

CYPRESS COLLEGE – SUMMER 2008  
**MYGATEWAY REGISTRATION WORKSHEET**

**BEFORE YOU REGISTER:**

- 1• Refer to your registration email, or the “Continuing Student Registration Schedule”.
- 2• Clear outstanding fees or holds. Non-clearance can delay registration.
- 3• Get counselor clearance for math, English or reading classes. Non-clearance can delay registration.
- 4• Make sure the Admissions and Records Office has your correct name, personal and email addresses and phone number.
- 5• Use the myGateway Registration Worksheet to prepare your tentative class schedule.
- 6• Verify financial aid eligibility for fee assistance.
- 7• Read and follow all registration instructions.

**myGateway Available**  
**Beginning May 7**  
 7 days a week, 24 hours a day

**myGateway Helpline**  
**Beginning May 7, 2008**  
 Monday – Friday . . . . . 8:00am – 7:00pm  
**Beginning June 2, 2008**  
 Monday – Thursday . . . . . 8:00am – 6:00pm  
 Monday, May 26 & Thursday, July 3. . . . . Closed  
**Call (714) 484-7346**  
**OR**  
**visit the Admissions and Records Office**  
**located on the first floor of the Business Building**

**STEP 1**      Go to [www.CypressCollege.edu](http://www.CypressCollege.edu) and click on:



**STEP 2**      **LOGGING IN:**

- **Enter your eight-digit Student Identification Number** as printed on your Student ID Card or Schedule/Bill.  
 (Type the “@” sign when entering your Student ID Number.)

@

**OR**

Enter your social security number with no hyphens or spaces.

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

**STEP 3**      Click on the **myGateway** logo in the myGateway Channel:



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

**STEP 4 REGISTERING FOR CLASSES**

**SELECTING THE TERM:**

- From the **main menu**, click on **“Register for Classes”**.
- Select Cypress College/Fullerton College Summer 2008 and then click **“Submit”**.

**ADDING/DROPPING CLASSES:**

- A**
- Enter the five-digit CRN (Course Reference Number) from the worksheet below for each class you wish to add and click **Confirm Your Choices**
- OR**
- Click the **Class Search Button** and enter desired class criteria (subject, hours, days, instructor, etc.), then click **Class Search**.
  - Place a checkmark in the box to the left of any classes you wish to add and click either **Add to Worksheet** or **Add Class**.
- B**
- If **Add Authorization Code Required** appears, enter the four-digit code issued by your instructor in the field provided and click **Admit Me**. After you receive the **Authorization Accepted!** message, click on **Submit Changes**.
- C**
- After you have added/dropped all your classes and are satisfied with your class schedule as shown on the registration page, click **Complete Registration**.

		CRN (Course Reference No.)					Subject	Course No.	Times	Days	Units
IDEAL CLASS SECTIONS	Example:	1	6	0	1	1	POSC	100 C	9:00A-10:20A	MW	3
ALTERNATE CLASS SECTIONS	Example:	1	7	5	0	3	POSC	100 C	10:00A-11:20A	TR	3

**STEP 5 OPTIONAL FEES**

**AVOID LINES AND PARKING TICKETS**  
Pay for parking by May 21, 2008 and your hanger will be mailed to you.

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

**STEP 6 FEE PAYMENT**

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

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

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

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

# MYGATEWAY REGISTRATION MESSAGES

Messages are built into myGateway to provide students assistance when registration problems occur. Provided below are the definitions and solutions you are to follow in the event you receive a registration error message.

Login/Access Messages	Solution
Disabled PIN	Click PIN Reset located under the Secure Access Login box OR Contact the <b>myGateway</b> Help Line Phone: 714-484-7346
Forgot PIN	
Forgot Student ID Number <i>(If your Social Security Number is on file with Admissions and Records, you may use it as an alternate Student ID Number)</i>	
Level Restriction	
You may not register at this time	Be sure you have selected the correct term for Fullerton/Cypress OR Closed for maintenance OR Verify your registration appointment OR You need to apply for admission

Registration Messages	Definition	Solution
<b>CLOSED SECTION</b>	Class is closed — no seats available	Add a different class or petition class by attending first meeting
<b>Co-Requisite or Link Error</b>	Another class must be taken concurrently	Add the co-requisite class
<b>DROP – On-Line</b>	Dropped class by Web	No further action needed
<b>Duplicate Course</b>	Already enrolled in a class with this course number and title	Add a different class that does not have the same course number and title
<b>ADD AUTH REQUIRED</b>	Before class begins: Class is full	Try again later (seats may be open if students drop) or petition by attending the first class meeting
	After class begins: Seats may be available	See instructor or division office to obtain a four-digit Add Authorization Code
<b>PREQ and TEST SCORE-ERROR</b>	Prerequisite or test scores needed	Contact the Counseling Office
<b>REGISTERED Web</b>	Registered for class by Web	No further action needed
<b>Registration Affects Enrollment/Assessment</b>	Too late to add or drop or programming error	Check the registration deadlines or contact the myGateway Help Line Phone: 714-484-7346
<b>Registration changes are not allowed. Course status dates not within range for part of term.</b>	Too late to add or drop or programming error	Contact the myGateway Help Line Phone: 714-484-7346
<b>Time Conflict</b>	Two classes with overlapping meeting times not permitted	Select courses that do not have overlapping meeting times
<b>WITHDRAWAL Web</b>	Withdrew from class by Web	No further action needed
Payment Error Codes	Definition	Solution
<b>Serious Error – Your credit card has been charged, but your student account has not been updated</b>	Credit Card processing error	Contact the Bursar's Office Phone: 714-484-7317

CYPRESS COLLEGE – SUMMER 2008  
**HOW TO ADD/DROP A CLASS**

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

## **Adding a Class**

Prior to the first day of class

If the class is OPEN, an Add Authorization Code is not required

If the class is CLOSED, an Add Authorization Code is required

Starting the first day of class

An Add Authorization Code is required for most classes

1. Attend the first class meeting of the class you wish to add.
2. If seat space is available, ask the instructor to give you a four-digit **Add Authorization Code**. Instructors may not be able to grant all requests for Add Authorization Codes.
3. **IMMEDIATELY** access **myGateway** registration at <http://CypressCollege.edu/myGateway>  
Log in and click on **Register for Classes**.
4. Select the term for “Cypress College/Fullerton College Summer 2008”.
5. Enter the CRN in the “CRN” box and click on **Confirm Your Choices**.
6. When prompted, enter the Add Authorization Code in the **Auth#** box.
7. Click on the **ADMIT ME** button. After you receive the **Authorization Accepted!** message, continue to Step 8.
8. Click on **Submit Changes** and confirm the status of your class.
9. After confirming that the class has been added, click on **COMPLETE REGISTRATION**.
10. Pay your fees immediately or you may be dropped for non-payment.

**The Add Authorization Code must be used by the add deadline to guarantee official enrollment. You will need to repeat the above steps to add additional classes using Add Authorization Codes. A separate four-digit Add Authorization Code is required for each class you wish to add and is only valid for the current term and class.**

Note: if you have been unsuccessful using your Add Authorization Code due to too many attempts, it is recommended that you obtain a new Add Authorization Code from the instructor.

## **Dropping or Withdrawing from a Class**

1. Access **myGateway** Registration at <http://CypressCollege.edu/myGateway>  
Log in and click on **Register for Classes**.
2. Select the term “Cypress College/Fullerton College Summer 2008”.
3. From the drop down menu, choose **Drop On-Line** or **Withdrawal-Web** for the classes you wish to drop.
4. Click on **Confirm Your Choices** to drop your classes.
5. Check under **Status** on the left of the screen to confirm the **Drop On-Line** or **Withdrawal-Web** status before exiting myGateway.

**Adding, Dropping and Withdrawing from classes are subject to established deadlines.  
Verify added and dropped classes on myGateway throughout the term.**

# CYPRESS COLLEGE – SUMMER 2008

## FEE CALCULATION WORKSHEET

Use this page to help determine the amount of fees you will owe once your registration is completed.

### REGISTRATION FEES

#### ENROLLMENT FEE

\$20.00 per unit × \_\_\_\_\_ units = \$ \_\_\_\_\_  
(Waived for BOGW recipients)

#### HEALTH FEE

\$12.00 for the Summer semester = \$ \_\_\_\_\_

#### NON-RESIDENT FEES

Non-California \$169.00 per unit × \_\_\_\_\_ units

Non-US \$189.00 per unit × \_\_\_\_\_ units = \$ \_\_\_\_\_  
(Includes \$20.00 Capital Outlay fee per Ed Code 76141)

#### MATERIAL FEE

Certain classes require additional fees.  
See the course description in this Schedule of Classes. = \$ \_\_\_\_\_

### OTHER FEES

#### ASSOCIATED STUDENT BENEFITS\*:

\$7.00 per semester = \$ \_\_\_\_\_

#### CAMPUS ID CARD\*:

\$2.50 per semester = \$ \_\_\_\_\_

#### PARKING PERMIT\*:

Automobiles \$20.00 (for Summer) = \$ \_\_\_\_\_  
Motorcycles \$10.00 (for Summer)

#### STUDENT REPRESENTATION FEE\*:

\$1.00 per semester = \$ \_\_\_\_\_

**TOTAL FEES DUE** = \$ \_\_\_\_\_

\*Students requesting or paying for parking, photo ID, or the AS Benefits sticker on myGateway after May 21, 2008, will be required to pick up these items in the Bursar Annex (located on the first floor of the Business Building) during the first three days of the semester. After the third day of the semester, students may obtain these items from Admissions and Records or the Bursar's Office during regular business hours.

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

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

#### DO NOT SEND CASH!

#### Credit Card Payments:

- Pay by Visa or MasterCard through myGateway.

#### Check or Money Order Payments:

- Make check or money order payable to **Cypress College**.
- Write your eight-digit student ID number on the front of the check.
- Enclose the check in an envelope.
- Return your payment to the College by:

placing the envelope in the Drop Box  
Slot located outside the Business Building  
near the ATM.

**OR**

mailing to:  
Cypress College Bursar's Office  
P.O. Box 6047  
Cypress, CA 90630-0047

**IMPORTANT: CYPRESS COLLEGE DOES NOT BILL FOR UNPAID REGISTRATIONS. Students whose payments are not received at registration may be dropped from classes to free up seats for other students seeking to register.**

# FEES AND REFUNDS

**While all reasonable efforts have been made to present complete and accurate fee information, changes in state funding may result in fee changes for the 2007-2008 academic year, beginning with the 2008 summer session.**

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

## REGISTRATION FEES

Enrollment Fee	\$ 20.00 per unit
Health Fee	\$ 12.00 for Summer Session
Non-Resident Tuition —	
Non-California Resident	\$169.00 per unit OR
Non-US Citizen	\$189.00 per unit*
	(Plus enrollment)
	*(Includes \$20.00 Capital Outlay fee per Ed Code 76141.)

## MATERIAL FEES

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

## OTHER FEES

Associated Student Benefits Sticker**	\$ 7.00
Parking	
Automobiles**	\$35.00*
(special sticker available for open vehicles)	
Two-wheeled Motorized Vehicles**	\$20.00*
Public Parking - per day	\$ 2.00
Photo I.D./New or replacement**	\$ 2.50
Student Representation Fee	\$ 1.00

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

\*\*Students requesting or paying for parking, photo ID, or the AS Benefits sticker on myGateway after May 21, 2008, will be required to pick up these items in the Bursar Annex prior to the end of the second week of the semester. After the second week of the semester, students may obtain these items from Admissions and Records or the Bursar's Office during regular business hours.

**NOTE: Public Safety will ticket for no student parking hanger/decal/permit beginning the third week of the semester.**

### CAMPUS PHOTO ID CARD

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

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

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

### ASSOCIATED STUDENTS BENEFITS CARD

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

## RETURNED CHECK SERVICE CHARGE

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

## SERVICE FEES

Payable at the Admissions & Records Office — Photo ID required

Duplicate diplomas and certificates	\$15.00
Transcript Request (first two copies free)	\$ 3.00
Verification of Student Status	\$ 3.00
On demand service	\$10.00

## REFUNDS

**If a student withdraws from classes, a refund processing fee of \$10.00 will be deducted from the enrollment fee refund.** Refunds will be processed the 4th week of the semester and should be received by March. All refunds are issued by check and will be mailed. Please keep your Cypress College address current. See the *Refund Policy* statement on the next page.

## REFUND DEADLINES

Semester Length Course	Refundable through January 26, 2008
Campus ID Card	Refundable through January 26, 2008, if the card has not been produced and non-refundable if the card has been produced.
*Parking Hanger	Refundable through January 26, 2008

### Please Note

**ALL FEES ARE DUE AND PAYABLE AT REGISTRATION**

## HEALTH FEE

Pursuant to Education Code and district policy, Cypress College has a mandatory health fee. The health fee is \$15.00 per semester (\$12.00 for summer intersession) for each student regardless of the number of units taken. **The health fee and/or health fee exemptions are subject to change should the state legislature take action to change them.**

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

## ASSOCIATED STUDENTS BENEFITS CARD

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

## NON-RESIDENT TUITION

Non-residents of the State of California are charged tuition at \$169 per unit. Citizens and residents of a foreign country are charged tuition at \$189 per unit which includes the \$20.00 Capital Outlay fee per Education Code Section 76141. Non-resident tuition is **in addition** to the enrollment fee required to be paid by all students. If you believe you should be reclassified as a resident student, it is your responsibility to change your status at the Admissions and Records Office prior to registration.

## STUDENT REPRESENTATION FEE

This fee will be used so that students may represent students' views and positions at city, county, and district governments as well as state legislative offices and other governmental agencies. All students are urged to pay this \$1 fee.

**PARKING**

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

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

Students requesting or paying for parking, photo ID, or the AS Benefits sticker on myGateway after May 21, 2008, will be required to pick up these items in the Bursar Annex (located on the first floor of the Business Building) during the first three days of the semester. After the third day of the semester, students may obtain these items from Admissions and Records or the Bursar's Office during regular business hours.

**NOTE: Public Safety will ticket for no student parking hanger beginning the third week of the semester!**

**Disabled Persons Vehicles** — Vehicles displaying the proper Disabled Person Placards or license plates may park in disabled parking, student parking and limited parking zones. **A valid student permit or day permit must also be displayed during the times listed below.** There are Disabled Person Parking spaces available in all campus lots, which are marked with the traditional blue sign and symbol. Disabled persons are encouraged to use those spaces. Use caution when parking, and do not park on any areas blocked out next to the disabled parking. These blocked out areas are unloading areas, and **ALL** vehicles can be cited for blocking them. The fine is \$275.00.

<b>MON - THU</b>	<b>7:00AM - 10:00PM</b>
<b>FRI</b>	<b>7:00AM - 3:00PM</b>

**Parking Availability** — One day parking permit dispensers are available in various lots for \$2.00 per day. Escorts are available for anyone who would like accompaniment to or from the parking lot. Contact Campus Safety at (714) 484-7387.

**Parking Enforcement** — Failure to display a parking hanger or one day permit on your vehicle or a parking sticker on your motorcycle will result in a parking citation issued by the Cypress College Department of Campus Safety. The fine for parking without a parking hanger is \$25, all other fines range from \$25 to \$275 depending on the violation. **Please note you must pay or contest the citation within 21 days from the date of the citation or the fine will be doubled.** A copy of the Cypress College Parking Regulations is available at registration or in the Campus Safety office.

**Parking Refunds** — No refunds will be issued after the 10% date of the length of the class. Refunds will only be given with proof of withdrawal from all classes. A Cypress College *Schedule/Bill* and the return of the unused parking hanger/tag are required for refund.

**REFUND POLICY**

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

**REFUND PROCESSING FEE**

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

JOIN NOW...

ASSOCIATED STUDENTS  
OF  
CYPRESS COLLEGE

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

**ENTERTAINMENT:**

AMC  
DISCOUNT TICKETS FOR:  
SAN DIEGO ZOO WILD ANIMAL PARK  
SEA WORLD  
UNIVERSAL STUDIOS

**EVERYDAY SERVICES:**

BEYOND COPY  
C&G AUTO REPAIR  
CYPRESS CAR WASH  
CYPRESS DUKE AND DUCHESS  
HOLLYWOOD TANS  
GREAT EARTH VITAMINS

**FOOD SERVICES:**

CHARO CHICKEN  
JUICE IT UP  
KFC  
PANDA EXPRESS  
PAPA JOHN'S  
PHILLY GRILL  
QUIZNOS SUB  
ROUND TABLE PIZZA  
SEÑOR TACO  
VICKIE'S CAFE  
WHATA LOTTA PIZZA

And many more to be added in 2008!  
\$7.00

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