert Grantham ● email: rgrantham@cypresscollege.edu
Location: Business Education building – 2nd floor, Room-206 E
Phone: (714) 484-7015 (To make an appointment, please call this number.)
Programs: Business Administration Transfer, Accounting, Court Reporting, Captioning, Text Entry, Computer Editor, Computer Information Systems, Computer Programming, Computer Application, Management, Marketing, Merchandising, Networking, Administrative Assistant – Secretarial – Administrative Support, Secretarial – Legal, Secretarial – Office Assistant, and Word Processing

CalWORKS Counseling
Counselor: Connie Boehler ● email: cboehler@cypresscollege.edu
Location: Cypress College Complex building – 2nd floor
Phone: (714) 484-7237

Career Planning/Adult Re-entry Counseling
Counselor: TBA
Location: Student Center building – 2nd floor
Phone: (714) 484-7120
Programs: changing careers, employability enhancement, re-entry adults, undecided majors, goal setting and decision making

Career Technical Education Counseling
Counselor: Jane Jepson ● email: jepson@cypresscollege.edu
Location: Tech Ed I building – 2nd floor, Room 205
Phone: (714) 484-7015 (To make an appointment, please call this number.)

Disabled Student Programs and Services (DSPS) Counseling
Counselor/ Specialist: Deborah Michelle ● email: dMichelle@cypresscollege.edu
Learning Disabilities Specialist: TBA
Location: Cypress College Complex building – 1st floor, Room 100
Phone: (714) 484-7104

Extended Opportunity Programs and Services Counseling
Counselor: Doreen Villasenor ● email: dvillasenor@cypresscollege.edu
Location: Cypress College Complex building – 2nd floor, Room 208
Phone: (714) 484-7368
Fine Arts Counseling
Counselor: Renay Laguana, International Students Counselor ● email: rlaguana@cypresscollege.edu
Counselor: Renee Ssensalo, Legacy Program Counselor email: rssensalo@cypresscollege.edu
Location: Student Center building– 2nd floor, Ms. Laguana Room 205, Ms. Ssensalo Room 215
Phone: (714) 484-7015 (To make an appointment, please call this number.)
Programs: Art, Art Computer Graphics, Dance, Multimedia, Music, Photography, Theater Arts, Journalism

Health Science Counseling
Counselor: Kelly Carter ● email: kcarte@cypresscollege.edu
Counselor: Denise Vo ● email: dvo@cypresscollege.edu
Location: Health Science building – 2nd floor, Ms. Carter Room 204, Ms. Vo Room 205
Phone: (714) 484-7015 (To make an appointment, please call this number.)
Programs: Registered Dental Assistant, Dental Hygiene, Health Information Technology, Health Information Coding Specialist, Health Unit Coordinator, Medical Insurance Billing Specialist, Mortuary Science, Registered Nursing, Career Mobility Nursing, Psychiatric Technician, Radiologic Technology, Ultrasound/Medical Sonography, Radiology Assistant/Darkroom Technician Program

Honors Counseling
Counselor: Penny Gabourie ● email: pgabourie@cypresscollege.edu
Location: Student Center building – 2nd floor, Room 202
Phone: (714) 484-7129

Hotel, Restaurant, Culinary Arts
Counselor: Robert Grantham ● email: rgrantham@cypresscollege.edu
Location: Business Education building – 2nd floor, Room 206 E
Phone: (714) 484-7015 (To make an appointment, please call this number.)

Humanities/Language Arts/Social Science Counseling
Counselor: Velia Lawson Teacher Prep Program ● email: vlawson@cypresscollege.edu
Counselor: Dr. Therese Mosqueda-Ponce, Puente Counselor ● email: tmponce@cypresscollege.edu
Counselor: Daniel Pelletier ● email: dpelletier@cypresscollege.edu
Location: Student Center building– 2nd floor, Dr. T.M-Ponce Room 211, Ms. Lawson, Room 212, Mr. Pelletier Room 209
Phone: (714) 484-7015 (To make an appointment, please call this number.)
Programs: Language Arts: English, ESL (English for Non-Native Speakers), Foreign Language, Reading, Speech
Social Science: Anthropology, Asian Studies, Drugs and Alcohol Studies, Economics, Ethnic Studies, Family Studies-Basic & Advance, Geographic Information systems, Geography, History, Human Services Generalist, Latin American Studies, Liberal Studies, Philosophy, Political Science, Psychology, Sociology

International Student Program (F-1 VISA) Counseling
Counselor: Renay Laguana ● email: rlaguana@cypresscollege.edu
Location: Student Center building– 2nd floor, Room 205
Phone: (714) 484-7015 (To make an appointment, please call this number.)

Science, Engineering, & Math Counseling
Counselor: Deidre Porter ● email: dporter@cypresscollege.edu
Location: Science, Engineering and Math building – 2nd floor, Room 211
Phone: (714) 484-7015 (To make an appointment, please call this number.)
Programs: Biological Sciences/Life Sciences, Biology, Chemistry, Computer Science, Physical Science, Engineering – Chemical, Civil, Electrical, Mechanical, Engineering Technology, Forestry, Geology, Industrial Technology, Mathematics, Physics, Pre-Dentistry, Pre-Medicine, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physicians Assistant, Pre-Veterinary

Veterans Affairs Counseling
Counselor: Robert Grantham ● email: rgrantham@cypresscollege.edu
Location: Business Education building – 2nd floor, Room 206 E
Phone: (714) 484-7015 (To make an appointment, please call this number.)
High School Diploma/G.E.D.
Students wanting to complete their high school diploma or G.E.D. are referred to the School of Continuing Education. Please refer at the directory of student resources and services for additional information.

Vocational Certificate
Vocational certificates include a series of courses related to a particular occupation or skill. The number of units required vary. These are typically offered by community colleges and private educational organizations. They are designed to be helpful in obtaining or upgrading employment.

Associate’s Degree
The Associate’s Degree includes major courses, plus general education courses and possibly some electives. Sixty (60) degree eligible units are required. It is usually referred to as an Associate of Arts (AA) or Associate of Science (AS) Degree, and offered by community colleges.

Bachelor’s Degree
The Bachelor’s Degree includes major courses, plus general education courses and possibly some electives--approximately 120-132 total units are required. It is usually referred to as a Bachelor of Arts (BA) or Bachelor of Science (BS) Degree. Students can generally complete freshman and sophomore (lower division) courses at a community college and then transfer to a college or university to complete junior and senior (upper division) courses. All courses at Cypress College numbered 100 and above are transferable.

Master’s Degree
The Master’s Degree is approximately 40-60 units of coursework in a specialized area, in addition to a Bachelor’s Degree. It is usually referred to as a Master of Arts (MA) or Master of Science (MS) Degree.

Doctorate Degree
A Doctorate Degree is advanced training beyond a Bachelor’s or Master’s Degree. Units vary depending on the field of study. The degree is usually referred to as Doctorate of Philosophy (Ph.D.) or Doctorate of Education (Ed.D.)
1. Choose one or more of the following and list your career options:
   A. List one or more careers you are considering.
   B. If you have taken the COPS Interest Inventory, refer to Career Cluster Groups, pages 4-10, and list the career options.
   C. If you are undecided on a career, to help assess your interests either
      take the MicroSkills Assessment in the Career Planning Center OR
      go to http://access.bridges.com; enter Site ID: 0001236 and Password: cypress;
      Click on Choices explorer and Click on “Start with a quick quiz”
      under the “Work” category.

   Career Options: __________________________________________________________
   __________________________
   __________________________
   __________________________

2. Use the Career Planning Center resources to research your occupational choices so you can have enough information to assist you in your educational and career decision making process. Use several of the following:

   EUREKA
   Occupational Briefs
   Individual Career Books
   College Catalogs
   Online Resources: Choices Planner, Choices Explorer and VocBios Online
   — visit the Career Planning Center website for access codes

   Occupational Outlook Handbook
   Dictionary of Occupational Titles
   Vocational Biographies
   Career Files

3. For the occupation(s) you’ve selected, find the following:
   A. What does the person do? (duties, nature of work, etc.)

   B. What skills, abilities and personal characteristics do you need to perform this job?

   C. Employment Outlook?
D. Earnings – Entry Level pay range:
    Experienced pay range:
    Probable top pay range:
E. What education or training is required?
    Degrees________________ License________________ Years_______
F. What schools offer the program or training?
G. What subjects could you take to prepare you for this occupation?

4. To personalize the information, ask yourself these questions:
   A. Would you like to do the duties required for this occupation?
   B. Would the job allow you to do things that are important to you?
   C. Do you have the necessary skills and abilities?
   D. Could you get the education and training necessary?
   E. Do you need more information? If yes, do you know where to obtain it?

5. **Career Planning Center**
   Location: Student Center – 2nd Floor
   Hours: 8:00 am - 6:00 pm Monday - Thursday
           8:00 am - 12:00 pm Friday
   Phone: (714) 484-7120

   For further assistance:
   • enroll in a career class (listed in the Cypress College Class Schedule under Counseling and Student Development)
   • schedule an appointment for individualized career counseling
   • visit our website at www.cypresscollege.edu/services/cpc

6. See your COUN 140 C instructor or your academic counselor to assist you with your Cypress College Student Educational Plan (SEP).
# Student Educational Plan By Semester/Session

**Student Name**______________________________ **Student I.D.**____________________

**Counselor** ___________________

**Educational Goal(s):**
- [ ] Certificate
- [ ] AA/AS
- [ ] Transfer
- [ ] Other

**Major/Area of Emphasis:**

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**Counselor’s Signature ____________________________________   Student’s Signature____________________________________   Date_________________________

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27 Minds. Motivated.
Last Name     First Name  Middle Initial

Student I.D. @________________________ Phone# (       )________________________

Educational Goal(s) ☐ Certificate ☐ AA/AS ☐ Transfer ☐ Other

REFERRAL SERVICES (Check all that apply)

☐ Assessment  ☐ Financial Aid  ☐ VA Plan
☐ Career Planning Center  ☐ Health Center
☐ DSPS  ☐ Special Programs
☐ EOPS  ☐ Transfer Center

Major/Area of Emphasis _________________________________________      Transfer Institution_____________________________    Email:_______________________________________

ENGLISH/ESL/MATH PREREQUISITES

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A/AAS Degree

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<th>General Education</th>
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<tbody>
<tr>
<td>A. Language &amp; Rationality (6)</td>
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<td>A. Communications (9)</td>
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CSU General Education

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<td>B. Natural Science &amp; Math (6)</td>
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<td>B. Physical Universe (9)</td>
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<td>C. Arts &amp; Humanities (6)</td>
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<td>Reading Proficiency</td>
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<td>E. Life-Long Understanding. (3)</td>
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<td>F. Life-Long Understanding. (3)</td>
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<td>G. Life-Long Understanding. (3)</td>
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Other Colleges Attended

1. ________________________________  __________________________________  __________________________________________  _______________
2. ________________________________

Counselor’s Signature ___________________________  Student’s Signature ___________________________  Date ________________

SEP Revised 03/10

C = Completed   I = In Progress   R = Remaining
HOW TO EARN A VOCATIONAL CERTIFICATE

A Vocational Certificate is a verification of competency designed to show that the student is proficient and employable in a specific occupational skill. Certificates do not require general education course work. Below are examples of some of the certificates offered at Cypress College. Please refer to the catalog for additional certificate program information.

Requirements for Vocational Certificate Programs include:
- Submission of an Application for Certificate in the Admissions and Records Office.
- Completion of a specific program of vocational courses listed in the catalog with a minimum grade of “C”.
- Completion of at least 50% of the required courses at Cypress College.

AIRLINE AND TRAVEL CAREERS
- Basic Airline Customer Services
- Basic Flight Attendant
- Basic Travel/Tourism
- Advanced Airline Customer Services
- Advanced Flight Attendant
- Advanced Travel/Tourism

HEALTH INFORMATION
- Health Care Management and Supervision
- Health Care Marketing and Sales
- Health Information Coding
- *Health Information Technology
- Medical Insurance Billing Specialist
- Medical Quality Review Assistant
- Medical Record Clerk
- *Medical Staff Services Science

APPLICATION FOR CERTIFICATES
Students may apply for a certificate during the semester they are completing the certificate requirements or thereafter. They do not have to be currently enrolled in Cypress College to apply for a certificate. Those students who have maintained continuous enrollment have the option of completing the certificate requirements in effect at the time they initially enrolled or any subsequent catalog up to and including the last semester of attendance.

Students wishing to use courses from another institution to meet Cypress College’s requirements should meet with a counselor to determine course equivalency.

Applications for certificates are available both online and in the Admissions and Records Office and will be accepted until the deadline. If the application is not filed by the deadline, the student must submit another application and will receive the certificate at a later date. There is no fee for the certificate application.

It is the student's responsibility to provide the Cypress College Admissions and Records Office with official copies of all transcripts from other colleges that will be used to meet requirements for certificates. The transcripts become the property of the Admissions and Records Office and will not be released.

Certificates will be mailed approximately two months after the end of the semester in which the student applied and completed the requirements. Program Certificates will be noted on student transcripts.

DEPARTMENT CERTIFICATES
Some vocational departments offer certificates of accomplishment in specialty areas. Students should see a counselor for specific information about department certificate requirements.

APPLICATION FOR CERTIFICATES
Students may apply for a certificate during the semester they are completing the certificate requirements or thereafter. They do not have to be currently enrolled in Cypress College to apply for a certificate. Those students who have maintained continuous enrollment have the option of completing the certificate requirements in effect at the time they initially enrolled or any subsequent catalog up to and including the last semester of attendance.

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Certificates will be mailed approximately two months after the end of the semester in which the student applied and completed the requirements. Program Certificates will be noted on student transcripts.
GRADUATION/EDUCATIONAL OPTIONS

HOW TO EARN AN ASSOCIATE DEGREE

Graduation Requirements

For this catalog year.

Graduation requirements for the Associate Degree are prescribed by the California Community Colleges Board of Governors, Title 5 and the North Orange County Community College District Board of Trustees. An Associate Degree may be earned upon satisfactory completion of all of the following:

1. Scholarship Requirement
   A cumulative grade-point average of 2.00 (“C”) in all coursework attempted.

2. Residence Requirement
   a. A minimum of 12 degree applicable units must be completed at Cypress College.
   b. The student must be in attendance during the academic year in which the degree is earned. Exception to this requirement is by petition only.

3. Major/Area of Emphasis Requirement
   A student must achieve a grade of “C” or better in each course attempted that is counted for the major or area of emphasis. Each area of emphasis requires a minimum of 18 units. Effective Fall 2008, C- grades do not satisfy these requirements.

4. General Education Requirements
   a. 24 units as stipulated by the Cypress College graduation requirements plus 1 unit of Physical Education;
   b. 39 units as stipulated by the CSU general education certification requirements; or
   c. 37-39 units as stipulated by the IGETC (Intersegmental General Education Transfer Curriculum) requirements.

Although a student may have completed all requirements, an Associate Degree is not automatic. Students who intend to graduate must file an application with the Admissions and Records Office.

Courses taken at other regionally accredited colleges and universities to fulfill General Education requirements may be used to satisfy Cypress College General Education requirements if they are comparable courses or are used in the same category and are degree applicable at Cypress College. (This policy supersedes all previous catalogs.)

ASSOCIATE DEGREE OPTIONS

Option I - Liberal Arts

The Option I - Liberal Arts degree with Area of Emphasis or Department/Area Major provides students with the opportunity to earn a degree within a broad liberal arts education, allowing them to understand the intellectual relationships between various disciplines in either a broader Area of Emphasis, or more specific focus in a Department/Area Major. Earning an Associate Degree may or may not be the most effective path to fulfilling transfer requirements. The courses listed for each Area of Emphasis or Department/Area Major in the Cypress College catalog do not reflect major preparation requirements at any specific university, but some may be used to fulfill local university requirements. Please consult with a counselor and the Transfer Center for information regarding selection of an appropriate general education pattern and pertinent classes, as well as your intended major at the specific colleges/universities of choice.

Requirements for the Option I – Liberal Arts Degree with Area of Emphasis include:

- Completion of the California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
- Completion of at least 18 units in one Area of Emphasis from those outlined below. (Note: Where appropriate, courses in the Area of Emphasis may also be counted for a GE area).
- A 2.0 (C) overall GPA and a 2.0 (C) in all courses taken in the Area of Emphasis.
- Fulfillment of all graduation requirements, to include one (1) unit of physical education and three (3) units of Cultural Diversity for a total of 60 transferable units.
- Note: Completion of this option automatically meets the Reading Proficiency requirement.

Liberal Arts AA Degree: ARTS & HUMANITIES emphasis

The Arts & Humanities degree is an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC). Students are able to satisfy both their transfer institutions general education requirements, plus focus on transfer major preparation course work required by the four-year university. The Area of Emphasis listed below includes courses that transfer to CSU and/or UC. Courses in BOLD are transferable to UC. Refer to www.ASSIST.org for further details.

This degree emphasizes the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.
SELECT 18 OR MORE UNITS FROM AT LEAST 2 DISCIPLINE AREAS:

CHIN 101 C, 102 C
COMM 220 C, 220HC
ETHS 130 C, 131 C, 151 C, 152 C, 160 C, 171 C
FREN 101 C, 102 C, 200 C, 203 C, 204 C
INDS 100 C (Same as ENGL 110 C), 101 C (Same as ENGL 111 C)
JAPN 101 C, 102 C, 125 C, 200 C, 203 C, 204 C
PHOT 101 C
PORT 101 C, 102 C
SPAN 101 C, 101HC, 102 C, 102HC, 200 C, 201 C, 203 C, 204 C
PLUS CSU General Education or IGETC Requirements for Cypress College Associate of Arts Degree.

Liberal Arts AA Degree: HUMAN COMMUNICATION emphasis

The Communication and Critical Thinking degree is an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC). Students are able to satisfy both their transfer institution's general education requirements, plus focus on transfer major preparation course work required by the four-year university. The Area of Emphasis listed below includes courses that transfer to CSU and/or UC. Courses in BOLD are transferable to UC. Refer to www.ASSIST.org for further details.

This degree emphasizes the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, accuracy, reading and listening effectively. Students will be able to integrate important concepts of critical thinking as related to the development of analysis, critical evaluation, to reason inductively and deductively that will enable them to make important decisions regarding their own lives and society at large.

SELECT 18 OR MORE UNITS FROM 2 DISCIPLINE AREAS:

ARTH 102 C, 102HC, 104 C, 105 C, 106 C, 107 C, 121 C, 203 C
COMM 118 C (Same as JOUR 118 C), 120 C
ECON 100 C, 100HC, 105 C, 105HC, 110C, 260 C (Same as GEOG 260 C)
GEOG 100 C, 100HC, 130 C, 140 C, 160 C, 260 C (Same as ECON 260 C)
HS 277 C
HUSR 200 C, 250 C (Same as SOC 250 C), 255 C (Same as PSY 255 C), 292 C (Same as SOC 292 C)
JOUR 110 C, 118 C (Same as COMM 118 C)
MGT 161 C
PSY 101 C, 101HC, 110 C, 120 C (Same as SOC 120 C)
139 C, 145 C, 202 C, 221 C, 222 C, 237 C (Same as SOC 237 C), 240 C, 251 C, 255 C (Same as HUSR 255 C)
SOC 101 C, 101HC, 102 C, 225 C, 237 C (Same as PSY 237 C), 250 C (Same as HUSR 250 C), 271 C, 275 C, 277 C, 292 C (Same as HUSR 292 C)
PLUS CSU General Education or IGETC Requirements for Cypress College Associate of Arts Degree.
### How to Read the Class Schedule

**Subject Code**

**Course Number**

**Course Title**

**Unit Value**

**Campus Code**

**Course description**

**Additional Hours Required in the Lab Outside Scheduled Class Time**

*Based on a full-length semester—prorated for short-term classes.*

**Comments that Apply Only for Short Term Classes**

**Important Dates for Short Term Classes**

**Lab Indicates There is a Lab Portion to the Class** *(In this example, the class begins at 11:00am and ends at 1:20pm)*

**Course Reference Number (CRN)**

* CAMPUS CODES:  
  - C = Cypress College Class
  - F = Fullerton College Class

**Days of the Week Codes:**

- Monday = M
- Tuesday = T
- Wednesday = W
- Thursday = R
- Friday = F
- Saturday = S
- Sunday = U

**Course Fee** *(When necessary)*

**Course Advisory** *(When necessary)*

**Course Corequisite** *(When necessary)*

**Course Prerequisite** *(When necessary)*

**Repeatability Statement** *(Included if a course may be repeated)*

**Course Prerequisite** *(Prereq:)*

**Course Corequisite** *(Coreq:)*

**Course Advisory** *(Advisory:)*

**Fee:** $3.00 Laboratory Fee-PAYABLE AT REGISTRATION

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### Standard Definitions

**Definition of Advisory**

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

Although the system is presently in the initial stages of development, it is expected that most campuses throughout the state will qualify to participate and use CANs. Check with the Counseling Center for lists of participating campuses and courses. The California Articulation Numbers are designated under the course title in the Schedule of Classes.

**Definition of Corequisite (Coreq):**

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

**Definition of Prerequisite (Prereq):**

When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill (type 35 wpm), an ability (speaks and writes Spanish fluently), a test score (a score of 475 on the SAT verbal Examination), or a successful completion of a prior course (must have completed ENGL 060 C with a grade of “C” or better). Successful completion of a prerequisite course means that a grade of P, or C, or better was earned; D, F, or NP grades are not acceptable.

Prerequisites for all courses are explained in the Schedule of Classes and the current College Catalog under the listing for the class. It is the student's obligation to know and meet course prerequisites. The student may be required to file proof of meeting prerequisites.

**Definition of Electives**

An elective is a course not required for graduation or for the fulfillment of requirements for a program. For example, a science student might take electives from non-science areas, which might include history, art, English, music, or political science. A history student might take electives from biology, chemistry, art, music or English literature. To assist in choosing electives, a student should consult a counselor and the catalog of the college to which he/she expects to transfer.

**Definition of Unit**

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

**Challenging Prerequisites**

Please refer to College Policies affecting students in the Schedule of Classes.
### Associate Degree Requirements:
Includes fulfillment of both the cultural diversity and reading requirements, completion of 60 degree eligible units with a minimum grade point average of 2.0 and satisfaction of the 25-unit general education requirement as described in the following list. Courses taken for general education must be on the AA degree General Education list at the time they are taken. Students should check with their counselor in planning completion of General Education requirements.

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum Units</th>
<th>Courses Example</th>
</tr>
</thead>
</table>
| **A1. WRITTEN COMMUNICATION** | **3** Unit Minimum | ENGL 100C, 101C, 102C, 110C, 111C, 112C; 
CIS 111C, CSCI 185C, ENGL 075C, 103C, 104C; 106C*; 135C, 201C; 
PHIL 170C, 172C |
| **A2. ANALYTICAL THINKING**  | **3** Unit Minimum | COMM 050C, 100C; 100HC; 135C; 
CIS 111C, CSCI 185C; 
ENGL 075C, 103C, 104C; 106C*; 135C, 201C; 
PHIL 170C, 172C |
| **B1. LIFE SCIENCES AND PHYSICAL SCIENCES** | **3** Unit Minimum | ANTH 101C(101HC), 101LC, 201C; 
ASTR 116C/-117C; 
CHEM 100C, 101C, 103C; 103HC; 104C, 107C, 111AC, 111BC; 
GEOG 102C/-102LC; 
GEOL 100C* or (100HC/-101C) or 115C, 102C, 103C, 120C, 125C, 130C/-131C, 190C; 
PHSC 104C*; 
PHYS 130C, 201C, 210C, 211C, 221C |
| **B2. MATHEMATICS** | **3** Unit Minimum* | MATH 030C (begin F09), 038C, 040C, 100C, 105C, 110C, 115C, 120C; 120HC*; 130C, 141C, 142C, 150AC, 150BC, 250AC, 250BC; 
MGT 151C; 
PSY 161C*; 
SOC 161C* |

*The Mathematics requirement can also be met by passing a Mathematics Proficiency Examination. Refer to the Schedule of Classes for time and date of administration of the examination.

<table>
<thead>
<tr>
<th>CATEGORY C. ARTS AND HUMANITIES</th>
<th>6-UNIT MINIMUM</th>
<th>Courses Example</th>
</tr>
</thead>
</table>
| **C1. ARTS** | **3** Unit Minimum | ART 100C, 110C, 111C, 112C; 112HC, 114C, 115C, 120C, 150C, 151C, 182C, 185C*, 188C*, 189C*, 216C; 
ENGL 125C** (125HC); 
MMPH 101C**; 
PHOT 101C; 
SPCH 115C; 
THEA 100C, 102C (102HC); 
104C, 107C** (107HC**); 
| **C2. HUMANITIES** | **3** Unit Minimum | CHIN 100C, 101C, 102C; 
COMM 220C*; 220HC*; 
FREN 101C, 102C, 203C, 204C; 
GERM 101C, 102C; 
INDS 100C*; 101C*; 
JAPN 100C*, 101C, 102C, 125C, 203C, 204C; 
JOUR 110C; 
PHIL 100C*; 100HC*; 101C, 110C, 120C, 160C, 201C, 202C, 230C; 
PORT 101C, 102C; 
SPAN 101C* (101HC*); 102C* (102HC*); 201C; 203C, 204C |

Course from other College(s) _____________________________ AP Credit ___________________________
### CATEGORY D. SOCIAL SCIENCES

<table>
<thead>
<tr>
<th>6-UNIT MINIMUM</th>
</tr>
</thead>
</table>

- **ANTH** 102C(102HC), 106C, 203C; **COMM** 220C\(^A\) (220HC\(^A\)); **ECON** 100C\(^-\) (100HC\(^-\)), 105C\(^-\), (105HC\(^-\)), 110C; **ETHS** 100C\(^-\) (100HC\(^-\)), 129C\(^-\), 130C\(^-\), 131C\(^-\), 140C\(^-\), 141C\(^-\), 142C\(^-\), 150C, 151C\(^-\), (151HC\(^-\)), 152C\(^-\), 160C\(^-\), 170C\(^-\), 171C\(^-\), GEG 100C\(^-\) (100HC\(^-\)) 160C; **HIST** 110C\(^-\) (110HC\(^-\)) 111C\(^-\) (111HC\(^-\)) 112C\(^-\) (112HC\(^-\)) 113C\(^-\) (113HC\(^-\)) 135C, 142C\(^-\) (begin F05), 143C, 160C, 161C, 162AC, 162BC, 163C\(^-\) (begin F05) 165C, 170C\(^-\) (170HC\(^-\)) 171C\(^-\) (171HC\(^-\)) 270C\(^-\) (begin F05). **HS** 277C\(^-\) (begin F05), 277C\(^-\) (begin F06) 255C\(^-\) (begin F06). **MGT** 161C, 266C; **POSC** 100C\(^-\) (100HC\(^-\)), 101C, 120C, 200C, 210C, 215C, 230C; **PSY** 101C\(^-\) (101HC\(^-\)) 120C\(^-\) (begin F08), 240C\(^-\) (begin F05), 247C, 251C, 255C\(^-\) (begin F06). **SOC** 101C\(^-\) (101HC\(^-\)), 102C, 120C\(^-\) (begin F08), 250C\(^-\) (begin F06), 271C, 275C

- Course from other College(s) __________________________________ AP Credit__________________________

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### CATEGORY E. PHYSICAL ACTIVITY AND HEALTH

<table>
<thead>
<tr>
<th>1-UNIT MINIMUM</th>
</tr>
</thead>
</table>

- **HRC** 100C; **PE** 83C thru 222C\(^o\), 234C, 244C

- Course from other College(s) __________________________________ AP Credit__________________________

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### CULTURAL DIVERSITY

<table>
<thead>
<tr>
<th>3-UNIT MINIMUM</th>
</tr>
</thead>
</table>

- **ATC** 182 C, **ANTH** 121C; **COMM** 120C; **COUN** 152C; **DANC** 101C; **ENGL** 097C, 208C, 239C, 247C, 255C, 256C; **ETHS** 100C (100HC) 120C, 130C, 131C, 140C, 141C, 142C, 150C, 151C, 152C, 153C, 160C, 170C, 171C, 235C; **HIST** 275C; **HS** 277C, **HUSR** 295C; **MKT** 205C, **MUS** 113 C (begin F05) **PE** 250C; **POSC** 209C; **PSY** 237C; **SOC** 239C, 237C; **THEA** 107C\(^-\) (107HC\(^-\))

- Course from other College(s) __________________________________ AP Credit__________________________

Completion of the Nursing Program also meets the Cultural Diversity graduation requirement.

### READING PROFICIENCY REQUIREMENT- one of the following:

- **ENGL** 96C, 102C, 106C; A satisfactory score on the Cypress College Reading Proficiency Test; Completion of CSU GE Certification, IGETC Certification, or a Bachelor Degree from a U.S. regionally accredited institution.

*May be taken one (1) time for GE credit.** May be taken two (2) times for GE credit.*** May be taken three (3) times for GE credit.° Also meets Reading Proficiency requirement for graduation.** Also meets Cultural Diversity requirement for graduation.°° Also meets Reading Proficiency requirement for graduation.\(^A\) May be taken one (1) time for GE credit.\(^B\) May be taken two (2) times for GE credit.\(^C\) May be taken three (3) times for GE credit.\(^D\) Course is listed in more than one area but may only be counted in one area.\(^E\) Duplicate credit not granted for the same honors and non-honors classes or for the same course listed in two different disciplines.

**NOTE:** Underlining indicates a course is no longer offered at Cypress College. Students may still receive credit, as long as a course was on the official approved list in that category at the time it was taken.

**REMINDER:** In order to receive General Education credit, the course must be on the official approved list at the time the course is taken.
Certification of General Education Requirements for CSU: Students planning to graduate from one of the campuses of the California State University must complete a minimum of 48 semester units in General Education breadth courses. Cypress College is permitted to certify completion of the lower division 39-unit general education requirement. A course or sequence of courses used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Some universities will not allow students to count courses in their major field as part of general education. Check with a counselor when it is taken in order to be certified. This list has some courses that are valid only for certain years, students should refer to the legend below or the Cypress College CSU GE-Breadth Certification List on www.assist.org to verify that a course was valid when it was taken. A course or sequence of courses used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Some universities will not allow students to count courses in their major field as part of general education. Check with a counselor and review the university catalog for further clarification.

<table>
<thead>
<tr>
<th>Course from other College(s)</th>
<th>AP Credit</th>
<th>C</th>
<th>IP</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. English Language Communication and Critical Thinking</td>
<td>9 Unit Minimum</td>
<td>Requirement: Must include a minimum of 3-units from each area. All courses in this category must be completed with a grade of “C” or better.</td>
<td></td>
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</tr>
<tr>
<td>A1. Oral Communication: COMM 100C, (100HC)</td>
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<tr>
<td>A2. Written Communication: ENGL 100C (100HC)</td>
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<tr>
<td>Course from other College(s)</td>
<td></td>
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</tr>
<tr>
<td>B. Scientific Inquiry and Quantitative Reasoning</td>
<td>9 Unit Minimum</td>
<td>Requirement: Must include one course from Physical Science AND one course from Life Science AND one course from Mathematics. One of the Science courses must include a laboratory experience.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B1. Physical Sciences w/o Lab: ASTR 116C (116HC); CHEM 103C (103HC); GEOG 102C, GEOL 100C (100HC); 120C, 125C, 130C, 180C, 190C</td>
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<td></td>
<td></td>
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<tr>
<td>B2. Life Science w/o Lab: ANTH 101C (101HC), 101LC, 201C; BIOL 102C, 103C, 111C, 113C</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B4. Mathematics and Quantitative Reasoning (grade of “C” or better required): CSCI 185AC, 185C, 186C, 205C; MATH 100C, 115C, 120C (120HC); 130C, 141C, 142C, 150AC; PSY 161C; SOC 161C</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Course from other College(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Arts and Humanities</td>
<td>9 Unit Minimum</td>
<td>Requirement: Must include at least one course in the Arts AND one course in the Humanities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1. Arts (Art, Dance, Music, and Theater)</td>
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</tr>
</tbody>
</table>
D. Social Sciences                                           9 Unit Minimum

Requirement: Must take courses in at least two different disciplines

NOTE: Students may fulfill Area D by choosing one course from D1-D10, one course from Group A and one course from Group B.

D1. ANTHROPOLOGY AND ARCHAEOLOGY: ANTH 102C(102HC), 104C, 105C, 106 C, 107C, 121C =, 203C, 210 C

D2. ECONOMICS: ECON 100C(100HC), 105C(105HC), 110C, 280C =, GEOG 260C =

D3. ETHNIC STUDIES: ETHS 100C(100HC), 110C, 217C =, 250C =, 277C =, 292C


D5. GEOGRAPHY: ECON 260C =, GEOG 100C(100HC), 130C, 140C, 160C, 260C =


D9. PSYCHOLOGY: HUSR 255C = (begin S06), PSY 101C = (101HC), 110C, 139C, 145C = (begin S06), 202C (begin F02), 221C (begin F02), 222C, 240C, 251C, 255C = (begin S06)

D10. SOCIOLOGY AND CRIMINOLOGY: HUSR 250C = (begin S06), 292C = (begin S06); SOC 101C = (101HC), 102C (begin F02), 225C, 250C = (begin S06), 271C (begin S06), 275C, 277C, 292C = (begin S06)

Note: CSU Graduation Requirement in US History, Constitution, & American Ideals: One course from Group A and one course from Group B may be counted toward the nine–unit minimum in Area D.

Group A: POSC 100C =, 100HC =, POSC 101C
Group B: ETHS 100C = (begin F04), (100HC), 130C, 131C, 160 C = (begin S07), HIST 162AC, 162BC, 170C = (170HC), 171C =, (171HC)

Course from other College(s)__________________________________________ AP Credit ____________________________

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT                          3 Unit Minimum

INTEGRATED ORGANISM: CIS 111C: COMM 105C; COUN 105 C, 141C, 144C, 145C, 146C, 150C, 151C; HRC 100C (begin F04),
HUSR 250C = (begin S06), 255C = (begin S06); PE 128C, 173C, 230C, 231C, 234C, 235C, 237C, 242C, 244C, PSY 120C =, 145C = (begin S06), 233C, 240C, 255C = (begin S06); SOC 120C, 250C = (begin S06)

ACTIVITY: All physical education activity classes (PE 100C-2220); only one (1) unit of PE activity may count toward fulfillment of this requirement.

Course from other College(s)__________________________________________ AP Credit ____________________________

LEGEND

* May be taken (one) 1 time for GE credit
** May be taken (two) 2 times for GE credit
*** May be taken three (3) times for GE credit
**** Maximum credit four (4) units.
◊ Course may be used to satisfy requirements for one area only.
¬ This class also may be used to satisfy the Cypress College Associate Degree Cultural Diversity requirement.
Confer with a counselor for more information.
" Duplicate credit not granted for the same non-honors and honors classes, or for the same course listed in two different disciplines.

NOTE: Underlining indicates a course is no longer offered at Cypress College. Students may still receive credit, as long as a course was on the official approved list in that category at the time it was taken.

The notations reflected after classes represent either the time a class was approved or ended, or that the class is pending approval. Please check the CSU-GE Breadth Certification list on www.assist.org and with a counselor for more information.

CSU GE 10-11-Green, Revised 4/26/10
**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)**

**UNIVERSITY OF CALIFORNIA & CALIFORNIA STATE UNIVERSITY**

Student’s Name__________________________________________________ ID # @_________________________________ Date______________________

**Major**_________________________________________________________ Transfer To______________________________________________________

Completion of all the requirements in the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from Cypress College to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower division general education courses to satisfy campus general education requirements. However, students approaching readiness for transfer who are unable to complete one or two IGETC courses that are not required for admission to the university may request to complete IGETC after transferring. See a counselor for more information.

Transfer students may also fulfill general education requirements that are specific to the school or campus to which they intend to transfer. Completion of two IGETC courses that are not required for admission to the university may request to complete IGETC after transferring. See a counselor for more information.

Students must apply for IGETC certification in Admissions and Records. All courses must be completed with grades of “C” or better. Courses must be at least 3 semester or 4 quarter units in order to meet IGETC requirements. Courses must be on the college’s approved IGETC list at the time the course was completed.

**(Check boxes accordingly)**

**LEGEND: C=Completed IP=In Progress R=Remaining**

<table>
<thead>
<tr>
<th>AREA 1 – ENGLISH COMMUNICATION</th>
<th>C</th>
<th>IP</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GROUP A: English Composition</strong>, 1 course (3 semester units/4-5 quarter units) <strong>ENGL 100C</strong> <strong>(100HC)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course from other College(s) ___________________________________________________________________________ AP Credit</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING</th>
<th>C</th>
<th>IP</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirement</strong>: 1 course (3 semester/4-5 quarter units) <strong>MATH 100C, 115C, 120C</strong> <strong>(120HC)</strong>, <strong>130C, 141C, 150AC, 150BC, 250AC, 250BC; PSY 161C</strong> <strong>; SOC 161C</strong></td>
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<td></td>
</tr>
<tr>
<td>Course from other College(s) ___________________________________________________________________________ AP Credit</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA 3 – ARTS &amp; HUMANITIES</th>
<th>C</th>
<th>IP</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirement</strong>: At least 3 courses, with at least one from the Arts and one from the Humanities (9 semester or 12-15 quarter units) <strong>ART</strong> <strong>; MUS</strong> <strong>; IND</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A. ARTS:</strong> <strong>ART 100C, 110C, 111C, 112C</strong> <strong>(112HC)</strong>, <strong>114C, 212C, 213C, 216C</strong> <strong>(PENDING); DANC 101C</strong>, <strong>120C; ENGL 125C</strong> <strong>(125HC)</strong>; <strong>INDS 110C, MUS 103AC, 113C</strong>, <strong>115C, 116C, 117C, 118C</strong> <strong>(118HC)</strong>, <strong>119C</strong> <strong>(begin F01), 120C; THEA 100C, 102C</strong> <strong>(102HC)</strong>, <strong>104C, 107C</strong> <strong>(107HC)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course from other College(s) ___________________________________________________________________________ AP Credit</td>
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</tbody>
</table>

| **B. HUMANITIES:** **ENGL 102C, 110C**, **111C, 203C, 208C**, **211C, 212C, 221C, 222C, 234C** **(234HC)**, **239C**, **247C**, **255C**, **256C**; **ETHS 130C** **[begin S01]**, **111C**, **112C** **(112HC)**, **114C** **(begin S04), 113C** **(113HC)** **; FREN 203C** **(LOTE); 204C** **(LOTE); HIST 110AC**, **110BC**, **110C** **(110HC)**; **INDS 100C, 101C**, **JAPN 203C** **(LOTE); 204C** **(LOTE); **PHIL 100C** **(100HC)**; **101C, 110C, 120C, 135C, 160C, 201C** **(begin S05), 202C, 225C** **(begin S06), 230C, SPAN 203C** **(LOTE), 204C** **(LOTE)** | | | |
| Course from other College(s) ___________________________________________________________________________ AP Credit | | | |
AREA 4 - SOCIAL & BEHAVIORAL SCIENCES
REQUIREMENT: At least 3 courses from at least two different disciplines or an interdisciplinary sequence (9 semester/12-15 quarter units)


Course from other College(s) ___________________________ AP Credit

AREA 5 – PHYSICAL AND BIOLOGICAL SCIENCES
REQUIREMENT: At least 2 courses, one from Group A and one from Group B; at least one course must include a laboratory (7-9 semester/9-12 quarter units)

GROUP A: Physical Sciences
Physical Sciences w/lab:
ASTR 116C+ (116HC+); CHEM 100C (begin F02), 101C (begin F03), 107C+, 111AC, 111BC; GEOG 102C/102LC

CHEM 100C (begin F02), 101C+ or 115C (100HC+101C+ or 115 C), 102C+, 103C, 130C/131C, 220C; PHYS 130C+, 201C, 202C, 210C+, 211C, 221C, 222C, 223C

Sciences w/o lab:
ASTR 116C, (116HC+), CHEM 103C+, 103HC+; GEOG 102C, GEOG 100C+, (100HC+), 120C, 125 C, 130C, 190C+

Course from other College(s) ___________________________ AP Credit

GROUP B: Biological Sciences
Biological Sciences w/lab:
ANTH 101 C, 101HC, 101LC, 201C; BIOL 101C+ (101HC+), 111C/112C; 113C/114C, 122C, 127C, 128C, 210 C (begin F09), 230C, 231 C (begin S07), 240C, 241 C (begin S07), 262C

Biological Sciences w/o lab:
ANTH 101 C, BIOL 102C, 103C, 111C, 113C

Course from other College(s) ___________________________ AP Credit

LANGUAGE OTHER THAN ENGLISH: (UC requirement only)
REQUIREMENT: Complete one of the following:

1. Complete 2 years of high school foreign language in the same language with a grade of “C” or better.
2. Earn a score of 3 or higher on the Foreign Language Advanced Placement test.
3. Earn a minimum score of 550 on the SAT II Subject Test in languages other than English.
4. Complete course 102C (102HC) in a Foreign Language at Cypress College or equivalent courses at another college or university.
5. Completion with “C” grade or better of 2 years of formal schooling at the 6th grade level or higher at an institution where the language of instruction is not English.
6. Other (See catalog and/or your counselor for more information.)

Cypress College courses that meet the proficiency level: CHIN 102C, FREN 102C, GERM 102C, JAPN 102C, Kick 102C (begin S06); SPAN 102C (102HC+), 201C

Course from other College(s) ___________________________ AP Credit

Note: A higher-level course can be used to meet language proficiency. Students completing such courses will satisfy both the 3B Area and validate the proficiency level requirement. These courses are identified in the 3B area as (LOTE).

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

Group A: POSC 100C+ (100HC+), 101C

Group B: ETHS 100 C (begin F04) (100HC+), 130C, 131C, 160C; HIST 162AC, 162BC, 170C (170HC+) 171C+ (171HC+), 171C+

Note: The CSU US History, Constitution, and American Ideals (AI) graduation requirement is not part of IGETC. CSU campuses have the discretion whether to allow courses used to satisfy this AI graduation requirement for CSU to double-count in Area 3B or 4F. See a counselor for more information. These courses may also be used to satisfy the UC American History & Institution requirement if not completed in high school. Since requirements vary, it is advisable to check the catalog of the UC campus to which the student intends to transfer.

Course from other College(s) ___________________________ AP Credit

LEGEND
* Check with counselor for credit limitations for applicable courses in these departments: BIOLOGY, CHEMISTRY, DANCE, ECONOMICS, GEOLOGY, MATH, PHOTOGRAPHY, PHYSICS, PSYCHOLOGY, SOCIOLOGY and THEATER. Specific credit limitation information is available at www.asist.org
* Course may be used to satisfy requirements for only one area (exception for LOTE courses, 3B & 6A)
* Duplicate credit not granted for the same non-honors and honors classes or for the same course listed in two different disciplines.
* May be taken only one time for GE credit.
* See CSU graduation requirement in U.S. History, Constitution, and American Ideals.
* The class also may be used to satisfy the Cypress College Associate Degree Cultural Diversity requirement.

NOTE: Underlining indicates a course is no longer offered at Cypress College. Students may still receive credit, as long as a course was on the official approved list in that category at the time it was taken. The notations reflected after classes represent either the time a class was approved or ended, or that the class is pending approval.

Please check the IGETC Certification list on www.asist.org and with a counselor for more information.

IGETC 10-11 Reiv. Revised 4/27/10
## SAMPLE SCHEDULE PLANNING WORKSHEET

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>CRN #</th>
<th>Time</th>
<th>Day(s)</th>
<th>Instructor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 060 C</td>
<td>3</td>
<td>16042</td>
<td>8-10</td>
<td>MW</td>
<td>Rosenberg</td>
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<tr>
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<td>10026</td>
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<tr>
<td>COUN 150 C</td>
<td>3</td>
<td>14016</td>
<td>2-3:30</td>
<td>TR</td>
<td>Pelletier</td>
<td>TE 1-200</td>
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<tr>
<td>THEA 120 C</td>
<td>3</td>
<td>11133</td>
<td>1-2:30</td>
<td>MW</td>
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<td>FA-311</td>
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<tr>
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<tr>
<td>COUN 140 C</td>
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# Personal Semester Schedule Planning Worksheet

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>COUN 140 C</td>
<td>.5</td>
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</table>
What is a college unit?

• A college unit is a term used to define the number of hours per week you will spend in a given class.

• A one-unit class typically requires one hour of instruction or class time per week for the entire length of the semester.

• Lab units are determined differently. (Refer to Schedule of Classes)

How many units should I take?

• When deciding how many units to take, it is important to plan time for reading, studying, and preparing for exams, as well as for time you spend in class.

• The recommended formula is at least 2 hours of study and preparation for every unit of class time.

Example:

Twelve (12) classroom units = 12 hours in class per week
Recommended study time outside of class = 24 hours per week (12x2=24)
Total time needed for 12 units = 36 hours per week

What if I'm Working?

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

<table>
<thead>
<tr>
<th>If you work</th>
<th>Take approximately</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 hours</td>
<td>12 + units</td>
</tr>
<tr>
<td>20 hours</td>
<td>6 - 12 units</td>
</tr>
<tr>
<td>40 hours</td>
<td>1 - 6 units</td>
</tr>
</tbody>
</table>

Other considerations:

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

**SCHEDULE TIME** to do your schoolwork as you would for any important activity.

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

**KEEP A LIST** of specific “things to do”. List what you need to do short-term to prepare for long-term projects. Keep a list of all your assignment due dates.

**LEARN TECHNIQUES** that are most effective for you. Listen, read, take notes, and participate in class activities and discussions.

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

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

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

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

**TAKE ADVANTAGE OF THE LEARNING CENTERS** on campus when you need tutoring.

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

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

**POSITION YOURSELF** in class where you are most likely to stay awake, pay attention, and hear and see the material most clearly.

*Student Success Handouts are available on topics such as time management, study skills, problem solving and critical thinking, math success, goal setting and more...*

*Go to the Career Planning Center
Student Center building 2nd Floor*
Preparing for the exam
A. Ask your instructor if the exam will consist of multiple choice, true/false, essay or a combination of questions.
B. Find out whether the exam will cover all (comprehensive) or part of the course. Will it be based on text book, lectures, or both? How long will it last, and how will it be graded?
C. Know the vocabulary or key terms
D. Review at least a week prior to the exam date
E. Rewrite or retype your notes
F. Use note cards to assist with materials or vocabulary you need to memorize.
G. Read your notes aloud.
H. Participate in a study group or study with a classmate.

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

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

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

Essay Tests
A. Analyze the question and divide it into main parts and subparts.
B. Make an attempt to answer all questions by telling the instructor what you know, and answer as specifically as possible.
C. Notice words like “evaluate”, “describe”, “compare”, and do what is asked of you.
D. Before you write, think about your thesis, supporting material, transitional words or phrases, and a summary. Prepare an outline if the instructor permits one.
E. Watch spelling, grammar, and punctuation.
CALCULATING GRADE POINT AVERAGE (GPA)

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Per Unit</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
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<td>D</td>
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<tr>
<td>F</td>
<td>0.0</td>
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<tr>
<td>P</td>
<td>0.0</td>
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<tr>
<td>I</td>
<td>0.0</td>
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<tr>
<td>NP</td>
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<tr>
<td>RD</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>0.0</td>
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</tbody>
</table>

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

Example:

<table>
<thead>
<tr>
<th>FALL</th>
<th>Units Attempted</th>
<th>Grade Points</th>
<th>Units Completed</th>
<th>Grade Points X Units Completed</th>
<th>Grade Point Average</th>
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<td>W/0.0</td>
<td>0.0</td>
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</tr>
<tr>
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<td>P/0.0</td>
<td>0.5</td>
<td>0.0</td>
<td>0.0</td>
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<tr>
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<td>B/3.0</td>
<td>3.0</td>
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<td></td>
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<tr>
<td>PE 152 C</td>
<td>1.0</td>
<td>B/3.0</td>
<td>1.0</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>MATH 040 C</td>
<td>4.0</td>
<td>C/2.0</td>
<td>4.0</td>
<td>8.0</td>
<td></td>
</tr>
<tr>
<td>ENGL 137 C</td>
<td>3.0</td>
<td>B/3.0</td>
<td>3.0</td>
<td>9.0</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>11.5</td>
<td></td>
<td>29.0</td>
<td></td>
<td>29.0/11.5=2.53</td>
</tr>
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</table>
Attendance & Absences:

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

Withdrawals:

- You may drop or withdraw from a class.
- 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 the class(es) using myGateway. Refer to the deadlines listed in the Class Schedule.
- You may drop a class up through the 3rd week or approximately 1/5 of the term of the class without a “W” appearing on your transcript.
- You may drop a class up through the 14th week or approximately 3/4 of the term of the class and a “W” will be recorded on your transcript. If you are still officially enrolled in the class after this time, you will receive the letter grade you have earned.
- Excessive withdrawals can lead to progress probation and/or dismissal and loss of priority registration.

DO NOT ASSUME THAT THE INSTRUCTOR WILL DROP YOU. IT IS YOUR RESPONSIBILITY TO OFFICIALLY DROP A CLASS.
COURSES THAT PROMOTE STUDENT SUCCESS
(See Class Schedule for days and times)

COUN 060 C (1 unit)
Academic Success and College Survival: Designed to help students who are experiencing difficulties succeeding in college.

COUN 071 C (3 units)
Career Prep & Life Management: Designed for students in the Disabled Students Program and Services. This course is for students needing special assistance in career planning, job search techniques and life management.

COUN 072 C (.5 unit)
Learning Assessment: Designed to determine through intensive diagnostic assessments if a student has a learning disability.

COUN 073 C (3 units)
Computer Access I: For students with learning, visual, physical or hearing disabilities.

COUN 100 C (2 units) College Orientation: Designed for, but not limited to, students with learning disabilities. The course facilitates an awareness of community and college support services.

COUN 105 C (1 unit)
Stress Management: Designed to increase the student’s awareness of the effects of stress and anxiety related to academic performance.

COUN 110 C (3 - 4 units)
Teaching As a Career: Designed for future teachers. Requires fieldwork experience.

COUN 140 C (.5 unit)
Educational Planning: This course is an orientation to college life and responsibilities, college requirements and regulations, career guidance and development of a Student educational Plan (SEP).

COUN 141 C (1 unit)
Career Exploration: Designed for students who are uncertain about their educational and career goals.

COUN 145 C (2 units)
Changing Careers: Designed for mid-life students who are going through a variety of life transitions and/or considering a career change.

COUN 150 C (3 units)
Academic and Life Success: Designed to gives students practical skills in achieving academic, and personal goals, and to develop plans and strategies to successfully meet those goals.

COUN 151 C (3 units)
Career and Life Planning: Assists students in analyzing lifestyles, self-assessment, career research, job search, resume preparation, interviewing, and goal setting.

COUN 160 HC (1 unit)
College/University Transition: Assists students in the selection and application process for transferring to a college or university.

COUN 295 C (1 - 4 units)
Vocational Internship: Designed to give student college credit for work experience at a related occupational work site, while being concurrently enrolled in a vocational major.

COUN 299 C (.5 - 2 units)
Counseling Independent Study: Designed for students who wish to develop in depth various guidance-related topics. students develop an Independent Study Learning Contract with the Instructor that details the objectives and course content.
GENERAL TRANSFER INFORMATION

At Cypress College, students can complete most of their general education and lower division major requirements before transferring.

Each student is advised to enroll in Counseling 140 C, Educational Planning, and follow up with a counselor to carefully review their Student Educational Plan (SEP). The SEP is a guide to assist students in identifying and understanding the courses they need in order to transfer or to complete their specific educational goal.

SELECTING A MAJOR

Many students who come to Cypress College and have not yet decided on a major are considered undecided/undeclared students. These students are strongly advised to enroll in one of the following career classes: COUN 141 C, 144 C, 145 C, or 151 C. Career counselors are also available by appointment in the Career Planning Center to assist students with discovering individual personality traits, interests, values, skills and abilities in the process of finding a satisfying college major to lead to a fulfilling career.

Most students can begin working on general education requirements, without a major since they apply to most educational plans. Students may also select a course in a subject area that interests them and try it out. Once a major has been declared or when students change their majors, they are advised to schedule an appointment with their academic counselor to review and update their Student Educational Plans.

SELECTING A TRANSFER INSTITUTION

Selecting a college or university for transfer takes time and advanced planning. It is strongly recommended that students planning to transfer work closely with their counselors in exploring and evaluating transfer options. Transfer workshops, university campus tours, and appointments with university representatives are some of the services available through the Cypress College Transfer Center. It is advisable to review a college catalog for the university to which you plan to transfer, and also be aware of dates for submitting applications and financial aid papers. Many university catalogs and some university applications are available in the Transfer Center.

Students are advised to check with their counselor regarding certification of general education and transfer admission agreements with selected transfer institutions. Certification of general education is not automatic. An application must be submitted to Cypress College Admissions and Records Office prior to transfer. The application deadline is listed in the Cypress College Schedule of Classes. Students are encouraged to schedule an appointment with their counselor or attend an application workshop to assist them in completing their application. However, it is the student’s responsibility to know and meet deadlines.

TRANSFERABILITY OF COURSES

Students can generally transfer a maximum of 70 units. Cypress College courses that are numbered 100C and above are transferable to CSU campuses either as general education, lower division major preparation, or elective coursework. However, not all courses numbered 100 C or above are transferable to UC campuses or to private colleges or universities. It is important to work with a counselor to insure that courses are transferable to the campus students plan to attend and to insure that they meet the requirements students need to fulfill.

Articulation agreements, located in the Transfer Center, will assist students in determining the transferability of courses. In addition, www.assist.org is the official source for California articulation and student transfer information between community colleges and UC’s and CSU’s.
CALIFORNIA STATE UNIVERSITY (CSU)

California State University has 23 campuses located throughout the state. The CSU offers more than 1,400 bachelor and master degrees in over 200 subject areas. Generally, the CSU system will accept a maximum of 70 units of transferable coursework from Cypress College.

Prospective CSU transfer students are advised to consult with their counselor regarding CSU admission, as requirements vary depending upon the student’s status at the time of high school graduation. Applicants in particular majors may need to meet certain departmental admission requirements such as specific general education courses and/or a higher grade point average in addition to major preparation requirements. Most CSU campuses will not admit transfer students who have fewer than 60 transferable units completed. In addition, students are strongly advised to complete English, speech, critical thinking and mathematics general education requirements as early as possible prior to transfer.

Information regarding any CSU campus can be found through on-line at www.calstate.edu or www.csumentor.edu.

UNIVERSITY OF CALIFORNIA (UC)

The University of California has 10 campuses located throughout the state. Each campus within the system has its own unique geographic and academic character. Bachelor’s (with the exception of UC San Francisco), master’s, and doctoral degrees are offered in a variety of subject areas. Generally, the UC system will accept a minimum of 60 and a maximum of 70 units of UC transferable coursework from Cypress College.

Prospective UC transfer students are advised to consult with their counselor regarding UC admission, as requirements vary depending upon the student’s status at the time of high school graduation. Applicants in particular majors may need to meet certain departmental admission requirements for selective or impacted majors such as specific general education courses and/or a higher grade point average in addition to major preparation requirements.

Information regarding any UC campus can be found through on-line at www.universityofcalifornia.edu/uctransfer.

INDEPENDENT COLLEGES AND UNIVERSITIES

In addition to the state-supported UC’s and CSU’s, there are many outstanding independent institutions. Each of these institutions has unique requirements for admission. In order to determine eligibility, students should obtain a copy of the school catalog and consult with their counselor. This also applies to students who plan to transfer to institutions outside of California.

Although admission requirements vary and are listed in the colleges and universities catalogs, students who transfer to independent institutions are generally given credit for most, if not all of their community college courses designed for transfer.

Information about institutions that are accredited by the Western Association of School and Colleges (WASC) can be found through the Internet at www.wascweb.org. Students may also consult with their Counselor.

CALIFORNIA COMMUNITY COLLEGES

There are 110 community colleges located throughout California. Each campus offers various courses for personal and professional growth, vocational certificates, associate degrees, and lower division transfer courses/programs.

Information about each of the community college campuses in California can be found on-line at www.cccco.edu

ARTICULATION AGREEMENTS

Articulation agreements define how courses will transfer from one institution to another. Cypress College maintains major and/or course-to-course articulation agreements with most public universities and many independent colleges and universities in the state of California. The agreements with the public institutions are listed on www.assist.org which is the official repository for articulation in the state. Many independent institutions have articulation information available on their websites. In addition, agreements with public and independent institutions are located in the Transfer Center. Students should see their counselor, log on to www.assist.org, or visit the Transfer Center for more information.
There are four segments of higher education in California. They are 1) the University of California (UC) system with 10 campuses; 2) the California State University (CSU) system with 23 campuses; 3) the 66 accredited independent colleges and universities; and 4) 110 community colleges. The locations of the UC and CSU campuses, and Cypress College, are indicated on the map below.
Use the resources in the Transfer Center located in Student Center, and complete the information below to assist you in understanding and completing the “major” courses on your Student Educational Plan (SEP).

1. My major is _____________________________.
   Students who have not yet declared a major are encouraged to enroll in COUN 141 C, 144 C, 145 C, or 151 C and/or make an appointment with a career counselor in the Career Planning Center located in Student Center, 2nd Floor.

2. Identify and list two or more California colleges/universities that offer your major program. When deciding between campuses, read about the admission requirements for transfer students, as well as the preparation for your major area. **NOTE:** If you do not plan to transfer to a California college/university, it is recommended you seek advisement from your Cypress College counselor and from the transfer institution. It may be beneficial to read individual course descriptions in the catalog of the school where you plan to transfer and compare them to descriptions of similar courses in the Cypress College Catalog.

After looking through the catalogs, select one college/university where you plan to transfer. Using that college/university catalog, find the lower division/core requirements for your major, and then list their course number, prefix, and course title on the left side of the table below. Example: ACCT 201 A - Financial Accounting. Transfer major sheets are available in the Transfer Center for some majors.

On the right side of the table use the articulation guides in the Transfer Center or www.assist.org to identify which courses for your major are articulated (equivalent) with Cypress College courses.

**NOTE:** Some college/university courses for some majors may not have articulation agreements with Cypress College, and not all information for UC’s and CSU’s are currently listed on ASSIST.

**Example:**

<table>
<thead>
<tr>
<th>California State University Fullerton 2009-2010</th>
<th>Cypress College 2009-2010</th>
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</thead>
<tbody>
<tr>
<td>ACCT 201 A - Financial Accounting</td>
<td>ACCT 101 C</td>
</tr>
<tr>
<td>ACCT 201 B - Managerial Accounting</td>
<td>ACCT 102 C</td>
</tr>
<tr>
<td>BUAD 201 - Business Writing</td>
<td>MGT 211 C</td>
</tr>
</tbody>
</table>

Write in name of college/university & catalog year

<table>
<thead>
<tr>
<th>Cypress College</th>
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</tbody>
</table>
Accreditation - Recognition by an organization or agency that a college meets certain established standards of educational quality (may be national or regional).

Application Fee Waiver - Freedom from payment of the admission application fee for those students with demonstrated financial hardship.

Articulation Agreement - Agreements between colleges, at the institutional or program level, that state specific policies related to transfer.

Associate’s Degree - A degree usually awarded by a community college upon completion of a program of study and a minimum of 60 degree eligible units.

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

Certificate - The indication of the completion of the pattern of general education for California State Colleges and Universities (either CSU General Education/Breadth requirements or the Intersegmental General Education Transfer Curriculum). Students must apply for certification in the Admissions and Records Office at their community college for indication of completion on their transcripts.

Concentration - An option or special emphasis within a degree program.

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

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

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

CSU System - The California State University System.

Doctorate Degree - (usually a Ph.D. or Ed. D.) Awarded by a transfer institution upon the completion of a prescribed program of study beyond the master’s degree level.
Extended Opportunity Program and Services (EOPS) - A program designed to provide information regarding admission, financial aid, and supportive services to current and/or prospective students who may have economic, educational, or environmental disadvantages. “Special Admission” considerations may also be provided.

Elective - Courses which are not required by the major or general education but which are acceptable for credit. An elective course may be in the student’s major area of study or any department of a college or university.

Filing Periods - The period of time during which campuses will accept applications for students wishing to enroll in a particular semester or quarter.

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

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

Grade Point Average (GPA) - The indication of the overall level of academic achievement. It is an important measure used in making decisions about probation and disqualification, eligibility for graduation, and transfer. The GPA is derived from the following unit system:

- **A** = 4 points per unit
- **B** = 3 points per unit
- **C** = 2 points per unit
- **D** = 1 point per unit
- **F** = 0 points per unit

The GPA is calculated by dividing the total number of grade points received by the number of units attempted.

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

Impacted Major/Campus - When the number of applications received is expected to be larger than the number of spaces available. Additional criteria are then considered in making an admission decision and students must apply during a specified period of time.

Independent College/University - In California there are more than 66 accredited colleges and universities, which are free from direct financial control by the state. Thousands of others exist throughout the nation.

Liberal Arts - Programs/courses in the humanities, natural sciences, and social sciences.

Lower Division - The freshman and sophomore years of study prior to completing upper division (Bachelor’s degree) courses.

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

Major Preparation - University prerequisite courses that prepare students to enter upper division courses in their chosen major.
**Masters Degree** - A degree awarded by a transfer college or university upon completion of a program of study beyond the bachelor’s level, usually consisting of 40-60 units.

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

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

**Postsecondary** - Education instruction beyond high school.

**Prerequisite** - When a course has a prerequisite, it means that a student must have certain knowledge to be successful in the course. The prior knowledge may be a skill, an ability, a test score, or successful completion of a prior course (earning a grade of C or better). Completion of the prerequisite is required prior to enrolling in the course.

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

**Residence Requirements** - States that a certain number of units must be taken on the campus from which the student expects to receive a degree.

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

**Semester System** - Approximately 16-18 weeks of instruction offered two times a year, during the fall and spring semester.

**Transcript** - A list of all courses taken at a college or university showing the final grade received for each course. Official Transcripts bear a seal of the college and signature of a designated college official and at the student’s request, are generally sent directly from one institution to another.

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

**Transfer Student** - A student who has attended another college for any period, which may be defined differently by different colleges.

**UC System** - The University of California System.

**Undergraduate** - A student enrolled in the years of college study prior to receiving a Bachelor’s degree.

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

**Upper Division** - The junior and senior years of study prior to receiving a Bachelor’s degree.
COMPUTING RESOURCES ACCEPTABLE USAGE POLICY

Purpose

All computing resources are intended to support the research and educational mission of Cypress College; their use is a privilege and responsibility. The use of computing resources is subject to all applicable local, state and federal laws, the general guidelines outlined in this document, and any specific guidelines in effect at individual computing centers.

- BP 3720 Computer and Electronic Communication Systems
  http://www.nocccd.edu/Policies/PDFs/documents/BP3720_101606.pdf
- AP 3720 Computer and Electronic Communication Systems

Service Restrictions

All computing resources are intended to support the research and educational division of Cypress College, their use is a privilege and a responsibility. Users of computer and Electronic Communications Systems and services are expected to do so responsibly and the use of computing resources is subject in compliance with state and federal laws, policies and procedures of the District, and with normal standards of professional and personal courtesy and conduct. Reasons for restricting access to the electronic communications services include, but are not limited to, the following: when required by and consistent with law; when there is significant reason to believe that violations of policy or law have occurred; when failure to act may result in significant bodily harm, when significant property loss or damage would result, when loss of significant evidence of one or more violations of law or of District policies would result, when significant liability to the District or to members of the District community would result; or District business operational needs warrant.

Policy Violations

Violations of District policies and procedures governing the use of District computer systems and electronic communications services may result in the temporary or permanent restriction of access to District computer systems and electronic communication services and appropriate disciplinary action, up to and including student dismissal or employee termination in accordance with existing board policies and State Education Code. Violation of state or federal law may result in a referral to the appropriate law enforcement agencies. Standards of student conduct and discipline along with procedures can be found beginning on page 56 of the student handbook.

Campus Computing Centers/Labs

Individual computing centers maintain their own specific policies that supplement the Board Policies and procedures. Users of individual computing centers are to follow these policies. Computing centers and labs are authorized to enforce both the District/Campus Acceptable User Policy and their own individual policies. Users who establish individual computer accounts for use of Internet e-mail, applications or campus resources will be required to abide by all the policies.
Distance Education
http://www.cypresscollege.edu/academics/DistanceEducation

Distance Education is college instruction in which the instructor and student are separated by distance and interact with the assistance of communication technology. These courses provide the same quality of Cypress College instruction, teach the same material, are transferrable to most four-year baccalaureate institutions, and require the same fees as our traditional on-campus classes. A wide range of distance education general interest, transferrable, and career-orientated courses are offered each term.

Distance education courses have many advantages, such as:
- A flexible academic schedule to help students meet work and family responsibilities
- Access to courses from “anywhere”
- Reduction of commuting time
- An opportunity for disabled students, working couples, and single parents to continue their education

On campus activities and the personal and professional relationships created are an integral part of the first year college experience. Getting to know your professors, counselors and new college friends in person will help you forge a strong foundation for educational success. Students new to the college environment are encouraged to take distance education courses as a part of, but not as their entire academic schedule.

To take a distance education course, you need access to a computer with an internet connection. You must also have a functioning private email address. Computers are also available to students with a valid Cypress College photo ID in the Learning Resource Center (LRC). Printing hard copies is allowed in the LRC for a fee. To take a distance education class, you must, at a minimum, be able to:
- Send email with attachments
- Receive private email with attachments (no shared email accounts)
- Use a word processing program
- Save documents
- Navigate and search the Internet
- Install new software applications

Online Courses
Online courses are taught using the computer and your Internet connection. Some are taught entirely online and some have a few on-campus meetings for orientations and/or tests, but not for on-campus instruction. You will need access to a computer and the Internet in order to take these classes.

Hybrid Courses
Hybrid courses are taught both on-campus and online. While a class may not meet every week, for those meetings that are scheduled they will occur on the same day and at the same time of the week. You will need access to a computer and the Internet in order to take these classes.

Web Enhanced Courses
Web enhanced courses at Cypress College are defined as on-campus courses that use the Internet to deliver files, but not instruction, online. Web enhanced courses offer you access to class materials and other resources online. While supplemental work, homework assignments, or other activities may also be offered online, web enhanced courses may not use Internet-based resources or activities to replace required on-campus instruction or in-seat contact hours with the instructor.

Are Online Courses For You?
You are ready to take an online or hybrid class if you feel comfortable with the following best practices:
- I usually read directions very carefully.
- I can open files on my computer, save in different formats (like .rtf), use more than one program at a time and copy and paste.
- I manage my time effectively and always meet deadlines without having to be reminded.
- I can read class material and apply the concepts based on that reading.
- I don’t wait until the last minute to complete an assignment.

11/19/09
I can send, reply, forward and receive email messages. I can send attachments and open attachments.
I know how to keep my e-mail account from blocking or filtering e-mails from my instructors and fellow students.
I have a computer at home with high speed Internet access or I am willing to use campus computers in the LRC if needed.
I'm not afraid to experiment to solve technical difficulties on my computer.
I have successfully downloaded software many times before.
I can type, use the spell and grammar check, format documents, save documents in different formats, cut, copy and paste, change fonts, and undo mistakes.
I will allot specific study time to my online or hybrid class.
I can browse the Web and perform online research, including academic research.
I am willing to figure things out on my own, but am also comfortable asking an instructor for help as soon as I need it.
I know and practice good netiquette.
I possess the writing skills to communicate effectively online.

If you feel that you are not ready to enroll in a distance education class and would like to develop your computer skills, contact your counselor for information about introductory computer skills development courses.

The successful online student:

- Has basic computer and web skills
- Is self-motivated and self-disciplined
- Is able to communicate through writing
- Has good time management skills
- Is comfortable communicating with an instructor

Successful online students are generally characterized as being independent, self-motivated, willing to learn in isolation, and comfortable with technology.

How much time can I expect to spend on a Distance Education course?

Distance Education courses require the same amount of student time as on-campus courses. The minimal time required is the ‘normal’ on campus meeting time per week plus class preparation time (2 hours for each on campus hour). For example, if a course normally requires three hours of classroom instruction per week a student should expect to spend at least and additional six hours of preparation time for a minimum total of nine hours per week. When gauging how much time to schedule in your semester for a Distance Education courses please take into account your comfort level working with computers and the Internet for educational purposes such as academic reading, writing, and studying on the web.

How do I enroll in online and hybrid courses?

Enrolling in online and hybrid courses is the same procedure as enrolling in on campus classes at Cypress College. Please refer to the registration information in the schedule of classes.

What are the Blackboard hardware and software requirements?

- PC running Windows 98, 2000, XP, Vista, Windows 7
- MAC running Macintosh OS 9.x or OS X
- At least 512 MB RAM, but more may be required for multiple applications or videos used in some courses.
- Internet connection via modem of 56k bps or faster
- Recommended web browser: Firefox 2.0, 3.0, Internet Explorer 7 is supported; Internet Explorer 8 must be used in the compatibility mode, see: http://www.alpenacc.edu/faculty/blackboard/bb8/pdfs/Bboard8_timedtest_IE8_set_compatibilityview.pdf
- Word processing program

Contact Information:
Distance Education Office
Phone: (714) 484-7052
Email: DistanceEd@cypresscollege.edu

11/19/09
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.
Cypress College students and staff are assured that allegations of any form of discrimination will be administered in a confidential manner throughout the entire process of filing a complaint. Discrimination complaints may be filed on the basis of sexual harassment, ethnicity, religion, age, gender, color, physical or mental disability, and sexual orientation.

In order to receive further information regarding filing a complaint of alleged discrimination, students and staff are requested to call Dr. Kimberly Bartlett at (714) 484-7104.

Drug Free Environment
It is the policy of the North Orange County Community College District to provide a drug-free educational, employment and business environment. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District. Any student who violates this policy will be subject to disciplinary action, which may include suspension, expulsion and referral for prosecution. Information regarding the District’s Drug Free Environment Policy may be obtained by contacting the campus Office of the Vice President at (714) 484-7312 or the Office of the District Director of Human Resources at (714) 808-4818.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT 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
The California Education Code provides that “The board shall have the power to adopt such rules and regulations, not inconsistent with law, as are necessary for its own government and to enable the board to carry out all powers and responsibilities vested in it by law.” (Section 71020). The Board of Trustees has prescribed certain rules that apply to students. These rules shall apply to each of the colleges of the District. The college president shall be responsible for the development of procedures required on the campus to assure that these rules are in effect on campus.

**STUDENT RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS**

**FERPA AT A GLANCE**

**The Family Educational Rights and Privacy Act What is FERPA?**

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements regarding the privacy of student records. FERPA governs: (1) release of these records (known as education records) maintained by an educational institution and (2) access to these records. This law applies to K-12 as well as postsecondary education.

**Who must comply with FERPA?**

Any educational institution (school or other entity that provides educational services and is attended by students) and educational agency (entity that administers schools directly linked to it) that receives funds under any program administered by the U.S. Secretary of Education.

**What does FERPA require for educational institutions to be in compliance?**

- Notify students annually. Schools must notify students of their rights on an annual basis. There is no specific method that schools must use to notify students; it is up to the institution. Notice must take a form that is “reasonably likely” to notify students. Recommended and most frequently used ways include:
  - Student bulletin, handbook, or catalog
  - School or local newspaper
  - Student registration packet
- Protect students’ rights to inspect and review their education records.
- Protect students’ rights to request the amendment of their education records.
- Protect students’ rights to limit disclosure of personally identifiable information contained in education records.
- Ensure that third parties do not redisclose personally identifiable information (except under a few circumstances).
- Keep records of requests for and disclosures of student education records in limited situations.

**Who has FERPA rights at the postsecondary level?**

A student “in attendance” (regardless of age) and former students.

- Student applies to all students attending — including continuing education students, students auditing a class, distance education students, and high school students enrolled in college.
- In attendance applies to and is determined by the institution. If the institution has not defined when a student is “in attendance” that date becomes the day the student first attends a class at the institution.

**What rights does FERPA provide for students?**

- Right to inspect and review their education records.
- Right to request the amendment of their education records.
- Right to limit disclosure of some “personally identifiable information” (information that would directly identify the student or make the student’s identity easily traceable) known as directory information.

**What is considered Directory Information?**

Student’s name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student. (NOCCCD BP 5040 effective April 2009)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student’s education record that the student believes is inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CYPRESS COLLEGE, FULLERTON COLLEGE,
SCHOOL OF CONTINUING EDUCATION

BP 5500 Standards of Student Conduct and Discipline

Reference: Education Code Section 66300, 66301; 76030, 76033, 76034, 76036
Accreditation Standard II.A.7.b

1.0 Standards of Student Conduct

For purposes of this policy, the term "District" as used herein means the North Orange County Community College District, Cypress College, Fullerton College, the School of Continuing Education, the Anaheim Campus, and other entities operated by, or property under the control of, the North Orange County Community College District.

Students enrolling in the programs and services of the North Orange County Community College District assume an obligation to conduct themselves in a manner compatible with the function of the colleges and the School of Continuing Education as educational institutions. A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student. Misconduct, which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

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

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

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

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

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

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

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

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

1.9 Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.
1.10 Causing or attempting to cause damage to District property, or to private property on.

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

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

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

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

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

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

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

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

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

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

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

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

1.23 Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
1.24 Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.

1.25 Use of the District's computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedure 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.

2.0 No student shall be suspended from a college or School of Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, School of Continuing Education or District activity or attendance.

3.0 Any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

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

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

See Administrative Procedure 5500
Date of Adoption: January 28, 2003
Date of Last Revision: October 23, 2007

AP 5500 STUDENT DISCIPLINE PROCEDURES

Reference: Education Code Section 66017, 66300, 66301, 76030 et seq. Penal Code Section 626.4

1.0 The purpose of these administrative procedures is to provide a prompt and equitable means to address violations of the standards of student conduct in a manner consistent with requirements of due process of law. Nothing in these procedures is intended to infringe upon the rights of students to engage in the lawful exercise of free expression as protected by the state and federal constitutions and by the provisions of Education Code section 76120.

2.0 Definitions

2.1 Administrator: A management employee of the District having significant responsibilities for formulating District policies or administering District programs.

2.2 District: The North Orange County Community College District.

2.3 College: Cypress College, Fullerton College, and the School of Continuing Education and their respective programs.

2.4 Student: Any person currently enrolled as a student at a College or in any program offered by the District.

2.5 Instructor: Any instructional employee of the District in whose class a Student subject to discipline is enrolled.
2.6 **Student Discipline Officer:** The official a ta College who is responsible for reviewing and processing student discipline matters.

2.7 **President:** The President of Cypress College, the President of Fullerton College, and the Provost of the School of Continuing Education.

2.8 **Day:** A day during which the District administrative offices are open for business. The time limits set forth in these procedures for action by the Student Discipline Officer, President, hearing officer or panel, and Board of Trustees are guidelines; failure to strictly adhere to these time limits shall not invalidate any action otherwise appropriately taken here under.

2.9 **Expulsion:** The involuntary removal of a student from the District and all District programs for one or more terms, or permanently, by action of the Board of Trustees.

2.10 **Formal Hearing:** A hearing conducted before a hearing officer or hearing panel in accordance with section 4.0 of these procedures during which the student and the District may call and examine witnesses and present documentary evidence.

2.11 **Informal Hearing:** A meeting between the student and the Student Discipline Officer or designee in accordance with section 3.2.3 of these procedures to discuss the charges and provide the student with the opportunity to respond to the charges orally, or in writing.

2.12 **Suspension:** The involuntary removal of a student for good cause from one or more classes or from the college by the President or designee for a limited period of time, as follows:

   2.12.1 **Short-Term Suspension:** Removal from one or more classes for a period of up to 10 consecutive days of instruction;

   2.12.2 **Long-Term Suspension:** Long-term suspension may consist of:

   2.12.2.1 Removal from one or more classes for the remainder of the academic term;

   2.12.2.2 Removal from one or more classes for one or more academic terms; or

   2.12.2.3 Removal from all classes and activities of the College for one or more academic terms.

A student placed on suspension from one or more classes may not, for the period of the suspension, be enrolled in any class or program at any College in the District that is substantially similar to the class(es) or program(s) from which the student is suspended.

A student placed on suspension from all classes and activities of a College may not be enrolled in any College or program in the District for the period of suspension.

2.13 **Removal from Class:** The involuntary removal of a student from class by an Instructor for a maximum period of two consecutive class sessions.

2.14 **Removal from Facility:** The involuntary removal of a student by an administrator from a District or College facility, or facility under the control of the District or College for a maximum period of two consecutive days.
2.15 **Disciplinary Probation:** A status between good standing and suspension or expulsion. It covers a stated trial period and disciplinary conditions required of the student. At the end of the trial period, it shall be determined, based on whether the probationary conditions have been met, whether the student is to be returned to good standing, suspended, recommended for expulsion, or subject to other disciplinary action.

2.16 **Loss of Privileges:** Disciplinary action involving the loss of certain student privileges, such as eligibility to participate in extracurricular activities, for a stated period of time.

2.17 **Formal Reprimand:** Written admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A formal reprimand becomes part of a student’s permanent record and is considered in the event of future violations of the standards of student conduct.

2.18 **Informal Reprimand:** An oral admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A record of the fact that an informal reprimand has been given may be retained as part of a student’s record for a period of up to one year and is considered in the event of future violations of the standards of student conduct during the period of retention. It is the student’s responsibility to request that the record be removed upon expiration of the period of retention.

2.19 **Withdrawal of Consent to Remain on Campus:** Withdrawal of consent by the President or the President’s designee for a student or other person to remain on a College campus in accordance with California Penal Code section 626.4 where the College President has reasonable cause to believe that the student has willfully disrupted the orderly operation of the campus.

3.0 **Procedures for Implementing Disciplinary Action**

3.1 **Removal of Student From Class or From a Facility**

3.1.1 **Removal From Class by an Instructor:** An Instructor may order a student removed from class for good cause. Removal shall be for a maximum period of two class sessions, which shall be the day of the removal and the next class meeting.

**Removal From a Facility by an Administrator:** For good cause, an administrator may order a student removed from facility for the day of the offense and the next day.

3.1.2 The student shall be advised of the removal and the reasons therefore. The Instructor or Administrator shall immediately report the removal, through established College administrative channels, to the Office of the President and to the Student Discipline Officer for appropriate action and shall submit, through those channels, a written report describing the conduct warranting the removal to the Student Discipline Officer within ten (10) days of the removal.

3.1.3 The appropriate program administrator or the Student Discipline Officer shall conduct a meeting with the student. If the student is a minor, the Student Discipline Officer shall ask the parent or guardian of the student to attend a parent conference with the Instructor, if the removal was from class, or if the removal was from a facility, with the administrator who ordered the removal, as soon as possible. If the Instructor, administrator, or the parent or guardian so requests, the Student Discipline Officer shall attend the conference.
3.1.4 During the period of removal, the student shall not be returned to the class without the concurrence of the Instructor or, if the removal is from a facility, without the concurrence of the administrator who ordered the removal.

3.1.5 Nothing herein shall prevent the President or Student Discipline Officer from recommending further disciplinary action in accordance with these administrative procedures based on the conduct which prompted the removal.

3.2 Suspension or Expulsion

3.2.1 Except in the case of immediate interim suspension as provided in section 3.3 of these procedures, before implementing disciplinary action to suspend or expel a student, the student shall be provided with a written notice of the conduct warranting the discipline, which shall include:

3.2.1.1 the section(s) of the Standards of Student Conduct the student is charged with violating;

3.2.1.2 a brief statement of the facts supporting the charges;

3.2.1.3 the right of the student to an informal hearing with the Student Discipline Officer or designee to discuss the charges, or to respond in writing; and

3.2.1.4 the nature of the proposed disciplinary action.

3.2.2 The notice shall be provided to the student within thirty (30) days of the date on which the conduct occurred or the date on which an Instructor or other official of the District learned of the conduct; or, in the case of continuous, repeated, or ongoing conduct, the notice shall be provided within thirty (30) days of the date of the most recent occurrence. Within five (5) days of receiving the notice, the student may submit to the Student Discipline Officer a written request for an informal hearing, as provided in section 3.2.1.3. In addition to, or in lieu of requesting an informal hearing with the Student Discipline Officer, the student may submit a written response to the charges. Notice is deemed received as of the date it was personally delivered or three (3) days after it was placed in the United States mail.

3.2.3 If the student requests an informal hearing as provided in section 3.2.1.3, the Student Discipline Officer shall hold an informal hearing during which the student shall be given an opportunity to respond orally or in writing to the charges.

3.2.4 Within five (5) days after the informal hearing, or within ten (10) days after the student has received the written notice pursuant to section 3.2.1 and has declined or failed to request a meeting, the Student Discipline Officer shall provide the President with a written recommendation regarding the specific disciplinary action to be imposed, if any, which shall include the factual findings regarding the charges and conclusions as to the standards of student conduct that were violated, if those findings and conclusions differ in any material respect from the initial notice.

3.2.5 Within five (5) days after receipt of the recommendation of the Student Discipline Officer, the President shall render a decision regarding the disciplinary action to be implemented, if any, and shall provide written notice of the decision to the student. The President may accept, modify or reject the recommendation of the Student Discipline Officer.

3.2.5.1 Short-Term Suspension or Lesser Disciplinary Action
Where the decision of the President is to impose short term suspension or some
lesser disciplinary action, the decision of the President shall be final. The written notice to the student of the President's decision shall specify the length of time of the suspension or the nature and duration of the lesser disciplinary action.

3.2.5.2 Long-Term Suspension

3.2.5.2.1 Where the decision of the President is to impose long term suspension, the student shall have the right to request a formal hearing before the suspension is imposed.

3.2.5.2.2 The written notice to the student of the President's decision shall specify the right of the student to request a formal hearing and shall include a copy of the formal hearing procedures.

3.2.5.2.3 Within five (5) days of receiving the written notice of the President's decision, the student may submit to the President a written request for a formal hearing. Notice is deemed received as of the day it was personally delivered or three (3) days after it was placed in the United States mail. The hearing, if requested, shall be conducted in accordance with the provisions of section 4.0 of these procedures. If the student does not request a hearing within five (5) days of receiving notice, the President's decision shall become final.

3.2.5.2.4 Within five (5) days after receipt of the recommended decision of the hearing officer or panel, the President shall render a final decision regarding the disciplinary action to be implemented, if any, and shall provide written notice of the decision to the student. The President may accept, modify or reject the findings, conclusions and recommendations of the hearing officer or panel. If the President modifies or rejects the decision of the hearing officer or panel, the President shall review the record of the hearing and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final.

3.2.5.3 Expulsion

3.2.5.3.1 A student may be expelled for good cause where other means of correction have failed to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of students or others. Only the Board of Trustees may expel a student.

3.2.5.3.2 Where the decision of the President is to recommend expulsion to the Board of Trustees, the student shall have the right to request a formal hearing before expulsion is imposed.

3.2.5.3.3 The written notice to the student of the President's decision shall specify the right of the student to request a formal hearing and shall include a copy of the formal hearing procedures.

3.2.5.3.4 Within five (5) days of receiving the written notice of the President's decision, the student may submit to the President a written request for a formal hearing. Notice is deemed received as of the date it was
personally delivered or three (3) days after it was placed in the United States mail. The hearing, if requested, shall be conducted in accordance with the provisions of section 4.0 of these procedures. If the student does not request a hearing within five (5) days of receiving the notice, the President's decision shall become final.

3.2.5.3.5 Within five (5) days after receipt of the recommended decision of the hearing officer or panel, the President shall render a decision regarding the disciplinary action to be implemented, if any. The President may accept, modify or reject the findings, conclusions and recommendations of the hearing officer or panel. If the President modifies or rejects the decision of the hearing officer or panel, the President shall review the record of the hearing and shall prepare a new written decision, which contains specific factual findings and conclusions.

3.2.5.3.5.1 Where the decision of the President is to impose suspension or some lesser disciplinary action, the decision of the President shall be final. The student shall be provided with a written notice of the President's decision, which shall specify the length of time of the suspension or the nature of the lesser disciplinary action.

3.2.5.3.5.2 Where the decision of the President is to recommend expulsion, the written recommendation of the President shall be submitted to the Board of Trustees for consideration in accordance with section 5.0 of these procedures. The Board of Trustees shall consider the recommendation for expulsion at the next regularly scheduled meeting of the Board following the meeting at which the recommendation was received.

3.2.6 The College President shall report all suspensions of students to the Chancellor.

3.2.7 Whenever a minor student is suspended, the parent or guardian shall be notified in writing by the President or designee.

3.2.8 In cases of assault, the Chancellor or President shall, upon the expulsion or suspension of any student, notify the appropriate law enforcement authorities of any acts of the student which may be in violation of Section 245 of the Penal Code.

3.3 Immediate Interim Suspension

The President or designee may order the immediate suspension of a student where there is reasonable cause to believe that immediate suspension is required to protect lives or property and to ensure the maintenance of order. Where a student is placed on interim suspension, the procedural time limits specified in these procedures shall not apply. The student shall be given prompt notice of the charges and all hearing rights, including the right to a formal hearing where a longterm suspension or expulsion is recommended, shall be afforded the student within ten (10) days of the imposition of interim suspension. The student shall not, without prior written permission from the President or designee, enter the campus of any College other than
to attend the hearing. Violation of the interim suspension conditions shall be grounds for expulsion.

3.4 Withdrawal of Consent to Remain on Campus
3.4.1 The President or designee may withdraw consent for a student to remain on the College campus, in accordance with California Penal Code Section 626.4, where there is reasonable cause to believe that the student has willfully disrupted the orderly operation of the campus. A student who is on campus at the time consent is withdrawn shall promptly leave or be escorted off campus. Whenever consent is withdrawn by an authorized designee of the President, a written report shall be promptly submitted to the President.

3.4.2 Consent shall not be withdrawn for longer than fourteen (14) days from the date upon which consent was initially withdrawn. The student from whom consent has been withdrawn may submit a written request for a hearing to the Student Discipline Officer. The request must be submitted within the period of the withdrawal. A hearing, if requested, shall be held within seven (7) days of the date of receipt of the request. The hearing shall be conducted in accordance with the provisions of this procedure relating to interim suspensions.

3.4.3 A student from whom consent to remain on campus has been withdrawn and who willfully and knowingly enters or remains upon the campus or facility during the period for which consent has been withdrawn, except for the purpose of attending a meeting or hearing on the withdrawal, is subject to arrest.

4.0 Formal Hearing Procedures

4.1 Hearing Officer or Panel
4.1.1 At the discretion of the President, a formal disciplinary hearing may be conducted using the services of a hearing officer, or the President may select an impartial hearing panel comprised of two educational administrators at the level of dean or vice president, one of whom shall be selected from another college within the District.

4.1.2 The President shall appoint one member of the panel to serve as the chair of the hearing panel. The decision of the chair shall be final on all matters relating to the conduct of the hearing.

4.1.3 No administrator who has any direct involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

4.2 Notification of Hearing

The student, and the student's parent or guardian, if the student is a minor, shall be notified by registered or certified mail or by personal service of the date, time, and location of the hearing.

4.3 Conduct of Hearing
4.3.1 Prior to the hearing, the members of the hearing panel shall be provided with a
copy of the charges against the student and any written response provided by the student.

4.3.2 The hearing shall be closed and confidential.

4.3.3 The student shall have the right to represent himself/herself at the hearing or to be represented by a person of the student's choice, except that neither the student nor the District shall be represented by legal counsel unless authorized by the hearing officer or panel, in which case both parties shall be entitled to be represented by legal counsel.

4.3.4 A record of the hearing shall be made by the District, either by means of tape recording or stenographic recording, and shall be the only recording made. In the event the record is by means of tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify himself/herself by name, and thereafter shall ask each witness to identify himself/herself by name. Tape recordings shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may receive a copy of the tape recording upon request.

4.3.5 Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

4.3.6 The hearing officer or panel shall not have the authority to issue subpoenas on behalf of either the District or the student.

4.3.7 Charges against the student, along with supporting evidence from witnesses or other sources, will be presented by the District.

4.3.8 The student shall be given the opportunity to confront and crossexamine witnesses.

4.3.9 The student shall be given an opportunity to present a defense, including witnesses and documentary evidence.

4.3.10 The District shall have the opportunity to crossexamine the student and witnesses called by the student.

4.3.11 Unless the hearing officer or panel determines to proceed otherwise, the District and the student shall each be permitted to make an opening statement. Thereafter, the District representative shall make the first presentation, followed by the student. The District representative may present rebuttal evidence after completion of the student's presentation.

4.3.12 All testimony shall be taken under oath; the oath shall be administered by the hearing officer or hearing panel chair. Witnesses shall not be present at the hearing when not testifying. No witness who refuses to be recorded may be permitted to give testimony. Written statements of witnesses under penalty of perjury shall not be admissible unless the witness is unavailable to testify. A witness who refuses to be taperecorded is not unavailable.

4.3.13 The hearing officer or hearing panel chair may determine that requiring live testimony of a proposed witness would subject the witness to an unreasonable risk of psychological or physical harm. After such a determination, the witness may be
permitted to provide a written statement under penalty of perjury in lieu of testifying at the hearing.

4.3.14 The burden shall be on the District to introduce substantial evidence to support the charges against the student.

4.3.15 Within fifteen (15) days following the close of the hearing, the hearing officer or panel shall prepare and submit a written decision to the President. The decision shall include specific factual findings regarding the charges, conclusions as to the standards of student conduct that were violated, and a recommendation regarding the specific disciplinary action to be imposed, if any. Failure of the hearing officer or panel to submit its written decision within fifteen (15) days shall not invalidate the decision.

5.0 **Procedures For Consideration of Expulsion by Board of Trustees**

5.1 The Board shall hold closed sessions when it considers disciplinary action regarding expulsion of a student. The Board shall notify the student, and the parent if the student is a minor, by registered or certified mail or by personal service of the intent of the Board to call a closed session to consider the expulsion. The notification shall specify the date, time and place of the meeting at which the Board will consider the disciplinary action and shall be provided at least three (3) days prior to the meeting. Final action by the Governing Board may be taken in closed session, provided that the action of the Board shall be reported in public session. The student shall not be identified by name or other designation that would disclose the identity of the student.

5.2 In considering a recommendation for expulsion, the Board may accept, modify or reject the findings decisions and recommendations of the President and/or the hearing officer or panel. If the Board modifies or rejects the decision of the President and/or the hearing officer or panel, the Board shall review the record of the formal hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Board shall be final. The student, and the student's parent or guardian, if the student is a minor, shall be notified in writing of the Board's decision.

*Date Adopted: January 28, 2003
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