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President's Message

Welcome and congratulations on your choice to attend Cypress College. By doing so, you have begun an educational journey that will expose you to a community of learners, present new opportunities, and will challenge you as never before. You are now part of the Cypress College community, where we are focused upon your success and dedicated to the support of all students. Education is a unique and personal journey, and I encourage you to begin an exploration that includes all the College has to offer. Whether you are a first time or returning student, whether your interest is academic or vocational, personal or professional, Cypress College has much to offer.

Our Student Handbook is developed by College professionals who have your needs and interests uppermost in their minds. This is a resource for you to navigate the sometimes complex procedures that you will face. You will find in this handbook information about our policies, procedures, activities, and services as they apply to you as a Cypress College student. It also serves as a resource and guide for you to learn about your rights and responsibilities as a student. This Handbook is a valuable tool helping you to understand placement score implications, transfer to four-year colleges and universities, the development of educational plans, and the importance of establishing a roadmap for your future career goals. Cypress College will provide you with the opportunity to identify and acquire the knowledge and skills you will need to move ahead in your education, to advance to better jobs, or to support this part of your journey of lifelong learning.

I encourage you to make the most of your time at Cypress College by exploring opportunities outside of the classroom, including extra-curricular activities, student government, the performing arts, and intercollegiate athletics. In addition to the outstanding academic and vocational programs we offer, you will also find an extensive array of support programs aligned with your academic interests. This is a time for you to explore, to identify your interests, to become actively involved in college life, and to use our available resources to help you attain your goals. For in the end, your success is our success.

If you have questions that are not addressed by the information contained in this Handbook, please use our College staff as a resource. Our faculty and staff members will make every effort to provide you with the guidance and support you need. Please do not hesitate to contact a specific College representative, program or department listed in the directory if the need arises.

With sincere best wishes for your success,

Bob Simpson, Ed.D.
President

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Associated Students President's Message

Hello Cypress Chargers,

Welcome to the 2015-2016 school year! My name is Angelyn Garcia, and I am the elected student body President of Cypress College. I feel privileged and very excited to be your student representative this school year!

On behalf of the Associated Students of Cypress College, I would like to congratulate you for pursuing your educational journey. You made an excellent choice with choosing Cypress College as one of your many stepping stones! Cypress College is an outstanding school that will fulfill your individual goals and ambitions with lots to offer: great classes with cooperative professors; wonderful programs that will help you on your road to student success; clubs with fun activities and new people to meet; skilled athletics; and the student government, Associated Students.

The Associated Student Government consists of student leaders who believe in the importance of student advocacy and establishment of the student life on campus. We aim to lead by example, and represent your voice! I highly encourage you to consider joining our council if you are looking to get involved. Being involved with student leadership in ASB throughout high school, I joined the council with no hesitation during my first year. Since then, I have developed my workplace and communication skills, earned class credits and transcripts, and met some of my best friends. Associated Students has been a huge contribution to my growth as both a student and a person in general, and I am grateful for the many opportunities my involvement has given me.

Although this handbook’s purpose is to guide you with valuable information about the campus, I challenge you to take initiative and explore for yourself what Cypress College has to offer. Remember that your journey is unique and limitless - utmost determination, constant motivation, and hard work are keys. What will make your experience here memorable, however, is not being afraid to make new friends! Like I had mentioned, I made some of my closest friends from this school because I took the first step with joining Associated Students.

I wish you the best of luck with your time spent at Cypress College. Stop by the Student Activities Center for any assistance, or to check out Associated Students!

Go Chargers!

Angelyn Garcia
President
Cypress College Associated Students

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MISSION AND VISION OF CYPRESS COLLEGE

MISSION STATEMENT

Cypress College enriches students’ lives by providing high quality education for transfer to four-year institutions, associate degrees, career technical education, and certificate coursework, as well as basic skills and opportunities for lifelong learning. The college is committed to promoting student learning and success, embracing diversity, and contributing to both the economic and social development of the surrounding community.

VISION

A premier learning community recognized for supporting student success and enriching society.
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.

BEGINNING CHECKLIST - TO DO LIST

- Submit Official Transcripts
  Submit official transcripts from all institutions you have attended (high schools, colleges, universities) to:
  Cypress College
  Admissions and Records
  9200 Valley View Street
  Cypress, CA 90630-5897

- Verify residency status for tuition purposes
  California Resident: Verification of residence status may be required. See link for residency classification:
  (http://www.cypresscollege.edu/admissions/admissionsAndRecords/residency.aspx)

<table>
<thead>
<tr>
<th>California Resident: Verification of residence status may be required. Generally California residence is established by one of the following:</th>
<th>Non-California Resident:</th>
<th>Exceptions authorized by the State of California:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 If the applicant is under the age of 18, his or her parents must have had legal residence within the State of California for 12 consecutive months preceding the day before the first day of the semester.</td>
<td>Minors (under 18 years of age and not married) will be required to pay the non-resident tuition fee if their parents or legal guardians reside outside the state even though such minors may have lived in the State of California for one year or more.</td>
<td>Active military personnel are exempt from non-resident tuition fees provided they are in California for a purpose other than attending a state-supported institution of higher learning.</td>
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<tr>
<td>2 If the applicant is 18 but not yet 19 years of age, the applicant and the applicant’s parents must have had legal residence within the State of California for 12 consecutive months preceding the day before the first day of the semester.</td>
<td>Students who are financially dependent on their parents or legal guardians will be required to pay non-resident tuition if their parents or legal guardians reside outside the state even though such students may have lived in the State of California for one year or more.</td>
<td>Dependents of military personnel stationed on active duty in California are given a waiver of non-resident fees.</td>
</tr>
<tr>
<td>3 If the applicant is 19 years of age or older, the applicant must have had legal residence within the State of California for 12 consecutive months preceding the day before the first day of the semester. If the applicant’s parents or legal guardian’s reside out-of-state, the student must be financially independent (see Non-California Residents #2.)</td>
<td>Students holding visas that preclude them from establishing residency in California may be restricted in their enrollment and will have to pay non-resident tuition. In addition, students with visas who are citizens of another country are required to pay an additional per unit capital outlay fee. See the class schedule for the amount of the fee.</td>
<td>Non-resident students who have completed three years of high school in California and graduated in California (or equivalency) may qualify for a waiver of non-resident fees by filing an affidavit with a copy of their unofficial transcripts to the Admissions and Records Office, AB540 California Nonresident Tuition Exemption Request.</td>
</tr>
</tbody>
</table>
BEGINNING CHECKLIST – TO DO LIST

- Clear any outstanding fees or holds.
- Get counselor clearance for math, English, or reading classes.
- Make sure the Admissions and Records Office has your correct name, personal and email addresses and phone numbers.
- Use the Class Planning Sheet in the Schedule of Classes to prepare your tentative class schedule. (See Semester Schedule Planning Worksheet)
- Verify financial aid eligibility for fee assistance.

Different Types of Financial Aid

<table>
<thead>
<tr>
<th>Pell Grants</th>
<th>Federally funded grants for eligible undergraduate students</th>
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<tbody>
<tr>
<td>Federal Supplement</td>
<td>Federally funded Grants for eligible undergraduate students</td>
</tr>
<tr>
<td>Educational Opportunity</td>
<td>State-funded award for eligible students from disadvantaged</td>
</tr>
<tr>
<td>Grants (FSEOG)</td>
<td>backgrounds or low-income families who have exceptionally high</td>
</tr>
<tr>
<td></td>
<td>financial need, to provide them assistance with enrollment</td>
</tr>
<tr>
<td></td>
<td>fees, living expenses, books, supplies, and transportation.</td>
</tr>
<tr>
<td>Cal Grants</td>
<td>State-funded waivers of enrollment fees for eligible students</td>
</tr>
<tr>
<td>Board of Governors (BOG)</td>
<td></td>
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<tr>
<td>Enrollment Fee Waivers</td>
<td></td>
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<tr>
<td>Federal Work-Study (FWS)</td>
<td>Federally funded program that provides wages to eligible</td>
</tr>
<tr>
<td>funds</td>
<td>students for both on-campus and off-campus employment.</td>
</tr>
<tr>
<td>Loans (subsidized and</td>
<td>Federally administered, low-interest loans to eligible</td>
</tr>
<tr>
<td>unsubsidized)</td>
<td>students. For AB540 undocumented immigrant students, please</td>
</tr>
<tr>
<td></td>
<td>check out our AB540 resource guide for tips and resources</td>
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<td></td>
<td>to help finance your college education.</td>
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<tr>
<td></td>
<td><a href="http://www.cypresscollege.edu/Media/Website%20Resources/PDFs/">http://www.cypresscollege.edu/Media/Website%20Resources/PDFs/</a></td>
</tr>
<tr>
<td></td>
<td>financialAid/AB540Handbook.pdf</td>
</tr>
</tbody>
</table>

A non-citizen holding a visa that does not preclude the student from establishing residency in California must have legal residence in California for 12 consecutive months preceding the day before the first day of the semester.

ADMISSIONS AND ENROLLMENT

Steps to Success: Steps 1-6

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

2. Assessment
   - To enroll in math, English, ESL and reading classes students must take the placement test
   - Bring transcripts from other college or universities for completed English/mathematics coursework
   - The Assessment Center is located on the 2nd floor of the Student Center
   - Orientation appointments are scheduled by the Assessment Center

3. Orientation
   - New students are required to attend a 1 ½ hour orientation
   - Students will receive assistance with their class planning
   - Students can attend the in-person or online orientation

4. Counseling
   - Meet with a counselor by appointment or walk-in
   - Recommend COUN 140 C class
   - Bring in assessment scores, high school and/or other college transcripts for course placement and prerequisite clearance
   - Counseling is located on the 2nd floor of the Student Center

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

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

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. 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 Building. 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. 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. For more information, visit the Financial Aid Office located on the 1st floor of the CC Complex.

6. REGISTRATION
(714) 484-7366
All registration, adds and drops, must be completed online using myGateway. Continuing students (those enrolled during Spring 2015 or Summer 2015) 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: $46.00 per unit (Waived for BOGW Recipients)
- *Non-Resident Fees:
  - Tuition: $209.00 per unit (In addition to enrollment fee)
  - (Includes $19 Capital Outlay Fee per Ed Code 76141)
- *Health Fee: $17.00 per term ($14.00 for Summer Session)
- *Material Fee: Certain classes require additional fees. See course description in the Class Schedule.

- Optional Fees:
  - Associated Student Benefits Sticker (per term): $7.00
  - Campus Photo ID Card (per term): $2.50
  - Student Representation Fee (per term): $1.00
  - Parking Permits:
    - Automobile: $35.00
    - Motorcycle: $20.00
    - Public Parking: $2.00/day
  - Automobile and motorcycle parking permits 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 you 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.

Financial Aid Office
Financial Aid Application Process

Step 1 Apply for Admission to Cypress College starting March 1
Complete the Application for Admission and return the complete application to the Admissions and Records Office. Once your application is complete, you will be given a username and password to the myGateway online student portal to handle all your registration and enrollment needs.

Step 2 Apply for Federal & State Aid between January 1 to March 2 (priority period)*
*You can still apply after March 2, however, some financial aid programs are “first-come, first-served.” March 2 is the date the State of California uses to establish priority for financial aid purposes.

To ensure timely application for financial aid, request a PIN prior to applying for Federal student aid at www.pin.ed.gov. Your PIN number serves as your electronic signature and may be used to file your Free Application for Federal Student Aid (FAFSA), make corrections to your Student Aid Report (SAR), and monitor federal loans you receive while pursuing your higher education. If you are a dependent student, a parent should request a PIN too since parental data is required on the FAFSA.

Complete the FAFSA
The U.S. Department of Education and Cypress College recommends that you file online at www.fafsa.ed.gov. Cypress College has several locations equipped with computers that you can use to complete the online application. Indicate Cypress College as your school of choice on the FAFSA. Our school code is 001193. Verify your eligibility for a Board of Governors Fee Waiver (BOGW) prior to your registration date at Cypress College to have your enrollment fees waived for the current academic year. Students who complete a FAFSA have their BOGW eligibility determined automatically. Eligible students will see their BOGW award posted in the “Financial Aid” tab in their myGateway account by no later than May 1. If a FAFSA is not filed, students can fill out a BOGW in myGateway by clicking on the financial aid tab. All fees are due at the time of registration so it is important to verify your BOGW eligibility in myGateway prior to your registration date. Students who qualify for the BOGW will have their enrollment fees waived while attending Cypress College.

Step 3 Review your Student Aid Report (SAR)
Make sure the information you reported on your FAFSA is correct.
You will receive an electronic SAR via e-mail within a few days after filing electronically. It is important you review the accuracy of the information you provided and make corrections immediately if needed to prevent delays in the processing of your aid eligibility.

Make corrections to your SAR if the information is incorrect.
You may make corrections online at www.fafsa.ed.gov with your PIN. For questions about the correction process please call the FAFSA processor at 1-800-433-3243. The correction process can take up to four weeks to be received and reviewed.

Step 4 Complete Income Verification (if selected)
The Cypress College Financial Aid Office will notify you in writing if your file has been selected for verification. Verification is a process mandated by the U.S. Department of Education, requiring that the student submit documents to the financial aid office to verify eligibility. Please make sure all documents are completed as instructed. Missing signatures or incomplete responses will cause substantial delay.

Step 5 Establishing Financial Aid Eligibility and Awards
Students are notified via email and myGateway in late-April about the necessary forms needed for a complete financial aid file for the upcoming academic year. Once all forms are received and reviewed by a Financial Aid Specialist, you will receive a confirmation email and instructions on how to view your financial aid in myGateway.

Step 6 Student Loans
Students wishing to apply for a student loan must attend a loan entrance and exit orientation and meet the stated requirements in our student loan eligibility policy. Check with the Financial Aid Office for details.

Financial Aid Office
9200 Valley View Street • Cypress, CA 90630 • (714) 484-7114 • www.cypresscollege.edu
**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.
STRATEGIES AND SKILLS FOR SUCCESS

TEST-TAKING STRATEGIES

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 “sometimes”
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

TIME MANAGEMENT TECHNIQUES

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.
Student Resources

Integrate iPads Into Bloom's Digital Taxonomy With This 'Padagogy Wheel'
You can use these iPad apps to aid in your success in college. Not all apps are applicable in college setting, please use accordingly.

The Padagogy Wheel:

Taken from: http://www.edudemic.com/integrate-ipads-into-blooms-digital-taxonomy-with-this-padagogy-wheel/

ASSESSMENT AND PLACEMENT SCORES

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 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

ENG 100 C
ENG 060 C
ENG 058 C
ENG 057 C
ESL 065 C
ESL 064 C
ESL 063 C
ESL 062 C
ESL 186 C
ESL 185 C
ESL 184 C
ESL 183 C
ESL 085 C
ESL 084 C
ESL 083 C
ESL 082 C
ESL 081 C
ESL 080 C
ESL 054 C
ESL 053 C
ESL 052 C
ESL 051 C
ESL 044 C
ESL 043 C
ESL 042 C
ESL 041 C
ESL 040 C
ESL 039 C
ESL 038 C
ESL 037 C
ESL 036 C
ESL 035 C
ESL 034 C
ESL 033 C
ESL 032 C
ESL 031 C
ESL 030 C
ESL 029 C
ESL 028 C
ESL 027 C
ESL 026 C
ESL 025 C
ESL 024 C
ESL 023 C
ESL 022 C
ESL 021 C
ESL 020 C
ESL 019 C
ESL 018 C
ESL 017 C
ESL 016 C
ESL 015 C
ESL 014 C
ESL 013 C
ESL 012 C
ESL 011 C
ESL 010 C
ESL 009 C
ESL 008 C
ESL 007 C
ESL 006 C
ESL 005 C
ESL 004 C
ESL 003 C
ESL 002 C
ESL 001 C
ESL 000 C

LEGEND
Sequence of Core Courses ▲
Optional Courses ▼
Courses May Be Taken Concurrently ▷

Integrate iPads Into Bloom's Digital Taxonomy With This 'Padagogy Wheel'

You can use these iPad apps to aid in your success in college. Not all apps are applicable in college setting, please use accordingly.

The Padagogy Wheel:

Taken from: http://www.edudemic.com/integrate-ipads-into-blooms-digital-taxonomy-with-this-padagogy-wheel/
Problems or in understanding mathematical concepts
Available for assistance in solving mathematical
Students will find instructors and qualified tutors
that you have already completed with a "C" or better.
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. A scientific calculator is required for MATH 024 C, 115 C, 120 C, and 130 C. A graphing calculator is required for MATH 024 C, 115 C, 120 C, and 130 C. A scientific calculator is required for all courses above MATH 010 C.

These majors are general references. Please consult with your academic counselor to confirm that the Math course you have selected fulfills your major requirement.

A graphing calculator is required for MATH 024 C, 115 C, 120 C, and 130 C. A scientific calculator is required for all other courses above MATH 010 C.

**MATHMATICS LEARNING CENTER (714) 484-7151**

Students will find instructors and qualified tutors
Available for assistance in solving mathematical Problems or in understanding mathematical concepts
In the Mathematics Learning Center, located in Room 127 of the Library/Learning Resource Center.

### Flow Chart for Mathematics Courses for Science, Engineering, & Mathematics Majors

- **Math Co-Lab (at SCE)**
  - OR
  - 010 C
  - 015 C
  - 024 C

  **Matriculation Test – Level 1**

- 020 C
- 041 C
- **OR**
- 030 C
- 040 C

  **Matriculation Test – Level 2**

- 038 C
- 030 C
- 040 C
- **OR**
- BOTH

  **Matriculation Test – Level 3**

- 100 C
- 110 C
- 115 C
- 130 C
- 120 C

  **Matriculation Test – Level 4**

- 141 C
- 142 C

  **Matriculation Test – Level 3**

- 150 AC
- 150 BC
- 250 AC
- 250 BC

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. A scientific calculator is required for all courses above Math 010C.

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**ASSESSMENT AND PLACEMENT SCORES (CONT.)**

**Math Flow Chart for non-science Majors**

- **Math Co-Lab (at SCE)**
  - OR
  - 010 C
  - 015 C
  - 024 C

  **Matriculation Test – Level 1**

- 020 C
- 041 C
- **OR**
- 030 C
- 040 C

  **Matriculation Test – Level 2**

- 038 C
- 030 C
- 040 C
- **OR**
- BOTH

  **Matriculation Test – Level 3**

- 100 C
- 110 C
- 115 C
- 130 C
- 120 C

  **Matriculation Test – Level 4**

- 141 C
- 142 C

  **Matriculation Test – Level 3**

- 150 AC
- 150 BC
- 250 AC
- 250 BC

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. A scientific calculator is required for all courses above Math 010C.

---

**MATHEMATICS LEARNING CENTER (714) 484-7151**

Students will find instructors and qualified tutors
Available for assistance in solving mathematical Problems or in understanding mathematical concepts
In the Mathematics Learning Center, located in Room 127 of the Library/Learning Resource Center.

**Flow Chart for Mathematics Courses for Science, Engineering, & Mathematics Majors**

- **Math Co-Lab (at SCE)**
  - OR
  - 010 C
  - 015 C

  **Matriculation Test – Level 1**

- 020 C
- 041 C
- **OR**
- 030 C
- 040 C

  **Matriculation Test – Level 2**

- 038 C
- 030 C
- 040 C
- **OR**
- BOTH

  **Matriculation Test – Level 3**

- 100 C
- 110 C
- 115 C
- 130 C
- 120 C

  **Matriculation Test – Level 4**

- 141 C
- 142 C

  **Matriculation Test – Level 3**

- 150 AC
- 150 BC
- 250 AC
- 250 BC

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. A scientific calculator is required for all courses above Math 010C.

---

**MATHEMATICS LEARNING CENTER (714) 484-7151**

Students will find instructors and qualified tutors
Available for assistance in solving mathematical Problems or in understanding mathematical concepts
In the Mathematics Learning Center, located in Room 127 of the Library/Learning Resource Center.
MATH CO-LAB
FOR MATH 010 C AND MATH 015 C

Did you assess into math 010 C or math 015 C?
THEN ENROLL & TAKE ADVANTAGE OF:

- Tuition and textbook-free dual math course
- Free math tutoring inside classroom
- Option of completing two math courses in one term
  - Math 020 C; math 024 C; or math 041 C add code
given for next term, after passing lab

Email Armando A. Garcia for a list of dates/times to attend an Enrollment Session and obtain more information/enroll (include your Name/Student ID#).
Armando A. Garcia, Math Co-Lab counselor
aagarcia@cypresscollege.edu
Direct: 714-484-7000, Option 4, Extension 48868

CAREER DEVELOPMENT PROCESS

The active, lifelong and cyclical Career Development Process consists of five stages which provide an organized step-by-step plan that generates clarity, confidence, and excitement. The following steps are recommended as you start your journey towards your college major and career selection.

Stage 1: Self-Assessment
Find out who you are and what you want
Valid and reliable Career Assessments are tools to help you identify your Values, Interests, Personality, Skills, Work Preferences and Leisure Interests.

Stage 2: Explore Majors and Careers
Find out more about the world of work and your educational path
Match your strengths to possible careers by exploring the Nature of Work, Training/Education Required, Salary Range, and Job Outlook

Stage 3: Decision Making
Analyze occupational, academic and career information
Incorporate information gathered in Self-Assessment and Exploration, and consider all of the facts about the occupations to determine what you would like to pursue.

Stage 4: Educational Planning
Plan your path to compete in the work place of tomorrow
Discover what, where and how to acquire the training & education needed for you to develop the skills for your career choice.

Stage 5: Job and Career Preparation
Enhance your employability potential
Research companies, build your resumes, and improve your Interviewing techniques.

Career Planning Center — Cypress College
Student Center Building, 2nd Floor (714) 484-7120
Visit our website at www.CypressCollege.edu/career
Like us on Facebook: Cypress College Career Planning Center
Follow us on Pinterest: http://pinterest.com/cypresscollege
Instagram: CPC_career
NAME: ___________________________  STUDENT ID #: ___________________________

COUN 140C Instructor: ___________________________  Class Day/Time: ___________________________

Please carefully follow your instructor’s directions for completing this project.

1. List a 1-2 careers/occupations you are considering or would like to learn more about.

Using the Career Planning Center resources, find the following for one of the careers/occupations you have selected:

2. What does the person do? List at least five (5) duties or nature of work?

3. What skills, abilities and personal characteristics do you need to perform this job? List at least five (5).

4. What is the employment outlook for this career/occupation?

5. What is the earning potential for this career/occupation? Include entry level, experienced and probable top pay ranges.

6. What education or training is required? (degrees, license, years)

7. What schools/colleges offer the program or training? List at least two (2)

8. What classes or subjects could you take to prepare you for this career/occupation?

Now that you have learned more about this career/occupation ask yourself these questions:

9. Would I like to do the duties required for this career/occupation? Why or Why not?

10. Would the job allow me to do things that are important to me?

11. Do I have the necessary skills and abilities?

12. Could I successfully complete the education and training?
Counseling Center (Walk-in)

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.

Online Counseling

During the semester you can contact your counselor via their individual email, listed on the next page. During registration, you may contact the online counselor at onlinecounselor@cypresscollege.edu

DEPARTMENT COUNSELORS & 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. - 11:30 a.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 fl., Division Offices, Rm 107 B
Phone: (714) 484-7015 (To make an appointment, please call this number.)

Programs: Athletics, Physical Education/ Kinesiology, Physical Therapy, Recreation

Business Counseling

Counselor: Robert Grantham

Email: rgrantham@cypresscollege.edu
Location: Business Education – 2nd floor, Mr. Grantham
Phone: (714) 484-7015 (To make an appointment, please call this number.)


CalWORKS Counseling

Location: Cypress College Complex building – 2nd floor
Phone: (714) 484-7237

Career Planning/Re-Entry Counseling

Counselor: Sarah Cohurn

Email: scohurn@cypresscollege.edu
Location: Student Center, 2nd Fl
Phone: (714) 484-7120 (To make an appointment, please call this number.)

Career Technical Education Counseling

Counselor: Jane Jepson

Email: jjepson@cypresscollege.edu
Location: Ms. Jepson’s office Tech Ed I Building – 2nd floor, Rm 205
Phone: (714) 484-7015 (To make an appointment, please call this number.)

Programs: Air Conditioning & Refrigeration, Airliner & Travel Careers, Automotive Collision Repair, Automotive Technology, Aviation – Commercial Pilots; Aviation – Management, Hotel, Restaurant, Culinary Arts, Criminal Justice, Industrial Technology, Marine Service Technician, T-TEN (Toyota Technical Education Network)

Disability Support Services (DSS)

Counselor: Marisa Lehmeyer

Email: mlehmeyer@cypresscollege.edu
Location: Cypress College Complex – 1st floor
Phone number to schedule an appointment: (714) 484-7104
Extended Opportunity Programs and Services Counseling
Counselor: Eva Palomares
email: epalomares@cypresscollege.edu
Location: EOPS Department – CCCPLX, 2nd floor
Phone: (714) 484-7368
(To make an appointment, please call this number)

Counselor: Alan Reza
email: areza@cypresscollege.edu
Location: EOPS Department – CCCPLX, 2nd floor
Phone: (714) 484-7368
(To make an appointment, please call this number.)

Fine Arts Counseling
Counselor: Renay Laguana
email: flaguana@cypresscollege.edu

Counselor: Renee Siensalo
email: rssensalo@cypresscollege.edu
Location: Student Center Building: 2nd floor Ms. Laguana, Rm 205; Ms Siensalo, Rm 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: kcarter@cypresscollege.edu

Honors Counseling
Counselor: Penny Gabourie
email: pgabourie@cypresscollege.edu
Location: Student Center Bldg. 2nd fl. Transfer Center, Rm 202
Phone: (714) 484-7129

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: Denise Vo
email: dvo@cypresscollege.edu

Counselor: Doreen Villasenor
email: dvillasenor@cypresscollege.edu
Location: Health Science Building – 2nd floor, Ms. Carter Rm 204; Mrs. Vo Rm 205; Ms. Villasenor 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, Diagnostic Medical Sonography, Radiology Assistant/Darkroom Technician Program

International Student Program (F-1 VISA) Counseling
Counselor: Renay Laguana
email: flaguana@cypresscollege.edu
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 Rm 211, Phone: (714) 484-7015 (To make an appointment, please call this number.)

Programs: Legacy Program, Architecture, Biological Sciences/Life Sciences, Biology, Chemistry, Computer Science, Physical Science, Engineering – Chemical, Civil, Electrical, Mechanical, Geology, Mathematics, Nutrition, Physical Science, Physics

Pre-Professional Programs: Dentistry, Medicine, Optometry, Pharmacy, Physical Therapy, Physician Assistant, Veterinary Students for the Pre-Professional Programs must first attend a Pre-Professional Program Workshop before meeting with Mrs. Porter. Please contact the Transfer Center at (714) 484-7129 to make a reservation for the next available workshop. Also, please review the information on the Pre-Professional Majors Local Schools flyer.

Transfer Counseling
Counselor: Yolanda Duenas
email: yduenas@cypresscollege.edu
Location: Student Center Building – 2nd floor

Veterans Affairs Counseling
Counselor: Robert Grantham
email: rgrantham@cypresscollege.edu
Location: Business Bldg. 2nd fl. – Rm 206 E
Phone: (714) 484-7015 (To make an appointment, please call this number.)
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 are available in the Transfer Center or online at the university websites.

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. 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 100 C 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 ensure that courses are transferable to the campus students plan to attend and to ensure that they meet the requirements students need to fulfill.

Articulation agreements will assist students in determining the transferability of courses. www.assist.org is the official source for California articulation and student transfer information between community colleges and UCs and CSUs.

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.

APPLICATIONS FOR GENERAL TRANSFER INFORMATION

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. 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 on-line at admission.universityofcalifornia.edu/transfer/index.html

INDEPENDENT COLLEGES AND UNIVERSITIES

In addition to the state-supported UC's and CSU's, there are many outstanding independent institutions in California. Each of these institutions has unique requirements for admission. In order to determine eligibility, students should check the school website 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 and on their websites, 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 112 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. Students should see their counselor, log on to www.assist.org, or visit the Transfer Center for more information.
PUBLIC FOUR-YEAR INSTITUTIONS IN CALIFORNIA

There are four segments of higher education in California. There are:
- the University of California (UC) system with 10 campuses;
- the California State University (CSU) system with 23 campuses;
- the 120 accredited independent colleges and universities;
- and 112 community colleges.

The locations of the UC and CSU campuses, and Cypress College, are indicated on the map below.

**TRANSFER CENTER RESEARCH PROJECT**

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.**

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.

On the right side of the table use the [www.assist.org](http://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 2012-2013</th>
<th>Cypress College 2012-2013</th>
</tr>
</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</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 Cypress College
<table>
<thead>
<tr>
<th>SERVICE/OFFICE</th>
<th>LOCATION</th>
<th>TELEPHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and Records</td>
<td>Student Center</td>
<td>484-7346</td>
</tr>
<tr>
<td>Add and Drop</td>
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<td></td>
</tr>
<tr>
<td>Application</td>
<td></td>
<td></td>
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<td>Graduation</td>
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<td></td>
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<tr>
<td>Transcripts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans Resource Center</td>
<td>Cypress College Complex (CC Complex), 2nd Floor, Room 215</td>
<td>484-7150</td>
</tr>
<tr>
<td>Adult Re-entry</td>
<td>Student Center, 2nd Floor</td>
<td>484-7120</td>
</tr>
<tr>
<td>Assessment Center</td>
<td>Student Center, 2nd Floor</td>
<td>484-7223</td>
</tr>
<tr>
<td>Associated Students</td>
<td>Student Activities Center</td>
<td>484-719</td>
</tr>
<tr>
<td>Clubs and Organizations, Student Government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>Gym II Bldg, 1st Floor, Room 107</td>
<td>484-7352</td>
</tr>
<tr>
<td>Sports Information</td>
<td></td>
<td>484-7356</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Bookstore, 1st Floor</td>
<td>484-7336</td>
</tr>
<tr>
<td>Bursar’s Office</td>
<td>Student Center</td>
<td>484-7317</td>
</tr>
<tr>
<td>CalWORKs</td>
<td>CC Complex, 2nd Floor, Room 201</td>
<td>484-7237</td>
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<tr>
<td>Campus Safety</td>
<td>CCE3</td>
<td>484-7387</td>
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<tr>
<td>Emergencies, Lost and Found, Parking</td>
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<td>493-6687</td>
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<td>24/7 Cell Number</td>
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<tr>
<td>CARE</td>
<td>CC Complex, 2nd Floor, Room 201</td>
<td>484-7368</td>
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<tr>
<td>Career Planning Center</td>
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<td>Health Science</td>
<td>Tech Ed III (Health Science) Bldg, 2nd Fl.</td>
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<td>Language Arts</td>
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<td>Science/Math Bldg, 2nd Floor, Room 211</td>
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<td>484-7231</td>
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<td>484-7334</td>
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<tr>
<td>Fine Arts</td>
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<td>484-7139</td>
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<tr>
<td>Health Science</td>
<td>Tech Ed III (Health Science), 2nd Floor</td>
<td>484-7283</td>
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<tr>
<td>Language Arts</td>
<td>Humanities Bldg, 2nd Floor, Room 240</td>
<td>484-7169</td>
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<td>Library/Learning Resources</td>
<td>LLRC, 2nd Floor, Room 239</td>
<td>484-7070</td>
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<tr>
<td>Physical Education</td>
<td>Gym II Bldg, 1st Floor, Room 107</td>
<td>484-7352</td>
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<tr>
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<td>Science/Math Bldg, 2nd Floor, Room 208</td>
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<td>Extended Day Office</td>
<td>Faculty and Staff Service Center</td>
<td>484-7332</td>
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<tr>
<td>Evening Administrator</td>
<td>(M–Th 4:00 pm–9:00 pm);</td>
<td>484-7333</td>
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<tr>
<td>Center for Intercultural Understanding</td>
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### Quick Guide to Help You

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

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### Forms: Purpose & Where to Find It

**Admissions Downloadable Forms:**

http://www.cypresscollege.edu/admissions/admissionsAndRecords/downloadableForms.aspx

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<td>To audit a deceased course</td>
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<tr>
<td>Authorization to Release Education Records</td>
<td>To authorize the release, review, inspection, or copy of certain student information</td>
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</tr>
<tr>
<td>California Non-Resident Tuition Exemption Request (AB540)</td>
<td>Students who qualify can request to be exempted from paying nonresident tuition fee at all public colleges and universities in California - CCs, UCs, and CSUs</td>
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<td>Qualified students can enroll at any participating CSU or UC campuses without formal admission and payment of additional State University fees.</td>
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**Records Downloadable Forms:**

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ASSOCIATED STUDENTS OF CYPRESS COLLEGE

The Cypress College 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.

BOOKSTORE

Manager: Ryan Burnett
e-mail: 1355mgr@follett.com
Location: Bookstore (off of lot 1)
Phone: (714) 484-7336
Hours: 7:45am - 12:00pm Monday - Thursday
7:45am - 12:00pm Friday

The Bookstore has textbooks, supplies, and gifts available to meet students’ needs.

BURSAR’S OFFICE

Manager: Dao Do
e-mail: ddao@cypresscollege.edu
Location: Student Center Building – 1st Floor
Phone: (714) 484-7317
Hours: 8:00am - 5:00pm Monday - Thursday
8:00am - 12:00pm Friday

The Bursar’s Office is responsible for the collection of registration fees. Other services include bus pass sales, sale of parking permits, 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.

CALIFORNIA’S WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKS)

Contact: Lili Perez-Stroud
e-mail: 1perez@cypresscollege.edu
Location: CC Complex Building – 2nd Floor
Phone: (714) 484-7241
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 12:00pm Friday

The CalWORKS program serves the TANF recipient requiring 12-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.

CAMPUS SAFETY

Director: Dr. Shirley Smith
e-mail: smithh@cypresscollege.edu
Location: Business Building - 1st floor
Phone: (714) 484-7387 - Phone line open until 9:00pm
Switchboard Hours: 7:30am - 5:00pm Mon.- Thur.
7:30am - 5:00pm Friday

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.

PARKING

Anyone who chooses to use the campus parking lots are required to pay a parking fee. A parking permit for the semester may be purchased through WebStar when students register, or in the Bursar’s Office or Admissions and Records Office after the semester begins. A one-day permit may be purchased at the seven permit machines located throughout the campus. The parking permit or one-day permit authorizes students to use any of the six lots open to student parking, as well as designated spots on Circle Drive, Fullerton College and the Anaheim Campus. The parking permit does not guarantee a parking space, but will permit parking in designated spaces. Students or visitors are not eligible to park in staff spaces. A valid permit should be displayed in or on all vehicles at all times while in the designated parking spaces. Only persons with a valid state placard may park in disabled parking, student parking and limited parking zones. A valid student permit or day permit must be displayed along with the state placard when parking on campus.

CAREER PLANNING CENTER

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

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/majors 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 preparation, résumé development and interviewing techniques • Books and handouts on academic success, time management, study skills, writing skills, test taking and note taking.

CENTER FOR INTERCULTURAL UNDERSTANDING

The Diversity Committee, which oversees the CIU, meets monthly during the academic year. For information, call (714) 484-7049.

The Mission of the Center for Intercultural Understanding (CIU) is to enrich our learning community through intercultural understanding. The goals of the CIU are to 1) celebrate diversity, 2) promote human values, 3) disseminate information, 4) provide a forum for dialogue, 5) build community relations, and 6) support globalization/internationalization of curriculum.

COOPERATIVES AGENCIES RESOURCES FOR EDUCATION (CARE)

Coordinator: Vacant
e-mail: jolimberio@cypresscollege.edu
Location: CC Complex Building – 2nd Floor
Phone: (714) 484-7375
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 12:00pm Friday

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

COUNSELING SERVICES

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

Counseling services are available in each of the division/department areas on campus. See Counselor Locations section of student handbook. 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 have declared a major of may transfer to a counselor most familiar with their chosen major. Walk-in counseling is also available on the second floor of the Student Center Building.

CYPRESS CHRONICLE

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

The Cypress Chronicle is a free college newspaper published each week and can be found at various locations around campus.
DISABILITY SUPPORT SERVICES (DSS)
Director: Celente Phelps
e-mail: cphelps@cypresscollege.edu
Location: CC Complex Bldg. 1st Floor, room 100
Phone: Voice (714) 484-7104; TDD (714) 761-0961
Hours: 8:00am - 5:00pm Mon., Tues., Thurs. 8:00am - 6:00pm Wednesday 8:00am - 12:00pm Friday

Disability Support Services (DSS) 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.

DIVISION/DEPARTMENTS

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

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

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

Fine Arts
Dean: Dr. Joyce Carrigan
e-mail: jcarri gan@cypresscollege.edu
Location: Fine Arts Building – 2nd Floor Phone: (714) 484-7139

Health Science
Dean: Dr. John Sciacca
e-mail: jsciaca@cypresscollege.edu
Location: Health Science Building – 2nd Floor Phone: (714) 484-7283

Language Arts
Dean: Eldon Young
e-mail: eyoung@cypresscollege.edu

Location: Humanities Building – 2nd Floor Phone: (714) 484-7169

Library & Learning Resources
Dean: Dr. Teisha Casens
e-mail: t casens@cypresscollege.edu
Location: LLRC – 2nd Floor Phone: (714) 484-7302

Physical Education
Dean: Dr. Richard Rams
e-mail: rams@cypresscollege.edu
Location: Gym II – 1st Floor Phone (714) 484-7355

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

Social Science
Dean: Nina D Marley
e-mail: ndamarin ley@cypresscollege.edu
Location: Humanities Building – 2nd Floor Phone: (714) 484-7185

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

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)
Manager: Dr. Elaine Liptiz Gonzalez
e-mail: eliptizg@ cypresscollege.edu
Location: CC Complex – 2nd Floor, room 218 Phone: (714) 484-7368
Hours: 8:00am - 6:00pm Monday - Thursday 8:00am - 12:00pm Friday

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.

FINANCIAL AID
Director: Vacant
Location: CC Complex Building – 1st Floor Phone: (714) 484-7114 Hours: 8:00am - 6:00pm Monday – Thursday 8:00am - 12:00pm Friday
The Financial Aid Office assists students who have questions pertaining to financial assistance in pursuing their college education.

FOOD SERVICES
Location: Student Center Building – 1st Floor Phone: (714) 484-7225 Hours: 7:45am - 8:00pm Monday - Thursday 7:00am - 12:00pm Friday
The @ Cypress Cafe is located on the first floor of the Student Center building. Vending machines are located in various areas on campus.

FOUNDATIONS/SCHOLARSHIPS
Executive Director: Raul Alvarez
e-mail: ral va rez@cypresscollege.edu
Location: CC Complex Building – 3rd Floor

HEALTH SERVICES
Director: Madal McBride
e-mail: mmcbri de@cypresscollege.edu
Location: Gym II Building – 1st Floor Phone: (714) 484-7361 Hours: 8:00am - 6:00pm Monday - Thursday 8:00am - 12:00pm Friday
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 these services.
Phone: (714) 484-7126 Hours: 8:00am - 5:00pm Monday – Friday

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

HONORS PROGRAM
Director: Kathryn Sonne
e-mail: ksonne@cypresscollege.edu
Counselor: Penny Gabourie
e-mail: pgabourie@cypresscollege.edu
Location: Transfer Center - Student Center Building – 2nd Floor Phone: (714) 484-7452 or (714) 484-7169
Web: www.cypresscollege.edu/academics/special Programs/Honors
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.

INTERNATIONAL STUDENTS
Counselor: Renay Laguna
e-mail: laguana@ cypresscollege.edu
Manager: Vacant
Location: Student Activities Building Phone: (714) 484-7050 or (714) 484-7129 Hours: 8:00am - 6:00pm Monday - Thursday 8:00am - 12:00pm Friday
An educational program for international students who possess an F1-Visa.

LEARNING RESOURCE CENTER OPEN LAB
Coordinator: Aly Rocha
e-mail: arocha@cypresscollege.edu
Location: L/LLRC First Floor, room 126 Phone: (714) 484-7193 Hours: 8:00am - 9:00pm Monday - Thursday 8:00am - 5:00pm Friday
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.
LRC LANGUAGE LAB
Coordinator: Ally Rocha
e-mail: arocha@cypresscollege.edu
Location: L/LRC First Floor, room 126
Phone: (714) 484-7193
Hours: 8:00am - 3:00pm Monday - Thursday
8:00am - 5:00pm Friday
Offers students an opportunity to improve their language skill using auto-tutorial, computer, DVD, and video programs. Student Photo ID is required.

LEGACY PROGRAM LEARNING COMMUNITY
Coordinator: Regina Rymes
Counselor: Deidre Porter
e-mail: jmelodias@cypresscollege.edu
Location: Humanities Bldg. - 2nd Floor, room 246
This learning community is designed to expose students to African/Asian culture. All reading, research, and discussions are drawn from the black experience.

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

LOST AND FOUND – (see Campus Safety)

MATH/SCIENCE LEARNING CENTER
Location: L/LRC, 1st Floor, room 127
Phone: (714) 484-7151
Hours: 10:00am - 6:00 pm Monday - Thursday
10:00am - 2:00pm Friday
Provides assistance in solving problems and 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.

PATRONS OF THE ARTS
Please contact the Cypress College Patrons of the Arts at patrons@cypresscollege.edu or (714) 484-7000 ext. 48203 for further information.

The Cypress College Patrons of the Arts is a non-profit, tax-exempt organization that functions under the auspices of the Cypress College Foundation. It was founded in 1975 to encourage community participation in the college's fine arts programs and exhibits, foster cultural, visual, and performing arts activities at the college, and to raise funds to provide scholarships to talented students in the fields of Art (including MAD – Media Arts Design), Dance, Journalism, Music, Photography, and Theater.

PUENTE PROGRAM
Counselor, Co-Coordinator: Dr. Therese Mosqueda-Ponce
e-mail: tmcosquel@cypresscollege.edu
Location: Student Center Building - 2nd Floor, room 211
Instructor, Co-Coordinator: Katherine Sonne
email: ksonne@cypresscollege.edu
Phone: (714) 484-7015 or (714) 484-7169
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.

SCHOOL OF CONTINUING EDUCATION
Dean: Dennis Davino
e-mail: ddavino@cse.edu
Location: Continuing Education Division - SCE - 8 – Parking lot 85
Phone: (714) 484-7038
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.

SERVICE LEARNING
Director: Kathryn Sonne
e-mail: ksonne@cypresscollege.edu
Location: Student Center Building - 2nd Floor, room 206
Phone: (714) 484-7452
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 12:00pm Friday
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.

STUDENT SUCCESS AND SUPPORT
Manager: Tom To
e-mail: toto@cypresscollege.edu
Location: Student Center Building – 2nd Floor
Phone: (714) 484-7230
Hours: 8:30am - 6:00pm Monday - Thursday
8:30am - 12:00pm Friday
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.

TEACHER PREPARATION PROGRAM
Dean: Nina DeMarkay
e-mail: ndemarkey@cypresscollege.edu
Counselor: Vela Lawson
e-mail: vlawson@cypresscollege.edu
Hours: 8:00am - 7:30pm Monday - Thursday
8:00am - 4:00pm Friday
8:00am - 2:00pm Saturday
Location: Student Center Building – 2nd floor, room 212
Phone: (714) 484-7015
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 12:00pm Friday
The Teacher Preparation Program offers students a career pathway and GE preparation towards transfer to a university. Specialized academic counseling, core-curricular classes that include both content and pedagogy instruction, and early fieldwork experience at local K-12 schools are available resources designed to help students prepare to become teachers. Cypress College has transfer agreements with CSUF, CSULB, and CSUDH.

TRAINING RESOURCES TO ACHIEVE COMPLETION (TRAC)
Contact: Dr. Elaine Lipiz Gonzalez
e-mail: elgonzalez@cypresscollege.edu
Location: CC Complex Building – 2nd Floor
Phone: (714) 484-7240
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 12:00pm Friday
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.
TRANSFER CENTER

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

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.

TUTORING

Location: L/LRC 1st Floor
Phone: (714) 484-7183
Hours: 10:00am - 6:00pm Monday - Thursday
8:00am - 2:00pm Friday

Personalized tutoring is available for most subjects at no cost to Cypress College students. Student Photo ID is required.

VETERANS’ RESOURCE CENTER

Commissioner: Christy Davis
e-mail: cdavis@cypresscollege.edu
Counselor: Robert Grantham
e-mail: rgrantham@cypresscollege.edu
Location: CC Complex Building - 2nd Floor
Phone: (714) 484-7150
Hours: 11:00am - 6:00pm Monday - Thursday
8:00am - 12:00pm Friday

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

STUDENT LIFE AND DEVELOPMENT

ART GALLERY

Gallery Director: Professor Ed Giardina
Hours: Monday - Thursday, 10:00am - 2:00pm
Phone: 714-484-7133
Facebook: cypresscollegeartgallery

ASSOCIATED STUDENTS

Faculty Advisor: Dave Oakawa
Location: Student Activities Office, Bldg. 8
Phone: 714-484-7198

The Associated Students (AS) provide learning, leadership and service opportunities outside the classroom. They are supervised and advised by the Student Activities Advisor. The AS Council is comprised of nine executive board positions, ten senator positions, and ten programmer positions. Their offices are located in the Student Activities Center and they conduct their business meetings once a week in the SAC Conference Room. Associated Student leaders facilitate participation in the shared governance process on campus by their service on campus committees. Associated Students sponsor many events/activities on campus throughout the school year.

CAMPUS CLUBS

Students are encouraged to broaden their horizons by participating in club activities at Cypress College. Clubs are organized to involve the student in specialized fields of interest or service to the college and community. The clubs and organizations at the college can be listed in four categories: academic achievement, cultural, special interest, and religious.

Meeting Times

The meeting times for all clubs can be obtained from the Office of Student Activities in the Student Center. The following is a complete list of Cypress College’s campus clubs and organizations:

- Alpha Gamma Sigma (Honor Society)
- Anime Club
- Anthropology Club
- Aquarium Club
- Biology Club
- Black Student Union
- Campus Christians
- Charger Chronicle
- Court Reporting Club
- C.C. Flying Team (Alpha Eta Rho)
- C.C. Veteran’s Organization
- Chemistry Club
- Creative Arts Guild
- Cypress Nursing Student Association (CNSA)
- Dental Assisting Club
- Engineering and Physics Club
- Explorer’s Club
- Film Club
- Flight Attendants
- Forensics
- Friends of Diversity
- Future Business and Economics Club
- G.A.L.A.
- L.E.A.D.
- Global Association of Culture and Peace
- Honors Club
- Hospitality and Travel Club
- House on Campus
- Human Services
- Invisible Student Union
- Korean Student Association
- Korean Student Association
- Latter-Day Saints Student Association
- Math Club
- M.E.Ch.A.
- Mortuary Science Club
- Muslim Student Association
- Native American Club
- Outreach Ministries
- Pharmacy Club
- Philosophy Club
- Political Science Club
- Pre-Med Club
- Progressive Students for Change
- Psychiatric Technology
- Psychology Circle
- Radiologic Technology
- Recording and Entertainment Club
- S.A.D.H.A. (Dental Hygiene)
- Society of Future Engineers
- Society of Physics Club
- Sociology on Demand
STUDENT LIFE AND DEVELOPMENT

STUDENT LIFE AND DEVELOPMENT

S.T.A.N.D. Travel Club
UTAP Club
Veteran’s Club
Vietnamese Club
Women’s Study Club

Academic Achievement Clubs

Alpha Gamma Sigma and the Honors Club are the college’s academic clubs. Their main goal is to increase and promote academic excellence among students. The clubs provide service to the school and hold fund-raising activities to earn money for scholarships. Sigma Pi is the campus chapter of Alpha Gamma Sigma and the Honors Club is the support club for the Honors Program.

Cultural Clubs

Cultural clubs provide students with an opportunity to experience other cultures as well as to meet students with similar backgrounds. In addition, they provide a link to the political and social events shaping the world of today.

Interest Clubs

Interest clubs provide a place or event for students to share a common interest or a chance to experience something new.

Religious Clubs

Religious clubs promote a particular religion as well as provide a place for students to come together in their faith.

DRESS CODE

Students are expected to dress in good taste. Attending class or entering any campus building while barefooted or bare-chested is specifically prohibited.

INTER-CLUB COUNCIL (ICC)

The Inter-Club Council (ICC) is financed by the Associated Students of Cypress College and its chair is an elected, voting member of the Associated Student Council. The Inter-Club Council is composed of a representative from each of the recognized clubs on campus. Its function is to coordinate the activities of the various clubs and to provide an organized channel for club support of, or participation in, major campus events. For information regarding current clubs on campus, and/or the forming of new clubs, please stop by the Student Activities Center.

INTERCOLLEGIATE ATHLETIC PROGRAM

The Cypress College Chargers are members of the Orange Empire Conference composed of Cypress, Fullerton, Golden West, Irvine Valley, Orange Coast, Norco, Riverside, Saddleback, Santa Ana, and Santiago Canyon Community Colleges. The Chargers compete in conference competition in the following men’s sports: baseball, basketball, golf, soccer, swimming, diving and tennis. Women’s intercollegiate sports include: basketball, soccer, softball, swimming, diving, tennis, volleyball and water polo. Cypress students may participate in football, cross-country, track and men’s water polo at Fullerton College. Athletic eligibility rules and regulations adopted by the conference and the California Community College Athletic Association are rigidly enforced at Cypress College. In general, eligibility rules require an athlete be enrolled in 12 units or more at the time of competition. To compete a second season in a sport, an athlete must complete and pass 24 units with a 2.0 GPA between seasons of competition. These must be completed prior to the beginning of the second season of the sport. Transfers who have participated in athletics at another California community college must complete 12 units at Cypress College before becoming eligible. Since this is only a general guideline and athletic eligibility rules are rather complex, questions regarding eligibility should be referred to the athletic director for clarification.

STUDENT ACTIVITIES

Hours: 8:00am - 6:00pm Monday - Thursday 8:00am - 12:00pm Friday

STUDENT ACTIVITIES CENTER

The Student Activities Center, housed in a recently renovated building, is charged with providing an element of students’ lives that co-exists with their academic endeavors. The building offers students a small computer lab, small student lounge, game room, conference room, Associated Students executive office areas, and a general work area for student club projects.

STUDENT GOVERNMENT

For information, contact the Associated Students at (714) 484-7198.

Cypress College is committed to student government with the following objectives:

• promoting cultural, educational and social events
• enhancing and supporting class instruction
• recognizing student government as an integral part in the shared governance structure of the college
• facilitating participation in the college community

The governing body of the Associated Students of Cypress College is the A.S. Council, which consists of the Executive Board, the Student Senate, and the Programming Board. Elections for officers on these boards are held during the Spring and Fall semesters. The Student Activities Center houses the A.S. Council. Meetings of the Council are held on Mondays at 11:30 a.m. and are open to anyone who would like to attend. The A.S. Council plans, organizes, promotes and finances many activities for the campus. A.S. Council officers serve on campus committees and participate in the California State Student Senate to represent student interests concerning campus, district, and statewide decisions affecting community college students. Campus clubs are part of Inter-Club Council (ICC) which is administered by the A.S. Council.

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INSTRUCTIONAL DIVISIONS

Mathematics Department
Science, Engineering, & Mathematics
Room: 243
Phone: 714-484-7000
Ext: 48150
Dr. Richard Ferr, Dean

Media Arts Design
Fine Arts
Room: FA220
Phone: 714-484-7030

Joyce Carrigan, Dean

Mortuary Science Program
Technical Education 3
Health Science Division
Room: 215
Phone: 714-484-7278
Fax: 714-484-7417
Dr. John Sciacc, Dean

Glenn Bower, Program Director

Multimedia Department
Fine Arts Building
Room: Room 201
Phone: 714-484-7139

Dr. Joyce Carrigan, Dean

Music Department
Fine Arts Building
Room: 212
Phone: 714-484-7140
Fax: 714-952-9602

Dr. Joyce Carrigan, Dean

Philosophy and Religious Studies Department
Humanities Building
Room: 221
Phone: 714-484-7007

Nina DeMarkey, Dean

Photography Department
Technical Education I
Room: 244
Phone: 714-484-7244
Fax: 714-527-1077
Joyce Carrigan, Dean

Physical Education and Athletics
Gym 2
Room: Room 107
Phone: 714-484-7352
Dr. Richard Ramos, Dean/Athletic Director

Physics Department
Science, Engineering, & Math
Room: 259
Phone: 714-484-7000
Ext: 48638

Dr. Richard Der, Dean

Political Science
Humanities Building
Room: 127
Phone: 714-484-7185
Fax: 714-229-1869

Nina DeMarkey, Dean

Psychiatric Technology
Technical Education 3
Room: 200
Phone: 714-484-7283
Fax: 714-527-2175

Dr. John Sciacc, Dean

Psychology Department
Humanities Building
Room: 238
Phone: 714-484-7185

Nina DeMarkey, Dean

Radiologic Technology
Department
Technical Education III
Room: 200
Phone: 714-484-7283
Dr. John Sciacc, Dean
Lynn Mitz, Program Director

Registered Nursing
Technical Education III, Health Science
Room: Rm. 200
Phone: 714-484-7000
Ext: 47283
Fax: 714-527-2175
Dr. John Sciacc, Dean
Dr. Darlene Fishman, Director

School of Continuing Education
SCE Cypress Center
9200 Valley View St.
Cypress, CA 90630
Tel 714-484.7038
Fax 714.826.1766

Sociology Department
Humanities
Room: 238
Phone: 714-484-7185

Nina DeMarkey, Dean

Theater Arts
Campus Theater, Dept. Office
Room: TA 222
Phone: 714-484-7201
Fax: 714-527-1653
Dr. Joyce Carrigan, Dean
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, including requirements designated by a college for the degree. Also known as "Breadth" requirement; varies by type of degree.

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

Master’s 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. AP 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 - Educational instruction beyond high school.

Prerequisite – Prior knowledge that a student must have 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.

Residency Requirements – The minimum number of units required to be taken at a 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.
Cypress College Distance Education

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 in-person classes. A wide range of Distance Education general interest, transferrable, and career-oriented courses are offered each term. Distance Education courses have many advantages, such as:

- A flexible academic schedule to help you 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 here are an integral part of the Cypress College experience. Getting to know your professors, counselors, and new college friends in person will help you forge a strong foundation for educational success. It is for this reason that you are encouraged to take Distance Education courses as a part of, but not as your 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 available to you with a valid Cypress College student 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 have no in-person classroom instruction. All instruction is online, although some courses have a few on-campus meetings for orientations and/or tests.

Hybrid Courses 🏛️

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

Web Enhanced Courses

Web enhanced courses at Cypress College are defined as in-person 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 in-person instruction or in-seat contact hours with the instructor.

Distance Education Frequently Asked Questions

Are Distance Education courses for me?

Taking the Cypress College Distance Education Readiness Quiz will help you determine if your needs match the special demands of distance learning. 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.

How can I be a successful Distance Education student?

Successful Distance Education students are generally characterized as being independent, self-motivated, self-reliant in their learning, and comfortable with technology. A successful Distance Education 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 and other students
- Learns how to use the online classroom

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

Distance Education courses require the same amount of student time as in-person courses. The minimum 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 an 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 course 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?

- Personal Computer System Requirements: For system requirements, click “Supported Browsers and Operating Systems” on the Blackboard login page at https://cypresscollege.blackboard.com
- Browser Requirements: Firefox, Safari, and Chrome are the recommended browsers to use with Blackboard, the Distance Education online classroom. Internet Explorer is not consistently reliable with this version of Blackboard and is currently not recommended for use.
- Course Software Requirements: A word processing program is the basic course software required. Please see the course syllabus for additional requirements.
Accreditation Information

Regional, National, and Programmatic Accrediting Agencies

There are two main types of accreditation: institutional and programmatic. Institutional accreditation reviews and accredits an entire school, while programmatic accreditation reviews and accredits a single program or department within a school (such as engineering, physical therapy, or theater). Below is a detailed explanation of each type of accreditation.

Regional accrediting organizations: These offer the most prestigious and widely recognized form of accreditation in the United States, and set the highest and most strict standards. They review whole institutions, and they cover the entire country by subdividing it into six regions: Middle States, New England, North Central, Northwest, Southern, and Western. Colleges and universities reviewed by regional councils may be private or public, offering two-year or four-year degrees. They must, however, offer a well-rounded education with a wide spectrum of courses. For a school to be regionally accredited, between one-quarter and one-third of the curricula offered must be in general education (social sciences, humanities, and physical sciences). Schools prefer to seek national accreditation if the courses they offer cannot meet regional accreditation standards.

National accrediting organizations: These also review whole institutions, but tend to target more specialized colleges and universities, such as those offering vocational education, rather than the large liberal arts schools. These institutions may not be able to pass all of the requirements to gain regional accreditation, but provided they are successful in gaining national accreditation, they will still be highly regarded in the educational world.

Faith-based organizations: A subset of national accrediting agencies, faith-based organizations review schools that are organized around a religious faith, such as catholic universities. These schools cannot gain regional accreditation, because regional accrediting agencies insist on academic freedom for all students and faculty to engage with all ideas, which is not the case at a school with a religious affiliation.

Private career organizations: These organizations review and accredit private institutions that offer specific vocational training and degrees. It is important to note that many U.S. schools with regional accreditation will not honor credits or diplomas received from a school that has national accreditation only. This will be important for you if you ever need to transfer schools, or if you plan to seek higher education after your bachelor's degree. When you research online schools, always check their accreditation status, to make sure you choose a program that will suit your needs.

Programmatic/Specialized Accreditation: Programmatic accrediting organizations: These review individual programs or disciplines within an institution, but do not review that institution in its entirety. Programmatic accrediting bodies exist for over 100 subfields including programs in computer science, education, law, and medicine. Examples of these narrow-focus accrediting councils include The American Society for Landscape Architects, and the American Occupational Therapy Association.

In most cases, these specially accredited programs are offered by schools that have already been awarded institutional accreditation. Programmatic accreditation is thus a secondary guarantee that that specific program meets a national standard.

For some career fields (especially those related to health or safety, such as nursing, dentistry, or engineering) you must hold a degree from a department that has programmatic accreditation in order to practice and work in the field. Before enrolling in a program, check to see whether you will need this accreditation to practice in your chosen career field, and then choose a program accordingly. (Taken from www.accreditedonlinecollege.org)

ACCREDITING ORGANIZATIONS

http://ope.ed.gov/accreditation/

Regional Institutional Accreditation Organizations
- MSA-Middle States Association of Colleges and Schools, Commission on Higher Education
- NWCCU-Northwest Commission on Colleges and Universities
- NCA-HLC-North Central Association of Colleges and Schools, Higher Learning Commission
- NEASC-CIHE-New England Association of Schools and Colleges, Inc, Commission on Institutions of Higher Education
- NEASC-CTC-New England Association of Schools and Colleges, Inc., Commission on Technical and Career Institutions
- SACS-Southern Association of Colleges and Schools, Commission on Colleges
- WASCS-ACCJC-Western Association of Schools and Colleges, Accreditation Commission for Community and Junior Colleges
- WASC-ACSCU-Western Association of Schools and Colleges, Accreditation Commission for Senior Colleges and Universities

National Private Career Accreditation Organizations
- ABHES-Accreditation Bureau of Health Education Schools
- ACCET-Accrediting Council for Continuing Education and Training
- ACCSC-Accrediting Commission for Career Schools and Colleges
- ACICS-Accrediting Council for Independent Colleges and Schools
- COE-Council on Occupational Education
- DETC-Distance Education and Training Council Accrediting Commission
- NACCAS-National Accreditation Commission for Cosmetology Arts and Sciences

National Faith-based Organizations
- ABHE-Association for Biblical Higher Education
- AARTS-Association of Advanced Rabbinical and Talmudic Schools
- ATS-Commission on Accrediting of the Association of Theological Schools
- TRACS-Transnational Association of Christian Colleges and Schools

Compiled by Cypress College 10/2011
EDUCATIONAL OPTIONS IN CALIFORNIA

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 to 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. California community colleges are now also offering associate degree for transfer (ADT). These may include Associate in Arts (AS-T) or Associate in Science (AS-T) degrees. California community college students who are awarded an ADT degree are guaranteed admission with junior standing somewhere in the CSU system. This priority does not guarantee admission to specific CSU majors or campuses.

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, after completion of 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.) In addition, there are also other professional Doctorate Degrees, such as M.D. (Doctor of Medicine), D.D.S. (Doctor of Dental Science), O.D. (Doctor of Optometry), Pharm.D (Doctor of Pharmacy) or J.D. (Juris Doctorate).

Academic Options

Certificate Programs
These programs train students in specific occupational areas. Successful completion earns a Certificate of Achievement, verifying students are prepared for employment in specific fields. For information on how to earn a certificate or how to apply for a certificate see the Cypress College catalog.

Accounting
Accounting
Auto Collision Repair Center Management
Automotive Collision Center Damage Appraiser
Automotive Collision Center Office Management
Automotive Collision Repair
Automotive Damage Appraisal
Automotive Paint and Refinishing
Automotive Sales and Service
Collision Repair
Automotive Sales and Services
Collision Repair Body Technician
Collision Repair Center Parts Manager
Collision Repair I-Car Gold
Collision Repair Mechanical Technician
Collision Repair Paint Specialist
Collision Repair Technician Assistant
Detail Technician
Insurance Co/Auto Collision Repair
Industry Management
Automotive Technology
Automotive Sales and Service

Air Conditioning and Refrigeration
Air Conditioning and Refrigeration
Building Commissioning
Air Conditioning Codes and Estimating
Air Conditioning Commercial Air Conditioning
Air Conditioning Customer Service
Air Conditioning Environmental Controls
Air Conditioning Green
Air Conditioning Heat Pumps
Commercial Refrigeration
Green Refrigeration

Art
See Media Arts Design / Multimedia

Automotive Collision Repair
Advanced Collision Repair Paint Technician
Advanced Collision Repair Structural Technician
Auto Collision Facility Production Manager

Aviation and Travel Careers
Aviation and Travel Careers
Advanced Airline Customer Services
Advanced Flight Attendant
Advanced Avionics
Aviation I — Private Pilot
Aviation II — Instrument Pilot
Aviation III — Commercial Pilot
Aviation IV — Advanced Pilot
Aviation Management
Basic Aviation Center/Service
Basic Cruise Line/Service
Basic Sales and Operations
Brake and Alignment Specialist
Electrical Diagnostic Specialist
Emission Control Specialist
Engine Specialist
Maintenance Technician
Motorcycle Performance Technician
Performance and Driveability Specialist
Service Advisor
Toyota Specialist
Transmission Specialist

Business
See Accounting Information Systems
Marketing
Merchandising
Professional Marketing
Retail Management

Basic Flight Attendant
Basic Tourism and Conference Management
Basic Travel/Tourism Homeland Transportation Security
Computer Information Systems
Advanced Networking
Advanced Web Page Design
Cisco Networking
Computer Applications
Computer Forensics
Computer Information Systems
Computer and Office Applications
Computer Programming
Computer Software and Application
Database Management
Game Programming
Microsoft Excel
Microsoft Networking
Network Virtualization
Office Assistant

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

9230 Valley View Street • Cypress, CA • 90630 • (714) 484-7000
http://www.CypressCollege.edu • info@CypressCollege.edu

9876 Missing
321 Nowhere
55
56
x
x
x
x
Financial aid is available to many students in the forms of grants, loans, scholarships, and fee waivers. Prospective students who need help paying the costs of attending college are encouraged to contact the Financial Aid Office at Cypress College to learn more. For information, please call (714) 484-7114.

Counseling is available to assist students in choosing a program of study and successfully completing their goals. Prospective students are encouraged to contact the Counseling Center at Cypress College to learn more.

Academic Options
Certificate Programs (continued)

Computer Information Systems (continued)
PC/Network Hardware Support
Project Management
Social Network Marketing
Web Page Design

Court Reporting
Captioning
CART
*(Communication Access Realtime Translation)
Computer Editor (Scopist)
Court and Agency Services
Court Reporting
Legal Administrative Assistant
Proofreading

Dance
Dance Teaching

Dental
Dental Assisting
*Dental Hygienist

Diagnostic Medical Sonography
Diagnostic Medical Sonography

Economics
Business Economics

Geographic Information Systems
Geographic Information Systems

Human Services
Addiction Studies
Criminal Justice
Conflict Resolution
Family Studies
Gerontology
Human Services
Generalist
Viticulture
Management
Business Economics
Commercial Music
Management
Management
Professional Marketing
Project Management
Retail Management

Small Business
Management
Small Business
Operations

Marketing
Automotive Sales and Service
Geographic Information Systems/Marketing
Professional Marketing
Small Business Operations
Social Network Marketing

Media Arts Design
Animation 2D
Computer Graphics
Animation 3D
Computer Graphics
Computer Graphics
Digital Cinema Arts and Industry
Digital Cinema Production
Digital Cinema Techniques and Technologies
Electronic Publishing Design
Multimedia Production Basics
Post Production Basics for Cinema and Video
Vector Illustration

Multimedia
Photography

Music
Commercial Music
Management
Recording Arts

Photography
Advertising and Editorial Photography
Creative Photo Arts
Digital Photo
Technician
Digital Photography
Multimedia
Photography
Photography
Portrait and Wedding Photography

Physical Education
Aerobic Instructor
Aquatic Specialist
Athletic Coach

Psychiatric Technology
Psychiatric Technician

Radiology
Imaging Technologist

Theater
Costume/Makeup
Design
Lighting/ Audio Design
Technical Theater

Multimedia
Photography

Transfer Programs
These programs provide the lower division (freshman and sophomore) classes required for the bachelor degree.

Accounting
Anthropology
Art
Art History
Asian Studies
Aviation Science
Business Administration
General Business
Chemistry
Chinese
Communication Studies
Computer Information Systems
Computer Science
Dance
Pre-Dental Hygiene
Economics
Elementary Teacher Education
Education
Engineering
Engineering Technology
English
Ethnic Studies
Foreign Language
French
General Education (Transfer)
Geography
Geology
History

Associate Degree
These programs include completion of general education* courses and study in a specific major or area of specialization. *Students should complete the CSU GE or IGETC general education pattern for the (*) programs below as they are programs intended for transfer. See a counselor for more details.

Accounting
*Anthropology (Ethnic Studies)
*Art (Ethnic Studies)
*Asian Studies
*Aviation Science
*Business Administration
*Business Management
*Chicana/o Studies (Ethnic Studies)
*Commercial Pilot
*Communication Studies
*Computer Programming
*Costume/Makeup
*Design
*Elementary Teacher Education
*Engineering
*English Associate in Arts
*Ethnic Studies
*Flight Attendant
*Food Service Management
*General Studies (Fine Arts)
*Geography
*Geology Associate in Arts
*Health Information Technology
*History Associate in Arts
*Physics Associate in Arts

Academic Options

Hospitability, Restaurant, Culinary Arts
Human Services
Industrial Education
Teaching
Industrial Technology
Information Systems
Japanese
Journalism/Communications
Kinesiology
Latin American Studies
Liberal Studies (with specific emphasis)
Marketing
Mathematics
Music

*Students must have previously earned an associate degree to be eligible for these certificates.

Counseling is available to assist students in choosing a program of study and successfully completing their goals. Prospective students are encouraged to contact the Counseling Department at Cypress College to learn more about the many available services. For information please call (714) 484-7055.

Financial aid is available to many students in the forms of grants, loans, scholarships, and fee waivers. Prospective students who need help paying the costs of attending college are encouraged to contact the Financial Aid Office at Cypress College to learn more. For information, please call (714) 484-7114.
## 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>
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<tbody>
<tr>
<td>ENGL 060 C</td>
<td>3</td>
<td>16042</td>
<td>8-10</td>
<td>MW</td>
<td>Rosenberg</td>
<td>H-102</td>
</tr>
<tr>
<td>MATH 040 C</td>
<td>4</td>
<td>10026</td>
<td>11-12</td>
<td>MTWR</td>
<td>Garcia</td>
<td>S-202</td>
</tr>
<tr>
<td>COUN 150 C</td>
<td>3</td>
<td>14106</td>
<td>2-3:30</td>
<td>TR</td>
<td>Pugh</td>
<td>TE 1-200</td>
</tr>
<tr>
<td>THEA 120 C</td>
<td>3</td>
<td>11133</td>
<td>1-2:30</td>
<td>MW</td>
<td>Nicholson</td>
<td>FA-311</td>
</tr>
<tr>
<td>PE 152 C</td>
<td>1</td>
<td>10018</td>
<td>Open Lab 7am-9pm</td>
<td>MTWRF</td>
<td>Benavidez</td>
<td>G1-FL</td>
</tr>
<tr>
<td>COUN 140 C</td>
<td>5</td>
<td>10123</td>
<td>8-9:30</td>
<td>TR</td>
<td>Yee</td>
<td>BUS-307</td>
</tr>
</tbody>
</table>

### PERSONAL PLANNER

#### Monday
- 7:00
- 8:00 ENGL 060 C
- 9:00 Study
- 10:00 Student Center
- 11:00 MATH 040 C
- 12:00 Lunch
- 1:00 THEA 120 C
- 2:00
- 3:00
- 4:00 Study
- 5:00
- 6:00
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#### Wednesday
- 7:00
- 8:00 ENGL 060 C
- 9:00 Study
- 10:00
- 11:00
- 12:00 Lunch
- 1:00 THEA 120 C
- 2:00
- 3:00
- 4:00 Study
- 5:00
- 6:00
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#### Thursday
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#### Recommended Study Time outside of class
- 72 hours per week (12x6=72)

#### Total time needed for 12 units
- 84 hours per week (72+12=84)
CYPRESS COLLEGE NATIVE GENERAL EDUCATION REQUIREMENTS

2015-2016

Student’s Name

ID # @ Date

Degree: A.A. A.S. Major

Counselor

Associate Degree Requirements: Includes fulfillment of both the cultural diversity and reading requirements, major course work toward an occupational degree (A.A or A.S.), 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 native AA/AS General Education list at the time they are taken. Students should check with their counselor in planning completion of General Education requirements.

(Check boxes according) LEGEND: C=Completed IP=In Progress R=Remaining

<table>
<thead>
<tr>
<th>Category</th>
<th>Subject</th>
<th>Course Code</th>
<th>Unit Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>WRITING COMMUNICATION</td>
<td>3</td>
<td>Unit Minimum</td>
</tr>
<tr>
<td>A2</td>
<td>ANALYTICAL THINKING</td>
<td>3</td>
<td>Unit Minimum</td>
</tr>
<tr>
<td>B1</td>
<td>LIFE SCIENCES AND PHYSICAL SCIENCES</td>
<td>3</td>
<td>Unit Minimum</td>
</tr>
<tr>
<td>B2</td>
<td>MATHEMATICS</td>
<td>3</td>
<td>Unit Minimum</td>
</tr>
<tr>
<td>C1</td>
<td>ARTS</td>
<td>3</td>
<td>Unit Minimum</td>
</tr>
<tr>
<td>C2</td>
<td>HUMANITIES</td>
<td>3</td>
<td>Unit Minimum</td>
</tr>
</tbody>
</table>

For course completion, please see a counselor for details.

Other ways to meet the requirement include:
- 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. Specific External Exam Credit such as Advanced Placement (AP) may satisfy the requirement.
- Please see a counselor for details.

To view the current Cypress College Native GE course list on-line, go to the Transfer Center website at www.cypresscollege.edu/services/transfer/generalEducationPlans.

Please confer with a counselor for more information and to discuss your major requirements.

This document is a student tool. It is not a transcript. This does not imply that the student has completed course work.

To view the current Cypress College Native GE course list online, go to the Transfer Center website at www.cypresscollege.edu/services/transfer/generalEducationPlans.
The Liberal Arts degree with Area of Emphasis 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 a broader Area of Emphasis. 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 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 Liberal Arts Degree with Area of Emphasis include:

1. Completion of California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
2. Completion of at least 18 units in an Area of Emphasis from those outlined below. (Note: Where appropriate, courses in the Area of Emphasis may also be counted for a GE area).
3. A 2.0 (C) overall GPA and a 2.0 (C) in all courses taken in the Area of Emphasis.
4. 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 Area of Emphasis degree option automatically meets the Reading Proficiency requirement.

Liberal Arts AA Degree: ARTS & HUMANITIES emphasis

The Arts & Humanities option under Liberal Arts 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 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.

Courses in 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.

The Human Communication option under Liberal Arts 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.

Special Note: This degree is an Associate Degree designed for transfer students; however, it does not qualify as an Associate Degree for Transfer (ADT) for CSU priority admission consideration. Please see a counselor for more information on differences in degree options offered at Cypress College for transfer students.

Prepared: 05/14/15KA,JH
Liberal Arts AA Degree with Area of Emphasis
Cypress College 2015-2016
MATH & SCIENCE emphasis

Student's Name____________________________ Transfer To_________________ Counselor _________________________
Prepared: 05/14/15KA,JH

The Liberal Arts degree with Area of Emphasis 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 a broader Area of Emphasis. 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 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 Liberal Arts Degree with Area of Emphasis include:

- Completion of at least 18 units in an 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 Area of Emphasis degree option automatically meets the Reading Proficiency requirement.

Liberal Arts AA Degree: MATH & SCIENCE emphasis

The Math & Science option under Liberal Arts 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 major preparation course work and 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 natural sciences which examine the physical universe, its life forms, and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of high school. Completion of at least 18 units in an Area of Emphasis from those outlined below. (Note: Where appropriate, courses in the Area of Emphasis may also be counted for a GE area).

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

Completion of California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).

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.

Liberal Arts AA Degree: SOCIAL & BEHAVIORAL SCIENCES emphasis

Liberal Arts AA Degree: SOCIAL & BEHAVIORAL SCIENCES emphasis

The Social & Behavioral Sciences option under Liberal Arts 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 major preparation course work. 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 perspective, concepts and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about how people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

Note: Completion of this Area of Emphasis degree option automatically meets the Reading Proficiency requirement.

Prepared: 05/14/15KA,JH
CSU GENERAL EDUCATION BREADTH REQUIREMENTS

2015-2016

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH REQUIREMENTS

39 Units Required

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
<th>C</th>
<th>R</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. ENGLISH LANGUAGE COMPOSITION AND CRITICAL THINKING</strong></td>
<td>9 Unit Minimum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ARTS</strong></td>
<td>*</td>
<td>C</td>
<td>R</td>
<td>P</td>
</tr>
<tr>
<td><strong>B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING</strong></td>
<td>9 Unit Minimum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C. ARTS AND HUMANITIES</strong></td>
<td>9 Unit Minimum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT</strong></td>
<td>3 Unit Minimum</td>
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</tr>
<tr>
<td><strong>E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT</strong></td>
<td>2 Unit Minimum</td>
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<tr>
<td><strong>F. SOCIETY</strong></td>
<td>5 Unit Minimum</td>
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</tr>
<tr>
<td><strong>G. MAJOR</strong></td>
<td>9 Unit Minimum</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Certain majors require specific Mathematics course(s). See a Counselor for details.

**Course may be used to satisfy requirements for one area only.**

**This class may also be used to satisfy the Cypress College Associate Degree Cultural Diversity requirement.**

**Duplicate credit not granted for the same cross-listed courses nor for the non-honors and honors classes.**

**See CSU graduation requirements in U.S. History, Constitution, & American Ideals.**

See the CSU-GE Breadth Certification list on www.assist.org and confer with a counselor for more information and to discuss your major requirements.
CSU GENERAL EDUCATION BREADTH REQUIREMENTS

Students wishing to transfer to California State Universities should follow this plan.

Requirements for graduation from the California State University System include completion of specific courses in general education. Cypress College is permitted to certify that a student has satisfied the lower division 39-unit general education requirements established by the California State University System.

Under the provisions of Title 5 and Executive Order 1065, regionally accredited colleges and universities may certify one or more subject areas for students being admitted to the CSU system, a.k.a. partial certification. Students admitted to a CSU campus with subject area or partial certification should not be held to completing additional courses for the areas already certified.

In order to be partially certified, Cypress College students must complete all the CSU lower-division General Education Breadth Requirements in a specific area. Students who have completed courses at other regionally-accredited colleges and universities may “pass along” those courses for either partial or full certification at Cypress College. To meet general education requirements and obtain full certification, students must complete the pattern of courses in the five categories listed.

Students should apply for certification during or after the semester in which they are completing General Education Breadth Requirements. Students are advised to request certification prior to enrolling at the university due to varying deadlines apply for the CSU GE Breadth pattern.

CSU Certification policy specifies that 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. Students should talk to a counselor for more information. Some state education requirements established by the California State University System.

Requirements for graduation from the California State University System include completion of specific courses in general education. Cypress College is permitted to certify that a student has satisfied the lower division 39-unit general education requirements established by the California State University System. Students wishing to transfer to California State Universities should follow this plan.

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 required for admission to the university may request to complete IGETC after transferring. 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. 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 IGETC is NOT an admission requirement to CSU or UC. It is NOT advisable for students who are pursuing majors that require extensive lower division preparation, such as engineering, to follow IGETC. Confer with your counselor regarding these requirements. 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.

<table>
<thead>
<tr>
<th>AREA 1</th>
<th>ENGLISH COMMUNICATION REQUIREMENT</th>
<th>3 courses required, one each from Groups A, B and C.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP A</td>
<td>English Composition, 1 course (3 semester units/5 quarter units)</td>
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<tr>
<td></td>
<td>ENGL 100C (100HC)</td>
<td>Course from other College</td>
</tr>
<tr>
<td>GROUP B</td>
<td>Critical Thinking</td>
<td>English Composition, 1 course (3 semester units/5 quarter units)</td>
</tr>
<tr>
<td></td>
<td>ENGL 103C, 104C (104HC), 105C (begin F11)</td>
<td>PHIL 172C</td>
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<td>Note: Confer with a counselor if ENGL 102, PHIL 170, or SPCH 135 were completed prior to F93</td>
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</tr>
<tr>
<td>GROUP C</td>
<td>Oral Communication (CSU requirement only)</td>
<td>1 course (3 semester units/5 quarter units)</td>
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<tr>
<td></td>
<td>COMM 100C (100HC)</td>
<td>Course from other College</td>
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<tr>
<th>AREA 2</th>
<th>MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING REQUIREMENT</th>
<th>3 courses from at least two different disciplines or an interdisciplinary sequence (9 semester/12 quarter units)</th>
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<tr>
<th>AREA 3</th>
<th>ARTS &amp; HUMANITIES REQUIREMENT</th>
<th>At least 3 courses, with at least one from the Arts and one from the Humanities (3 semester or 12 quarter units)</th>
</tr>
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<tbody>
<tr>
<td>ARTS</td>
<td>ART 100C, 110C, 112C (112HC), 114C, 216C, DANC 101C, 150C (begin F11), ENGL 125C (125HC), MUS 103C, 113C, 116C, 117C, 118C (118HC), 119C (begin F11), 120C, THEA 100C, 102C (PSY-F10/151HC), 105C, 107C (107HC)</td>
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<table>
<thead>
<tr>
<th>AREA 4</th>
<th>SOCIAL &amp; BEHAVIORAL SCIENCES REQUIREMENT</th>
<th>3 courses from three different disciplines or an interdisciplinary sequence (9 semester units/15 quarter units)</th>
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<tbody>
<tr>
<td>ANTH 102C (102HC), 103C (formerly 203C), 104C, 105C, 106C, 107C, 121C (225C), COMM 120C/220C, ECON 100C (100HC), 105C (105HC), 110C, 260C, ETHS 101C (formerly beginning F93), 112C (112HC), 113C (formerly 100C)</td>
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<td></td>
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<thead>
<tr>
<th>AREA 5</th>
<th>Interdisciplinary sequence (3 semester units/5 quarter units)</th>
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<tbody>
<tr>
<td>ANTH 102C, 103C, 104C, 105C, 106C, 107C, 121C, 225C, COMM 120C/220C, ECON 100C (100HC), 105C (105HC), 110C, 260C, ETHS 101C (formerly beginning F93), 112C (112HC), 113C (formerly 100C)</td>
<td></td>
</tr>
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</table>

Check boxes accordingly.

LEGEND: C = Completed, I = In Progress, R = Repeating
IGETC REQUIREMENTS

(LEGEND: C-Completed, P-In Progress, R-Renaming)

AREA 5: PHYSICAL AND BIOLOGICAL SCIENCES

REQUIREMENT: 10 courses, 3 units each, and KIN 120 AC and B FYI (Group A). Each course listed must include a laboratory (7-9 semester units/12 quarter units). Group C is a new area that includes science labs that combine lecture and lab or lab only courses.

GROUP A: PHYSICAL SCIENCES

Physical Sciences with:
- ASTR 116C/117C [(116H)/(117H)], CHEM 10C/(begin 2F2), 101C/(begin 2F3), 107C, 111AC, 111BC, 201C/(begin 2F4)

Sciences w/ lab:
- ASTR 116C [(116H)], CHEM 103C [(103H)], GEOG 101C, 140C/(begin 2F3), GEOI 101C [(101H)], 120C, 125C, 130C, 190C

Courses from other College(s) - AP Credit

GROUP B: BIOLOGICAL SCIENCES

Biological Sciences w/:

Biological Sciences w/ lab:
- ANTH 101H/104H, BIOL 101C, 130C, 111C, 133C

Courses from other College(s) - AP Credit

GROUP C: PHYSICAL AND BIOLOGICAL SCIENCE LABORATORIES

(ALL SCIENCE LABS THAT COMBINE LECTURE AND LAB OR LAB ONLY COURSES):

Courses from other College(s) - AP Credit

AREA 6A - LANGUAGE OTHER THAN ENGLISH (LOTE): UC requirement only

REQUIREMENT: Complete at least one course:

- Complete 2 years of high school course work in a language other than English (in the same language) with a grade of "C" or higher.
- Complete course 102C [(102H)] or higher in a foreign language at Cypress College or equivalent courses at another college or university.
- Complete 1 year of formal schooling at the 6th grade level or higher at an institution other than the U.S. where the language is the native language in that institution.
- Students unable to provide documentation need to have passed one of the exams listed below or take the appropriate course(s).
- Earn an appropriate score on the SAT II Subject Test in languages other than English. See a counselor for score requirements.
- Earn a score of 3 or higher on the Advanced Placement Language Other than English Test.
- Earn an appropriate score on the International Baccalaureate Higher Level Exam in a language other than English.
- Satisfactory completion of an achievement test administered by a community college, university, or college in a language other than English.
- Earn a passing score in the California Language Test.
- Students unable to provide documentation need to have passed one of the exams listed below or take the appropriate course(s).
- Earn an appropriate score on the SAT II Subject Test in languages other than English. See a counselor for score requirements.
- Earn a score of 3 or higher on the Advanced Placement Language Other than English Test.
- Earn an appropriate score on the International Baccalaureate Higher Level Exam in a language other than English.
- Satisfactory completion of an achievement test administered by a community college, university, or college in a language other than English.
- Students unable to provide documentation need to have passed one of the exams listed below or take the appropriate course(s).

Courses from other College(s) - AP Credit

Cypress College Courses that meet the proficiency level:
- CHEM 102C, FREN 100C, 203C, 204C, GERI 102C, JAPN 102C, PORT 102C/(begin 2F8), SPAN 102C/(begin 2F8), 120C, 220C, 230C, 240C

Note: A higher-level language course can be used to meet language proficiency. Examples: FREN 203C or SPAN 202C.

All courses must meet both the 3A and 3B proficiency level course requirements. These courses are identified in the 3B area as (LOTE).

Courses from other College(s) - AP Credit

CSU GRADUATION REQUIREMENTS IN U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS

(Only part C of this section need be completed before transfer to a California public university. See a counselor for details.)

Group A (U.S. Constitution & Government):
- POSC 100C [(100H)], 102C

Group B (U.S. History):
- ETHS 101C/(begin 2F4), formerly 100C, 101C, 130C, 131C, 160C, HIST 170C/170HC, 171C [(171H)], 190C(formerly 162AC, 190C(formerly 162BC)

Note: Double Counting is allowed for this requirement with only a 1 G.E. category. The CSU US History, Constitution, and American Ideals (A) graduation requirement is not part of IGETC. These courses may also be used to satisfy the UC American History & Constitution 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.

Courses from other College(s) - AP Credit

LEGEND

Check box for credit for those who have completed the following courses in the following: BIL, CHEM, DANCE, ECON, GEOG, MATH, PHOT, PHYS, PSYCH, SOC and THEA.

* Specific credit limitation information is available at www.cde.ca.gov.

** Course may be used to satisfy requirements for one area only.

† The class may also be used to satisfy the Cypress College Associates Degree Cultural Diversity requirement.

D Duplicate credit granted for the same cross-listed courses for non-honors and honors classes.

See CSU graduation requirement in U.S. History, Constitution, and American Ideals.

NOTE: Underlining indicates a course is no longer offered at Cypress College. The notation reflected after classes represent either the time a class was approved or ended.

Please check the IGETC Certification list on www.assist.org and confer with a counselor for more information and to discuss your major requirements.
CSU GE BREADTH and IGETC

GENERAL EDUCATION CERTIFICATION (GE) AND PASS ALONG

Students planning to graduate from the California State University or University of California systems must complete a minimum number of general education breadth courses. Cypress College is permitted to certify completion of the lower division general education requirement. Certification is not automatic. To meet general education requirements and obtain certification, students must:

• Complete the pattern of general education courses approved for Cypress College.

• Apply for GE certification through the Admissions and Records Office or online at www.CypressCollege.edu during the semester in which requirements will be completed or thereafter. Note: Students applying for completion of an approved Associate Degree at Cypress College requiring CSU GE or IGETC do not need to apply.

Students with transcripts from other educational institutions should see a counselor to obtain a supplemental “pass along” form which must be attached to the certification application. Courses completed at educational institutions outside the United States cannot be used for “pass along” and these courses must be evaluated by the university during the application process. Students do not have to be currently enrolled in Cypress College to apply for GE certification.

DESCRIPTION OF COURSES

The following section includes a description of every course which may be studied at Cypress College. The prerequisite(s) for the class is stated, if applicable. The program of instruction related to the numbering of courses is divided into major categories:

• College and university parallel courses (transfer courses) have title numbers ranging from 100 through 299. If appropriate to the student’s major, they usually will be accepted as transfer units to institutions of higher education for their full credit value.

• Several general education courses, in addition to occupational, vocational and technical courses will bear the title numbers ranging from 001 through 099 and generally are not transferable to institutions of higher education except as they apply to major programs in the California State Universities. Students are advised to confer with their counselors regarding the transferability of these courses to particular colleges or universities. Students entering Cypress College should consult with college counselors in planning their programs of study. The faculty and counseling staff of Cypress College will assist students in every way possible to make wise vocational and educational plans. Students, however, must assume the responsibility for their own choices and plans.

NON-DEGREE CREDIT courses indicated as NON-DEGREE CREDIT do earn credit, but the credit is not counted toward the Associate Degree. These classes are intended to help students gain the skills they need to perform in college level degree applicable courses. NON-DEGREE CREDIT classes count toward the following categories: Athletic Eligibility, Social Security Benefits, Work Study and Financial Aid, Veterans’ Benefits, Associated Student Body Office and Full-Time Status. All other Cypress College courses are degree applicable.

UC/CSU designated courses are transferable to the campuses of the University of California and the California State University system. Those courses that are not marked UC are not transferable to the University of California campuses. Confer with a counselor for information regarding transferability of courses marked UC Limitation. Students can view a complete list of Cypress College courses that are transferable to the UC at www.assist.org.

CSU GE — These courses satisfy general education breadth requirements for California State Universities (CSU campuses).

AA GE — Courses which satisfy general education requirements for the Associate Degree.

IGETC — Interssegmental General Education Transfer Curriculum is a series of courses that Cypress College students may use to satisfy lower division general education requirements at any CSU or UC campus.

CUL DIV — Courses with the Cultural Diversity designation are ones which meet the Cypress College Cultural Diversity graduation requirement.

CSU GE BREADTH and IGETC

TRANSFER CREDIT — BACCALAUREATE DEGREES

Cypress College certifies that the following classes listed (by instructional divisions) are baccalaureate-level classes and are transferable to any campus of the California State University system for credit toward its baccalaureate degrees:

Business and Computer Information Systems — All classes numbered 100 C through 299 C.

Career Technical Education — All classes numbered 100 C through 299 C; Aviation 050 C and Photography 050 C.

Counseling and Guidance — All classes numbered 100 C through 299 C.

Fine Arts — All classes numbered 100 C through 299 C.

Health Science — All classes numbered 100 C through 299 C.

Language Arts — All classes numbered 100 C through 299 C.

Physical Education — All classes numbered 100 C through 299 C.

Science/Engineering/Mathematics — All classes numbered 100 C through 299 C; Basic Electricity 051 C is transferable only for Industrial Arts Majors.

Social Science — All classes numbered 100 C through 299 C.

Note: All Honors classes offered at Cypress College are transferable to any campus of the California State University system.
ASSOCIATE DEGREE FOR TRANSFER (AD-T)

ASSOCIATE DEGREE FOR TRANSFER (ADT)
California Community Colleges are now offering Associate Degrees for Transfer (ADT) to the CSU. These may include an Associate in Art degree for Transfer (AA-T) or an Associate in Science degree for Transfer (AS-T). The ADT degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. For more information visit:
http://www.cypresscollege.edu/services/transfer/adt.aspx or www.degreewithaguarantee.com

LIST OF ADT MAJORS - Effective 2015-2016 Academic Year

1. **AA-T in Anthropology** (approved and listed in current catalog)
2. **AA-T in Art History** (approved and listed in current catalog)
3. **AS-T in Business Administration** (approved and listed in current catalog)
4. **AA-T in Communication Studies** (approved and listed in current catalog)
5. **AA-T in Elementary Teacher Education** (approved and listed in current catalog)
6. **AA-T in English** (approved and listed in current catalog)
7. **AA-T in Geography** (approved and listed in current catalog)
8. **AS-T in Geology** (approved and listed in current catalog)
9. **AA-T in History** (approved and listed in current catalog)
10. **AA-T in Kinesiology** (approved and listed in current catalog)
11. **AS-T in Mathematics** (approved and listed in current catalog)
12. **AA-T in Music** (approved and listed in current catalog)
13. **AA-T in Philosophy** (approved and listed in current catalog)
14. **AS-T in Physics** (approved and listed in current catalog)
15. **AA-T in Political Science** (approved and listed in current catalog)
16. **AA-T in Psychology** (approved and listed in current catalog)
17. **AA-T in Sociology** (approved and listed in current catalog)
18. **AA-T in Studio Arts** (approved and listed in current catalog)
19. **AA-T in Theater Arts** (approved and listed in current catalog)

Pending Approval for 2015-16 Academic Year - see a counselor for an update on program status:

20. AS-T in Chemistry
21. AA-T in Film, Television and Electronic Media
22. AA-T in Journalism
23. AA-T in Spanish
Cypress College

Student Educational Plan By Semester/Session

<table>
<thead>
<tr>
<th>Educational Goal(s):</th>
<th>Certificate □</th>
<th>AA/AS □</th>
<th>Transfer □</th>
<th>Other □</th>
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<th>Major/Area of Emphasis:</th>
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<th>Semester/Session</th>
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Counselor’s Signature ____________________   Student’s Signature ____________________   Date _____________

SEP Revised 08/12

Counselor’s Signature ____________________   Student’s Signature ____________________   Date _____________

SEP Revised 03/10
Computing Your Grade Point Average (GPA)

Your GPA is often very important since it may influence your admission to a college or university, chances for a particular job, eligibility to obtain an A.A. Degree, or your eligibility for financial aid.

How to Determine Your Grade Point Average

The most common grading system is the 4.0 grade point system. This is the system Cypress College uses, however they are called quality points on your unofficial transcript. Following is the value chart to help determine your GPA:

Quality Point Value Per Unit
- A = 4 quality points
- B = 3 quality points
- C = 2 quality points
- D = 1 quality points
- F = 0 quality points

The following grades are not part of the GPA computation:
- CR = Credit-no quality points, no units attempted, but counts for units completed.
- NCR = No Credit- no quality points, no units attempted, no units completed.
- W = Withdrawal- no quality points, no units attempted.
- I = Incomplete- no quality points, no units attempted.
- IP = In Progress- no quality points, no units attempted.
- RD = Report Delayed- no quality points, no units attempted.

Computing the GPA – the Steps

1. Determine which courses are not part of the GPA computation (see box above).
2. All qualifying courses earn one (1) GPA hour for each semester unit.
3. Using the “Quality Point Value Per Unit” chart above, for each course, multiply the quality points by the number of semester units to find the earned quality points.
   (For example: For a 3 unit course with an “A” grade, the course earns 4 quality points per unit: 4 quality points x 3 semester units = 12 earned quality points.)
4. Calculate the total number of earned GPA hours for the semester.
5. Calculate the total number of earned quality points.
6. Use the following formula to determine your GPA:

   \[ \text{GPA} = \frac{\text{Total Earned Quality Points}}{\text{Total Earned GPA HOURS}} \]

**EXAMPLE**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Units</th>
<th>Grade</th>
<th>Earned GPA Hours</th>
<th>Earned Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology 101</td>
<td>3</td>
<td>C</td>
<td>3</td>
<td>6.0</td>
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<tr>
<td>Counseling 135</td>
<td>3</td>
<td>CR</td>
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<tr>
<td>Math 40</td>
<td>4</td>
<td>A</td>
<td>4</td>
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<td>English 100</td>
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<td>B</td>
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<tr>
<td>Speech 100</td>
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<td>F</td>
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<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>16</strong></td>
<td></td>
<td><strong>13</strong></td>
<td><strong>31.0</strong></td>
</tr>
</tbody>
</table>

GPA FOR THE SEMESTER = 2.38 (31÷13)

**PLEASE NOTE:** Not all courses are transferable to the UC system. Please check the Cypress College Catalog.

Revised 02/08/2015 J.D.

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Active Shooter Procedures

**Be Aware, Be Prepared, Be Safe...**

**Active Shooter Profile**

An active shooter is an individual actively engage in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

**Characteristics**

- Victims are selected at random.
- The event is unpredictable and evolves quickly.
- Law enforcement is usually required to end an active shooter situation.

**How to respond When Law enforcement Arrives:**

- Remain calm and follow instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Raise hands visible at all times.
- Avoid rapid movement toward officers such as running, skipping, or falling.
- Do not talk to officers for help or directions.
- Do not stop to ask officers for help or directions.

**Information**

- You should provide to Law Enforcement or 911 operator:
  - Call 911 when it is safe to do so.
  - Location of the active shooter.
  - Number of shooters.
  - Physical description of shooters.
  - Number and type of weapon held by shooters.
  - Number and potential victims at the location.

**How to respond When Law enforcement Arrives:**

- 

**Information provided by US Department of Homeland Security**
POLICIES

POLICIES THAT AFFECT STUDENT SUCCESS

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.

GUIDELINES

CHILDREN ON THE CAMPUS GUIDELINES

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.

Commencement Ceremony 2014
POLICIES

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.

Sexual Assault and Sexual Misconduct Board Policy 3540

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

“Domestic violence” includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with or has cohabitated with the victim as a spouse;
- By a person similarly situated to a spouse of the victim under California law;
- By any other person against an adult or youth victim who is protected from that person’s acts under California law.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

An affirmative consent standard in the determination of whether consent was given by both parties to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity.
Reporting Sexual Assault/Sexual Misconduct

If you or someone you know needs to report sexual misconduct or sexual assault please contact:

Cypress College—Campus Title IX Coordinator - Executive Vice President, Educational Programs & Support Services (714) 484-7330; Director of Campus Public Safety (714) 484-7387; Dean Instruction & Student Support Services School of Continuing Education (714) 484-7011; Director of College Health Services, and District Human Resources Department; Dean

TIPS FOR PREVENTING SEXUAL VIOLENCE

Be aware that the great majority of sexual assaults involve acquaintances. Avoid excessive use of alcohol and do not use illegal drugs. Alcohol and drugs interfere with clear thinking and effective communication.

Be safe while you’re on campus
- Walk in well-lit, public areas
- Walk confidently and at a steady, brisk pace
- Travel with a friend or call the night escort service (number listed under Campus Resources)
- Walk close to the curb, avoid bushes, doorways, and alleys where someone could hide
- Carry your keys ready at all times (they can be used as weapons if necessary)

Make sure your home and vehicle are secure
- Lock all doors and windows when you leave and lock the doors when you are inside
- Leave lights on in your home if you plan to return after dark
- Check inside and around your car before getting inside and after entering, then immediately lock the doors

Be alert when you’re on a date or at a party
- Know your alcohol tolerance level and don’t exceed it
- Never let your drink out of your sight
- Use the buddy system and watch out for each other
- Decide now what your sexual and relationship boundaries are and communicate your feelings and sexual expectations clearly
- If you are attacked, fight back as hard as you can (you have a better chance of getting away if you fight.) Yell "FIRE" if in danger; do not yell "HELP" or "RAPE." People are more likely to respond to a general emergency than one involving an assault.

Therapy Referrals and other Victim Services

SAVS (Sexual Assault Victims Services) Santa Ana: 714-834-4317
Project Sister 909-626-4357 (a 24-hour hotline that provides the victim with a Rape Advocate at Pomona Valley Hospital Medical Center during the police interview and in court)
GLBT Information /Referrals: 714-953-5428
Women’s Transitional Living Center 877-531-5522 (a 24-hour bilingual hotline for temporary shelter; individual/group counseling)

Hospitals
- Anaheim Memorial Hospital (Safe Place): 714-999-5136 (Evidence collection & treatment)
- Pomona Valley Hospital Medical Center 909-865-9500 (Evidence collection & treatment)
- St Jude Medical Center – 714-871-3280 (Treatment only)

Shelters
- Human Options 949-737-5242
- Interval House 714-891-8121
- Laura’s House 949-361-3775

Web Resources
- http://womenshealth.gov/violence-against-women/
- http://www.cdph.ca.gov/healthinfo/invioal createDate=sexuviolenceprevention.aspx
- http://www.victimsofcrime.org/help-for-crime-victims

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:
Fred Williams, Interim Chancellor

FULLERTON COLLEGE: Dr. Rajen Vurdien, President
BP 5500 Standards of Student Conduct and Discipline

North Orange County Community College District

BOARD POLICY

Chapter 5

Student Services 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 District premises.

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 11045.5.

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
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 an off-campus 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 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 was 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.

3.2.5.3 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.
3.3 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. 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 record of the hearing and shall prepare a new written decision, which contains specific factual findings and conclusions.

3.3.1 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.

3.3.2 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.

3.4 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 cross-examine 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 cross-examine 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 tape-recorded 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

Date of Last Revision: September 10, 2007 Chancellor's Cabinet