

Cypress College 2006-2007 Student Handbook

Cypress College

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A message from our college president

At Cypress College, student learning is our highest priority. We are proud of our reputation for academic excellence in both our general education transfer courses and our career and occupational programs. Our award-winning faculty offers small classes, a variety of teaching approaches, and personalized attention – all designed to ensure student success.

In addition to our fine academic and career programs, we offer many support services to help students succeed: study skills classes, tutoring, English and math learning centers, counseling, financial aid, and health services, to name a few. Students can also participate in student government activities, special interest clubs, athletic teams, and fine arts productions.

This handbook will help you take full advantage of the opportunities the college provides. It outlines the vast array of activities available for all students and gives you a great deal of useful information about the college and how to be a successful student.

Thanks to the passage of Measure X, a local bond measure, our campus is being transformed. A new Library/Learning Resource Center opened in early 2006, and a new Student Center, which will house Admissions & Records, the Bookstore, and food services, is under construction. A number of classrooms and other instructional areas have been renovated, and other renovations are planned.

Cypress College is a culturally diverse institution that welcomes and celebrates the rich heritage and varied perspectives of all our students, faculty, and staff. Our vision is to create a premier learning environment for student success and community enrichment.

Welcome to Cypress College

Sincerely,

Marjorie D. Lewis, Ph.D.
President

Welcome, from Associated Students

On behalf of the Associated Students, we welcome you to Cypress College. Our campus is going through a time of great change and we are excited that you have chosen to be a part of it. The Associated Students of Cypress College strive for excellence through resourceful student activities, student representation on state-wide issues, and by participating in the shared governance process. We are committed to student needs here on campus and provide open forums for students to voice their opinions. Join student government council today. Your involvement will enhance your campus life.

Be a part of the physical transformation that is occurring here on campus in the coming year as you pursue your educational experience. All enrolled students are part of the Associated Students of Cypress College. Come by the new Student Activities Center to ask questions or visit our website www.cypresscollege.edu/~as for more information. We look forward to meeting you!

Sincerely,

David Glover
Vice President, Associated Students of Cypress College

ACADEMIC CALENDAR

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- 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.

North Orange County Community College District

Dr. Jerome Hunter, Chancellor

Board of Trustees

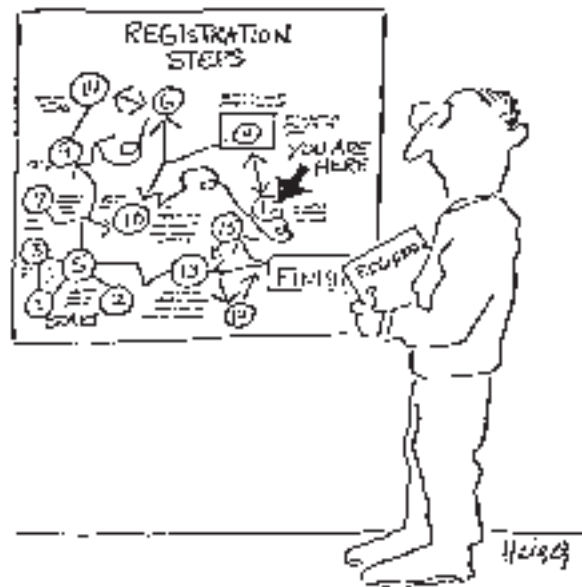
Jeffrey P. Brown
 Barbara Dunsheath
 Leonard L. Lahtinen
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 Molly McClanahan
 Donna Miller
 Manuel Ontiveros
 Elsa Garcia, Student Trustee, Cypress College
 Crystal Sandoval, Student Trustee, Fullerton College

Acknowledgements

Cypress College President:	Dr. Marjorie Lewis
Executive Vice President:	Dr. Michael Kasler
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The Student Handbook is produced and funded by the Cypress College Counseling and Student Development Division.

STEPS TO ENROLLMENT



1. **ADMISSION**
If you have applied to Cypress College, Congratulations! If not, an application can be found on line at www.cypresscollege.edu
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 1st floor of the Business 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 1/2 hour introduction to the college system or complete online orientation at www.cypresscollege.edu/-counseling/orientation
4. **COUNSELING - Returning/Transfer Students (714) 484-7015**
Please refer to the current class schedule for more complete information.
5. **FINANCIAL AID - (714) 484-7114**
Many students qualify for financial assistance. Go to the Financial Aid Office on the first floor, of the CC complex
6. **PERMIT TO REGISTER -**
A Permit to Register informs you of the date and time you may register. You will receive a time and date to register by email.
7. **REGISTRATION - (714) 484-7346**
Continuing students (those enrolled during Spring 2006) are given first priority, then new and returning students are permitted to register. You may register by Web Star at your assigned time or any time after your appointment during advertised registration hours. Completing the registration worksheet in the class schedule prior to registering will make the process easier.

8. **FEES**
Registration fees must be paid within 72 hours after registering, or you may be dropped from classes.

Registration fees
Enrollment Fee. \$26.00 per unit
*Non Resident Tuition
(in addition to enrollment fee)
Non CA Resident \$156.00 per unit
*Non U.S. Citizen \$176.00 per unit
Health Fee. \$14.00 per semester
*Lab Fees As stated with individual course

Optional Fees Include:
Assoc. Student Benefits \$7.00
I.D. Card. \$2.50
Student Representational Fee. \$1.00
Parking -
Automobile. \$35.00
Motorcycle \$20.00
Public Parking \$2.00 per day
Automobile and motorcycle parking hangers and tags will be honored at both Cypress College and Fullerton College.

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

**Subject to change*

- 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.

- 3.2.5.3.5.1 Where the decision of the President is to impose suspension or some lesser disciplinary action, the decision of the President shall be final. The student shall be provided with a written notice of the President's decision which shall specify the length of time of the suspension or the nature of the lesser disciplinary action.
- 3.2.5.3.5.2 Where the decision of the President is to recommend expulsion, the written recommendation of the President shall be submitted to the Board of Trustees for consideration in accordance with section 5.0 of these procedures. The Board of Trustees shall consider the recommendation for expulsion at the next regularly scheduled meeting of the Board following the meeting at which the recommendation was received.

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

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

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

3.3 Immediate Interim Suspension

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

3.4 Withdrawal of Consent to Remain on Campus

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

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

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

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

WE

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

Students Rights

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

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

If you have questions regarding any aspect of these services, please contact the Matriculation Coordinator at (714) 484-7230

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

YOU

- **Apply** and declare an educational goal;
- Keep **appointments** for registration and counseling; bring transcripts;
- **Attend** an Educational Planning 140 class and complete the Student Education Plan;
- Work to complete **assignments** and courses;
- Set **additional** visits with a counselor to discuss your educational plans and update your SEP;
- Make every effort to **achieve** your goals;
- Seek **additional** Support Services in:
 - * Career Center
 - * Library
 - * Financial Aid
 - * Tutoring Center
 - * Independent Study Labs in each house
 - * Faculty conferences

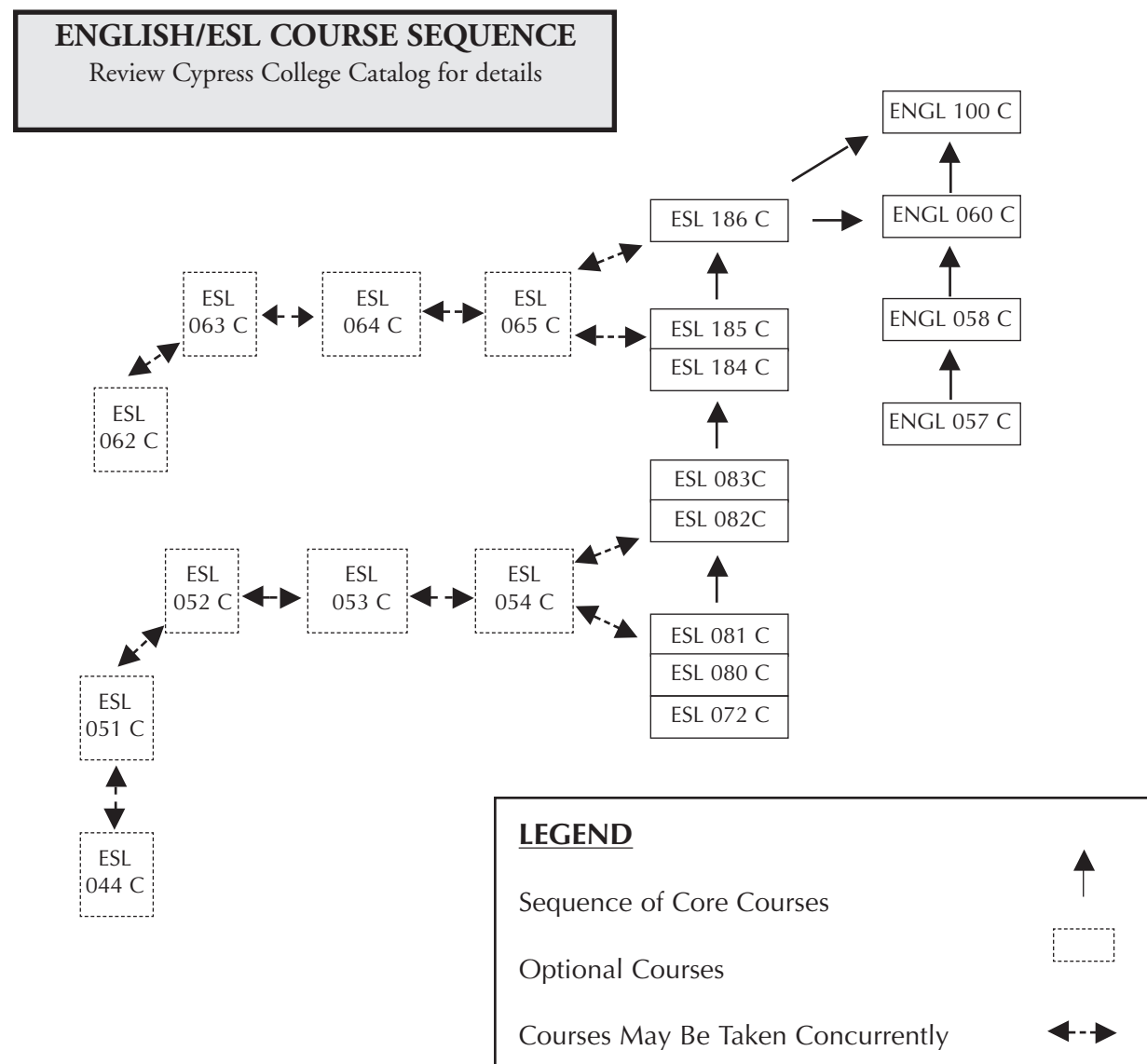
By fulfilling your responsibilities, you will ensure your continued access to Student Support Services.

Formula for success: 1 hour in class + 3 hours homework = "A" grade

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



- 3.2.5.2.2 The written notice to the student of the President’s decision shall specify the right of the student to request a formal hearing and shall include a copy of the formal hearing procedures.
- 3.2.5.2.3 Within five (5) days of receiving the written notice of the President’s decision, the student may submit to the President a written request for a formal hearing. Notice is deemed received as of the day it was personally delivered or three (3) days after it was placed in the United States mail. The hearing, if requested, shall be conducted in accordance with the provisions of section 4.0 of these procedures. If the student does not request a hearing within five (5) days of receiving notice, the President’s decision shall become final.
- 3.2.5.2.4 Within five (5) days after receipt of the recommended decision of the hearing officer or panel, the President shall render a final decision regarding the disciplinary action to be implemented, if any, and shall provide written notice of the decision to the student. The President may accept, modify or reject the findings, conclusions and recommendations of the hearing officer or panel. If the President modifies or rejects the decision of the hearing officer or panel, the President shall review the record of the hearing and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final.

3.2.5.3 Expulsion

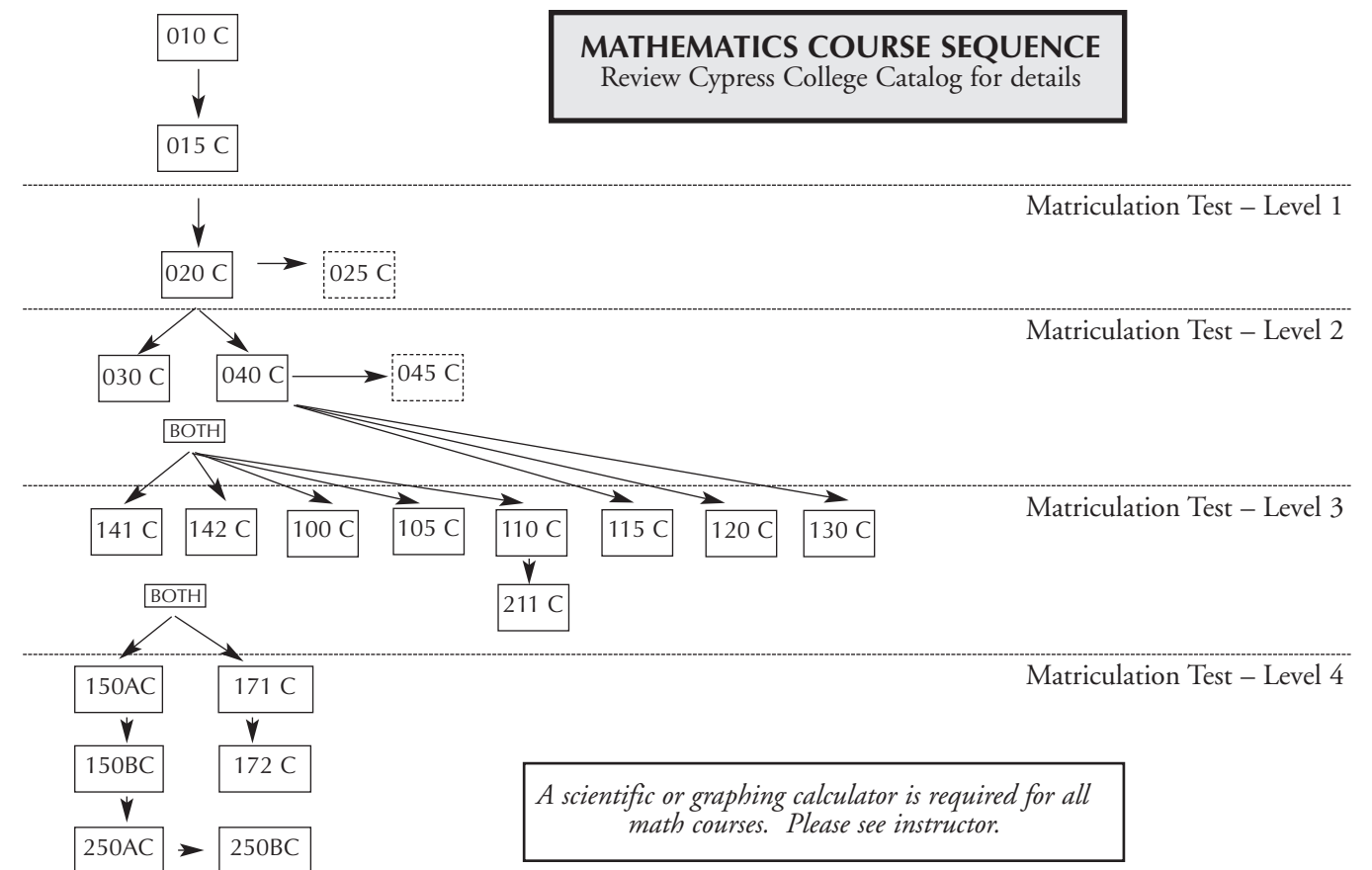
- 3.2.5.3.1 A student may be expelled for good cause where other means of correction have failed to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of students or others. Only the Board of Trustees may expel a student.
- 3.2.5.3.2 Where the decision of the President is to recommend expulsion to the Board of Trustees, the student shall have the right to request a formal hearing before expulsion is imposed.
- 3.2.5.3.3 The written notice to the student of the President’s decision shall specify the right of the student to request a formal hearing and shall include a copy of the formal hearing procedures.
- 3.2.5.3.4 Within five (5) days of receiving the written notice of the President’s decision, the student may submit to the President a written request for a formal hearing. Notice is deemed received as of the date it was personally delivered or three (3) days after it was placed in the United States mail. The hearing, if requested, shall be conducted in accordance with the provisions of section 4.0 of these procedures. If the student does not request a hearing within five (5) days of receiving the notice, the President’s decision shall become final.
- 3.2.5.3.5 Within five (5) days after receipt of the recommended decision of the hearing officer or panel, the President shall render a decision regarding the disciplinary action to be implemented, if any. The President may accept, modify or reject the findings, conclusions and recommendations of the hearing officer or panel. If the President modifies or rejects the decision of the hearing officer or panel, the President shall review the record of the hearing and shall prepare a new written decision which contains specific factual findings and conclusions.

3.2 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.

Math Placement Procedures - There are four (4) levels of placement-testing options for mathematics. Students need to evaluate their own skill level to determine which test is most appropriate for them. Sample test questions are available in the Assessment Center for student's review. It is suggested that the students complete half of the sample questions to determine how much math the student has retained.

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



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

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

Assessment Process:

If you have never taken a math class at Cypress College:

Bring your transcripts from high school and/or college. Go to the Assessment Center where you will be advised as to which diagnostic test to take. After you have taken the test, pick up your scores and bring them along with your transcripts to see your counselor or to orientation. Your counselor will advise you as to which class to take.

If you have taken a math class at Cypress College:

Follow the sequential enrollment based on your counselor's recommendation for your major and transfer institution.

If it has been more than two years since you have taken a math class:

Due to the highly sequential nature of the mathematics curriculum, students are strongly advised to enroll in or audit the last math class completed (with a "C" or better).

QUICK GUIDE TO HELP YOU

SERVICE/OFFICE	LOCATION	TELEPHONE
Admissions and Records	Business Bldg, 1st Floor	484-7410
Add and Drop		484-7410
Application		484-7347
Graduation		484-7433
Helpline		484-749
Residency		484-7346
Transcripts		484-7349
Veterans Affairs		484-7409
Adult Re-entry	Humanities Bldg - 3rd Floor - Room 324	484-7120
Assessment	Business Bldg, 1st Floor – Room 112	484-7223
Associated Students	Student Activities, Bldg 8, 1st Floor	484-7198
Clubs and Organizations		
Photo Id		
Student Government		
Athletics	Gym II Bldg, 1st Floor	484-7352
Sports Information	Gym II Bldg, 1st Floor	484-7352
Black Studies	Humanities Bldg, 2nd Floor	484-7000 x48539
Bookstore	Gym II Bldg, 1st Floor – East side – Room 123	484-7336
Bursar's Office	Business Bldg, 1st Floor	484-7317
CalWorks	CC Complex, 2nd Floor	484-7241
Campus Safety	East side of Food Service/Theater Bldg – 1st Floor	484-7387
Emergencies		
Lost and Found		
Parking		
CARE	CC Complex, 2nd Floor	484-7240
Career Planning Center	Humanities Bldg - 3rd Floor - Room 324	484-7120
Charger Chronicle	Humanities Bldg, 2nd Floor	484-7267
Community Outreach	CC Complex, 2nd Floor	484-7374
Counseling and Student Development (Counseling Center)	CC Complex, 2nd Floor	484-7015
Adult Re-entry/Career Planning	Humanities Bldg - 3rd Floor - Room 324	484-7120
Business and CIS	Business Bldg, 2nd Floor	484-7213
Fine Arts	Fine Arts Bldg, 1st Floor	484-7129
Health Science	Tech Ed III (Health Science) Bldg, 2nd Floor	484-7270
Language Arts	Humanities Bldg, 2nd Floor	484-7178
Physical Education	Gym II Bldg, 1st Floor	484-7276
Science, Engineering and Mathematics	Science/Math Bldg, 2nd Floor	484-7146
Social Science	Humanities Bldg, 2nd Floor	484-7178
Vocational Education	Tech Ed I Bldg, 2nd Floor	484-7228
Disabled Students Programs & Services (DSPS)	CC Complex, 1st Floor	484-7104
Distance Education/Online	Fine Arts Bldg, 1st Floor	484-7134
Division Offices		
Business	Business Bldg, 2nd Floor	484-7211
Counseling	The Complex, 2nd Floor	484-7334
Fine Arts	Fine Arts Bldg, 2nd Floor	484-7139
Health Science	Tech Ed III (Health Science) Bldg, 2nd Floor	484-7283
Language Arts	Humanities Bldg, 2nd Floor	484-7169
Physical Education	Gym II Bldg, 1st Floor	484-7352
Science, Engineering and Mathematics	Science/Math Bldg, 2nd Floor	484-7153
Social Science	Humanities Bldg, 2nd Floor	484-7185
Vocational/Technical	Tech Ed I Bldg, 2nd Floor	484-7231
English as a Second Language	Humanities Bldg, 2nd Floor	484-7169
EOPS	CC Complex, 2nd Floor	484-7368
Extended Day Office	Business Bldg, 1st Floor	484-7332
		484-7333
Facilities Reservations and Rentals	Gym II Bldg, 2nd Floor	484-7388
Financial Aid	CC Complex, 1st Floor	484-7114
Food Services		
Food for Thought	Theater Arts Bldg, 1st Floor	484-7226
Convenience Store	Humanities Bldg, 1st Floor	484-7224
Foundation	Gym II Bldg, 2nd Floor	484-7126
Scholarships		
Health Services	Gym II Bldg, 1st Floor	484-7361
Honors Program	Fine Arts Bldg, 1st Floor	484-7129
Instruction Office	Gym II Bldg, 2nd Floor	484-7329
International Students	Student Activities, Bldg 8, 1st Floor	484-7049
Center for Intercultural Understanding		
I-20 Forms		
Language Lab	Library/Learning Resource Center, 1st Floor	484-7193
Library	Library/Learning Resource Bldg, 2nd Floor	484-7124
Math Learning Center	Library/Learning Resource Bldg, 1st Floor, Room 127	484-7151
Matriculation	Business Bldg, 1st Floor	484-7230
Peer Assisted Learning (PAL)	Business Bldg, 1st Floor	484-7098
School of Continuing Education	Continuing Ed. - Bldg 14, Room 5 (off of Lot 4)	484-7038
Service Learning	Fine Arts Bldg, 1st Floor	484-7452
Study Abroad	Humanities, Bldg, 2nd Floor, Language Arts Division Office	484-7080
Supplemental Instruction	Business Bldg, 1st Floor	484-7322
Teacher Preparation Program	Humanities Bldg, 2nd Floor	484-7168
TRAC	CC Complex, 2nd Floor	484-7240
Transfer Center	Fine Arts Bldg, 1st Floor	484-7129
Tutoring Services	Library/Learning Resource Center, 1st Floor	484-7183
UTAP	Business Bldg, 1st Floor	484-7129
Writing Center	Library/Learning Resource Center, 1st Floor	484-7183

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 a facility for the day of the offense and the next day.

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

3.1.3 The appropriate program administrator or the Student Discipline Officer shall conduct a meeting with the student. If the student is a minor, the Student Discipline Officer shall ask the parent or guardian of the student to attend a parent conference with the Instructor, if the removal was from class, or if the removal was from a facility, with the administrator who ordered the removal, as soon as possible. If the Instructor, administrator, or the parent or guardian so requests, the Student Discipline Officer shall attend the conference.

3.1.4 During the period of removal, the student shall not be returned to the class without the concurrence of the Instructor or, if the removal is from a facility, without the concurrence of the administrator who ordered the removal.

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

- 2.5 **Instructor:** Any instructional employee of the District in whose class a Student subject to discipline is enrolled.
- 2.6 **Student Discipline Officer:** The official at a College who is responsible for reviewing and processing student discipline matters.
- 2.7 **President:** The President of Cypress College, the President of Fullerton College, and the Provost of the School of Continuing Education.
- 2.8 **Day:** A day during which the District administrative offices are open for business. The time limits set forth in these procedures for action by the Student Discipline Officer, President, hearing officer or panel, and Board of Trustees are guidelines; failure to strictly adhere to these time limits shall not invalidate any action otherwise appropriately taken hereunder.
- 2.9 **Expulsion:** The involuntary removal of a student from the District and all District programs for one or more terms, or permanently, by action of the Board of Trustees.
- 2.10 **Formal Hearing:** A hearing conducted before a hearing officer or hearing panel in accordance with section 4.0 of these procedures during which the student and the District may call and examine witnesses and present documentary evidence.
- 2.11 **Informal Hearing:** A meeting between the student and the Student Discipline Officer or designee in accordance with section 3.2.3 of these procedures to discuss the charges and provide the student with the opportunity to respond to the charges orally, or in writing.
- 2.12 **Suspension:** The involuntary removal of a student for good cause from one or more classes or from the college by the President or designee for a limited period of time, as follows:
- 2.12.1 **Short-Term Suspension:** Removal from one or more classes for a period of up to 10 consecutive days of instruction;
- 2.12.2 **Long-Term Suspension:** Long-term suspension may consist of:
- 2.12.2.1 Removal from one or more classes for the remainder of the academic term;
- 2.12.2.2 Removal from one or more classes for one or more academic terms; or
- 2.12.2.3 Removal from all classes and activities of the College for one or more academic terms.
- A student placed on suspension from one or more classes may not, for the period of the suspension, be enrolled in any class or program at any College in the District that is substantially similar to the class(es) or program(s) from which the student is suspended.
- A student placed on suspension from all classes and activities of a College may not be enrolled in any College or program in the District for the period of suspension.
- 2.13 **Removal from Class:** The involuntary removal of a student from class by an Instructor for a maximum period of two consecutive class sessions.
- 2.14 **Removal from Facility:** The involuntary removal of a student by an administrator from a District or College facility, or facility under the control of the District or College for a maximum period of two consecutive days.
- 2.15 **Disciplinary Probation:** A status between good standing and suspension or expulsion. It covers a stated trial period and disciplinary conditions required of the student. At the end of the trial period, it shall be determined, based on whether the probationary conditions have been met, whether the student is to be returned to good standing, suspended, recommended for expulsion, or subject to other disciplinary action.

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

Dean: Dave Wassenaar
 Location: Business Education Bldg, 1st Floor
 Phone: (714) 484-7346 • email: dwassenaar@cypresscollege.edu
 Hours: 8:00 a.m. - 7:00 p.m. Monday Thursday
 8:00 a.m. - 5:00 p.m. Friday

Adult Education – (see School of Continuing Education)

Adult Re-entry – The Adult Re-entry Program is a combination of services that provide opportunities for the adult learner to explore career, academic, and personal issues in a supportive environment. The Program Offers: • Career classes • Career counseling • Campus and community information and referrals • Support groups • Doorways to Discovery workshops • Information on traditional and non traditional careers • Books and tapes on personal development, crisis, transition, change, and support, and • Special assistance with registration and orientation.

Location: Humanities Building – room 324
 Phone: (714) 484-7120
 Hours: 8:00 a.m. – 5:00 p.m. Monday - Friday

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

Articulation Officer: Stacey Howard
 Location: Transfer Center-Fine Arts Building-First Floor
 Phone: (714) 484-7129 email: showard@cypresscollege.edu
 Hours: 8:00am - 5:00pm Monday - Friday

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

Location: Business Education Building – 1st Floor
 Phone: (714) 484-7223
 Hours: 8 a.m. – 5 p.m. Monday – Friday (call for evening hours)

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

Advisor-Student Government/Student Activities: Paul Bottiaux
 Location: Student Activities Building
 Phone: (714) 484-7198 • email: pbottiaux@cypresscollege.edu
 Hours: Office
 8:00 a.m. – 5:00 p.m. Monday - Friday
Photo ID
 8:00 a.m. – 5:00 p.m. Monday - Friday
Student Center
 8:00 a.m. – 5:00 p.m. Monday - Friday

** Due to the construction on campus, locations may be changed. Please call offices for correct locations.*

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

Director: David Okawa
Location: Southeast Corner of Gym II
Phone: (714) 484-7336 • email: dokawa@cypresscollege.edu
Hours: 7:45 a.m. – 8:00 p.m. Monday - Thursday
7:45 a.m. – 5:00 p.m. Friday

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

Bursar: Renie Harter
Location: Business Education Building – 1st Floor
Phone: (714) 484-7317 • email: rharter@cypresscollege.edu
Hours: 8:00 a.m. – 5:00 p.m. Monday - Thursday
Closed Friday

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

Contact: Lili Perez-Stroud
Location: CC Complex - 2nd Floor
Phone: (714) 484-7241 • email: lperez@cypresscollege.edu
Hours: 8:00 a.m. – 5:00 p.m. Monday - Thursday

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

Contact: Kelly Grimes
Location: CC Complex - 2nd Floor
Phone: (714) 484-7240 • email: kgrimes@cypresscollege.edu
Hours: 8:00 a.m. – 5:00 p.m. Monday - Thursday

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

Location: Humanities Building – room 324
Phone: (714) 484-7120
Hours: 8:00 a.m. – 5:00 p.m. Monday - Friday

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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.
- 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 Procedures:

AP 5500 Student Discipline Procedures

Reference: Education Code Section 66017; 76030 et seq.
Penal Code Section 626.4

- 1.0 The purpose of these administrative procedures is to provide a prompt and equitable means to address violations of the standards of student conduct in a manner consistent with requirements of due process of law. Nothing in these procedures is intended to infringe upon the rights of students to engage in the lawful exercise of free expression as protected by the state and federal constitutions and by the provisions of Education Code section 76120.
- 2.0 Definitions
 - 2.1 Administrator: A management employee of the District having significant responsibilities for formulating District policies or administering District programs.
 - 2.2 District: The North Orange County Community College District.
 - 2.3 College: Cypress College, Fullerton College, and the School of Continuing Education and their respective programs.
 - 2.4 Student: Any person currently enrolled as a student at a College or in any program offered by the District.

- 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 11014.5.
- 1.12 Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.
- 1.13 Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including, but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, college president, School of Continuing Education Provost, or authorized designee.
- 1.14 Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.
- 1.15 Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.
- 1.16 Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.
- 1.17 Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.
- 1.18 Committing sexual harassment as defined by law or by District policies and procedures.
- 1.19 Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender) religion, age, national origin, disability, sexual orientation, or any other status protected by law.
- 1.20 Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- 1.21 Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular

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

Location: Humanities Building – room 248
 Phone: (714) 484-7269
 Hours: 11:00 a.m. - 5:00 p.m. Monday - Thursday

Counseling Services – Counseling services are available in each of the division/department areas on campus listed below. Students are assigned a counselor with a code # during the registration process according to their declared major to assist them in planning and achieving their education and career goals. Undeclared students randomly assigned a counselor may transfer to the counselor most familiar with their major once they are declared. Walk-in counseling is available on the second floor of the CC Complex.

Dean (Interim): Joyce Ricci • email: jricci@cypresscollege.edu
 Location: CC Complex – 2nd Floor, room 220
 Phone: (714) 484-7334
 Hours: 8:00 a.m. – 5:00 p.m. Monday - Friday

Athletic/Physical Education Counseling
 Counselor: Dana Bedard Code #114 • email: dbedard@cypresscollege.edu
 Location: Gym II – room 118
 Phone: (714) 484-7456
 Programs: Physical Education - Teaching, Recreation, Kinesiology

Business Counseling
 Counselor: Deidre Porter Code #222 • email: dporter@cypresscollege.edu
 Counselor: Jean England Code #220 • email: jengland@cypresscollege.edu
 Location: Building Education – 2nd floor
 Phone: (714) 484-7213
 Programs: Business Administration Transfer, Accounting, Court Reporting, Captioning, Text Entry, Computer Editor, Computer Information Systems, Computer Programming, Computer Applications, Management, Marketing, Merchandising, Networking, Administrative Assistant - Secretarial - Administrative Support, Secretarial - Legal, Secretarial - Office Assistant, and Word Processing

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

Career Planning/Re-entry Counseling
 Counselor: Sharon Easton code #668 • email: seaston@cypresscollege.edu
 Location: Humanities Building – room 324
 Phone: (714) 484-7120
 Programs: Re-Entry Adults/Undecided Majors/Changing Careers

Counseling Center: Evening/Walk-in
 Hours: Monday – Thursday 8:00 a.m. – 7:00 p.m., Friday 8:00 a.m. – 4:00 p.m.
 Location: CC Complex – 2nd floor
 Phone: (714) 484-7015

Disabled Student Programs and Services (DSP&S) Counseling
 Counselor/Adapted Computer Specialist: Deborah Michelle code #810 • email: dmichelle@cypresscollege.edu
 LD Specialist: Cindy Owens • email: cowens@cypresscollege.edu
 Location: CC Complex – 1st floor
 Phone: (714) 484-7104

Extended Opportunities Programs and Services Counseling
 Counselor: Doreen Villasenor Code #910 • email: dvillasenor@cypresscollege.edu
 Location: CC Complex – 2nd floor
 Phone: (714) 484-7368

Fine Arts Counseling
 Counselor: Renay Laguana Code #110 • rlaguana@cypresscollege.edu
 Counselor: Renee Ssensalo Code #111 • rssensalo@cypresscollege.edu
 Location: Fine Arts Building – 1st floor
 Phone: (714) 484-7129
 Programs: Art, Art Computer Graphics, Dance, Multimedia, Music, Photography, Theater Arts, Journalism

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Health Science Counseling

Counselor: Kelly Carter Code #554 • email: kcarter@cypresscollege.edu
Counselor: Denise Vo Code #552 • email: dvo@cypresscollege.edu
Location: Health Science Building – 2nd floor
Phone: (714) 484-7270
Programs: Registered Dental Assistant, Dental Hygiene, Health Information Technology - Health Care Management and Supervision Certificate - Health Care Marketing and Sales Certificate - Health Information Coding Specialist - Medical Insurance Billing Specialist Certificate - Medical Quality Review Assistant Certificate - Medical Record Clerk Certificate - Medical Staff Services Science, Mortuary Science, Registered Nursing, Career Mobility Nursing, Psychiatric Technician, Radiologic Technology - Ultrasound/Medical Sonography Certificate - Radiology Assistant/ Darkroom Technician Program

Honors Counseling

Counselor: Penny Gabourie Code #112 • email: pgabourie@cypresscollege.edu
Location: Fine Arts Building – 1st floor
Phone: (714) 484-7129

Humanities/Language Arts/Social Science Counseling

Counselor: Velia Lawson Code #662 • email: vlawson@cypresscollege.edu
Counselor: Dr. Therese Mosqueda-Ponce Code #660 • email: tmponce@cypresscollege.edu
Counselor: Daniel Pelletier Code #661 • email: dpelletier@cypresscollege.edu
Location: Humanities/Social Sciences Building – 2nd floor
Phone: (714) 484-7178
Programs:
Language Arts: English, ESL (English for Non-Native Speakers), Foreign Language, Reading Speech
Social Science: Anthropology, Asian Studies, Drugs and Alcohol, Economics, Ethnic Studies, Family Studies-Basic & Advance, Geographic Information Systems, Geography, History, Human Services Generalist Latin American Studies, Liberal Studies, Philosophy, Political Science, Psychology, Sociology

International Students (F-1 VISA) Counseling

Counselor: Renay Laguana Code #110 • email: rlaguana@cypresscollege.edu
Location: Fine Arts Building Transfer Center – 1st floor
Phone: (714) 484-7129

Science, Engineering, and Math Counseling

Counselor: Tom Nordee Code #442 • email: tnordee@cypresscollege.edu
Location: Science, Engineering, and Math Building – 2nd floor
Phone: (714) 484-7146
Programs: Biological Sciences/Life Sciences, Biology, Chemistry, Computer Science, Physical Science, Engineering - Chemical, Civil, Electrical, Mechanical, Engineering Technology, Forestry, Geology, Industrial Technology, Mathematics, Physics, Pre-Dentistry, Pre-Medicine, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy, Pre-Physicians Assistant, Pre-Veterinary

Vocational Education Counseling

Counselor: Jane Jepson Code #332 • email: jjepson@cypresscollege.edu
Locations: Cypress College Tech Ed I Building – 2nd floor, room 208
Phone: Cypress College (714) 484-7074 • Anaheim Campus (714) 808-4688
Programs: Air Conditioning and Refrigeration, Airline and Travel Careers, Automotive Collision Repair, Automotive Technology, Aviation - Commercial Pilot; Aviation - Management, Criminal Justice, Industrial Technology, Marine Service Technician, T-TEN (Toyota Technical Education Network)

Vocational/Outreach Counseling

Counselor: Robert Grantham Code #710 • email: rgrantham@cypresscollege.edu
Locations: Business Education Building, – 1st Floor
Phone: (714) 484-7084
Program: Hotel, Restaurant, Culinary Arts

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POLICIES RELATING TO STUDENTS

The California Education Code provides that “The board shall have the power to adopt such rules and regulations, not inconsistent with law, as are necessary for it’s own government and to enable the board to carry out all powers and responsibilities vested in it by law.” (Section 71020). The Board of Trustees has prescribed certain rules that apply to students. These rules shall apply to each of the colleges of the District. Each college president shall be responsible for the development of procedures required on campus to assure compliance with these rules. Students can find information regarding policies and procedures in the college catalog. Students can also locate a copy of the following policies in the Student Activities Office, division office, the Dean of Counseling and Student Development Office, and the Executive Vice-President Office in charge of student services.

1. Academic Freedom
2. Student Classroom Right and Responsibilities
3. Campus Rights and Responsibilities
4. Student Body Associations
5. Publications
6. Assembly Areas
7. Miscellaneous Student Policies

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CYPRESS COLLEGE, FULLERTON COLLEGE, SCHOOL OF CONTINUING EDUCATION

BP 5500 Standards of Student Conduct and Discipline

Reference: Education Code Section 66300, 76030, 76033, 76034, 76036

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.

PROCEDURES FOR FILING COMPLAINTS OF ALLEGED DISCRIMINATION

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

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

NONDISCRIMINATION

It is the policy of the North Orange County Community College District to provide an educational, employment and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to ---the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, medical condition, color, ancestry, sexual orientation, marital status, or physical or mental disability, or because he or she is perceived to have one or more of those characteristics. Any student who engages in unlawful discrimination or sexual harassment in violation of this policy will be subject to disciplinary action, which may include suspension or expulsion. Students who believe they have been subjected to unlawful discrimination, including sexual harassment, or who seek information regarding the District's Unlawful Discrimination Policy, may contact Dr. Kim Bartlett, located in the Office of Disabled Students and Programs at (714) 484-7104 or the Office of the District Director of Human Resources (714) 808-4818.

VICTIMS OF SEXUAL ASSAULT

Students who are victims of sexual assault occurring on District property or on an off-campus site or facility maintained by the District, or who seek information or assistance regarding a sexual assault, should contact the campus Director of Health Services at (714) 484-7361 or the Director of Campus Public Safety at (714) 484-7387. Except as may otherwise be required by law, all inquiries will be maintained in confidence.

DRUG FREE ENVIRONMENT

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

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

Director: Dr. Kim Bartlett
Location: CC Complex – 1st floor
Phone: Voice (714) 484-7104 TDD (714) 761-0961 • kbartlett@cypresscollege.edu
Hours: 7:00 a.m. – 5:00 p.m. Monday, Tuesday, Thursday & Friday
7:00 a.m. – 7:00 p.m. Wednesday

Division/Departments

Business

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

Counseling and Student Development

Dean: (Interim) Joyce Ricci
Location: CC Complex – 2nd floor, room 220
Phone: (714) 484-7334

Fine Arts

Dean: Marilyn Glattly
Location: Fine Arts Building – 2nd floor
Phone: (714) 484-7139 • email: kbrown@cypresscollege.edu

Health Science

Dean: Andrea Hannon
Location: Health Science Building – 2nd floor
Phone: (714) 484-7283 • email: ahannon@cypresscollege.edu

Language Arts/Library

Dean: Eldon Young
Location: Humanities/Social Science Building – 2nd floor
Phone: (714) 484-7169 • email: eyoung@cypresscollege.edu

Physical Education

Dean: Diane Henry
Location: Gym II – 1st floor
Phone: (714) 484-7352 • email: dhenry@cypresscollege.edu

** Due to the construction on campus, locations may be changed. Please call offices for correct locations.*

COMPUTING RESOURCES ACCEPTABLE USE POLICY

Science, Engineering & Math

Dean: Dr. Mo Entezempour
Location: Science, Engineering, and Math Building – 2nd floor
Phone: (714) 484-7153 • email: mentezempour@cypresscollege.edu

Social Science

Dean: Nina DeMarkey
Location: Humanities/Social Science Building – 2nd floor
Phone: (714) 484-7185 • email: ndemarkey@cypresscollege.edu

Student Support Services

Dean: Rick Rams
Location: CC Complex – 2nd floor, room 221
Phone: (714) 484-7374 • email: rrams@cypresscollege.edu

Vocational Education & Economic Development

Dean: Dr. Steve Donley
Location: Tech Ed. I Building – 2nd floor
Phone: (714) 484-7231 • email: sdonley@cypresscollege.edu

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

Manager: Mara Scott
Location: CC Complex – 2nd floor
Phone: (714) 484-7368 • email: mscott@cypresscollege.edu
Hours: 8:00 a.m. – 5:00 p.m. Monday, Thursday, Friday
8:00 a.m. – 6:00 p.m. Tuesday, Wednesday

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

Director: Keith Cobb
Location: CC Complex – 1st floor
Phone: (714) 484-7114 • email: kcobb@cypresscollege.edu
Hours: 8:00 a.m. – 5:00 p.m. Monday, Thursday
8:00 a.m. – 6:00 p.m. Tuesday, Wednesday
Closed on Friday

Food Services – Food service facilities are located in the Humanities/Social Science and Theater Arts buildings. The Culinary campus dining room is open for lunch on certain days during the semester. Vending machines are located in various areas on campus.

Location: Harmony Foods – Humanities Building, 1st floor, Theater Arts Building, 1st Floor
Phone: (714) 484-7225

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

Executive Director: Raul Alvarez
Location: Gym II – 2nd floor
Phone: (714) 484-7126 • email: ralvarez@cypresscollege.edu
Hours: 8:00 a.m. – 5:00 p.m. Monday – Friday

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PURPOSE

All computing resources are intended to support the research and educational mission of Cypress College; their use is a privilege and a 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.cc.ca.us/Policies/PDFs/370.BP.final_032904.pdf
- AP 3720 Computer and Electronic Communication Systems
http://www.cc.ca.us/Policies/PDFs/3720.AP.final_032904.pdf

Service Restrictions

Users of computer and Electronic Communications Systems and services are expected to do so responsibly and 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 the next page.

CAMPUS COMPUTING CENTERS/LABS

Individual computing centers maintain their own specific policies that supplement the Board Policy. 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.

COUN 140C (.5 unit)

Educational Planning: Orientation to college and development of Student Educational Plan.

COUN 141C (1 unit)

Career Exploration. Designed for students who are uncertain about their educational and career goals.

COUN 145C (1 unit)

Changing Careers: Designed for students who are considering a career change.

COUN 150C (3 units)

Academic and Life Success: Gives students practical skills in achieving personal, academic, and relational success.

COUN 151C (3 units) *Traditional Classroom or Online*

Career and Life Planning: Assists students in analyzing lifestyles, self-assessment, career research, job search, resume preparation, interviewing, and goal setting.

COUN 152C (3 units)

Diversity in the World of Work: Assists students in understanding the effects of culture, gender, socioeconomic conditions and challenges in the labor market.

COUN 160C (1unit)

College/University Transition: Assists students in the selection and application process for transferring to a college or university.

COUN 215C (1 unit)

Tutoring Techniques: Designed to prepare tutors to assist students in mastering their academic classes.

COUN 299C (.5 - 2 units)

Counseling and Guidance Independent Study: Re-entry Adult Support Group.

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

Director: Mary Lou Giska
Location: Gym II Building – 1st floor
Phone: (714) 484-7361 • email: mlgiska@cypresscollege.edu
Hours: 8:00 a.m. – 5:00 p.m. Monday – Friday

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

Director: Kathryn Sonne • email: ksonne@cypresscollege.edu
Counselor: Penny Gabourie • email: pgabourie@cypresscollege.edu
Location: Transfer Center - Fine Arts Building – 1st floor
Phone: (714) 484-7130 or (714) 484-7169

International Students – An educational program for International Students that possess an F1-Visa

Manager: Yongmi Han
Counselor: Renay Laguana • email: rlaguana@cypresscollege.edu
Location: Student Activities Building
Phone: (714) 484-7050 or (714) 484-7129

Language Lab – The Language Lab provides an opportunity for students to improve their academic skills in order to become more successful college students. Audio-tutorial, computer and/or video materials are available.

Dean: Dr. Carol Welsh
Location: LLRC – 1st floor
Phone: (714) 484-7302 • email: cwelsh@cypresscollege.edu
Hours: 8:00 a.m. – 9:00 p.m. Monday – Thursday
8:00 a.m. – 5:00 p.m. Friday

Learning Resource Center – offers the students the opportunity to work on their writing assignments with the assistance of an instructor and qualified experience tutors. Computers and laser jet printer are available. A student picture ID card is required.

Coordinator: Dr. Carol Welsh
Location: LLRC – 1st floor
Phone: (714) 484-8461 • email: cwelsh@cypresscollege.edu
Hours: 8:00 a.m. – 9:00 p.m. Monday – Thursday
8:00 a.m. – 5:00 p.m. Friday

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

Coordinator: Arnette Edwards
Counselor: Renee Ssensalo
Office: Humanities Room - 223
Phone: (714) 484-7135 • email: aedwards@cypresscollege.edu

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

Dean: Dr. Carol Welsh
 Location: LLRC
 Phone: (714) 484-7124 • email: cwelsh@cypresscollege.edu
 Hours: 8:00 a.m. – 9:00 p.m. Monday – Thursday
 10:00 a.m. – 5:00 p.m. Friday
 11:30 a.m. – 3:30 p.m. Saturday



Lost and Found - (see Public Safety)

Mathematics/Science Center – The Mathematics/Science Center is an area where students may work on mathematics, chemistry, computer science, physics, and engineering assignments. A mathematics instructor and qualified experienced tutors are available for help on a first come first serve basis.

Location: LLRC – 1st floor, room 127
 Phone: (714) 484-7151
 Hours: 8:00 a.m. – 3:30 p.m. and 5:00 p.m. – 8:00 p.m. Monday & Wednesday
 8:00 a.m. – 3:00 p.m. and 5:00 p.m. – 8:00 p.m. Tuesday & Thursday
 8:00 a.m. – 12:00 p.m. Friday

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

Coordinator: Kris Nelson
 Location: Business Education – 1st Floor
 Phone: (714) 484-7230 • email: knelson@cypresscollege.edu

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

Director: Shirley Smith
 Location: Adjacent to Theater Arts Building
 Phone: (714) 484-7387 • email: ssmith@cypresscollege.edu
 Switchboard Hours: 7:30 a.m. – 10:00 p.m. Monday - Thursday
 7:30 a.m. – 4:30 p.m. Friday

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

Counselor, Co-Coordinator: Dr. Kim Bartlett • email: tmponce@cypresscollege.edu
 Instructor, Co-Coordinator: Randa Wahbe • rwahbe@cypresscollege.edu
 Location: Humanities/Social Science Building – 2nd floor
 Phone: (714) 484-7178, or (714) 484-7171

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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.
- You must formally do so by dropping on-line @ www.cypresscollege.edu
- You may drop a class up through the 3rd week or approximately 1/5 of the term of the class without a “W” appearing on your transcript.
- You may drop a class up through the 14th week or approximately 3/4 of the term of the class and a “W” will be recorded on your transcript. If you are still officially enrolled in the class after this time, you will receive the letter grade you have earned.
- Excessive withdrawals can lead to progress probation and/or dismissal and loss of priority registration.

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

COURSES THAT PROMOTE STUDENT SUCCESS

(See schedule of classes for days and times)

COUN 060C (1unit)

Academic Success and College Survival: Identifies skills needed for college success.

COUN 072C (.5 unit)

Learning Assessment: Designed to determine intensive diagnostic assessments if a student has a learning disability.

COUN 073C (3 units)

Computer Access I: For students with learning, visual, physical or hearing disabilities.

COUN 100C (2 units) College Orientation: Facilitates an awareness of community and college support services.

COUN 105C (.5-1 unit)

Stress and Anxiety Management: Designed to increase the student’s awareness of the effects of stress and anxiety on academic performance.

COUN 120C (3 units)

Exploration in Education: Designed for future teachers. Requires fieldwork experience.

CALCULATING GRADE POINT AVERAGE (GPA)

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

Grade	Grade Point Per Unit
A Excellent	4.0
B Above Average	3.0
C Average	2.0
D Below Average	1.0
F Failing	0.0
CR Credit - no units attempted, but counts for units completed	0.0
I Incomplete - no units attempted, no units completed	0.0
NCR No Credit - no units attempted, no units completed	0.0
RD Report delayed - no units attempted, no units completed	0.0
W Withdrawal - no units attempted, no units completed	0.0

The formula for computing your Grade Point Average (GPA) is:

(Grade points multiplied by units completed) divided by units attempted equals grade point average

Example:

FALL	Units Attempted	Grade Points	Units Completed	Grade Points X Units Completed	Grade Point Average
PSY 101C	0.0	W/0.0	0.0	0.0	
COUN 140C	0.0	CR/0.0	0.5	0.0	
ENGL 060C	3.0	B/3.0	3.0	9.0	
PE 158C	1.0	B3.0	1.0	3.0	
MATH 040C	4.0	C/2.0	4.0	8.0	
ENGL 137C	3.0	B/3.0	3.0	9.0	
TOTAL	11.0			29.0	29.0/11.0=2.64

School of Continuing Education – Classes for adults include ESL, personal computers, parenting, remedial reading/writing and a variety of vocational education classes. In addition to the class offerings for the adult population, the School of Continuing Education offers a variety of children's classes.

Dean: Tom Parisi
 Location: Continuing Education Division: CE11-8 – Parking lot #5
 Phone: (714) 484-7038 • email: tparisi@cypresscollege.edu
 Hours: 8:00 a.m. – 7:30 p.m. Monday – Thursday
 8:00 a.m. – 4:30 p.m. Friday
 8:00 a.m. – 2:00 p.m. Saturday

Service Learning – is 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.

Service Learning Director: Kathryn Sonne
 Location: Transfer Center FA - 102
 Phone: (714) 484-7452 • email: ksonne@cypresscollege.edu
 Hours: 8:00am - 5:00pm Monday-Friday

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

Coordinator: Dennis Davino
 Location: Humanities/Social Science Division 2nd Floor, Office 259
 Phone: (714) 484-7186 • email: ddavino@cypresscollege.edu
 Hours: 8:00a.m. - 4:00 p.m. Monday, Tuesday and Thursday by Appointment

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

Contact: Kelly Grimes
 Location: CC Complex, 2nd Floor
 Phone: (714) 484-7240 • email: kgrimes@cypresscollege.edu
 Hours: 8:00 a.m. – 5:00 p.m. Monday - Thursday

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Transfer Center – The Transfer Center assists students interested in continuing their education as they prepare to transfer to private or public colleges and universities. A resource library consisting of many college catalogs, articulation agreements, reference books, videos, and other pertinent transfer information is available. Students may also schedule appointments to meet with individual representatives from various colleges and universities.

Transfer Center Director: Penny Gabourie
Location: Fine Arts Building – 1st floor
Phone: (714) 484-7129 • email: pgabourie@cypresscollege.edu
Hours: 8:00 a.m. – 5:00 p.m. Monday-Friday

Transfer Track – The Transfer Track Program is designed for first-time freshman and currently enrolled students with less than 30 units completed. It's mission is to assist students to successfully transfer to four-year colleges or universities. Transfer Track students meet regularly with a transfer counselor develop a personal Student Education Plan that focuses on creating a strong academic record to increase transfer and scholarship opportunities. In addition, the Program provides transfer related workshops, referrals to campus and community resources, and field trips to university campuses

Transfer Track Coordinator: Penny Gabourie
Location: Transfer Center, Fine Arts Building, room 100
Phone: (714) 484-7129 • email: pgabourie@cypresscollege.edu
Hours: 8:00 a.m. – 5:00 p.m. Monday-Friday

Transfer Track is funded by the Title V Developing Hispanic Serving Institutions Program Grant

University Transfer Achievement Program (UTAP) Learning Communities

Cypress College University Transfer Achievement Program offers incoming freshmen the opportunity to gain greater support as they transition from high school to college by joining a learning community. A learning community is a cluster of classes that has been developed around a shared theme or concept. These classes integrate assignments, and share activities, research projects, field trips, and special events as a way to forge deeper understanding of the subject material. The UTAP learning community, comprised of a small group of students and faculty working together, also forges friendships that give students a strong foundation for academic success in their new college environment. UTAP gives students the foundation they need not only to succeed in community college, but to successfully transfer on to four-year colleges and universities as well.

UTAP Learning Communities Coordinator: Mary Forman
Location: Business Building, room 106
Phone: (714) 484-7156 • email: mforman@cypresscollege.edu
Hours: 8:30 a.m. – 5:00 p.m. Monday-Thursday

The Cypress College Title V Student Mentoring Program is a service-oriented opportunity for deserving students who wish to help other students realize their dreams of graduating from a four-year college.

Coordinator: Art Goldman
Phone: (714) 484-8752 • email: agoldman@cypresscollege.edu

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

Commissioner: Annie Clark
Location: Business Education Building • email: aclark@cypresscollege.edu
Phone: (714) 484-7409
Hours: 4:00 p.m. – 7:00 p.m. Monday/Wednesday
11:00 p.m. – 1:00 p.m. Tuesday
11:00 p.m. – 2:00 p.m. Thursday

Vocational Internship Program – The Vocational Internship Program also known as VIP, is designed to benefit students and business owners alike. Under the guidance of the Cypress College Faculty, and with the assistance of the business community, students in vocational and career disciplines are matched to industry internship opportunities. This program aids students with college credit and “on the job” experience in their specific field of study (i.e. accounting, aviation, computer graphics, music, photography, etc.) while affording community businesses the opportunity to assist in the educational growth of these students in both paid and unpaid positions.

Contact: Jane Jepson
Location: TE1-208
Phone: (714) 484-7074 • email: jjepson@cypresscollege.edu
Hour: Monday - Thursday, 9 a.m.-4 p.m.

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TEST TAKING STRATEGIES

Preparing for the exam

- Ask your instructor if the exam will consist of multiple choice, true/false, essay or a combination of questions.
- 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?
- Know the vocabulary or key terms
- Review at least a week prior to the exam date
- Rewrite or retype your notes
- Use note cards to assist with materials or vocabulary you need to memorize.
- Read your notes aloud.
- Participate in a study group or study with a classmate.

Taking the exam

- Get plenty of rest the night before.
- Go to class a few minutes early. Avoid feeling rushed or stressed.
- Relax by slowing inhaling and exhaling.
- Carefully read and follow the directions, and then skim the entire test.
- Notice the number of points assigned to each question, then plan your time accordingly.
- Ignore other students.
- 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.
- Ask the instructor whether there is a penalty for guessing.
- Review your answers before handing in the test when time permits.

Objective Tests

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

True/False Tests

- If there is more than one fact to the statement, check each part. If one part is false, the statement is probably false unless there is a qualifying word such as “usually” or “some times”.
- 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.
- Words like “always” and “never” are absolutes, and true absolutes are rare.

Essay Tests

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

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.



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

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

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

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

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

CalTeach – www.calteach.com

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

College Catalogs Online - www.collegesource.org

Community College campuses in California - www.cccco.edu

Cypress College - www.cypresscollege.edu

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

Occupational Outlook Handbook – <http://stats.bls.gov/ocohome.htm>

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

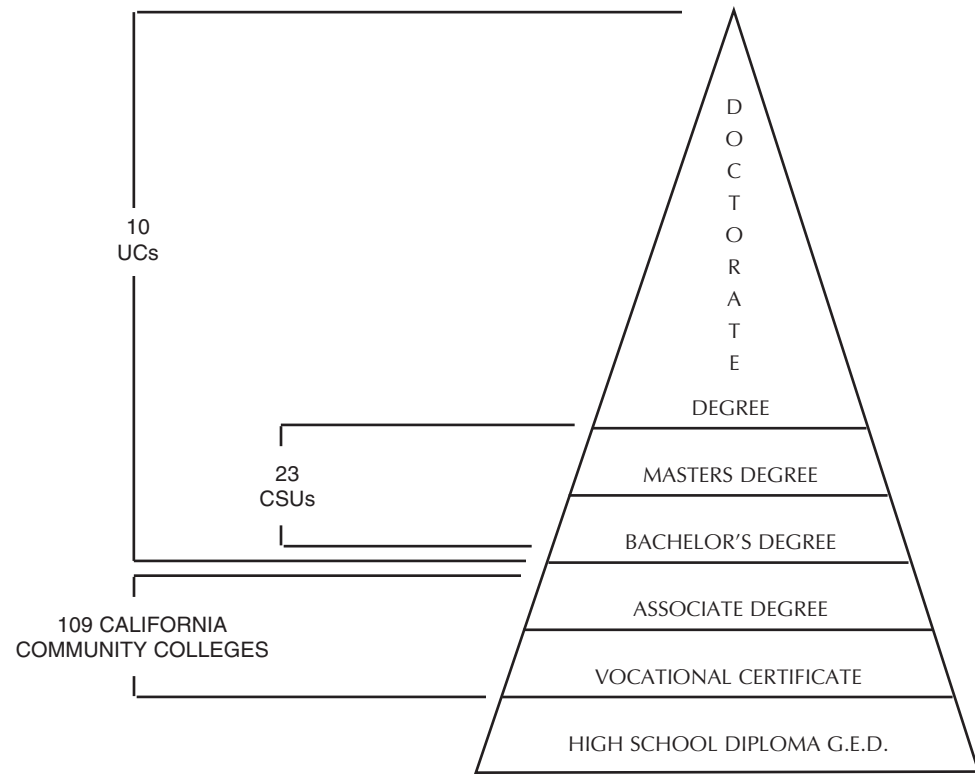
The Western Association of Schools and Colleges (WASC) – www.wascweb.org

United States Department of Education – www.ed.gov

University of California - www.ucop.edu

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





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 look at the directory of student resources and services for additional information.

Vocational Certificate

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

Associate Degree

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

Bachelor's Degree

The Bachelor's Degree includes major courses, plus general education courses and possibly some electives - approximately 124 -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 transfer to the CSU.

Master's Degree

The Master's Degree is approximately 40-60 units of coursework in a specialized area plus the Bachelor's Degree courses. It is usually referred to as a Master of Arts (MS) 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)

TIME MANAGEMENT

What is a college unit?

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

How many units should I take?

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

Example:

Twelve (12) classroom units	= 12 hours in class per week
Recommended study time outside of class	= 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:

<u>If you work</u>	<u>Take approximately</u>
0 hours	12 + units
20 hours	6 - 12 units
40 hours	1 - 6 units

Other considerations:

- Design a plan each semester that meets your personal needs.
- When planning your week, include class time, study time, work time (if applicable), travel time, family obligations, and personal needs such as sleeping, eating, and grooming.
- Prioritize what you need to do and when. What is most important?
- Learn to say no, or not now, to friends and family who 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.

PERSONAL SEMESTER SCHEDULE PLANNING WORKSHEET

Course Title	Units	Section #	Time	Day(s)	Instructor	Location
Coun. 140C	.5					

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00						
8:00						
9:00						
10:00						
11:00						
12:00						
1:00						
2:00						
3:00						
4:00						
5:00						
6:00						
7:00						
8:00						
9:00						
10:00						

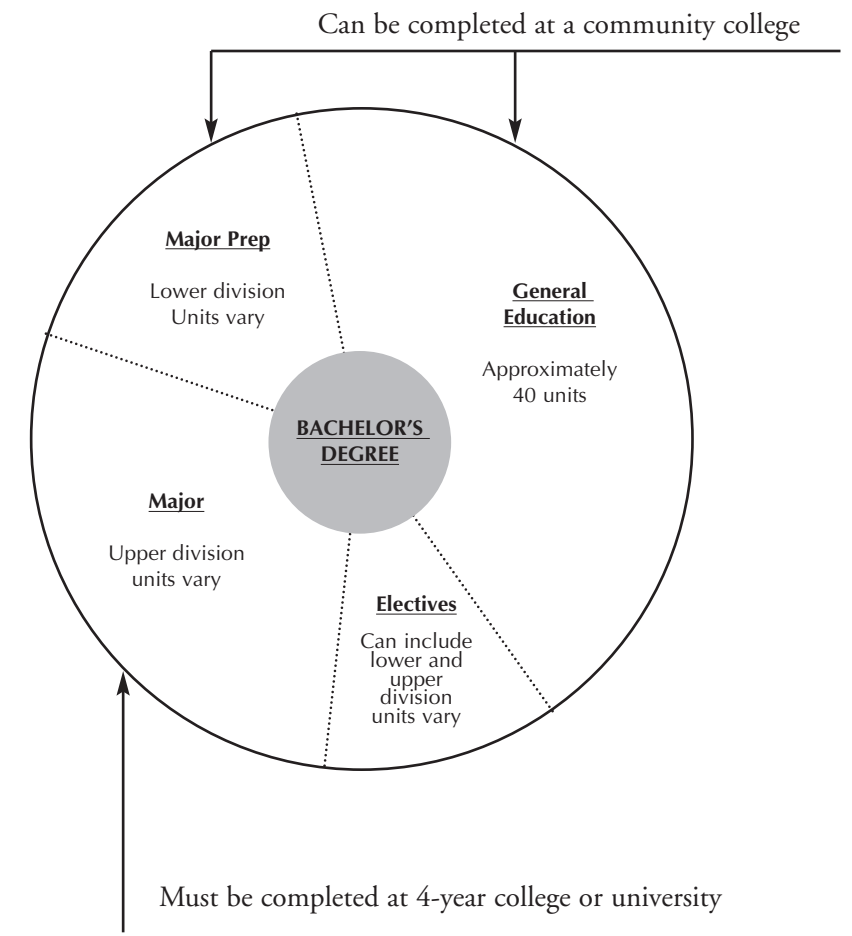
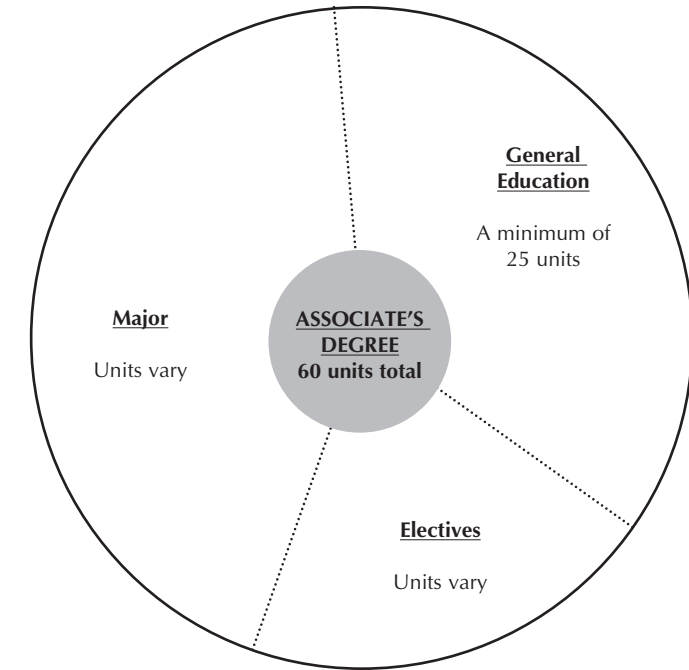
Lower Division General Education/Breadth: Can be completed at the community college using one of the three options listed below. However, completion of general education is not recommended for all majors.

Note: students wanting to enter a teacher preparation program are advised to see a counselor for general education requirements. In addition, students in high unit majors such as pre-med or computer science focus primarily on admission requirements and lower division major requirements for the university where they plan to transfer.

- A CSU General Education: Applies to all CSU campuses.
- B IGETC: Applies to all CSU's, most UC's, and some private/independent colleges or universities.
- C Campus Specific General Education or Breadth Requirements: Consult the specific campus catalog and see your counselor for more information.

Lower Division Major: Courses which provide background to prepare students for concentration in their selected major.

Electives: Courses of student's choice. Taken when students need courses beyond their lower division general education and major courses to total 56 to 60 minimum or up to 70 maximum transferable units. Also taken for personal interest.



HOW TO EARN AN ASSOCIATE DEGREE

Graduation Requirements for your catalog year of admission/exit.

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

- Complete English and Math placement testing or equivalent.
- Complete one of the three Associate Degree options.
- Complete minimum of 60 units of degree eligible general education, major and elective course work at one or more regionally accredited institutions.
- Complete the last 12 units, or a total of at least 24 units, at Cypress College.
- Complete at least one 3 unit course in cultural pluralism.
- Complete the reading proficiency requirement.
- Submit a Graduation Application in the Records Office.

ASSOCIATE DEGREE OPTIONS

Option I - Liberal Arts

The Option I - Liberal Arts Degree is designed for individuals who desire an Associate in Arts Degree and plan to transfer to a California State University or the University of California. This option also enables individuals to transfer to some private, four-year colleges and universities. This degree includes only transfer course work (see Course Numbering section for description of transfer course work).

Requirements for the Option I - Liberal Arts Degree include:

- Completion of the California State University (CSU) or IGETC general education plan.
- Completion of an additional 20 transferable units including one (1) unit of physical education for a total of 60 transferable units.
- A 2.0 (C) overall GPA.
- Fulfillment of all graduation requirements.

Option II - Occupational

The Option II - Occupational Degree is designed for individuals who desire an Associate in Arts or Associate in Science Degree with an occupational major. This

degree may include transfer and/or non-transfer course work (see Course Numbering section for description of transfer and non-transfer course work) and includes completion of major requirements.

Requirements for the Option II - Occupational Degree include:

- Completion of 25 units of general education including one (1) unit of physical education. These units must be chosen from the classes listed in the General Education Requirements for the Associate Degree.
- Completion of Major emphasis courses listed in the catalog with a minimum grade of "C". A minimum of 50% of these courses must be completed at Cypress College.
- A 2.0 (C) overall GPA.
- Fulfillment of all graduation requirements.

Occupational Degrees Offered by Cypress College are:

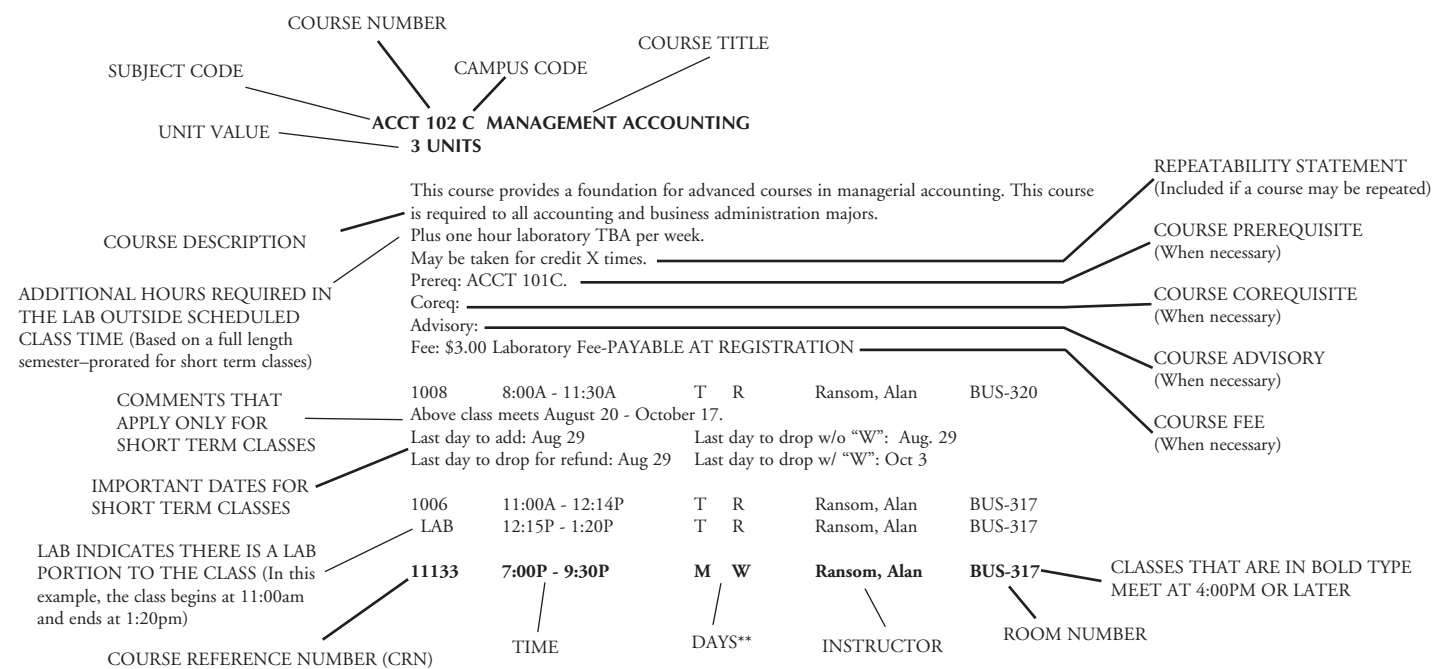
Accounting
 Administrative Assistant
 Administrative Support
 Advertising Design
 Air Conditioning and Refrigeration
 Art - General
 Automotive Collision Repair
 Automotive Technology
 Aviation Management
 Commercial Pilot
 Computer Applications
 Computer Information Systems
 Computer Programming
 Computer Science
 Court Reporting
 Culinary Arts
 Dance
 Dental Hygiene
 Drafting Engineering Tech
 (Pre) Engineering
 Flight Attendant
 Food Service Management
 Geographic Information Systems
 Geology Technician
 Health Information Technology
 Hotel Operations
 Human Services
 Management/Small Business Management

SAMPLE SCHEDULE PLANNING WORKSHEET

Course Title	Units	CRN #	Time	Day(s)	Instructor	Location
ENGL 060C	3	16042	8-10	MW	Rosenberg	H-102
MATH 040C	4	10026	11-12	MTWR	Watson	S-202
COUN 151C	3	14016	2-3:30	TR	Mattson	TE 1-200
INDS 110C	3	11133	1-2:30	MW	Disney	FA-311
PE 152AC	1	10018	Open Lab 7am - 9pm	MTWRF	Rubino	G1-FI
COUN 140C	.5	10123	8-9:30	TR	England	BUS-307

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00						
8:00	ENGL 060C	COUN 140C	ENGL 060C	COUN 140C		
9:00	↓	↓ Study	↓	↓ Study		
10:00	Student Center		Student Center			
11:00	MATH 040C	MATH 040C	MATH 040C	MATH 040C		
12:00	↓ Lunch	↓ Lunch	↓ Lunch	↓ Lunch		
1:00	INDS 110C		INDS 110C			
2:00	↓	COUN 151C	↓	COUN 151C		
3:00	↓ PE 152C	↓	↓ PE 152C	↓		
4:00	↓ Study	↓ Study	↓ Study	↓ Study		
5:00						
6:00						
7:00						
8:00						
9:00						
10:00						

HOW TO READ THE SCHEDULE OF CLASSES



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

** **DAYS OF THE WEEK CODES:** Monday = M Tuesday = T Wednesday = W Thursday = R Friday = F Saturday = S Sunday = U

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

STANDARD DEFINITIONS

Definition of Advisory

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

Definition of Corequisite (Coreq:)

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

Definition of Prerequisite (Prereq:)

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

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

Definition of Electives

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

Definition of Unit

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

Challenging Prerequisites

Please refer to College Policies affecting students in the schedule of classes.

Marketing
 Medical Staff Services Science
 Merchandising
 Mortuary Science
 Multi-Cultural Studies
 Music
 Photography
 Physical Education
 Psychiatric Technology
 Radiologic Technology
 Registered Dental Assisting
 Registered Nursing
 Secretarial - Administrative Assistant-Administrative Support
 Secretarial - Legal
 Theater Arts
 Travel/Tourism
 Word Processing

Option III - General Studies

The Option III - General Studies Degree is designed for individuals who desire an Associate in Arts or Associate in Science Degree with a broad general education background. This degree may include transfer and/or non-transfer course work (see Course Numbering section for description of transfer and non-transfer course work).

Requirements for the Option III - General Studies Degree include:

- Completion of 25 units of general education including 1 unit of physical education. These units must be chosen from the classes listed in the General Education Requirements for the Associate Degree.
- Completion of additional degree eligible classes for a total of 60 units (see Non-degree Credit Courses for description of classes that are non-degree eligible). No more than 15 of these units can be in activity/laboratory only classes.
- A 2.0 (C) overall GPA.
- Fulfillment of all graduation requirements.

An Associate in Arts Degree includes at least 20 units in Social Science, Humanities and Arts courses. An Associate in Science Degree includes at least 20 units in Science, Math and Technical courses.

MULTIPLE DEGREES

Students may apply for more than one Associate Degree under Option 1 and/or Option II provided they meet the requirements. However students who have an Associate Transfer Degree, or are applying for an Associate Degree under Option I and/or Option II, may not apply for an additional degree under Option III.

CYPRESS COLLEGE GENERAL EDUCATION GRADUATION REQUIREMENTS 2006-2007

Twenty-five (25) Units Total Minimum Required —
Courses appearing in more than one area may only be counted in one area.

Courses on this list are approved for a specific academic year, which begins with the Fall 2006 semester. Students wishing to use a course to meet an AA requirement must be sure that the course is approved for the academic year in which it is taken. This list is valid through Summer 2006.

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

- ◆ Complete English and Math placement testing or equivalent.
- ◆ Complete one of the three Associate Degree options (see catalog).
- ◆ Complete a minimum of 60 units of degree eligible general education, major and elective course work at one or more regionally accredited institutions.
- ◆ Complete the last 12 units, or a total of at least 24 units, at Cypress College.
- ◆ Complete at least one 3 unit course in cultural diversity (see catalog).
- ◆ Complete the reading proficiency requirement.
- ◆ Submit a Graduation Application in the Records Office.

CATEGORY A - LANGUAGE AND RATIONALITY

- A1** WRITTEN COMMUNICATION - (3 unit minimum)
ENGL 095C, 100C□, 100HC□
- A2** ANALYTICAL THINKING - (3 unit minimum) CIS 111C; CSCI 185C; ENGL 075C, 103C, 104C□, 104HC□, 106C*, 135C, 201C; PHIL 170C, 172C; SPCH 050C, 100C□, 100HC□, 135C

CATEGORY B - NATURAL SCIENCES AND MATHEMATICS

- B1** LIFE SCIENCES AND PHYSICAL SCIENCES - (3 unit minimum) ANTH 201C; ASTR 116C □/117C □, 116HC□/117HC□; BIOL 101C□, 101HC□, 102C, 103C, 107C, 111C/112C, 113C/114C, 122C, 127C, 128C, 160C, 210C, 230C, 231C, 241C; CHEM 100C, 101C, 103C□, 103HC□, 104C□, 107C, 111AC, 111BC; GEOG 102C/102LC; GEOL 100C□/101C or 115C, 100HC□/101C or 115C, 102C, 103C, 120C, 130C/131C, 190C; PHSC 104C□; PHYS 130C, 201C, 210C, 211C, 221C
- B2** MATHEMATICS - (3 unit minimum) MATH 020C, 040C, 100C, 105C, 110C, 115C, 120C□, 120HC□, 130C, 141C, 142C, 150AC, 150BC, 250AC, 250BC; MGT 151C; PSY 161C□; SOC 161C□
- NOTE: The mathematics requirement can also be met by passing a Mathematics Proficiency Examination.**

CATEGORY C - ARTS AND HUMANITIES

- C1** ARTS - (3 unit minimum) ART 100C, 110C, 111C, 112C□, 112HC□, 114C, 115C°, 120C, 150C, 151C, 182C°, 185C°, 188C°, 189C°; DANC 101C**, 105C°, 106C°, 107C°, 108C°, 111C°, 112C°, 120C, 134C; ENGL 125C □, 125HC□; MMPH 101C□; MUS 101C, 103AC, 113C, 115C, 116C, 117C, 118C□, 118HC□, 119C, 120C, 122C°, 135C°, 171C°, 274C°, 280C°, 282C°, 291C°; PHOT 101C□; SPCH 115C; THEA 100C, 102C□, 102HC□, 104C°, 107C**□, 107HC**□, 108C°, 120C°, 126C□, 129C°, 132C°, 133C°, 149C°
- C2** HUMANITIES - (3 unit minimum) CHIN 101C, 102C; ENGL 097C**, 102C*, 110C□, 111C□, 115C, 126C, 207C, 208C, 211C, 212C, 221C, 222C, 234C□, 234HC□, 239C, 247C**, 254C, 255C**, 256C**; FREN 101C, 102C, 203C, 204C; GERM 101C, 102C; INDS 100C□, 101C□; JAPN 100C°, 101C, 102C, 125C, 203C, 204C; JOUR 110C; PHIL 100C□, 100HC□, 101C, 110C, 120C, 160C, 201C, 202C, 230C; PORT 101C, 102C; SPAN 101C□, 101HC□, 102C□, 102HC□, 201C□, 203C, 204C, SPCH 220C□, 220HC□

CATEGORY D - SOCIAL SCIENCES - (6 unit minimum)

ANTH 102C, 203C; ECON 100C□, 100HC□, 105C□, 105HC□, 110C; ETHS 100C**, 100HC**□, 129C**, 130C**, 131C**, 140C**, 141C**, 160C**, 170C**, 171C**; GEOG 100C□, 100HC□, 160C; HIST 110C□, 110HC□, 111C□, 111HC□, 112C□, 112HC□, 113C□, 113HC□, 120HC, 135C, 142C, 143C, 162AC, 162BC, 163C, 165C, 170C□, 170HC□, 171C□, 171HC□, 270C; HS 277C**; HUSR 250C□, 255C□; MGT 161C, 266C; POSC 100C□, 100HC□, 120C, 200C, 210C, 215C, 230C; PSY 101C□, 101HC□, 145C, 240C, 251C; SOC 101C, 102C, 101HC, 250C□, 255C□, 271C, 275C; SPCH 220C□, 220HC□

CATEGORY E - PHYSICAL ACTIVITY AND HEALTH - (1 unit minimum)

HRC 100C; PE 083C thru 222C°, 234C, 244C

Cultural Diversity and Reading Proficiency are graduation requirements and may be double-counted for G.E. and graduation. Units are counted only one time.

CULTURAL DIVERSITY REQUIREMENT - (3 unit minimum)

ANTH 121C, COUN 152C; DANC 101C; ENGL 097C, 239C, 247C, 255C, 256C; ETHS 100C, 100HC, 129C, 130C, 131C, 140C, 141C, 142C, 160C, 170C, 171C, 235C; HIST 275C; HS 277C; HUSR 295C; INDS 110C; MKT 205C; PE 250C; POSC 209C; PSY 237C; SOC 235C, 237C; SPCH 120C; THEA 107C, 107HC

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

READING PROFICIENCY REQUIREMENT – (one of the following)

ENGL 096C, 102C, 106C; A satisfactory score on the Cypress College Reading Proficiency Test; CSU GE Certification; IGETC Certification; Bachelor's degree from a U.S. regionally accredited institution.

LEGEND:

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

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.

Postsecondary - Education instruction beyond high school.

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

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

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

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

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

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 students 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.

Doctorate Degree - (usually a Ph.D. or Ed. D.) Awarded by a transfer institution upon the completion of a prescribed program of study beyond the master's degree level.

Educational Opportunity Program (EOP) - A program designed to provide information regarding admission, financial aid, and supportive services to current and/or prospective students who may have economic, educational, or environmental disadvantages. "Special Admission" considerations may also be provided.

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

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

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

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

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

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

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

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

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

Independent College/University - In California there are more than 70 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 receiving a bachelor's degree.

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

CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION APPROVED COURSE LIST 2006-2007

IMPORTANT NOTE: Courses on this list are approved for a specific academic year, which begins with the Fall 2006 semester. This list is valid through Summer 2007.

To meet general education requirements and obtain certification, students must complete the pattern of courses in the five categories listed. A course or sequence used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Some state universities will not allow students to count courses in their major field as part of general education requirements. Courses on this list are approved by the CSU Chancellor's Office for a specific academic year; that is, a course must be on the list when the course is taken in order to be certified. Please see the current catalog for additional information on CSU-GE Partial Certification. Check with your counselor and review the catalog of the individual state university for further clarification.

AREA A: Communication in the English Language (9 unit minimum). REQUIREMENT: Must include a minimum of three units from each area within this category. All courses in this category must be completed with a grade of "C" or better.

- A1** Oral: SPCH 100C□, 100HC□
- A2** Written: ENGL 100C□, 100HC□
- A3** Critical Thinking: ENGL 103C, 104C□, 104HC□, 106C, 201C; PHIL 170C, 172C, 175C; SPCH 135C, 138C□□, 238C□□

AREA B: Physical Universe and Life Forms (9 units minimum). REQUIREMENT: MUST INCLUDE one course from Physical Science AND one course from Life Science AND one course from Mathematics. One of the science courses MUST INCLUDE laboratory experience.

B1/B3 PHYSICAL SCIENCES WITH LAB: ASTR 116C□/117C□, 116HC□/117HC□; CHEM 100C, 101C, 104C□, 107C, 111AC, 111BC, 200C/200LC; GEOG 102C/102LC; GEOL 100C□/101C OR 115C, 100HC□/101C or 115C, 102C, 103C, 105C, 130C/131C, 180C□; PHSC 104C□; PHYS 130C, 201C, 202C, 210C, 211C, 221C, 222C, 223C

B2/B3 LIFE SCIENCES WITH LAB: ANTH 201C; BIOL 101C□, 101HC□, 111C/112C, 113C/114C, 122C, 127C, 128C, 210C, 230C, 231C, 241C, 240C, 262C

B1 PHYSICAL SCIENCES (NO LAB): ASTR 116C□, 116HC□; CHEM 103C□, 103HC□, GEOG 102C; GEOL 100C□, 100HC□, 120C, 130C, 190C

B2 LIFE SCIENCES (NO LAB): BIOL 102C, 103C, 111C, 113C

B4 MATHEMATICS/QUANTITATIVE REASONING (Grade of "C" or better required.): CSCI 185C, 186C, 205C; MATH 100C, 115C, 120C□, 120HC□, 130C, 141C, 142C, 150AC, PSY 161C□, SOC 161C□

AREA C: THE ARTS, LITERATURE, PHILOSOPHY AND FOREIGN LANGUAGE (9 unit minimum). REQUIREMENT: Must include at least one course in the Arts AND one course in the Humanities.

C1 ARTS (Art, Dance, Music, Theater): ART 100C, 110C, 111C, 112C□, 112HC□, 114C, 120C, 150C, 151C, 182C□, 189C□; DANC 101C**, 105C□, 106C□, 107C□, 108C□, 109C□, 111C□, 112C□, 120C; ENGL 125C□, 125HC□; INDS 110C**; MMPH 101C□; MUS 101C, 103AC, 113C, 115C, 116C, 117C, 118C□, 118HC□, 119C, 120C, 122C□□, 126C□, 130C□, 135C□, 143C□, 146C□, 150C□, 282C□, 291C□; PHOT 101C□; THEA 100C, 102C□, 102HC□, 104C□, 107C**□, 107HC**□, 108C□, 120C□, 121C□, 126C□, 129C□, 132C□, 133C□, 145C□, 149C□

C2 HUMANITIES (Literature, Philosophy, Foreign Languages): CHIN 101C, 102C; ENGL 102C, 110C□, 111C□, 207C, 208C, 211C, 212C, 221C, 222C, 234C□, 234HC□, 239C**, 247C**, 254C, 255C**, 256C**; ETHS 130C**, 131C**, 141C, 160C**, 171C**; FREN 101C, 102C, 200C□, 203C, 204C; GERM 101C, 102C; HIST 110C□, 110HC□, 111C□, 111HC□, 112C*□, 112HC*□, 113C*□, 113HC*□, 160AC*, 160BC*, 163C*, 165C*, 180C*, 275C**; INDS 100C□, 101C□; JAPN 101C, 102C, 125C, 200C□, 203C, 204C; PHIL 100C□, 100HC□, 101C, 110C, 120C, 160C, 165C, 201C, 202C, 225C, 230C; PORT 101C, 102C; SPAN 101C□, 101HC□, 102C□, 102HC□, 200C□□, 201C, 203C, 204C; SPCH 220C□, 220HC□

AREA D: SOCIOLOGY, POLITICAL SCIENCE ECONOMICS INSTITUTIONS AND HISTORICAL BACKGROUND (9 units minimum). REQUIREMENT: Must take courses in at least two different disciplines.

D1 ANTHROPOLOGY AND ARCHAEOLOGY: ANTH 102C, 104C, 105C, 107C, 121C, 203C

D2 ECONOMICS: ECON 100C□, 100HC□, 105C□, 105HC□, 110C, 260C□, GEOG 260C□

D3 ETHNIC STUDIES: ETHS 100C**□, 100HC**□, 129C**, 130C**, 131C**, 140C**, 141C**, 142C**, 160C**, 170C**, 171C**; HS 277C**; PSY 237C**□; SOC 237C**□

D4 GENDER STUDIES: HIST 270C; SOC 225 C

D5 GEOGRAPHY: ECON 260C□; GEOG 100C□, 100HC□, 130C, 140C, 160C, 260C□

D6 HISTORY: ETHS 100C**□, 100HC**□, 130C**, 131C**, 135C**, 141C**, 160C**, 171C**; HIST 110C□, 110HC□, 111C□, 111HC□, 112C□, 112HC□, 113C□, 113HC□, 135C, 142C, 143C, 151C, 152C, 160AC*, 160BC*, 162AC, 162BC, 163C*, 165C*, 170C□, 170HC□, 171C□, 171HC□, 180C*, 270C, 275C**

D7 INTERDISCIPLINARY, SOCIAL OR BEHAVIORAL SCIENCE: ETHS 235C**; HUSR 200C; JOUR 110C, 118C□; MGT 161C; SPCH 118C□, 120C**

D8 POLITICAL SCIENCE, GOVERNMENT AND LEGAL INSTITUTIONS: POSC 100C□, 100HC□, 120C, 130C, 200C, 209C, 210C, 215C, 230C

D9 PSYCHOLOGY: HUSR 255C**□; PSY 101C□, 101HC□, 110C, 139C, 145C*, 202C, 221C, 222C, 240C*, 251C, 255C*□

D10 SOCIOLOGY AND CRIMINOLOGY: HUSR 250C*□, 292C□; SOC 101C, 101HC, 102C, 225C, 250C*□, 271C, 275C, 277C, 292C□

NOTE: CSU GRADUATION REQUIREMENT IN U. S. HISTORY, CONSTITUTION & AMERICAN IDEALS: One course from Group A AND one course from Group B may be counted toward nine unit minimum in Area D.

Group A: POSC 100C□, 100HC□
Group B: ETHS 100C**□, 100HC**□, 130C**, 131C**, HIST 162AC, 162BC, 170C□, 170HC□, 171C□, 171HC□

AREA E: LIFE-LONG UNDERSTANDING AND DEVELOPMENT (3 unit minimum)

INTEGRATED ORGANISM: CIS 111C; COUN 105C□, 120C, 141C, 144C, 145C, 146C, 150C, 151C; HRC 100C; MGT 102C; HUSR 250C*□, 255C*□; PE 231C, 234C, 235C, 237C, 242C□, 244C; PSY 120C□, 145C*, 233C, 240C*, 255C*□; SOC 120C□, 250C*□; SPCH 105C

ACTIVITY: ALL PHYSICAL EDUCATION ACTIVITY CLASSES (PE 100C-222C). Only one (1) unit of PE activity may count toward fulfillment of this requirement.

- * Course may be used to satisfy requirements for only one area.
- Credit limitation.
- May be taken 1 time for G.E. credit.
- May be taken 2 times for G.E. credit.
- May be taken 3 times for G.E. credit.
- May be taken 4 times for G.E. credit.
- ** This class also may be used to satisfy the Cypress College Associate Degree Cultural Diversity requirement beginning Fall 1994. Confer with a counselor for more information.
- *** Course may be used to satisfy requirements for only one area. This class also may be used to satisfy the Cypress College Associate Degree Cultural Diversity requirement beginning Fall 1994. Confer with a counselor for more information.

Pending courses have been submitted to CSU for approval. See counselors or www.assist.org for current information.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 2006-2007

DICTIONARY OF COLLEGE TERMS

IMPORTANT NOTE: Courses on this list are approved for a specific academic year, which begins with the Fall 2006 semester. Students wishing to use a course to meet an IGETC requirement must be sure that the course is approved for the academic year in which it is taken. This list is valid through Summer 2007.

IGETC is accepted by the University of California, California State University, and many private institutions. Students wishing to transfer to the University of California or who are undecided about their transfer institution should follow this plan.

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program that community college transfer students may use to fulfill lower division general education requirements for the California State University (CSU) or University of California (UC) system. Completion of IGETC eliminates the need to take additional lower division general education courses after transfer.

It is **NOT** advisable for all transfer students to follow IGETC. Students pursuing majors that require extensive lower division major preparation such as Engineering may not find the IGETC option to be advantageous. IGETC is NOT to be used if transferring to UC Berkeley's Haas School of Business, College of Engineering, or College of Environmental Design or to UC San Diego Revelle or Eleanor Roosevelt Colleges.

AREA 1 - ENGLISH COMMUNICATION

CSU: 3 courses required, one from each group below.

UC: 2 courses required, one each from Group A and B.

Group A: English Composition, 1 course, (3 semester units, 4-5 quarter units)
ENGL 100C+, 100HC+

Group B: Critical Thinking - English Composition, 1 course, (3 semester units, 4-5 quarter units)

ENGL 103C, 104C+, 104HC+, 201C; PHIL 172C

NOTE: Confer with a counselor if ENGL 102C, PHIL 170C, or SPCH 135C were completed prior to F93.

Group C: Oral Communication (CSU requirement only), 1 course, (3 semester units, 4-5 quarter units)
SPCH 100C+, 100HC+

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 course, (3 semester units, 4-5 quarter units)

MATH 100C, 115C, 120C^o+, 120HC^o+, 130C^o, 141C, 150AC^o, 150BC, 250AC, 250BC; PSY 161C^o, SOC 161C^o

AREA 3 - ARTS AND HUMANITIES

At least 3 courses, with at least one from the Arts and one from the Humanities; (9 semester units, 12-15 quarter units)

ARTS: ART 100C, 110C, 111C, 112C+, 112HC+, 114C; DANC 101C, 120C; ENGL 125C+, 125HC+; INDS 110C**; MUS 103AC, 113C, 115C, 116C, 117C, 118C+, 118HC+, 119C, 120C; THEA 100C, 102C+, 102HC+, 104C, 107C**, 107HC**+

HUMANITIES: ENGL 102C, 110C^o, 111C^o, 207C, 208C, 211C, 212C, 221C, 222C, 234C+, 234HC+, 239C, 247C, 255C**, 256C**; ETHS 130C**^o, 131C**^o, 141C**^o; FREN 203C, 204C; HIST 110C^o+, 110HC^o+, 111C^o+, 111HC^o+, 112C^o+, 112HC^o+, 113C^o+, 113HC^o+, 160AC^o, 160BC^o, 163C^o, 165C^o, 180C^o, 275C^o; INDS 100C^o, 101C^o; JAPN 203C, 204C; PHIL 100C+, 100HC+, 101C, 110C, 120C, 160C, 201C, 202C, 225C, 230C; SPAN 203C, 204C

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

At least 3 courses from at least 2 disciplines or an interdisciplinary sequence. (9 semester units, 12-15 quarter units)

ANTH 102C, 104C, 105C, 107C, 121C, 203C; ECON 100C+, 100HC+, 105C+, 105HC+, 110C+, 260C+; ETHS 100C**, 100HC**, 129C, 130C**^o, 131C**^o, 140C**, 141C**^o, 142C**, 160C**^o, 170C**, 171C**^o; GEOG 100C+, 100HC+, 130C, 140C, 160C, 260C+; HIST 110C^o+, 110HC^o+, 111C^o+, 111HC^o+, 112C^o+, 112HC^o+, 113C^o+, 113HC^o+, 135C, 142C, 143C, 151C, 152C, 160AC^o, 160BC^o, 162AC^o, 162BC^o, 163C^o, 165C^o, 170C^o+, 170HC^o+, 171C^o+, 171HC^o+, 180C^o, 270C, 275C^o; HUSR 250C+, 255C+, 292C+, POSC 100C^o+, 100HC^o+, 120C, 130C, 200C, 209C, 210C, 215C, 230C; PSY 101C+, 101HC+, 120C+, 139C, 145C, 202C, 221C, 222C, 237C**, 251C, 255C+; SOC 101C, 101HC, 102C, 120C+, 225C, 237C**, 250C+, 275C, 277C, 292C+; SPCH 120C**

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

At least 2 courses, one Physical Science course and one Biological Science course; at least one course must include a laboratory. (7-9 semester units, 9-12 quarter units)

PHYSICAL SCIENCES (with lab): ASTR 116C+/117C+, 116HC+/117HC+; CHEM 100C+, 101C, 107C+, 111AC, 111BC; GEOG 102C/102LC; GEOL 100C+/101C+ or 115C+, 100HC+/101C+ or 115C+, 102C+, 103C, 130C/131C, 220C; PHYS 130C+, 201C^o, 202C^o, 210C^o, 211C^o, 221C^o, 222C^o, 223C^o

PHYSICAL SCIENCES (without lab): ASTR 116C+, 116HC+; CHEM 103C+, 103HC+; GEOG 102C; GEOL 100C+, 100HC+, 120C, 130C+, 190C+

BIOLOGICAL SCIENCES (with lab): ANTH 201C; BIOL 101C+, 101HC+, 111C+/112C+, 113C+/114C+, 122C, 127C, 128C+, 230C, 240C, 262C

BIOLOGICAL SCIENCES (without lab): BIOL 102C, 103C, 111C, 113C

LANGUAGE OTHER THAN ENGLISH (UC Requirement only) - Complete 2 years of the same foreign language of high school level work with a grade of "C" or better, **OR** earn a score of 3 or higher on the Foreign Language Advanced Placement test, **OR** 550 on the College Board Achievement Test in Foreign Language, **OR** complete course 102 in a Foreign Language at Cypress College or equivalent course at another college or university, **OR** complete 2 years of formal schooling at the 6th grade level or higher with a grade of "C" or better at an institution where the language of instruction is not English.

College Course(s) that meet the proficiency level: CHIN 102C; FREN 102C; GERM 102C; JAPN 102C; PORT 102C; SPAN 102C+, 102HC+, 201C

Note: A higher-level course can be used to meet proficiency. Students completing such courses will satisfy the 3B Area and validate the proficiency level requirement.

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

GROUP A: POSC 100C^o+, 100HC^o+

GROUP B: ETHS 100C**^o+, 100HC**^o+, 130C**^o, 131C**^o; HIST 162AC^o, 162BC^o, 170C^o+, 170HC^o+, 171C^o+, 171HC^o+

NOTE: Courses used to meet this requirement may not be used to satisfy requirements for IGETC. These courses may be used to satisfy the UC American History & Institution requirement if not completed in high school. Since requirements vary, it is advisable to check the catalog of the UC campus to which the student intends to transfer.

LEGEND:

- Course may be used to satisfy requirements for only one area.
- + Duplicate credit not granted for the same non-honors and honors classes or for the same course listed in two different disciplines.
- + Check with counselor for credit limitation for BIOL 101C, 101HC, 176C or 177C
- + BIOL 111C, 112C, 113C, 114C combined with 176C, 177C maximum credit one series.
- + No credit for CHEM 100C, 101C, 103C, 103HC, or 107C if taken after CHEM 111AC, 100C, 101C, 103C, 103HC and 107C combined: maximum credit, one course.
- + CHEM 111BC and 112C combined: maximum credit, one course.
- + No credit for CHEM 200C, 200LC if taken after 211AC.
- + No credit for ECON 110C if taken after ECON 100C, 100HC, ECON 105C, or 105HC.
- + Credit granted for either GEOL 100C/101C or GEOL 100C/115C or GEOL 102C.
- + No credit for GEOL 115C or 190C if taken after GEOL 101C or GEOL 102C.
- + No credit for PHYS 130C for student with previous college physics credit.
- o MATH 120C or 120HC combined with PSY 161C or SOC 161C: maximum credit allowed, 1 course.
- o MATH 130C and 150AC combined: maximum credit allowed, 4 units.
- o PHYS 201C, 202C combined with 210C, 211C or 221C, 222C, 223C maximum credit one series deduct credit for duplication of topics.
- ^ See CSU graduation requirement in U.S. History, Constitution, and American Ideals.
- ∇ May be taken 2 times for G.E. credit.
- ** This course may be used to satisfy the Cypress College Associate Degree Cultural Diversity requirement.

Pending courses have been submitted to IGETC committee for approval. See counselors or www.assist.org for current information.

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

Achievement Tests - College Board tests in specific secondary school subjects. Results are often used in helping with decisions about admissions and course placement and exemption of enrolled freshman.

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

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

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

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

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

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

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

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

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

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

CSU System - The California State University System.

Last Name: _____ First Name: _____ Middle Initial: _____
 Student ID: _____ Phone: () _____
 Educational Goals: _____ Career: _____ Other: _____
 Advisor: _____ Transfer Institution: _____
 Assessment: _____
 Career Planning Center: _____
 DSPS: _____
 ECPS: _____
 Financial Aid: _____
 Health Center: _____
 Special Programs: _____
 Transfer Center: _____
 VA Plan: _____
 Workforce Prep: _____

ENGLISH/MATH PREREQUISITES	C: _____ I: _____ H: _____	AJAS Degree General Education	C: _____ I: _____ H: _____	CSU General Education	C: _____ I: _____ H: _____	IGETC General Education	C: _____ I: _____ H: _____
CERTIFICATE AND/OR MAJOR COURSES		A. Language & Rationality (6)	A1 A2	A. Communications (9)	A1 A2 A3	1. English Comm. (8 or 9)	A B C (IGETC only)
		B. Natural Science & Math (6)	B1 B2	B. Physical Universe (9)	B1 B2 B3 (Lab)	2. Math (3)	
		C. Arts & Humanities (6)	C1 C2	C. Arts & Humanities (9)	C1 C2 C3 or C2	3. Arts & Humanities (9)	A A or S A or S
		D. Social Sciences (6)		D. Social Sciences (9)		4. Social/Behavior Sciences (9)	
		E. Phys. Activities & Health (1)				5. Phys. & Bio. Sciences (7-9)	A S 1 (80)
		Cultural Diversity (3)		Amer. Ideals (6) (See Note)	a b	6. LOTE (UC only)	
		Reading Proficiency		E Life-Long Understanding (3)		7. Amer. Ideals (6) (CSU only)	a b

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CALIFORNIA STATE UNIVERSITY (CSU)

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

Prospective CSU transfer students are advised to consult with their counselor regarding CSU admission, as requirements vary depending upon the student's status at the time of high school graduation. Applicants in particular majors may need to meet certain departmental admission requirements such as specific general education courses and/or a higher grade point average in addition to major preparation requirements. Some 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 the Internet at www.calstate.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, master, and doctoral degrees are offered in a variety of subject areas. Generally, the UC system will accept a minimum of 60 and a maximum of 70 units of UC transferable coursework from Cypress College.

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

Information regarding any UC campus can be found through the Internet at www.ucop.edu

INDEPENDENT COLLEGES AND UNIVERSITIES

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

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

Information about institutions that are accredited by the Western Association of School and Colleges (WASC) can be found through the Internet at www.wascweb.org

CALIFORNIA COMMUNITY COLLEGES

There are 109 community colleges located throughout California. Each campus offers various courses for personal and professional growth, vocational certificates, associate degrees, and lower division transfer.

Information about each of the community college campuses in California can be found through the Internet at www.cccco.edu

ARTICULATION AGREEMENTS

Articulation agreements define how courses will transfer from one institution to another. Cypress College maintains major and/or course-to-course articulation agreements with most public universities and many independent colleges and universities in the state of California. The agreements with the public institutions are listed on www.assist.org which is the official repository for articulation in the state. Many independent institutions have articulation information available on their websites. In addition, agreements with public and independent institutions are located in the Transfer Center. Students should see their counselor or www.assist.org or visit the Transfer Center for more information.

Student Name _____ Student I.D. @ _____ Counselor _____

Educational Goal(s): _____ AA/AS _____ Transfer I _____ Other I I _____

Major _____ Transfer to: _____

Units		Year		Year		Year		Year	
Fa	Sp	Fa	Sp	Fa	Sp	Fa	Sp	Fa	Sp
Total Units		Year		Year		Year		Year	
Total Units		Year		Year		Year		Year	
Total Units		Year		Year		Year		Year	
Total Units		Year		Year		Year		Year	

Counselor's Signature _____

SEP Revised 01/08

Student's Signature _____

Date _____

GENERAL TRANSFER INFORMATION

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

Each student is advised to enroll in Counseling 140C, 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 have not yet decided on a major. Undecided/undeclared students are strongly advised to enroll in one of the following career classes: COUN 110C, 141C, 144C, 145C, or 151C. Career counselors are also available by appointment in the Career Center to assist students with discovering individual personality traits, interests, skills and abilities in the process of finding a satisfying career.

Most students can begin working on general education requirements, even though they have not selected 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 counselors to review and update their Student Educational Plans.

SELECTING A TRANSFER INSTITUTION

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

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

TRANSFERABILITY OF COURSES

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

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

INTRODUCTION TO THE TRANSFER CENTER

Use the resources in the Transfer Center located in FA-100, and complete the information below to assist you in understanding and completing the “major” courses on your Student Educational Plan (SEP).

1. Select a major _____
 Students who have not yet declared a major are encouraged to enroll in COUN 110C, 141C, 144C, 145C, or 151C and/or make an appointment with a career counselor in the Career Center located in Tech Ed. II-207 A.

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 advice from your Cypress College counselor and from the transfer institution. It may be beneficial to read individual course descriptions in the catalog of the school where you plan to transfer and compare them to descriptions of similar courses in the Cypress College Catalog.

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

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

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

Example:

California State University Fullerton 2006-2007	Cypress College 2006-2007
ACCT 201A - Financial Accounting	ACCT 101C
ACCT 201B - Managerial Accounting	ACCT 102C
BUAD 201 - Business Writing	MGT 211C
(con’t.)	(con’t.)

*write in name of college/university & catalog year)	Cypress College

D. Earnings -- Entry level pay range:
 Experienced pay range:
 Probable top pay range:

E. What education or training is required?
 Degrees _____ License _____ Years _____

What schools offer the program or training?

What subjects could you take to prepare you for this occupation?

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

5. **Career Planning Center**
Location: Humanities Building, Room 324
Hours: 8:00 am - 5:00 pm Monday - Friday
Phone: (714) 484-7120

For further assistance:

- *enroll in a career class* (listed in the Cypress College Class Schedule under Counseling and Student Development)
- *schedule an appointment for individualized career counseling*
- *visit our website at www.cypresscollege.edu/~cpcl*

6. See your C&G 140C instructor or your academic counselor to assist you with your Cypress College Student Educational Plan (SEP).