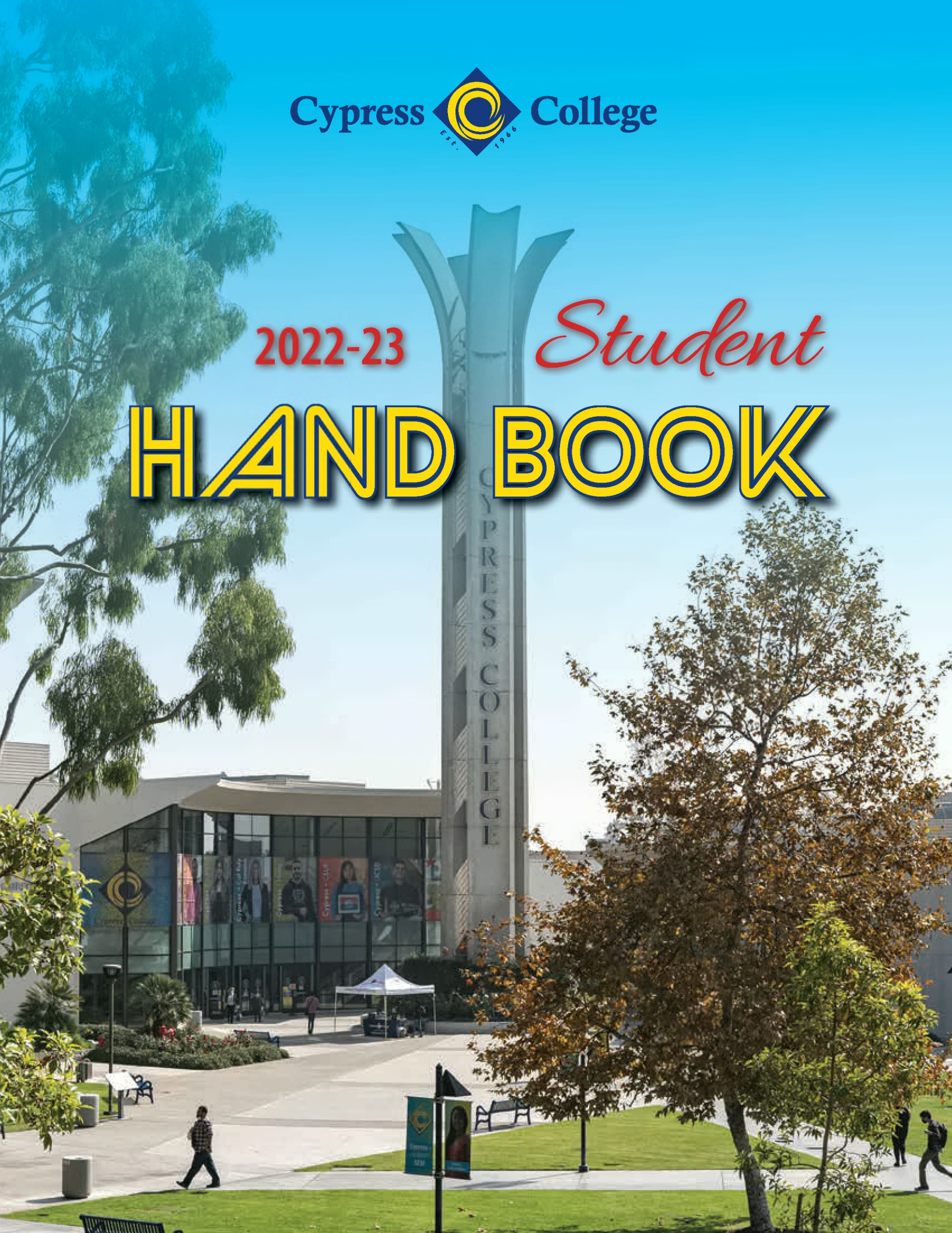




2022-23

Student

HAND BOOK



North Orange County Community College

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Message from the Presidents



College President's Message

Welcome to Cypress College! Whether you are a new or returning student, or even coming back to college after an extended absence, we are delighted you have chosen to take your educational journey with us; we encourage your full participation in all the college has to offer. All of our services are now offered on campus and in a virtual format, so we encourage you to reach out to experience all the services, events, activities, and resources the college has to offer! Our Student Handbook was developed with you, and your needs, in mind.

This handbook is a valuable tool to help you understand a clear path to your educational goals at Cypress College, including how to develop an education plan, find your preferred academic major, detailed transfer policies to four-year colleges and universities, and the many ways to help you reach your future career goals. The Guide is also a resource to help you navigate our policies, procedures, activities, and services, as well as know your rights and responsibilities as a student – in other words, everything you need to know as a Cypress College student.

Cypress College is proud to be a Guided Pathways college. This means it is our goal and responsibility to provide you with the tools you need to identify and acquire the knowledge and skills to move ahead in your education, to advance to a better job, or to support your journey of lifelong learning. We want to make navigating college a clear and simple process, so you can concentrate on the important work of achieving your educational goals. Please access our Program Mapper, located on each academic webpage, to guide you in the possible majors and areas of interest, and to provide an outline of the courses you should be taking each semester in order to achieve your degree or certificate.

Cypress College has a vibrant community of faculty, counselors, and staff members committed to your success, and we all believe that the most important part of our jobs is supporting you in your academic journey. We hope you will take the opportunity to participate in student government, in our performing arts productions, in student clubs, on our athletic fields and in our club and academic communities. I encourage you to reach out with questions, concerns, and let us help. Whether you are on campus or in a virtual environment, we are here to ensure you have the guidance and assistance you need to be successful.

Cypress College was named as a 2023 Aspen Institute Top 150 College – which means we are in the top 10% of all community colleges in the US. We were also named the Best Community College in California in 2018 and 2020 by Niche.com for our services, student-friendly approach, and beautiful campus facilities. Please embrace all we have to offer you, and if you have questions that are not addressed by the information contained in this Handbook, please use our college staff as a resource. Our motto is “No Wrong Door”, which means that every door you knock upon – whether virtual or in person -- will be opened by a person committed to providing you with the guidance and support you need. Please do not hesitate to contact any college representative, program, or department listed in the directory if the need arises.

Buen Cypress, Chargers! We Take This Journey Together

JoAnna Schilling, Ph.D.
President



Associated Students President's Message

Greetings incoming Cypress College family! We are so excited for you to join us! Cypress College truly is a wonderful campus that fosters communal relationships, individualized learning, and personal development. From every department, facility, and program on campus, Cypress College is devoted to creating the best experience for every student. We achieve this by having every function of our campus be aligned with our core values of equity, excellence, integrity, inclusiveness, and collegiality. In this campus, you will: be challenged intellectually, find creative inspiration, take on new perspectives, and evaluate the grand. This wonderful campus has all the resources to help you achieve your personal, academic, and professional goals.

There are a multitude of opportunities available at Cypress College that accommodate every individual's desired graduation outcome. From transfer opportunities, associate degrees, certificates, and a baccalaureate degree, Cypress College has all the resources necessary to meet every student's unique goal. Not only this, but Cypress College is committed to making these opportunities accessible with a multitude of programs that promote economic stability and diversity. I am truly grateful for everything this campus is, and it is my pleasure to welcome each and every one of you to the Cypress College experience.

For a moment, I would like to talk about Cypress College Associated Students (AS), the student government on our campus. We are devoted to providing additional opportunities that extend the values of our institution outside of the classroom. AS objectives are directly aligned with the needs and wants of the student. This can be in the form of creating memorable events and activities on campus, implementing student-oriented initiatives, and representing our students at the campus, regional, and state level. We are here to listen to all students concerning the quality of our campus and any issues that a student may face. The student voice is yours, and it is important. Shout it from the hilltops and let the world know the unique, important perspectives that you bring to the table!

As mentioned, Cypress College is committed to providing resources that make opportunities more accessible. Resources include: textbook rentals; transfer workshops; guest speakers; scholarship opportunities; financial aid; the transfer center; learning resource center; tutoring center; and the career planning center. Additionally, Cypress College provides additional assistance to students from all backgrounds including programs like D.S.S, E.O.P.S, Legacy, Charger Experience, Honors, Puente, and STEM2.

When I first entered Cypress College, I was amazed by the incredible amount of support that I received. I received the utmost care from The Charger Experience counselors and created an exact plan for my educational goals. I was notified of the opportunities available to me as a business major by the wonderful faculty and Dr. Henry Hua. Every class was challenging, understanding, and welcoming. All this can be attributed to the great care that each member of Cypress College provides. Furthermore, as I walked through campus, there was never a time when I felt out of place. You could say “hi” to any student passing by and you would walk away as friends. This special care from both the faculty, administration, and students is unique to Cypress College. To give back to this wonderful community, I decided to join as the AS Senator.

As the newly elected President of Associated Students, my mission is to continue the journey of this evolving, outstanding institution. I hope to provide opportunities for students to create memorable events as well as develop their professional careers. As a liaison between students and administration, I plan to have the utmost transparency and integrity with the student voice at the forefront of my position. Through our collective actions, I hope to create a campus that all students can enjoy. For a small additional fee, we offer an Associated Students Benefit sticker, which grants discounts at a variety of local businesses as well as ticketed campus events. The revenue from the AS Benefits sticker is what keeps our operations funded to host events, fund club activities, offer scholarships, and any other initiatives for the betterment of students.

To my fellow students, I encourage you all to reach out about any concerns and needs that may elevate the Cypress College experience. The Associated Students is open for all students to come talk to, and we are located in the Student Life and Leadership building, next to the Veterans Resource center. You are now officially a charger! Let us make this campus, and this world, a better place through our collective actions! Let us make this campus, and this world, a better place through our collective actions! To a great academic year!

Jesse Chang
AS President

Buen Cypress!

WE TAKE THIS JOURNEY TOGETHER

Buen Cypress is more than a greeting — it's a promise that we take this journey together. It means that, as Cypress College employees, we join our students on their educational path. Our success is derived exclusively from the success of our students.

This expression derives from our investment in the Guided Pathways movement. The California Guided Pathways Project asks colleges to look at current processes from students' perspectives for the purpose of fostering completion in the most-efficient timeline possible. Guided Pathways is built on four pillars:

- 1) Create clear curricular pathways to employment and further education
- 2) Help students choose and enter their pathway
- 3) Help students stay on their path
- 4) Ensure that learning is happening with intentional outcomes

As Cypress College implements Guided Pathways, this is a term you'll hear on campus. What it comes down to is that, at Cypress College, We Take this Journey Together.

Mission, Vision, and Values



Mission Statement

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

Vision

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

Values

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

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









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

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

Academic Pathways

Guided Pathways is an intentional, holistic, student-centered approach ensuring students have the tools, guidance, and support to complete their academic goals. Think of it as a GPS for students—there are many ways to get to the same goal, but our responsibility is to provide a guided approach to ensuring the goal is achieved. We do this by setting up Academic Pathways for our students.

Cypress College now uses division nomenclatures to help students determine their area of interest. Fine Arts; Social Sciences; Science, Engineering, & Math (SEM); Business and Computer Information Systems; Career Technical Education (CTE); Kinesiology; and Language Arts are now official communities for Guided Pathways!

 <div>Business & Computer Information Systems The Business and Computer Information Systems (CIS) Division prides itself in delivering academic preparation and practical experience in preparing students for transfer to four-year colleges and universities as well as preparing students for careers. Our instructors will work with you to prepare your transfer with our Associate of Science Transfer Business Administration Degree to any business major at a California State University. Our instructors can also help you advance in your career by helping you earn a vocational certificate. Many career building certificates are available.</div> <div>EXPLORE →</div>	 <div>Fine & Performing Arts The academic departments and programs in the Fine Arts Division are designed to encourage students to explore the creative possibilities and gain understanding of the process in creating art in an environment that challenges the intellect and the imagination. The Fine Arts Division at Cypress College cultivates relationships with the total community.</div> <div>EXPLORE →</div>
 <div>Kinesiology The Kinesiology Division offers a variety of activity and theory classes that emphasize health and well-being. We offer a large range of activity courses each semester ranging from Sport and Society, Bowling, Theory of Coaching, Surfing, and much more. We currently offer a transfer program in Physical Education including an Associate of Arts Degree in Kinesiology, an Associate of Arts Degree for transfer in: Kinesiology, as well as certificates in Aerobic Instruction, Aquatics Specialist, and Athletic Coaching.</div> <div>EXPLORE →</div>	 <div>Science, Engineering, & Math The Division of Science, Engineering, and Mathematics (SEM) at Cypress College is committed to promoting academic excellence in the fields of Biology, Chemistry, Mathematics, and Physical Science. Our dedicated faculty and support staff provide a high quality learning environment that encourages students to participate actively in their education.</div> <div>EXPLORE →</div>
 <div>Career Technical Education The Career Technical Education Division provides you with an excellent degree, certificate and transfer opportunities in several career and technical disciplines. Whether you are a high school student thinking about a technical career, a transfer student seeking to complete your undergraduate degree in one of our technical disciplines, an adult re-entry student seeking to build your skills or retrain, or an individual seeking personal growth and development, we have a program to fit your needs.</div> <div>EXPLORE →</div>	 <div>Health Science The Health Science division is comprised of eight major health programs leading to certification and/or licensure. The health careers at Cypress College provide for quality care of an individual from birth to death. Health careers are exciting, dynamic and growing professions, with employment opportunities expected to continue in high demand for many years to come. As technology advances, it is expected new programs will be added to the existing program options. Health career programs include occupations that involve either direct patient care, or indirect patient care.</div> <div>EXPLORE →</div>
 <div>Language Arts The Language Arts Division houses five academic departmental programs designed to help you meet your academic and career goals. All our departments offer student scholarships to enable your continued success.</div> <div>EXPLORE →</div>	 <div>Social Science Our division provides numerous courses that satisfy the General Education and transfer requirements. We offer a variety of Transfer and A.A. Degree Programs in the disciplines of Anthropology, Economics, Ethnic Studies, Geography, History, Human Services, Philosophy and Religious Studies, Political Science, Psychology, and Sociology.</div> <div>EXPLORE →</div>

Cypress College +1

What's Your +1?

Save thousands and get a better education by spending your first two years at Cypress College then transfer to a tier 1 college or university. See why we're #CYProud



CYPRESS + YOU

Each year, hundreds of students transfer from Cypress College to their dream schools. Why settle for second best when you can save thousands, get a quality education, and move on to a tier-1 college or university by completing your first two years at Cypress?

Anh Nguyen

2020 Library/Learning Resource Center Presidential Scholar of Distinction

Anh was a liberal arts major and was selected as the Presidential Scholar of Distinction for the Library/Learning Resource Center at Cypress College. She immigrated to the U.S. five years ago and originally chose to attend Cypress College to improve her English skills in the English as a Second Language Program. She soon realized that pursuing higher education would be the most effective way to be successful in America.

At Cypress College, Anh has been involved in the EOPS Program and has worked at the Math Learning Center as a statistics tutor. She enjoys helping others and cares about other people, so she plans to pursue registered nursing "so that I can contribute my work to improve [people's] health and help more people."

Following her graduation, Anh is continuing her studies at Cypress College in the Registered Nursing Program. After completing the program, she plans to find a job in healthcare and continue to pursue education by earning bachelor's and master's degrees in nursing. "Being a part of the Cypress College family has helped me become more confident in myself to pursue one of the most competitive majors in the U.S.: Registered Nurse," she said.



Buen Cypress!

WE TAKE THIS JOURNEY TOGETHER



cypresscollege.edu

Cypress College +1

What's Your +1?

Save thousands and get a better education by spending your first two years at Cypress College then transfer to a tier 1 college or university. See why we're #CYProud



CYPRESS + YOU

Each year, hundreds of students transfer from Cypress College to their dream schools. Why settle for second best when you can save thousands, get a quality education, and move on to a tier-1 college or university by completing your first two years at Cypress?

Nate Garcia

2020 Language Arts Presidential Scholar of Distinction

Nate was a communication studies major and was selected as the Presidential Scholar of Distinction for the Language Arts Division at Cypress College. Growing up, he had a number of interests and passions: to be an animator; to be like his MRI technician dad; and to turn his politics and government interest into becoming a lawyer. He was a good student throughout high school, yet, Nate admits, "I still wrestled with confidence issues about my academics and who I was as an individual."

He chose to attend Cypress College while he figured out what he wanted to do. "Once I got to Cypress and took a few classes I realized I was right where I was supposed to be," he said. "At Cypress, my love for politics, debate, and art collided when I took my first communications class." Nate developed a passion for rhetoric and critical thinking, something that was further galvanized when he joined the college's speech and debate team. There, he grew his confidence and found a support system in his team.

Nate transferred to Cal State Fullerton after graduation to complete a bachelor's degree in communications. After that, he hopes to attend UCLA to pursue a master's degree in communication as well as a juris doctor degree. Ultimately, he aspires to become a communications professor and lawyer.

"I know a lot of work lies ahead of me, but every time I think I've reached my full potential, there has been someone there showing me that I can do even more," he said.



Buen Cypress!

WE TAKE THIS JOURNEY TOGETHER



cypresscollege.edu

Beginning Checklist - To Do List

- ☐ **Submit Official Transcripts**
Submit official transcripts from all institutions you have attended (high schools, colleges, universities) to:
Cypress College
Admissions and Records
9200 Valley View Street
Cypress, CA 90630-5897
- ☐ **Verify Residency Status for Tuition Purposes**
California Resident: Verification of residence status may be required.
See link for residency classification:
(<http://www.cypresscollege.edu/admissions/admissionsAndRecords/residency.aspx>)

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

Beginning Checklist - To Do List

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

Different Types of Financial Aid

- Pell Grants** - Federally funded grants for eligible undergraduate students
- Federal Supplemental Educational Opportunity Grants (FSEOG)** - Federally funded grants for eligible undergraduate students
- Cal Grants** - State-funded award for eligible students from disadvantaged backgrounds or low-income families who have exceptionally high financial need, to provide them assistance with enrollment fees, living expenses, books, supplies, and transportation
- California College Promise Grant** - State-funded waivers of enrollment fees for eligible students
- Federal Work-Study (FWS) funds** - Federally funded program that provides wages to eligible students for both on-campus and off-campus employment
- Loans (subsidized and unsubsidized)** Federally administered, low-interest loans to eligible students. For AB540 undocumented immigrant students, please check out our AB540 resource guide for tips and resources to help finance your college education

<https://news.cypresscollege.edu/wordpress/Media/Website%20Resources/PDFs/financialAid/CypressAB540Guide11.12.pdf>



Admissions and Enrollment Steps

Six Easy Steps to the Registration Process

1	<p>Apply Online</p> <ul style="list-style-type: none">• New & returning* students apply to the college at www.cypresscollege.edu• Continuing students do not need to reapply. <p><small>*Students are considered returning students if they have previously enrolled at Cypress College but have not attended for one or more semesters, or have attended another U.S. college or university.</small></p>
2	<p>Orientation</p> <ul style="list-style-type: none">• To complete orientation, students are encouraged to complete the online orientation via MyGateway or they may also attend an in-person orientation.• In-person orientation* appointments can be scheduled by the Assessment Center, (714) 484-7223. <p><small>* In-person orientation not available during COVID pandemic.</small></p>
3	<p>Counseling</p> <p><u>New Students</u></p> <ul style="list-style-type: none">• See a counselor in Express Counseling/Cranium Café (remotely) with your unofficial transcripts and scores (External Exams, i.e. AP/IB credit).• Make an appointment to attend a virtual group counseling session and create an Abbreviated Student Education Plan, schedule an appointment by calling the Assessment Center, (714) 484-7223. <p><u>Continuing Students & Returning* Students</u></p> <ul style="list-style-type: none">• Express counseling sessions are available during peak registration periods to answer any general questions regarding schedule planning. Students are recommended to meet with their major counselor during the semester for a 30 minute appointment for academic planning. <p>Counseling is located on the 2nd floor of the Student Center. For individual appointments with a major counselor please call (714) 484-7015.</p> <p><small>*Students are considered returning students if they have previously enrolled at Cypress College but have not attended for one or more semesters, or have attended another U.S. college or university.</small></p>
4	<p>Assessment Process</p> <p>New & returning students can complete the assessment process for math/English by completing the Guided Self Placement: https://bit.ly/2VAnscJ or by meeting with a counselor to review all transcripts and test scores. ESL (English as a Second Language) placement exams are available in the Assessment Center.</p> <ul style="list-style-type: none">• The Assessment Center is located on the 2nd floor of the Student Center, (714) 484-7223.
5	<p>Financial Aid</p> <ul style="list-style-type: none">• Apply for Financial Aid at www.fafsa.ed.gov or the California Dream Application (for eligible AB-540 students) at https://dream.csac.ca.gov/.• The Financial Aid Office is located on the 1st floor of the Cypress College Complex, room 120 and can also be accessed online via Cranium Café (Cranium Café).

Admissions and Enrollment Steps

Six Easy Steps to the Registration Process

	<ul style="list-style-type: none">• Visit the Financial Aid website at www.CypressCollege.edu/admissions/FinancialAid
6	<p>Register for Classes and Pay Your Fees</p> <ul style="list-style-type: none">• Students receive registration appointments by email and can view their time on myGateway's "Check Registration Appointment" under Registration tools on the student tab.• Fees are due at the time of registering and can be paid by debit or credit card on myGateway.• Check/money order payments can be mailed, placed in the drop box or made in person. Cash payments must be made in person.• Charger Experience/Promise students' tuition will be paid and processed by the program director. Students do not pay on their own. For eligibility questions, email chargerexperience@cypresscollege.edu

Before the Semester Begins

Before the Semester Begins:

- Familiarize yourself with DegreeWorks & MyGateway.
- Buy your Books!
- Buy your Parking Permit, www.cypresscollege.edu/parking/

After the Semester Begins:

Schedule an appointment to meet with a major Counselor to create a comprehensive educational plan and for further information regarding your course of study. Appointments can be made by calling:

Phone: 714-484-7015
Email: expresscounseling@cypresscollege.edu
Visit our virtual Express Counseling lobby at:
<https://cypress.craniumcafe.com/group/express-counseling-4/lobby>



CYPRESS COLLEGE

FINANCIAL AID APPLICATION PROCESS

STEP 1: APPLY FOR ADMISSION TO CYPRESS COLLEGE STARTING MARCH 1

Complete the application for admission to Cypress College online by visiting cypresscollege.edu and clicking the “Apply Now” link at the top of our homepage. Once your application is complete, you will receive an email notification that will provide you with a Student ID Number and password to the myGateway online student portal to handle all your registration and enrollment needs.

STEP 2: APPLY FOR FEDERAL & STATE AID OCTOBER 1ST - MARCH 2ND*

To ensure timely delivery of financial aid, create an FSA ID prior to applying for federal financial aid at fsaid.ed.gov. Your FSA ID may be used to file your Free Application for Federal Student Aid (FAFSA), make corrections to your Student Aid Report (SAR), and monitor federal loans you receive while pursuing your higher education.

Complete the FAFSA or the California Dream Act Application. The U.S. Department of Education recommends that you file online at fafsa.gov or the Dream Act Application at caldreamact.org. Be sure to add Cypress College to your list of schools on the application so that we can receive your application. Our school code is 001193.

Note: students who qualify for the California College Promise Grant (CCPG) - formerly known as the Board of Governors Fee Waiver (BOG) - will have their enrollment fees waived while attending Cypress College. It is possible to apply separately for the CCPG, however it should only be done if you will not be completing a FAFSA / Dream Act Application or if you only wish to receive CCPG. The application process is different at each college. At Cypress College you may apply through your myGateway account.

Complete and mail a Cal Grant GPA Verification Form if you are a first-time applicant. Some high schools and colleges automatically submit their students’ verified grade point averages (GPA); some do not. Please speak with your High School Counselor or current college’s Financial Aid Office to determine if a GPA Verification Form is needed. The forms must be submitted to the California Student Aid Commission (CSAC) prior to March 2nd. **Cypress College automatically submits GPAs after completion of 16 units at Cypress.**

*March 2nd is the date the State of California uses to establish priority for financial aid purposes. You can still apply after March 2nd, however some financial aid programs are “first-come, first-served.”

STEP 3: COMPLETE INCOME VERIFICATION (IF SELECTED)

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

STEP 4: ESTABLISHING FINANCIAL AID ELIGIBILITY AND AWARDS


Students are notified via email and myGateway about any forms required to complete a financial aid file for the academic year. Students will be notified via email once their file has been completed and they may view their financial aid award information in myGateway. It is the student’s responsibility to regularly check myGateway for updates and action requested by the Financial Aid Office.

CYPRESS COLLEGE FINANCIAL AID OFFICE

9200 Valley View Street, Cypress, CA 90630 • (714) 484-7114 • financialaid@cypresscollege.edu • cypresscollege.edu/financialaid

Cal Grant Funding is limited to four academic years, except for a student enrolled in an institutionally prescribed five-year undergraduate program. In order to graduate in 4 years, you must complete 15 units or more per semester or the equivalent quarter units. Create a plan with your academic counselor to ensure you will graduate in four years.

Financial Aid Application Process



Cypress College

Minds. Motivated.
Student Support Services Division

Cost of Attendance Comparison Worksheet 2022-2023 Academic Year

The actual cost of attendance (COA) is unique for each student at each school. While some expenses are fixed (like tuition and fees), others are influenced and controlled by the student’s lifestyle (like housing and personal expenses). When considering the award package from a particular school, or in comparing packages from multiple schools, you can use this worksheet to compare your cost expectations to each school’s estimated total COA. The goal of this comparison is to better decide if the resulting difference is realistically manageable given the resources available to your family and the aid being offered by each school.

School	California State University Long Beach		UCLA Bruins		University of Southern California		Cypress College Minds. Motivated.	
	My Expectation	School's Estimate	My Expectation	School's Estimate	My Expectation	School's Estimate	My Expectation	School's Estimate
Tuition & Fees (full time)	\$	\$ 6,884	\$	\$ 13,804	\$	\$ 63,468 ¹	\$	\$ 1,422 ²
Room & Board	\$	\$ 14,932	\$	\$ 17,231	\$	\$ 17,438	\$	\$ 10,443 ³
Books & Supplies	\$	\$ 1,092	\$	\$ 1,434	\$	\$ 1,200	\$	\$ 1,971
Transportation	\$	\$ 1,134	\$	\$ 635	\$	\$ 553	\$	\$ 1,149
Personal: (including clothing, laundry, medical, entertainment, etc.)	\$	\$ 2,140	\$	\$ 4,344	\$	\$ 1,702	\$	\$ 3,767
Total COA	\$	\$ 26,182	\$	\$ 37,448 ⁴	\$	\$ 84,361 ⁵	\$	\$ 18,752
Difference between my expectation and school's estimate	\$	\$	\$	\$	\$	\$	\$	\$
All figures obtained on March 17, 2021 from each institution's website.								

¹ Add the mandatory \$350 USC orientation fee if you are a first semester student.

² CA Residents pay \$46 per unit. Board of Governor’s Fee Waiver available to waive fee (complete a FAFSA or apply in myGateway)

³ Projected cost assumes that the student lives at home. Room/Board for students not living at home is approximately \$12,492.

⁴ Includes the mandatory \$2,265 Health Insurance Fee. All figures are estimates as of March 7, 2016 and are subject to increase.

⁵ See USC website for current information since fees are subject to change.

Strategies & Skills for Success

College may be difficult but here are a few college apps that will give you a smoother college experience by helping you study smarter, connect with new people and wake up in time for your early lectures.

Study Applications

- Babylon
- BenchPrep
- Brainscape (\$*)
- Dictionary.com Mobile
- Engineering Professional (\$)
- Evernote(\$*)
- Quizlet
- RealCalc Scienticfc Calculator (\$*)
- Studios (\$*)
- StudyBlue Flashcards

Tools

- Circle of 6 (Campus Safety)
- Dragon Dictation (Typing)
- DropBox (Memory)
- EasyBib (Citation)
- Google Drive (Memory & Program Hub)
- iTunes U (Online Books)
- MyScript Smart Note (Writing Converter)
- Pocket First Aid & CPR Kit (Safety) (\$)
- Snap2PDF (PDF Converter)
- SMS Poll (Interactive Surveys)
- Sworkit (Workout) (\$*)
- TED (Motiavation)

Legends

* = Additional Charge for Upgrade
\$= Immediate Cost When Downloaded

Sources

http://mashable.com/2013/08/08/apps-for-college/#YxUI6wl_rOqs
<http://www.collegechoice.net/college-life/top-15-study-apps-for-college-students/>
<http://www.lifehack.org/articles/technology/25-apps-college-students-shouldnt-live-without.html>
<https://www.medicalnewstoday.com/articles/320557.php>

Time Management/Organizing

- Any.Do
- iStudiez Pro (\$*)
- SuperNote Note Recorder&Photo
- Sleep If U Can Alarm (\$)
- SelfControl
- XMind

Communication/Networking

- LinkedIn
- Skype
- Twitter
- Zoom

Budgeting

- Chegg
- Mint
- Venmo

Self-Care Apps

- 7 cups
- Calm
- Happify
- HeadSpace
- Moodpath
- Pacifica
- Super Better
- Talkspace

Strategies & Skills for Success

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 possible answers

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 “sometimes”
- 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

Trust yourself. You know more than you think you do.

- Benjamin Spock

Strategies & Skills for Success

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.

I hated every minute of training, but I said, ‘Don’t quit. Suffer now and live the rest of your life as a champion.’

-Muhammad Ali

Strategies & Skills for Success

Time Management Techniques

- What is a college unit?**
- A college unit is a term used to define the number of hours per week you will spend in a given class.
 - A one-unit class typically requires one hour of instruction or class time per week for the entire length of the semester.
 - Lab units are determined differently. (Refer to Schedule of Classes)
- How many units should I take?**
- When deciding how many units to take, it is important to plan time for reading, studying, and preparing for exams, as well as for time you spend in class.
 - The recommended formula is at least 2 hours of study and preparation for every unit of class time.

Example:

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

- What if I’m working?**
- For students who are working, a guideline for the number of semester units recommended for the number of working hours per week is given below:
- | | |
|-------------|--------------------|
| If you work | Take approximately |
| 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.

“Either you run the day, or the day runs you.”

-Jim Rohn

GOAL SETTING, TIME MANAGEMENT & STUDY SKILLS TIPS

Time Management

Where does all your time go?

The first step in improving your time management skills is knowing how you spend your time now.

How do you improve your time management skills?

The first step is to become aware of how you usually spend your time.

◆ Learn to organize your time by



- using a planning guide such as this one
- dividing large tasks into several smaller parts
- completing one part at a time
- focusing on your specific goal.

◆ Control interruptions since these unexpected situations can take away a large percentage of your time. Some common interruptions are

- drop-in visitors
- noise
- telephone calls
- distractions you create to avoid doing a task.



◆ You can learn to control interruptions by:

- using a quiet place to study or do work.
- learning to say “no” to others.
- scheduling social or free time.
- controlling distractions in your home or work area.
- taking care of your basic needs.

Other Tips

There are many methods you can practice in your daily life to make the most of your time. Some of these are:

1. Make use of your wait time.
2. Don’t wait to do things until the last minute because it will decrease your ability to do things well.
3. Do hard or least-liked tasks or activities first.
4. Don’t feel everything you do has to be perfect.
5. Don’t overcommit yourself. Make yourself responsible to only those activities you can manage in the time you have.
6. Be realistic in your expectations of yourself, rather than becoming “superman” or “superwoman.”
7. Plan creative time. Schedule time each day to do things that make you feel good or help you clear your mind.
8. Take care of yourself by eating a healthy diet and by exercising regularly.
9. Learn to ask others for help when you have too many things going on.

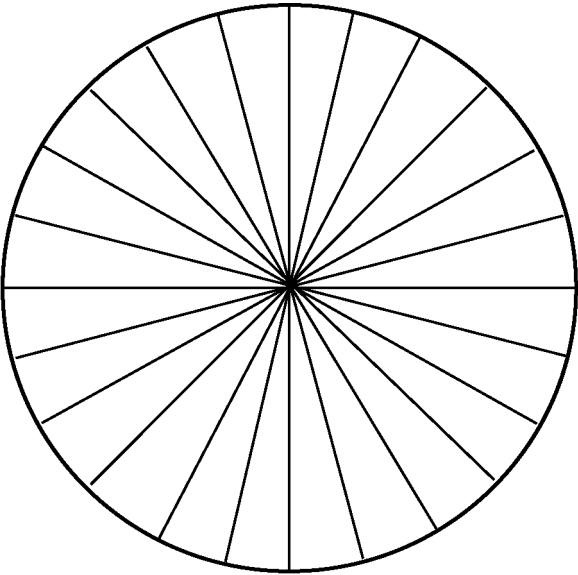


- Identify how you allocate your time.
- Make a pie graph of how you use your time.
- List daily activities and the approximate number of hours each activity takes. Shade in the number of hours for each activity in the 24-hour pie chart below.

Activity	Number of hours
school	
homework	
work	
childcare	
cooking/eating	
personal grooming	
housekeeping chores	
shopping	
sleeping	
TV	
other recreation/time with family	
other	



Make a pie graph of how you use your time.



How I Use My Time

Sample Schedule Planning Worksheet

Course Title	Units	CRN#	Time	Day(s)	Instructor	Location
ENGL 060 C	4	COUN 140 C	8:00-10:00AM	MW	Rosenberg	H-102
MATH 040 C	4	10026	11:00-12:00PM	MTWR	Garcia	S-202
COUN 150 C	3	14106	2:00-3:30PM	TR	Pugh	TE 1-200
THEA 120 C	3	11133	1:00-2:30PM	MW	Nicholson	FA-311
PE 152 C	1	10018	Open Lab 7:00AM-9:00AM	MTWRF	Benavidez	G1-FL
COUN 140 C	1	10123	8:00-9:30AM	TR	Jepson	BUS-307

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00AM							
8:00AM		ENGL 060 C	COUN 140 C	ENGL 060 C	COUN 140 C		
9:00AM							
10:00AM		MATH 040 C	MATH 040 C	MATH 040 C	MATH 040 C		
11:00AM							
12:00N		Lunch	Lunch	Lunch	Lunch		
1:00PM		THEA 120 C		THEA 120 C			
2:00PM			COUN 150 C		COUN 150 C		
3:00PM		PE 152 C		PE 152 C			
4:00PM							
5:00PM							
6:00PM							
7:00PM							
8:00PM							
9:00PM							
10:00PM							

Personal Planner

Managing Your Schedule

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

6:00AM							
7:00AM							
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00N							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							
7:00PM							
8:00PM							
9:00PM							
10:00PM							

English and ESL Placement

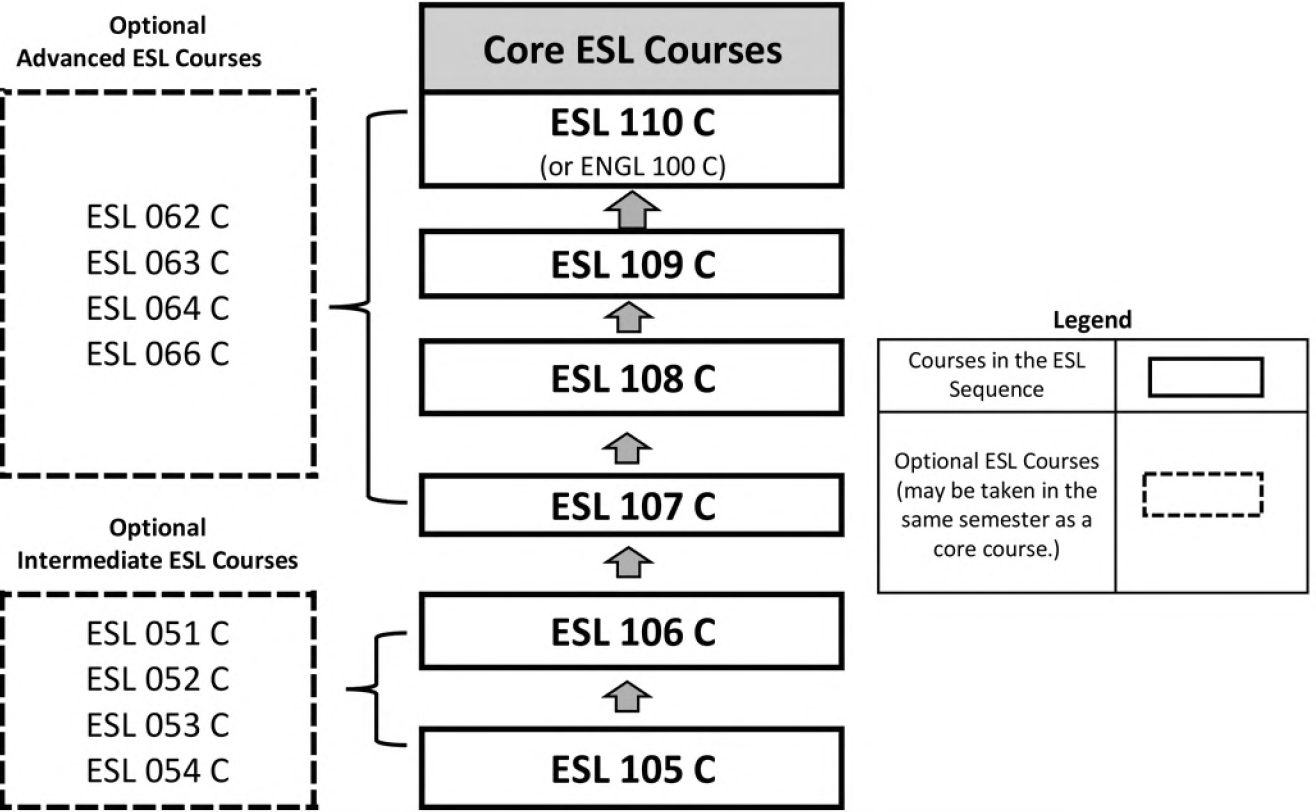
English Placement Procedures – New & returning students can complete the English assessment process by completing the Guided Self Placement: <https://bit.ly/2VAnscJ> or by meeting with a counselor to review all transcripts and test scores.

ESL Placement Procedures – The Combined English Language Skills Assessment (CELSA) Test will assess the English skills of non-native speakers of English, and it is required for proper placement in Cypress College English as a Second Language (ESL) courses. Students with appropriate scores on the CELSA will be advised to take ESL 110 C or ENGL 100 C (College Writing).

- All students are encouraged to complete their ESL coursework as soon as possible in their college program, and once enrolled, students must earn at least a “C” to be eligible to take the next level ESL course.
- Students enrolled in core classes will write an essay on the first day of instruction as a multiple measure; a new student may use this writing diagnostic as a prerequisite challenge in order to begin in a higher-level course if appropriate.

Cypress College ESL Course Sequence

Review Cypress College Catalog for details



Location: Student Center, 2nd Floor, Building 19, Telephone: (714) 484-7223
Email: tdowdle@cypresscollege.edu

Math Placement Recommendations

First Semester Math Recommendations by School
AB 705 allows all students access to transfer level math courses.
Choose your course from the areas of interest below.

BUSINESS/CIS CSU Path: MATH 130C or MATH 130PC or MATH 120C or MATH 120PC UC path: MATH 141C or MATH 141PC	CAREER TECHNICAL EDUCATION MATH 115C or MATH 115PC or MATH 120C or MATH 120PC	EXPLORATORY (Undecided) MATH 115C or MATH 115PC
FINE ARTS MATH 115C or MATH 115PC	HEALTH SCIENCE MATH 120C or MATH 120PC	KINESIOLOGY MATH 120C or MATH 120PC
LANGUAGE ARTS MATH 115C or MATH 115PC	SCIENCE, ENGINEERING AND MATHEMATICS MATH 141C or MATH 141PC	SOCIAL SCIENCES MATH 120C or MATH 120PC Elem Teaching Math: MATH 110C or MATH 110PC

Some students will be required to take a co-requisite course.
Please see a counselor for further guidance.



CRANIUM CAFÉ


Online Counseling Appointment

Meet with a counselor online, with an in-person experience

Cypress College is committed to enhancing the student experience by providing opportunities for students to access counseling services from virtually anywhere. Through Cranium Café, students can meet with counselors face-to-face for a 30 minute counseling appointment. This online platform allows students to complete all services available in a traditional in-person counseling session such as:

- EDUCATIONAL PLANNING ◦
- CAREER/GOAL SETTING ◦
- DEGREE/TRANSFER REQUIREMENTS ◦
- REVIEW TRANSCRIPTS ◦
- PROGRESS CHECK ◦

To schedule an online counseling appointment, follow 3 easy steps:

- 1** Visit **Cypress College Online Counseling** website

- 2** Click on Cranium Café: Online Counseling Appointment
Log in using your Banner ID
select the reason, day/time,
verify your contact information
and click Continue.
- 3** You will receive an email confirmation with instructions for how to log in.
On the day/time of your appointment, go to **cypress.craniumcafe.com** to meet your counselor.

HAVE A QUICK QUESTION? VISIT OUR WEBSITE FOR ADDITIONAL SERVICES:

<https://www.cypresscollege.edu/services/counseling/>

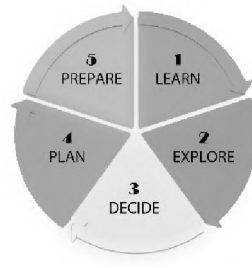
Career Planning Center

<http://bit.ly/CypressCareerPlanningCenter>

careercenter@cypresscollege.edu

Career Development Process

The Career Development Process is the active, continuous, and lifelong cycle of obtaining, processing, and understanding information about one's self, educational and career options, life styles, and how these relate to the world of work. It consists of five stages to help provide an organized way to develop clarity, confidence, and excitement.



Stage Resources:

Stage 1:

Career Counseling
Career Classes
Online Career Programs:
• Choices 360 • Eureka
• Focus 2 • Type Focus
Career Assessments
• Valid and Reliable
• MBTI, SII, SDS, SF, and SuperStrong

Stage 2:

Career Resource Library
Online Career Programs:
• Career Cruising • CandidCareer
• Choices360 • Kuder Journey
• Eureka • Focus 2
• eVoc Biographies • VitaNavis

Stage 3:

Career Counseling
Career Research
Online Career Programs
Workshops

Stage 4:

Academic Counseling
Transfer Counseling
Assist.org
Online Career Programs:
• Eureka • Focus 2
• Career Cruising • Choices360
• VitaNavis

Stage 5:

Career Counseling
Career Classes
Workshops
Career Resource Library
CC Career Connect

Stage 1: Learn About Yourself

Find out who you are and what you want

Valid and reliable Career Assessments are tools to help you identify your Values, Interests, Personality, Skills, Strengths, Work Preferences, and Leisure Interests.

Stage 2: Explore Your Major & Career Options

Find out more about the world of work and your educational path

Match your strengths to possible careers by exploring the Nature of Work, Training or Education Required, Salary Range, and Job Outlook.

Stage 3: Make Decisions & Set Your Goals

Analyze occupational, academic and career information

Incorporate information gathered in Stages 1 and 2, and consider all of the facts about the occupations to determine what you would like to pursue. Establish short- and long-term plans to achieve your goals.

Stage 4: Plan Your Education

Plan your path to compete in the workplace of tomorrow

Discover what, where, and how to acquire the training and education needed to develop the skills for your career choice. Establish a Student Education Plan (SEP) to guide you on your path toward your career.

Stage 5: Prepare for Your Career

Utilize your Strengths and enhance your employability potential

Research companies, build your résumé, develop networking skills, define your personal brand, and practice your interviewing techniques.

Career Classes

- (1 unit) COUN139C **Career Exploration** - Stages 1, 2, and 3
(2 unit) COUN 145C **Job Preparation and Career Management** – Stages 3 and 5
(3 unit) COUN 151C **Career and Life Planning** - Stages 1, 2, 3, 4, and 5

Career Planning Center

<http://bit.ly/CypressCareerPlanningCenter>

careercenter@cypresscollege.edu

Services and Resources

Visit our website for a full Menu of Services and Access Codes to our online Career Programs:

CPC Services:

- Individual career counseling appointments
- Self-exploration programs and career assessments
- Major and career research
- Information on programs of study
- Scholarships, grants, and financial aid resources
- Online student success workshops
- Tools to build your career portfolio
- Job search strategies and networking skills
- Résumé and cover letter critiquing
- Interview preparation and mock interviews

CPC Resources:

- Friendly staff to assist you
- Computer stations
- Workshop handouts
- Career counselors to guide and advance you through the career development process
- Major and career books
- Occupational Outlook Handbook
- What can I do with a major in? handouts
- Dictionary of Occupational Titles

Online Resources

Career Planning Center Resources:

<http://bit.ly/CPCResources>

Cypress Internship/Job Board:

<http://bit.ly/cypresscareerconnect>

Bureau of Labor Statistics:

<http://www.bls.gov/ooh/a-z-index.htm>

Employment Development Department:

<https://www.edd.ca.gov/>

Additional assistance with the Career Development Process, Goal Setting, and Decision-Making

- ✓ Enroll in a career class: COUN 139C, COUN 145C, or COUN 151C
- ✓ Schedule an individual appointment with a Career Counselor
- ✓ Take valid and reliable career assessments to identify your interests, values, skills, strengths, personality, and/or work environment preferences in a career class or with a career counselor
- ✓ Use the career planning resources for further research

Career Planning Center Contact Information

On-Campus Location: #19 Student Center Bldg, 2nd floor

Virtual Location: <https://cypress.craniumcafe.com/group/career-planning-center/lobby>

Office Hours: 8:00am – 6:00pm Monday-Thursday and 8:00am – 5:00pm Friday

Website: <http://bit.ly/CypressCareerPlanningCenter> **Phone:** (714)484-7120 **Email:** careercenter@cypresscollege.edu

Social Media: Instagram, Twitter, Pinterest @CPCCypress Facebook @CPCCypressCollege

LinkedIn: <https://www.linkedin.com/in/cpccypress/>

Career Planning Center

http://bit.ly/CypressCareerPlanningCenter careercenter@cypresscollege.edu

Introduction to Career Research

Name: Student ID:

Instructor: Class Day/Time:

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

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

Research one of the careers/occupations you have selected by using a Career Planning Center resource: **Choices360, Eureka, Career Cruising, and Kuder Journey.**

2. What does the person do? List at least five (5) duties or nature of work.	
3. What is the work environment like? List at least three (3) working conditions or physical demands in this job.	
4. What skills, personal characteristics, abilities, interests, or values do you need in this job? List at least five (5).	
5. What education or training is required? (Degree, Certificate, license, years of experience).	
6. What schools/colleges offer the program or training? List at least two (2).	
7. What classes or subjects could you take to prepare for this career/occupation?	
8. What is the earning potential for this career/occupation? Include entry, median, and top pay ranges.	
9. What is the employment outlook for this career/occupation?	

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

10. Would I like to do the duties required for this career or occupation? Why or why not?	
11. Would the job allow me to do things that are important to me?	
12. Do I currently have the necessary skills and abilities?	
13. Could I successfully complete the education and training?	

Career Planning Center

http://bit.ly/CypressCareerPlanningCenter careercenter@cypresscollege.edu

Strategies and Skills for Success Online Workshops

- Are you in the RIGHT Major?
 - Goal Setting
 - Fight Procrastination: *Take Action Now*
 - Résumé Tips for College Students
- Social Media Reputation: *Maintaining a Positive Online Presence*
 - Study Strategies
 - Time Management Tips & Tricks

Online Workshops are available 24/7 so you can participate when it is most convenient for you!

Your options:
VIEW OUR ONLINE WORKSHOPS

How to log in:
CREATE YOUR ACCOUNT TO LOG-IN

- <https://bit.ly/CPCWorkshops>
- <http://bit.ly/CPCWorkshopLogin>

Outcomes for students who took at least one Online Workshop

92% agreed/strongly that the workshop helped them!

100% had an overall increase on the identified Student Learning Outcomes

84% of students scored higher on their individual post-quiz questions compared to their pre-quiz questions!

85% of students are positively connecting their academic experience to the online workshop!

Counseling Services (Academic)

Express Counseling is available for general questions and answers related to: first semester educational planning, pre-requisite clearances, and getting started in college . Students are served on a first-come, first-served drop-in basis, generally lasting no longer than 15 minutes. Express counseling is located on the second floor of the Student Cent virtually at: <https://cypress.craniumcafe.com/group/express-counseling-4/lobby>. Students can also email their questions to Express Counseling at ExpressCounseling@cypresscollege.edu.

Listed below are different academic counseling services available to students.

1) Express Counseling

Express Counseling is available on the 2nd floor of the Student Center for general questions and answers, pre-requisite clearance and getting started in college. Students are served on a first-come, first-served walk- in basis, generally lasting no longer than 10 minutes. Students may email their questions to Express Counseling at ExpressCounseling@cypresscollege.edu.

2) Walk-in Major Counseling

Walk-in counseling is available on Mondays during the fall and spring semesters in each of the division offices where counselors are located (refer to page 30-32; 74 for major counselor locations). Walk-in counseling is designed for students who are not able to make appointments or individuals who are not yet students at Cypress College.

3) Registration Counseling

During the summer all of the counselors work in the Express Counseling Center in aiding new and returning students with registration assistance. Students are served on a first-come, first-served walk- in basis.

4) Appointments

Major counselors are specialists in the academic and vocational area to which they are assigned and are located in their division offices in each academic building on campus during the fall and spring semesters (please refer to pages 65– 68 for a list of counselors assigned to majors). Appointments to meet with a counselor by major are made through the Express Counseling Center at (714) 484-7015.

5) On-line Video

Students can talk face-to-face with a counselor by using the Cranium Café link found in MyGateway. Appointments are made through the Express Counseling Center at (714)-484-7015.

6) E-mail

Students can contact a counselor via their individual e-mail listed on the next page. An online counselor is available via e-mail at onlinecounselor@cypresscollege.edu.



STAY CONNECTED!

CAREER PLANNING CENTER CANVAS HUB

The Career Planning Center Canvas hub provides easy access to career resources such as:

- career and major exploration tools
- career assessment information
- resume and cover letter writing tips
- career development workshops
- AND stay connected with our Career Planning Center Counselors and Staff

Self-enroll today at: <https://bit.ly/cpc-canvas>



CHAT WITH US ONLINE TOO! - The Career Planning Center (CPC) Counselors and Staff are available online at Cranium Cafe for walk-in and scheduled appointments! Visit us at: <https://cypress.craniumcafe.com/login>

CAREER PLANNING CENTER - CAREERCENTER@CYPRESSCOLLEGE.EDU (714) 484-7120



#STAY CONNECTED

INSTAGRAM AND TWITTER - @CPCCYPRESS

FACEBOOK - @CPCCYPRESSCOLLEGE

Department Counselors & Locations

Athletics/Kinesiology/ Public Health Science

Counselor: Vacant
Contact Information:
Jacky Rangel, Department Co-Coordinator
jrangel@cypresscollege.edu

Business/Computer Information Systems



Robert Grantham
Counseling, Department Co-Coordinator
Location: Business BUS 219
Contact Information:
rgrantham@cypresscollege.edu
(714) 484-7015

Programs: Business Administration: Accounting, Computer Information Systems (networking & security, programming, software applications), Computer Science, Court Reporting & Legal Careers, Management and Marketing.

California Work Opportunity and Responsibility to Kids (CalWORKs)

Location: Cypress College Complex (CCCPLX 6)
Phone: (714) 484-7237

Career Planning/Re-Entry



Sarah Coburn
Location: Student Center (SC 19)
Contact Information:
scoburn@cypresscollege.edu
714-484-7120



Anne-Marie Beck
Location: Student Center (SC 211)
Contact Information:
ambeck@cypresscollege.edu
714-484-7028

Disability Support Services (DSS)



Deborah Michelle
Location: Disability Support Services
(CCCPLX 6)
Contact Information:
dmichelle@cypresscollege.edu
(714) 484-7104



Dr. Dawn Decker
Learning Disabilities Specialist
Location: Disabilities Support Services
(CCCPLX 6)
Contact Information:
ddecker@cypresscollege.edu
(714) 484-7104

Extended Opportunity Programs and Services (EOPS)



Eva Palomares
Location: EOPS Department
(CCCPLX 6)
Contact Information:
epalomares@cypresscollege.edu
(714) 484-7368



Alan Reza
Location: EOPS Department
(CCCPLX 6)
Contact Information:
areza@cypresscollege.edu
(714) 484-7368

Department Counselors & Locations

Career Technical Education



Dr. Jane Jepson
Contact Information:
(714) 484-7015
Location: TE-1 208
jjepson@cypresscollege.edu



Jeannie Mitsch
Contact Information:
(714) 484-7015
Location: TE-1 208
Location: TE- 1 208 & Anaheim
Campus, Rm 100F
jmitsch@cypresscollege.edu



Cassie Rodriguez
Contact Information:
(714) 808-4639
Location: Student Center (SC 19)
crodriguez@cypresscollege.edu

Programs: Air Conditioning & Refrigeration (e.g., Commercial HVAC); Administration of Justice (e.g., Homeland Transportation Security, Criminal Justice transfer); Aviation and Travel Careers (e.g., Flight Attendant, Airline Customer Service); Aviation and Travel Careers (e.g., Commercial Pilot, Aviation Management); Automotive Collision Repair (e.g., Damage Appraisal/Estimator, Detailing); Automotive Technology (e.g., T-TEN, Subaru, Electrical Vehicle); Energy and Sustainability Technologies (e.g., Solar, Geothermal, Wind); Hospitality Management (e.g., Baking and Pastry, Culinary Arts, Food and Beverage Management, Hotel Management); Industrial Technology; UAV/UAS (Drone) Technology.

Fine Arts



Renee Ssensalo
Location: FA 207
Contact Information:
rssensalo@cypresscollege.edu
(714) 484-7015



Renay Laguana-Ferinac
Location: FA 205
Contact Information:
rlaguana@cypresscollege.edu
(714) 484-7015

Programs: Art, Art History, Art Studio Arts, Graphic Design, Journalism, Dance, Dance Teaching Animation 2D, Animation 3D, Digital Cinema Arts & Industry, Digital Cinema Production, Digital Cinema Techniques and Technologies, Post Production Basics for Cinema and Video, Music, Commercial Music Management, Recording Arts, Photography, Photography, Creative Photo Arts, Digital Photography, Portrait and Wedding Photography, Theater Arts, Acting/ Film Video Production, Musical Theater, Costume/Make up Design, Lighting Audio Design, Technical Theater, Advertising and Emerging Technologies, Character and Background Design for Animation and Game Art, Digital Illustration, Storyboarding, Motion Design, UAV/USA Drone Photography, Theater Arts Production, Theater Arts Performance

Health Science



Kelly Carter
Location: HS 204 (TE 3)
Contact Information:
kcarter@cypresscollege.edu
(714) 484-7274



Denise Vo
Location: HS 205 (TE 3)
Contact Information:
dvo@cypresscollege.edu
(714) 484-7270



Marisa Lehmeier
Location: HS 206 (TE 3)
Contact Information:
mlehmeier@cypresscollege.edu
(714) 484-7129

Programs: Registered Dental Assistant, Dental Hygiene, Health Information Technology, Funeral Service, Imaging Technologist Assisant, Mortuary Science, Registered Nursing, Career Mobility Nursing, Psychiatric Technician, Radiologic Technology, Diagnostic Medical Sonography

Department Counselors & Locations

Humanities/Language Arts/ Social Science



Mymy Lam
Teacher Preparation Program
Location: HUM 244
Contact Information:
mlam@cypresscollege.edu
(714) 484-7129



Dr. Therese Mosqueda-Ponce
Puente Counselor
Location: HUM 248
Contact Information:
tmponce@cypresscollege.edu
(714) 484-7015



Daniel Pelletier
Location: HUM 246
Contact Information:
dpelletier@cypresscollege.edu
(714) 484-7015

Programs:
Language Arts: English, ESL (English for Non- Native Speakers), Foreign Language, Reading, Communication
Social Science: Anthropology, Economics, Ethnic Studies, (Basic & Advance, Geographic) Information Systems, Geography (GIS), History, Human Services, Addiction, Administrative Justice, Family Studies, Generalist Liberal Studies, Philosophy, Political Science, Psychology, Sociology

Special Program Counselors:



LaRon Armstead
Counselor, Legacy Program
Location: H-208B
e-mail: larmstead@cypresscollege.edu
714-484-6089

Science, Engineering, & Math



Ernesto Heredia
Location: SEM 162
Contact Information:
eheredia@cypresscollege.edu
(714) 484-6029

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

Transfer Counseling



Penny Gabourie
Director
Honors Counselor
Location: Student Center Bldg (SC 19)
Contact Information:
pgabourie@cypresscollege.edu
(714) 484-7130



Yolanda Duenas
Location: Student Center Building (SC 19)
Contact Information:
yduenas@cypresscollege.edu
(714) 484-7230

Veterans and Military Affiliated Students



Dr. Juan Garcia
Counselor/Coordinator
Location: VRC (Bldg. 8)
Contact Information
jgarcia@cypresscollege.edu
(714) 484-7150

Articulation



Jacky Rangel
Articulation Officer,
Department Co-Coordinator
Location: Student Center (SC 209)
jrangel@cypresscollege.edu
(714) 484-7334



General Transfer Information

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

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

Selecting a Major

Many students who come to Cypress College are undeclared and still exploring their major and therefore considered undecided/undeclared. These students are strongly advised to enroll in one of the following career classes: COUN 139 C, 145 C, or 151 C. Career counselors are also available by appointment in the Career Planning Center to assist students with discovering individual personality traits, interests, values, skills and abilities in the process of finding a satisfying college major to lead to a fulfilling career.

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

Selecting a Transfer Institution

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

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

Transferability of Courses

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

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

General Transfer Information

California State University (CSU)

Applicants in particular majors may need to meet certain departmental admission requirements such as specific general education courses and/or a higher grade point average in addition to major preparation requirements. Most CSU campuses will not admit transfer students who have fewer than 60 transferable units completed. In addition, students are strongly advised to complete English, speech, critical thinking, mathematics general education requirements as early as possible prior to transfer.

Information regarding any CSU campus can be found through on-line at www.calstate.edu or www2.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's (with the exception of UC San Francisco), master's, and doctoral degrees are offered in a variety of subject areas. Generally, the UC system will accept a minimum of 60 and a maximum of 70 units of UC transferable coursework from Cypress College.

Prospective UC transfer students are advised to consult with their counselor regarding UC admission. Applicants in particular majors may need to meet certain departmental admission requirements for selective or impacted majors such as specific general education courses and/or a higher grade point average in addition to major preparation requirements.

Information regarding any UC campus can be found on-line at admission.universityofcalifornia.edu/transfer/index.html.

Independent Colleges and Universities

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

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

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

California Community Colleges

There are 115 community colleges located throughout California. Each campus offers various courses for personal and professional growth, vocational certificates, associate degrees, and lower division transfer courses/programs. Information about each of the community college campuses in California can be found on-line at www.cccco.edu.

Articulation Agreements

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

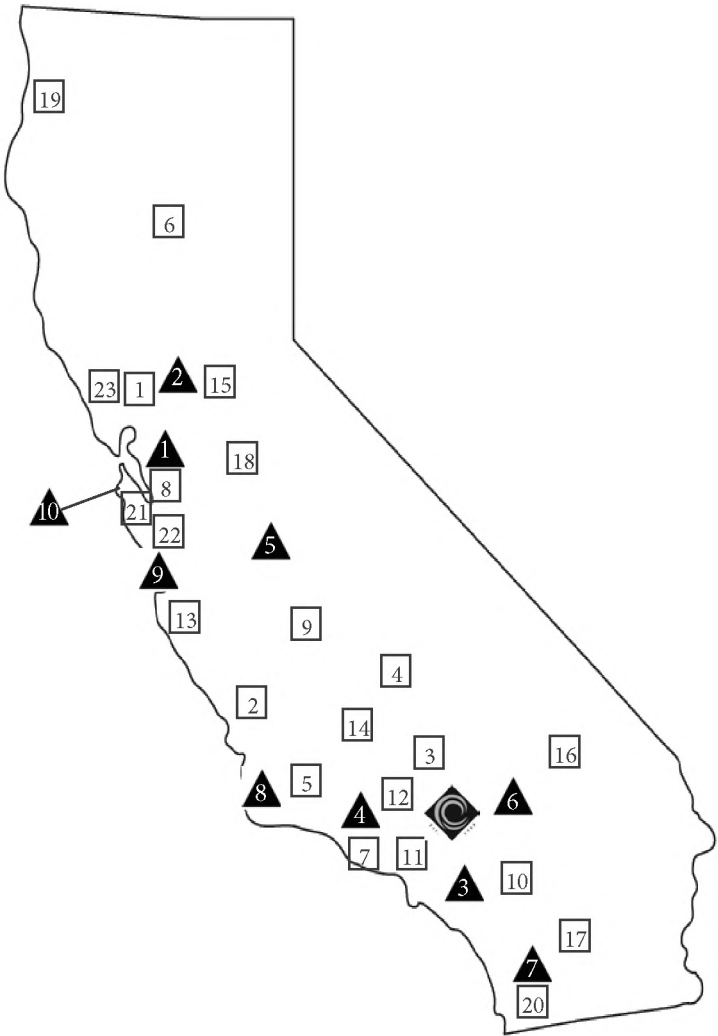
Public Four-Year Institutions in California

University of California - 10 Campuses

- 1 University of California, Berkeley
- 2 University of California, Davis
- 3 University of California, Irvine
- 4 University of California, Los Angeles
- 5 University of California, Merced
- 6 University of California, Riverside
- 7 University of California, San Diego
- 8 University of California, Santa Barbara
- 9 University of California, Santa Cruz
- 10 University of California, San Francisco

California State University - 23 Campuses

- 1 California Maritime Academy
- 2 California Polytechnic State University, San Luis Obispo
- 3 California State Polytechnic University, Pomona
- 4 California State University, Bakersfield
- 5 California State University, Channel Islands
- 6 California State University, Chico
- 7 California State University, Dominguez Hills
- 8 California State University, East Bay
- 9 California State University, Fresno
- 10 California State University, Fullerton
- 11 California State University, Long Beach
- 12 California State University, Los Angeles
- 13 California State University, Monterey Bay
- 14 California State University, Northridge
- 15 California State University, Sacramento
- 16 California State University, San Bernadino
- 17 California State University, San Marcos
- 18 California State University, Stanislaus
- 19 Humboldt State University
- 20 San Diego State University
- 21 San Francisco State University
- 22 San Jose State University
- 23 Sonoma State University



Cypress College
www.cypresscollege.edu

What is DSS?

Cypress College's Disability Support Services Program is proud to provide services to eligible students. Our services are individualized to meet each student's needs based on their disability.

DSS Staff

Director:
Celeste Phelps

Counselors:
Deborah Michelle

Student Services Specialists:
Marylou Garibaldi
Holly Segoviano

Alternate Media Specialist:
Steve Auger

LD Specialist:
Dr. Dawn Decker

DHH Services Coordinator:
Sandra Garcia

Administrative Assistant II:
Summer Justice

SLS Program Counselor:
Adrienne Sanchez

All DSS students are eligible for the following:

- Academic, vocational, and personal counseling
- Assistance connecting with other programs and resources
- Enrollment in special courses
 - Use of the High Tech Computer Lab

Additional services available on an individual basis:

- Adaptive equipment
- Alternate media
- Assistive listening device loan
- Audio recorder loan
- Learning disability assessment
 - Note-taking assistance
 - Priority registration
- Referral to additional resources
- Sign language interpreting
- Test accommodations

How to Apply

Step 1: Cypress College Application

Apply online at cypresscollege.edu. Select the appropriate semester (complete the form as if you have already graduated high school). You will be assigned a student identification number. Keep this with you at all times.

Step 2: DSS-Required Paperwork and Transcripts

Have your documentation of disability ready, which may include, but is not limited to, your most recent IEP and Psychological Report; medical verification from a doctor, audiology report, etc. Also, please prepare your transcripts from previous colleges or high school attended.

Step 3: Apply for DSS Services

Visit the DSS website at dss.cypresscollege.edu and click on "Apply to DSS". Sign in using your myGateway ID and password. Complete all sections, then scan and upload your disability documentation and transcripts. After submitting the form, you will receive an email from DSS staff within 3-4 days asking you to call DSS to schedule an appointment.

Step 4: Counseling/Orientation

During your meeting with our academic counselors, you will discuss placement testing results, DSS services, class scheduling and your academic and vocational goals.

Step 5: Financial Aid

The fee waiver (BOGW) form may be obtained online at cccapply.org/BOG_Waiver. Federal financial aid (FAFSA) is available online at fafsa.ed.gov. For current financial aid information, call (714) 484-7114.

Step 6: Registration

Register for classes online through myGateway: mg.nocccd.edu. Fees must be paid within 72 hours of registration.

Learning Disability Assessment

Students who are having academic difficulties and believe they may have a learning disability may request a learning disability (LD) screening. The DSS LD specialist screens students to determine if they should be further assessed for presence of a learning disability or given appropriate referrals. If testing is recommended by the LD specialist, students are scheduled for a series of appointments where they are administered standardized tests of aptitude and achievement. Testing results may determine eligibility for DSS services.

High Tech Computer Lab

All students who are registered with DSS have access to our High Tech Computer Lab during normal business hours.

All computers are equipped with word processing, spreadsheet, database, and presentation software. Adaptive software/hardware, such as ZoomText, JAWS, and Kurzweil, is also available for those students with approved accommodations.



Study and Learning Strategies Counselor

Students meet one-on-one with the SLS counselor to develop study strategies, enhance learning strengths, and boost skill weaknesses.



WE TAKE THIS JOURNEY TOGETHER.

Contact Information:
CCCPLX, 1st Floor
Phone: (714) 484-7104
Video Phone: (657) 777-4208

cypresscollege.edu/services/disability-support-services-dss/

Fall/Spring Hours:
Monday-Friday 8 a.m.-5 p.m.

Summer Hours:
Monday-Thursday 8 a.m.-6 p.m.


Cypress College
cypresscollege.edu



Disability Support Services

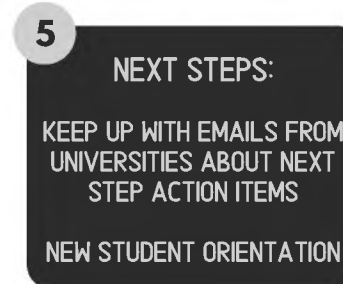
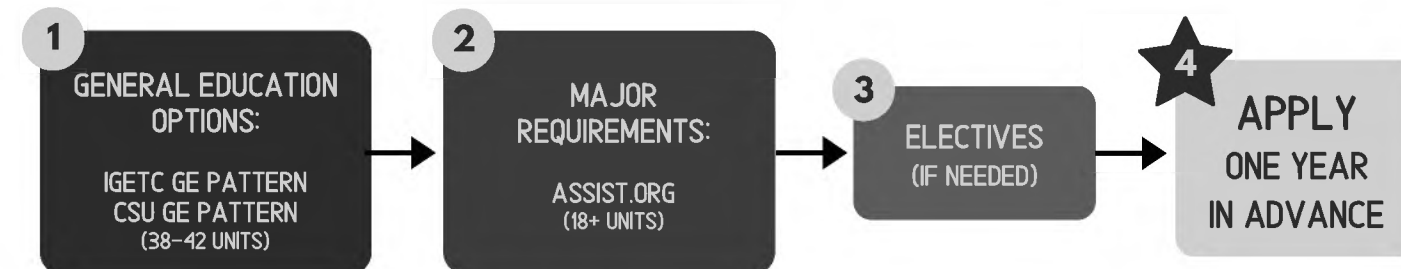


TRANSFER CENTER REFERENCE GUIDE



LOWER DIVISION REQUIREMENTS

60+ TRANSFERABLE UNITS



CSU APPLICATION DEADLINES

FALL TRANSFER
OCT 1 - NOV 30

SPRING TRANSFER
(NOT ALL CSU'S ACCEPT SPRING TRANSFERS)
AUG 1 - 31

WWW.CALSTATE.EDU/APPLY

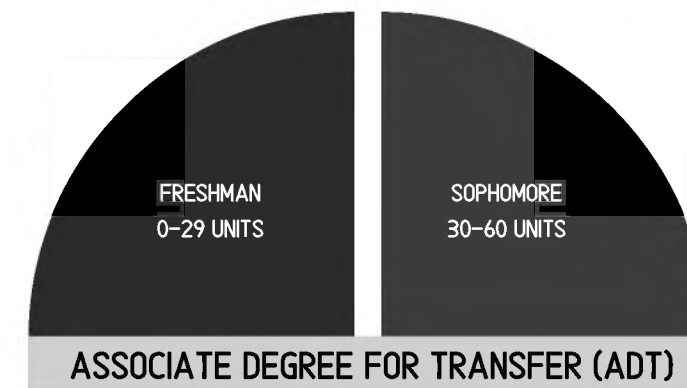
UC APPLICATION DEADLINES

FALL TRANSFER
NOV 1 - 30

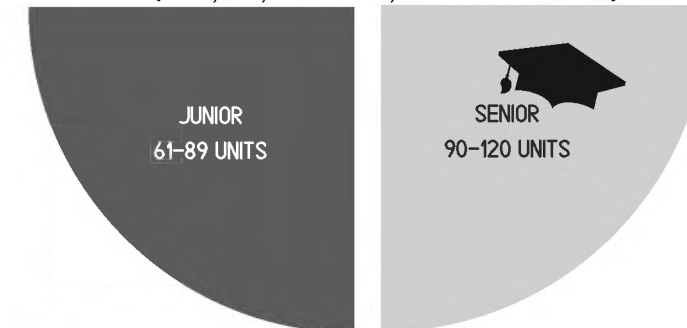
SPRING TRANSFER
(NOT ALL UC'S ACCEPT SPRING TRANSFERS)
OCT 1 - 31

UNIVERSITYOFCALIFORNIA.EDU/ADMISSIONS


CYPRESS COLLEGE




4-YEAR UNIVERSITY
(CSU, UC, PRIVATE, OUT-OF-STATE)



UPPER DIVISION COURSES

 CYPRESS COLLEGE TRANSFER CENTER
2ND FLOOR, STUDENT CENTER

 (714) 484-7129
TRANSFERCENTER@CYPRESSCOLLEGE.EDU

 M-TH 8 AM - 6 PM
F 8 AM - 5 PM

Transfer Center Research Project

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

1. My major is _____.
Students who have not yet declared a major are encouraged to enroll in COUN 139 C, 145 C, or 151 C and/or make an appointment with a career counselor in the Career Planning Center located in Student Center, 2nd Floor.

2. Identify and list two or more California colleges/universities that offer your major program. When deciding between campuses, read about the admission requirements for transfer students, as well as the preparation for your major area.

NOTE: If you do not plan to transfer to a California college/university, it is recommended you seek advisement from your Cypress College counselor and from the transfer institution.

After researching, select one college/university where you plan to transfer. Using that college/university online catalog, find the lower division/core requirements for your major, and then list their course number, prefix, and course title on the left side of the table below.

Example: ACCT 201 A – Financial Accounting.

On the right side of the table use the www.assist.org 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 2020-2021	Cypress College 2020-2021
ACCT 201 A – Financial Accounting	ACCT 101 C
ACCT 201 B – Managerial Accounting	ACCT 102 C
BUAD 201 – Business Writing	MGT 211 C

Insert College/University & College year	Cypress College



Transfer Check List- CSU

- ☐ Complete 60 transferable units. 60 units = General Education (GE) + Major Preparation + Electives (if needed). *Minimum of 30 units of GE is required.
- ☐ Complete the *Golden 4*: Oral Communication (A1.), English Composition (A2.), Critical Thinking (A3.), and a transferable Math (B4.) listed on the CSU GE green sheet and a total of 30 GE type units. Note: Complete these early to avoid transfer issues.
- ☐ Complete “Major Preparation” for the specific university listed on www.assist.org.
- ☐ If you attended other regionally accredited colleges or universities:
 - ☐ Submit official transcripts to Admissions & Records (A&R)
 - ☐ If college/university is out of state or private, schedule appointment with counselor to assist in the “pass along” process
 - ☐ Submit completed “pass along” form to A & R
- ☐ If you have AP Credit, IB or CLEP submit test scores to A & R. For AP, you can obtain scores from www.collegeboard.org to Admissions & Records and complete an “AP Credit” form. In addition, have your H.S. transcripts on file.
- ☐ Calculate Transferable GPA: <http://back2college.com/gpa.htm> (Courses 100+ are transferable at Cypress College).
 - *If you repeated a course and received a better grade, make sure you complete a “Course Repeat Adjustment” form in Admissions & Records (also available on their webpage) to exclude the original substandard grade from your GPA.
 - * To improve your overall GPA from previous academic failure, check with counselor to see if you qualify for “academic renewal”.
- ☐ Apply 1 year in advance to the 4 year University:
 - a. Oct. 1 - Nov. 30th for Fall Admissions **-or-**
 - b. Aug. 1 - Aug. 31st for Spring Admission
 - *Create an account on www2.calstate.edu/apply and begin the application process.
- ☐ If completing CSU GE Breadth (green sheet), apply for “GE Certification” in Admissions & Records (Application is on the Admissions website).

****Note:** Most CSU’s require students to have all courses (major prep & GE) including 60 transferable units completed by end of Spring for Fall admission and end of Summer for Spring admission. Please always check with your Counselor on any updated information.



Transfer Check List- CSU (ADT)

☐ Complete 60 transferable units. 60 units = General Education (GE) + ADT Major Prep. + Electives (if needed).

☐ Complete *Golden 4*: 1) Oral Communication (A1), 2) English Composition (A2), 3) Critical Thinking (A3), 4) Transferable Math (B4) and a total of 30 GE type units.

Note: Complete the "Golden 4" early to avoid transfer issues.

☐ Complete either one of the CSU GE Breadth Requirements (green sheet) or IGETC (blue sheet).

☐ Complete ADT Major Preparation (AA-T or AS-T). See Catalog for requirements -or- <http://www.cypresscollege.edu/services/transfer/adt.aspx>

☐ If you attended other regionally accredited colleges or universities, make sure the official transcripts are on file with Admissions & Records (A&R).

☐ If you have AP Credit, IB or CLEP submit test scores to A & R. For AP credit, you can obtain scores from www.collegeboard.org to Admissions & Records and complete a "Petition for AP Credit" form. In addition, have your H.S. transcripts on file.

☐ Calculate Transferable GPA: <http://back2college.com/gpa.htm> (Courses 100+ are transferable at Cypress College).

**If you repeated a course and received a better grade, make sure you complete a "Course Repeat Adjustment" form in Admissions & Records (also available on their webpage) to exclude the original substandard grade from your GPA.*

** To improve your overall GPA from previous academic failure, check with counselor to see if you qualify for "academic renewal".*

☐ **IMPORTANT:** Apply for the ADT (AA-T or AS-T) in Admissions & Records by deadline (check A&R or the class schedule for graduation deadline dates).

☐ Apply 1 year in advance to the 4yr. University:

- Oct 1 – Nov. 30th for Fall Admissions or
- Aug. 1 – Aug. 31st for Spring Admission (check if your major is open).

**Create an account on www.calstate.edu/apply and begin the application process.*

****Note:** Most CSU's require students to have all courses (major prep & GE) including 60 transferable units completed by end of Spring for Fall admission and end of Summer for Spring admission. Please always check with your Counselor on any updated information.



Transfer Check List- UC

☐ Complete 60 semester units of UC transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). No more than 14 semester units may be taken Pass/No Pass. See Cypress College catalog or www.assist.org to verify if course is UC transferable.

☐ Complete the IGETC –see blue sheet (Note: IGETC is not an admission requirement, and not all UC campuses recommend fulfilling IGETC for all majors. Consult <https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/general-education-igetc/igetc/campus-guidance.html>. Scroll over "Requirements", click on "General education & IGETC" and lastly click on "check what's recommended for your major and the campuses link.

or

☐ Complete the following 7 course pattern requirements, earning a grade of "C" or better in each course from IGETC sheet:

- Two transferable college courses (3 semester or 4-5 quarter units each) in English composition (1A & 1B)
- One transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning (2A);
- Four transferable college courses (3 semester or 4-5 quarter units) chosen from at least two of the following subject areas:

- 1) the arts and humanities (Area 3)
- 2) the social and behavioral sciences (Area 4)
- 3) the physical and biological sciences (Area 5)

(Each course must be worth at least 3 semester units)

☐ Complete Major Preparation to specific University on www.assist.org.

☐ If attended other regionally accredited colleges or universities:

- Submit official transcripts to Admissions & Records (A&R)
- If college/university is out of state or private, schedule appointment with counselor to assist in the "pass along/course substitution" process

- If college/university is out of state or private, schedule appointment with counselor to assist in the “pass along/course substitution” process
- Submit completed “pass along/course substitution” form to A & R

□ If you have AP Credit, IB or CLEP submit test scores to A & R. For AP, you can obtain scores from www.collegeboard.org to Admissions & Records and complete an “AP Credit” form-
<https://www.cypresscollege.edu/admissions-records/admissions-records-forms/>. In addition, have your H.S. transcripts on file.

□ Create a Transfer Admission Planner (TAP): An online tool that tracks your progress toward meeting UC’s minimum requirements. <http://uctap.universityofcalifornia.edu>

□ Check if you qualify for TAG (Transfer Admission Guarantee) to one of the six UC campuses-<https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/transfer-admission-guarantee-tag.html> .

- By participating, students can ensure their admission to a specific UC campus, some of which offer an early review of students’ academic record, early admission notification, and specific guidance on major preparation and general education coursework. The filing period is **September 1 -30th** for fall admission. Create an account on: <http://uctap.universityofcalifornia.edu>

□ Apply 1 year in advance to the 4 year University: **Oct. 1 - Nov. 30th** for Fall Admissions. Create an account and apply on:
<https://admissions.universityofcalifornia.edu/applicant/login.htm>.
** few UC’s may accept students in the Winter/Spring term.

□ If Completing IGETC requirements apply for “GE Certification” in Admissions & Records-
<https://www.cypresscollege.edu/admissions-records/admissions-records-forms/>.

****Note:** All UC’s require students to have minimum transfer requirements (major prep & GE courses) including 60 transferable units completed by end of Spring for Fall admission. Please always check with your Counselor for updated information.

****If you have any questions on any admission & record forms- contact the office at admissions@cypresscollege.edu or call at 714-484-7346**

FORMS: Purpose & Where to Find it

Admissions and Records Downloadable Forms:

<http://www.cypresscollege.edu/admissions-records/admissions-records-forms/>

Form	Purpose
Audit Request	To audit a designated course
Authorized to Release Education Records	To authorize the release, review, inspection, or copy of certain student information
California Non-Resident Tuition Exemption Request (AB540)	Students who qualify can request to be exempted from paying nonresident tuition fee at all public colleges and universities in California - CCs, UCs, and CSUs
Cross Enrollment	Qualified students can enroll at any participating CSU or UC campuses without formal admission and payment of additional State University fees
Dismissal-Petition for Exception	To petition exception from scholastic dismissal through re-evaluation of extenuating circumstances and decision
Non-Disclosure of Directory Information	To request non-disclosure of student directory information and maintain it as confidential
Personal Information Change	To modify personal information on record
Petition for Exception	To request an exception to College policies based on extenuating circumstances
Residency Information – General Rules	To request a change status from nonresident to resident for tuition purposes
Special Admit Student Program Application	To request concurrent enrollment of Pupils in K-12 and Community College
Unit Increase Request	To request enrollment in more than 16 units
Verification	To request free, student self-service enrollment verifications at Cypress College
Academic Renewal	To petition that substandard grades in previously completed courses not be computed in grade point average (GPA)
Certificate of Achievement Application	To apply for certificates
College Level Examination Program (CLEP) Credit	To petition for College-Level Examination Program (CLEP) credit
Course Repeat Adjustment	To request that a previously earned grade of D or F be disregarded in GPA computation after earning an A, B, C, or P in the same course
Course Substitution-Associate Degree for Transfer (ADT)	To request course substitution in the major for the Associate Degree for Transfer (ADT)
Course Substitution-AA/AS & Certificate	To request course substitution in the Associates degree or Certificate
Credit by Exam	To allow unit credit, a grade (including a W) for prior/advanced knowledge of class material. To request a challenge of subject matter in which one is especially qualified
CSU GE Breadth/IGETC Certification	To apply for certification indicating completion of GE pattern (CSU GE/ Breadth or IGETC) on transcript
Associate Degree Application – ADT	To apply for Associate Degree for Transfer (ADT)
Associate Degree Application – Emphasis/Departmental	To apply for Emphasis/Departmental Associate Degree
Associate Degree Application – Occupational	To apply for Occupational Associate Degree
Bachelor’s Degree Application	To apply for Bachelor’s degree
IGETC Language Other Than English	To assist students who have acquired the knowledge of a language other than English which demonstrate proficiency as outlined in the IGETC Standards Area
International Baccalaureate (IB)	To petition for International Baccalaureate (IB) Credit be applied toward major coursework or college graduation requirements
General Education Pass Along	To request course work taken at another institution equivalent to a course on the Cypress College General education patterns; IGETC or CSU (breadth)
General Education Pass Along-Upper Division Course	To request course work taken at a CSU or other four-year college or university to meet a lower division requirement
Form	Purpose

FORMS: Purpose & Where to Find it

Admissions and Records Downloadable Forms:

<http://www.cypresscollege.edu/admissions-records/admissions-records-forms/>

Pass/No Pass Grade Request	To request the Pass/No Pass option instead of a letter grade
Petition for Advanced Placement (AP) Credit	To petition for Advanced Placement (AP) Credit be applied toward various coursework or graduation requirements
Petition to Walk	To petition to walk in the graduation ceremony
Replacement Diploma/Certificate	To request for Duplicate Diploma or Certificate

Extended Opportunity Programs and Services (EOPS) Downloadable Forms:

<http://www.cypresscollege.edu/services/eops/Forms.aspx>

Form	Purpose
EOPS Book Service Petition	To request book service
EOPS & CARE Application	To apply for EOPS/CARE/CalWORKS. Eligibility requirements apply
EOPS Reinstatement Petition	To request reinstatement in the EOPS program
Exit Survey	To assist EOPS and/or CARE to improve services to students
Mutual Responsibility Contract	For EOPS/CARE students who must maintain eligibility requirements to receive services from the Cypress College Extended Opportunity Programs & Services (EOPS)

Disability Support Services (DSS) Downloadable Forms:

<http://www.cypresscollege.edu/services/disability-support-services-dss/dss-resources/>

Form	Purpose
Disability Verification Form	To determine appropriate educational accommodations to support students with disability
DSS Complaint Resolutions Procedures	Outlines the procedures for Filing a complaint when a qualified student with a disability feels his/her rights have been violated under state and federal laws and regulations
Faculty and Staff Handbook	Provides general information on DSS services, determining eligibility for services, accommodations, rights and responsibilities, referrals, disability etiquette, and FAQs.
Student Handbook	Provides information of all the services offered at Cypress College.
Interpreter Handbook	Provides information about role and responsibilities of Cypress College Interpreters.
Deaf Services Handbook	Provides information on accommodations, process and helpful suggestions
Guidelines for Service Animals	Provides information on service animals guidelines

Student Support Services

Admissions and Records

Director of Admissions and Records:
Dr. David Mosely Booze
Vice President Student Services: Dr. Paul de Dios
e-mail: pdedios@cypresscollege.edu
Location: Student Center Building (SC 19) - 1st Fl
Phone: (714) 484-7346
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 5:00pm Friday

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

Adult Education

(See North Orange Continuing Education)

Adult Re-Entry

Location: Student Center Building,
Career Planning Center (SC 19) – 2nd Fl
Phone: (714) 484-7120
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 5:00pm Friday

The Adult Re-entry Program is a combination of services that provide opportunities for the adult learner returning to school without a direction or field interest to explore career, academic, and personal issues in a supportive learning environment. The Program Offers:

- Counseling
- Campus and community information and referrals
- Workshops
- Information on traditional and non-traditional careers
- Books and websites on personal development, academic success, transition, change, and support.

Articulation

Articulation Officer: Jacquelyn Rangel
e-mail: jrangel@cypresscollege.edu
Location: SC, 2ND Floor, Office 209
Phone: (714) 484-7025

The Articulation Officer assists faculty in curriculum development and initiates and maintains transfer institution articulation agreements and transfer curriculum database information. The Articulation Officer is the primary point of contact for Associate Degrees for Transfer for priority admission consideration to CSU as well as issues related to pass along of courses from other institutions to meet general education course-work.

Assessment Center

Director: Gisela Verduzco
Location: Student Center Building (SC 19) - Rm 227
Phone: (714) 484-7223
Hours: 8:30am-6:00pm Monday - Thursday
8:00am - 5:00pm Friday

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.

Associated Students

Student Activities Advisor: Dave Okawa
e-mail: dokawa@cypresscollege.edu
Location: Student Activities Center
Phone: (714) 484-7198
Hours: Office - 8:00am - 4:00pm Monday - Friday
Student Activities - 8:00am – 6:00pm Mon. - Thurs.
8:00am - 4:00pm Fri.

Student Support Services

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 shared governance, provides support and guidance in co-curricular activities, sponsors, and assists in cultural activities, club programs and events, and provides financial assistance in the funding of programs and individual student scholarships.



Bookstore

Manager: John Acero
e-mail: cypress@bkstr.com
Location: Bookstore (BK 20) (off of lot 1)
Phone: (714) 484-7336
Hours: 7:45am - 6:00pm Monday - Thursday
7:45am - 12:00pm Friday
Bookstore Express – Convenience Store
Hours: 7:45am - 6:00pm Monday - Thursday
7:45am - 2:00pm Friday

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

Bursar’s Office

Manager: Dao Do
e-mail: ddao@cypresscollege.edu
Location: Student Center Building (SC 19) – 1st Fl
Phone: (714) 484-7317
Hours: Monday - Thursday: 8:00am - 5:00pm
Friday: 8:00am - 12:00pm

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

California’s Work Opportunity and Responsibility to Kids (CalWORKS)

Contact: Briceyda Maldonado
e-mail: bmaldonado@cypresscollege.edu
Location: CC Complex Bldg (CCCPLX 6) – 2nd Fl
Phone: (714) 484-7237/7375
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 5:00pm Friday

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

Campus Safety

Director: Craig Lee
e-mail: rwebb@cypresscollege.edu
Location: Business Bldg (BUS 9) - 1st Fl
Phone: (714) 484-7387 - Phone line open until 9:00pm
Switchboard Hours: 7:30am - 5:00pm Monday - Friday

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

Parking

Use of Cypress College’s general parking lots requires a parking fee. In lieu of a physical parking permit, the College uses a virtual parking system. Physical parking passes are no longer issued to students or visitors. Students are able to register their vehicle(s) online via **myGateway** once all registration fees, including parking, are paid in full. Visitors may purchase virtual permits online via the campus website. After purchasing a parking permit, students must register their vehicle license plate to activate the virtual parking permit. Visitors purchasing a virtual parking permit via the campus website will be prompted for vehicle information prior to final purchase. **Please note: Your registered license plate is your Virtual Parking Permit.**

Students that purchase their semester virtual parking permit may change vehicles anytime online using the “Cypress Parking System” link via their **myGateway** account. **Returning students MUST renew their virtual parking permit for the new semester.** Day-use vehicle registration and purchase is also available at kiosks on campus. Successful payment and registration of a vehicle license plate authorizes students and visitors to use any of the seven lots open to student designated parking stalls, as well as designated spots on Circle Drive. Cypress College students that have semester-length parking permits are also honored at the Anaheim Campus and Fullerton College with the exception of the city parking structure at Lemon St. and Chapman Ave. The Fullerton Police Department will cite as they do not have access to your Cypress College virtual parking permit and information.

Student Support Services

Parking Permit Fees:

We are expecting parking fees will be reinstated, but the price in fee is TBD.” We will not know the exact fees until around June 6th.

Parking Enforcement and Appeals-All campus parking regulations are enforced by the Cypress College Campus Safety Department. All traffic regulations are enforced by the Cypress Police Department. Parking is strictly enforced and there is a one-week grace period at the beginning of the Fall and Spring semesters in order for students to obtain permits. Failure to display a parking permit will result in a parking citation issued by Campus Safety. Please contact Campus Safety regarding the appeal process by calling or visiting the Campus Safety website.

Career Planning Center

Coordinator: Angela Sardan
email: asardan@cypresscollege.edu
Location: Student Center Building (SC19) – 2nd Fl
Phone: (714) 484-7120
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 5:00pm Friday

Visit the Career Planning Center to help you explore careers and majors and to assist you in your occupational and educational success. The Center provides career counselors and resource materials to help you discover your career/major options, target your ideal career, clarify your preferred values, interests and activities, and perfect your job search.

The Career Center offers:

- Career classes
- Career assessments
- Research library
- Scholarship information
- Computers with career related software
- Assistance with job search preparation, résumé development and interviewing techniques
- Books and handouts on academic success, time management, study skills, writing skills, test taking and note taking.

Center for Intercultural Understanding

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

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

Cooperatives Agencies Resources for Education (CARE)

Coordinator: Lili Perez
e-mail: lperez@cypresscollege.edu
Location: CC Complex Bldg (CCCPLX6), 2nd Fl
Phone: (714) 484-7238/7241
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 5:00pm Friday

CARE is a program designed for single parent students receiving TANF who have children under 18 years of age. Program services may include book vouchers, transportation assistance, childcare grants, and success packet.

Counseling Services

Coordinators: Robert Grantham and Jacquelyn Rangel
Phone: (714) 484-7015
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 5:00pm Friday

Counseling services are available in each of the division/department areas on campus. See Counselor Locations section of student handbook. Students are assigned a counselor during the registration process according to their declared major to assist them in planning and achieving their educational and career goals. Undeclared students are randomly assigned to a counselor and once they have declared a major of may transfer to a counselor most familiar with their chosen major. Walk-in counseling is also available on the second floor of the Student Center Building.

Charger Experience

Director: Gisela Verduzco
Email: gverduzco@cypresscollege.edu
Location: Student Center Building, 1st Floor
Phone: (714) 484-7097
Hours: 8:00am to 6:00 pm Mon-Thurs
8:00am to 5:00 pm Friday

The Charger Experience Program is designed to provide all incoming students the foundation for success through direct engagement with academic programs and comprehensive understanding of support services.

Student Support Services

Cypress Chronicle

Location: Fine Arts Bldg (FA 2), Rm 121
Phone: (714) 484-7269
Hours: 11:00am - 5:00pm Monday - Thursday

The Cypress Chronicle is a First Amendment online and print publication reported, edited and produced by students in the Chronicle newsroom.

Disability Support Services (DSS)

Director: Celeste Phelps
Location: CC Complex Bldg (CCCPLX6)
1st Fl, Rm 100
Phone: Voice: (714) 484-7104; TDD (714) 761-0961
Hours: 8:00am - 5:00pm Monday - Friday

Disability Support Services (DSS) provides accommodations and services to students with verified disabilities to ensure equitable access to college programs and facilities. DSS is committed to providing students opportunities that will maximize their potential for success in achieving their individual, educational, and career goals. Services are individualized to meet each student's needs.

Express Counseling Center

Director: Gisela Verduzco
e-mail: gverduzco@cypresscollege.edu
Location: Location: 2nd Floor, Student Center/
Virtually: <https://cypress.craniumcafe.com/group/express-counseling-4/lobby>.
Phone: (714) 484-7015
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 5:00pm Friday

Express Counseling is available for general questions and answers related to: first semester educational planning, pre-requisite clearances, and getting started in college. Students are served on a first-come, first-served drop-in basis, generally lasting no longer than 15 minutes

Division Information

Business

Dean: Dr. Henry Hua
e-mail: hhua@cypresscollege.edu
Location: Business Education Bldg (Bus 9) – 2nd Fl
Phone: (714) 484-7211

Career Technical Education/Economic Development

Interim Dean: Dr. Margaret Fernandez
e-mail: kreiland@cypresscollege.edu
Location: Technical Education I Bldg (TE 1) – 2nd Fl
Phone: (714) 484-7231

Counseling and Student Development

Dean: Dr. Troy Davis
e-mail: tdavis@cypresscollege.edu
Location: Student Center Bldg (SC 19) – 2nd Fl
Phone: (714) 484-7271

Fine Arts

Dean: Dr. Kellori Dower
e-mail: krealista@cypresscollege.edu
Location: Fine Arts Bldg (FA 2) – 2nd Fl
Phone: (714) 484-7139

Health Science

Interim Dean: Dr. Stephen Schoonmaker
e-mail: sschoonmaker@cypresscollege.edu
Location: Health Science Bldg (TE 3) – 2nd Fl
Phone: (714) 484-7283

Language Arts

Dean: Dr. Janet Vera
e-mail: eyoung@cypresscollege.edu
Location: Humanities Bldg (HUM 1) – 2nd Fl
Phone: (714) 484-7169

Library & Learning Resources

Dean: Dr. Treisa Cassens
e-mail: tcassens@cypresscollege.edu
Location: Library/Learning Resource Center
LLRC – 2nd Fl
Phone: (714) 484-7302

Kinesiology

Dean: Colin Preston
e-mail: cpreston@cypresscollege.edu
Location: Gym II (G2 11) – 1st Fl
Phone (714) 484-7355

Science, Engineering & Mathematics

Interim Dean: David Vakil
e-mail: dvakil@cypresscollege.edu
Location: Science, Engineering, and Math Bldg
(SEM 3) – 2nd Fl, Rm 208
Phone: (714) 484-7153

Social Sciences

Dean: Dr. Lisa Gaetje
e-mail: lgaetje@cypresscollege.edu
Location: Humanities Bldg (HUM 1) – 2nd Fl
Phone: (714) 484-7185

Student Support Services

Acting Dean: Dr. Paul de Dios
e-mail: pdedios@cypresscollege.edu
Location: CC Complex, 3rd Floor
Phone: (714) 484-7335

Student Support Services

Extended Opportunity Programs and Services (EOPS)

Director: AnnMarie Ruelas
e-mail: aruelas@cypresscollege.edu
Location: CC Complex (CCCPLX 6) 2nd Floor,
Rm 218
Phone: (714) 484-7368
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 5:00pm Friday

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

Financial Aid

Interim Director: VPSS, Dr. Paul de Dios
e-mail: pdedios@cypresscollege.edu
Location: CC Complex Bldg (CCCPLX 6) – 1st Fl
Phone: (714) 484-7114
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 5:00pm Friday

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

Food Bank

Student Activities Director: Dave Okawa
e-mail: dokawa@cypresscollege.edu
Location: Student Activities Office (SAC 8), Bldg. 8
Phone: (714) 484-7150
Hours: M-Th 8-6pm; F 8-4pm

****Schedule Appointment with Dave Okawa****
****Appointments are confidential****

The Cypress College Food Bank is dedicated to addressing the basic needs of students by collecting and distributing non-perishable food items, educating the campus community about hunger, and collaborating with others to connect students with resources on and off campus.

Food Services

Location: Student Activities Office (SAC 8), Bldg. 8
Phone: (714) 484-7225
Hours: 7:45am - 8:00pm Monday - Thursday

The Cypress Cafe is located on the first floor of the Student Center building. Vending machines are located in various areas on campus.

Foundation/Scholarships

Executive Director: Howard Kummerman
e-mail: hkummerman@CypressCollege.edu
Location: CC Complex Bldg (CCCPLX6) – 3rd Fl
Phone: (714) 484-7126
Hours: 8:00am - 5:00pm Monday - Friday

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

Health Services

Director: Marla McBride, R.N.
e-mail: mmcbride@cypresscollege.edu
Location: Gym II Bldg (G2 11) – 1st Fl
Phone: (714) 484-7361
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 12:00pm Friday

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

Honors Program

Director: Dr. Kathryn Sonne
e-mail: ksonne@cypresscollege.edu
Counselor: Penny Gabourie
e-mail: pgabourie@cypresscollege.edu
Location: Transfer Center
Student Center Bldg (SC 19)
Phone: (714) 484-7452 or (714) 484-7169

Students who complete the Honors Program and meet all major transfer requirements will have priority consideration for admission to certain transfer institutions.

Student Support Services

International Students

Manager: Yongmi Han
e-mail: yhan@cypresscollege.edu
Location: Student Activities Center
Phone: (714) 484-7050 or (714) 484-7049
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 4:00pm Friday

An educational program for international students who possess an F1-Visa.

LRC Language Lab

Coordinator: Sara Barriga
e-mail: sbarriga@cypresscollege.edu
Location: Library/Learning Resource Center
L/LRC 1st Fl, Rm 126
Phone: (714) 484-7193
Hours: 8:00am - 9:00pm Monday - Thursday
8:00am - 5:00pm Friday

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

Learning Resource Center Open Lab

Coordinator: Sara Barriga
e-mail: sbarriga@cypresscollege.edu
Location: L/LRC 1st Fl, Rm 126
Phone: (714) 484-7193
Hours: 8:00am - 9:00pm Monday - Thursday
8:00am - 5:00pm Friday

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

Legacy Program

Coordinator: Regina Rhymes
e-mail: rrhymes@cypresscollege.edu
Counselor: LaRon Armstead
Location: Humanities Bldg (HUM1) - 2nd Fl, Rm 246

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



Library

Dean: Dr. Treisa Cassens
Location: Library/Learning Resource Center
(L/LRC) 2nd Fl
Phone: Counter: (714) 484-7125
Desk: (714) 484-7069
Hours: 8:00am - 9:00pm Monday - Thursday
8:00am - 1:00pm Friday

Provides services to students including reference, research guidance, and general information retrieval. Students may access the Internet, the library catalog, databases, the TILT academic research tutorial program, and the extensive full-text EBSCO Host periodical database. Group study rooms may be reserved not more than 7 days nor less than 24 hours, in advance. Coin-operated photocopiers are available during open hours. Student Photo ID is required to check out materials from the library.

Lost and Found - (see Campus Safety)

Math/Science Learning Center

Coordinator: Tania Miller
email: tmiller@cypresscollege.edu
Coordinator: Miranda Thompson
email: mlthompson@cypresscollege.edu
Location: Library/Learning Resource Center
L/LRC, 1st Fl, Rm 127
Phone: (714) 484-7151
Hours: 10:00am - 6:00 pm Monday - Thursday
10:00am - 2:00pm Friday

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

Student Support Services

Patrons of the Arts

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

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



Puente Program

Counselor, Co-Coordinator:
Dr. Therese Mosqueda-Ponce
e-mail: tmponce@cypresscollege.edu
Location: Student Center Bldg (SC19) - Rm 211
Instructor, Co-Coordinator: Dr. Alejandro Omidasalar
e-mail: aomidasalar@cypresscollege.edu
Location: Humanities Bldg. (Hum1) - 2nd Fl
Phone: (714) 484-7015 or (714) 484-7169

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

North Orange Continuing Education

Dean: Dr. Karen Bautista
e-mail: kbautista@noce.edu
Location: Continuing Education Division:
NOCE - 8 – Parking lot #4
Phone: (714) 484-7038

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

Service Learning

Director: Dr. Kathryn Sonne
e-mail: ksonne@cypresscollege.edu
Location: Student Center Bldg (SC 19) - Rm 206
Phone: (714) 484-7452
Hours: 8:00am - 5:00pm Monday - Thursday

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

Student Equity and Achievement

Director: Gisela Verduzco
e-mail: gverduzco@cypresscollege.edu
Location: Student Center Bldg (SC19) – 2nd Fl
Phone: (714) 484-7097
Hours: 8:00am - 5:00pm Monday - Friday

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



Student Support Services

(STEM)2

Director: Yanet G. Padilla
email: ygarcia@cypresscollege.edu
location: Fine Arts Building, Room 136
phone: (714) 484-6048

The (STEM)2 Program will help students succeed in science programs and prepare them to transfer to a four-year university.

The mission of the program is to produce more community college STEM transfers to four-year institutions, and increase the number of students attaining STEM baccalaureate degrees. For more information, visit <https://www.cypresscollege.edu/academics/special-programs/stem2-program/>

Teacher Preparation Program

Dean: Dr. Lisa Gaetje
e-mail: lgaetje@cypresscollege.edu
Counselor: Mymy Lam
e-mail: mlam@cypresscollege.edu
Location: Humanities Bldg - Rm 244
Phone: (714) 484-7015
Hours: 8:00am - 5:00pm Monday - Friday

The Teacher Preparation Program offers students a career pathway and GE preparation towards transfer to a university. Specialized academic counseling, core-curricular classes that include both content and pedagogy instruction, and early fieldwork experience at local K-12 schools are available resources designed to help students prepare to become teachers. Cypress College has transfer agreements with CSUF, CSULB, and CSUHD.

Transfer Center

Director: Penny Gabourie
e-mail: pgabourie@cypresscollege.edu
Location: Student Center Bldg (SC 19) – 2nd Fl
Phone: (714) 484-7129
Hours: 8:00am - 6:00pm Monday – Thursday
8:00am - 5:00pm Friday

The Transfer Center provides a variety of services to facilitate the preparation and transfer of students to four year institutions. Students can meet with transfer counselors and university representatives to explore transfer destinations. Transfer Center services are free of charge and available to students, faculty, staff, and community members. Some of our services are:

- Online transfer planning resources and links
- Resource library including catalogs and reference books
- Transfer Admission Guarantees
- Transfer fairs featuring university representatives



- Transfer planning classes, workshops, and guides
- University tours

For the latest transfer information, visit the Transfer Center Hub at <https://cypresscollege.instructure.com/courses/7609>

Tutoring

Dean: Dr. Treisa Cassens
Location: Library/Learning Resource Center (L/LRC) 1st Fl
Phone: (714) 484-7183
Hours: 10:00am - 6:00pm Monday - Thursday
10:00am - 2:00pm Friday
Personalized tutoring is available for most subjects at no cost to Cypress College students. It is required to provide your Student Photo ID is required.

Veterans and Military Affiliated Students

Counselor/Coordinator: Dr. Juan Garcia
e-mail: jgarcia@cypresscollege.edu
Certifying Official: Christy Davis
e-mail: cdavis@cypresscollege.edu
Location: VRC (Bldg 8)
Phone: (714) 484-7159
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 5:00pm Friday

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

Vice President of Student Services

Dr. Paul de Dios
Location: CC Complex Bldg- 3rd Floor
e-mail: pdedios@cypresscollege.edu
Phone: (714) 484-7335

Student Life and Development

Art Gallery

Gallery Director: Janet Owen-Driggs
Location: Fine Arts Building (FA 2)
Phone: (714) 484-7133
Hours: Monday - Thursday, 10:00am- 2:00pm

Associated Students

Faculty Advisor: Dave Okawa
Location: Student Activities Office (SAC 8), Bldg. 8
Phone: (714) 484-7198

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

Campus Clubs

Students are encouraged to broaden their horizons by participating in club activities at Cypress College. Clubs are organized to involve the student in specialized fields of interest or service to the college and community. The clubs and organizations at the college can be listed in four categories: academic achievement, cultural, special interest, and religious. The meeting times for all clubs can be obtained from the Office of Student Activities in the Student Center. If there are no clubs that fits the student's interest, they are more than welcome to start their own club.

Academic Achievement Clubs

The Honors Club is the college's academic club. Their main goal is to increase and promote academic excellence among students. The club provides service to the school and hold fund-raising activities to earn money for scholarships. The Honors Club is the support club for the Cypress Honors Program.

Cultural Clubs

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

Interest Clubs

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

Religious Clubs

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



Campus Clubs & Organizations

- American Society of Heating Refrigerating and Air conditioning Engineers (ASHRAE)
- Anime Club
- Astronomy Club
- Black Student Union (BSU)
- Computer Information Systems (CIS) Club
- Campus Christian Club
- Chargers E-Sports Club
- Chargers United
- Chemistry Club
- Club Ladies Empowered And Determined (LEAD)
- Court Reporting
- Cypress College Veterans Organization
- Economics & Business Club
- Engineering & Physics Club (EPC)
- Epic Movement Club
- Film Club
- Forensics Club
- Gaming Club
- Geological Information System (GIS) Club
- Honors Club
- Hospitality Club
- Human Services Club
- International Club
- Kinesiology Club
- Lesbian, Gay, Bisexual, and Transgender, Queer, Intersex, and Asexual + (LGBTQIA +) Club
- The Lively Arts Club
- Marine Biology Club
- Math Club
- Movimiento Estudiantil Chicano de Aztlan (MEChA)
- Muslim Student Association (MSA)
- Psychology Club
- Science, Technology, Engineering, & Math (STEM) Club4

Student Life and Development

INTER-CLUB COUNCIL (ICC)

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



INTERCOLLEGIATE ATHLETIC PROGRAM

The Cypress College Chargers are members of the Orange Empire Conference composed of Cypress, Fullerton, Golden West, Irvine Valley, Orange Coast, Norco, Riverside, Saddleback, Santa Ana, and Santiago Canyon Community Colleges. The Chargers compete in conference competition in the following men's sports: baseball, basketball, golf, soccer, swimming, diving and tennis. Women's intercollegiate sports include: basketball, soccer, softball, swimming, diving, tennis, volleyball and water polo. Cypress students may participate in football, cross-country, track and men's water polo at Fullerton College.



Student Life and Development

STUDENT ACTIVITIES CENTER

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

Activities include campus clubs, concerts, special interest programming, community awareness and involvement, club rush, Senior Day, World Fest, and Welcome Back Week. The Associated Students Council participates on Campus and District Shared Governance committees to represent student interests.

The Student Activities Program at Cypress College is intended to achieve the following objectives:

- to provide opportunities for students in shared governance activities;
- to provide students with the opportunity to create and administer their own organizations;
- to provide a leadership development program for credit that will help students learn the practical application of leadership and organizational theory.

Hours: 8:00am– 6:00pm Monday & Thursday
8:00am– 7:00pm Tuesday & Wednesday
8:00am– 4:00pm Friday



STUDENT GOVERNMENT

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

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

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

The governing body of the Associated Students of Cypress College is the A.S. Council, which consists of the Executive Board, the Student Senator, and the Activities Coordinators. Elections for officers on these boards are held during the Spring and Fall semesters. The Student Activities Center houses the A.S. Council. Meetings of the Council are held on Mondays at 11:30 a.m. and are open to anyone who would like to attend.

The A.S. Council plans, organizes, promotes and finances many activities for the campus. A.S. Council officers serve on campus committees and participate in the California State Student Senate to represent student interests concerning campus, district, and statewide decisions affecting community college students. Campus clubs are part of Inter-Club Council (ICC) which is administered by the A.S. Council.



Instructional Divisions

Accounting Department Business Education Building Room: 206 Phone: (714) 484-7211 Fax: (714) 527-4733 Dr. Henry Hua, Dean	Automotive Collision Repair Department Tech Ed I Room: TE1-202 Phone: (714) 484-7250 Fax: (714) 527-1077 Dr. Margaret Fernandez
Administration of Justice Tech Ed 1 - CTE Division Office Room: TE1-202 Phone: (714) 484-7231 Dr. Margaret Fernandez	Automotive Technology Technical Education 1 Room: 104-107 Phone: (714) 484-7245 Fax: (714) 527-1077 Dr. Margaret Fernandez
Air Conditioning & Refrigeration Department Technical Education III Room: TE3-110 Phone: (714) 484-7256 Dr. Margaret Fernandez	Aviation Technical Education Building 1 Room: 210 Phone: (714) 484-7411 Dr. Margaret Fernandez
Airline & Travel Careers Technical Education Building 1 Room: 210 Phone: (714) 484-7411 Dr. Margaret Fernandez	Biology Department Science, Engineering and Math Room: 246 Phone: (714) 484-7000, Ext: 48629 David Vakil, Interim Dean
Anthropology Department Humanities (HUM) Room: 222D Phone: (714) 484-7021 Fax: (714) 229-1869 Dr. Lisa Gaetje, Dean	Career and Technical Education Technical Education 1 Room: 106 Phone: (714) 484-7210 Fax: (714) 484-7231 Fax 2: (714) 527-1077 Dr. Margaret Fernandez
Art Department Fine Arts Building Room: FA-200 Phone: (714) 484-7134 Dr. Kellori Dower	Chemistry Department Science, Engineering, & Math Room: 268 Phone: (714) 484-7000 Ext: 48608 Fax: (714) 952-9667 David Vakil, Interim Dean
Art Gallery Located Between Fine Arts & the Theater Phone: (714) 484-7133 Dr. Kellori Dower	Communication Studies Humanities Building Phone: (714) 484-7169 Dr. Janet Vera
Astronomy Department Science, Engineering, & Math Room: 259 Phone: (714) 484-7000 Ext: 48638 David Vakil, Interim Dean	Computer Information Systems Business Education Building Room: Room 206 Phone: (714) 484-7211 Fax: (714) 527-4733 Dr. Henry Hua, Dean

Computer Science Department Business/CIS Business Education Building Phone: (714) 484-7211 Dr. Henry Hua, Dean	Counseling Department Student Center, 2nd Floor Phone: 714-484-7334 Dr. Troy Davis, Dean
Court Reporting Business Education Building Room: 2nd Floor Phone: (714) 484-7211 Dr. Henry Hua, Dean	Dance Department Plaza between the Fine Arts & Theater Buildings Room: TA-222 Phone: (714) 484-7201 Fax: (714) 527-1653 Dr. Katy Realista, Dean
Dental Assisting Program Health Science Building, Technical Education III Room: 305 Phone: (714) 484-7293 Dr. Stephen Shoonmaker	Dental Hygiene Program Tech. Education 3 Room: 306 Phone: (714) 484-7292 Dr. Stephen Shoonmaker
Diagnostic Medical Sonography Radiologic Technology Technical Education III Room: 200 Phone: (714) 484-7283 Dr. Stephen Shoonmaker	Distance Education L/LRC First Floor Room: 105 DistanceEd@cypresscollege.edu (714) 484-7052 Dr. Treisa Cassens, Dean

Instructional Divisions

Economics Department Humanities Bldg Phone: (714) 484-7185 Fax: (714) 229-1869 Dr. Lisa Gaetje, Dean	Geology Department Science, Engineering, and Math Bldg Room: 123 Phone: (714) 484-7152 David Vakil, Interim Dean
Engineering Department Science, Engineering, & Math Bldg Room: 259 Phone: 714-484-7153 Ext: 48638 David Vakil, Interim Dean	Health Information Technology Room: TE-3, Room 208 Phone: (714) 484-7289 Fax: (714) 484-7300 Dr. Stephen Shoonmaker
Engineering Technology Science, Engineering, & Math Room: 259 Phone: (714) 348-4700 Ext: 48638 David Vakil, Interim Dean	History Department Humanities Building Room: 226 (2nd Floor) Phone: (714) 484-7000 Ext: 48386 Fax: (714) 484-7002 Dr. Lisa Gaetje, Dean
English Department Humanities Building Room: 2nd Floor Phone: (714) 484-7170 Dr. Janet Vera	Homeland Security Airline & Travel Careers Dept. Technical Education Building 1 Room: 200 Phone: (714) 484-7411 Dr. Margaret Fernandez
English as a Second Language Humanities Bldg., 2nd floor Phone: (714) 484-7182 Dr. Janet Vera	Hotel, Restaurant, and Culinary Arts 1830 W. Romneya Dr. Anaheim, CA 92801 First floor Culinary, NOCCCD Anaheim Campus Room: Rooms 175, 176, 177 Phone: (714) 808-4640 Dr. Margaret Fernandez
English/Reading Department Humanities Building Room: 240 Phone: (714) 484-7169 Dr. Janet Vera	Human Services Department Humanities Building, Social Science Division Office Room: HUM - 238 Phone: (714) 484-7185 Fax: (714) 229-1869 Dr. Lisa Gaetje, Dean
Ethnic Studies Department Humanities Building Room: 238 Phone: (714) 484-7185 Dr. Lisa Gaetje, Dean	Kinesiology Gym 2 Room: Room 107 Phone: (714) 484-7352 Colin Preston, Dean
Foreign Language Department Humanities Building Room: 222K Phone: (714) 484-7000 Ext: 48417 Dr. Janet Vera	Management Business Education Building Room: Second Floor Phone: (714) 484-7211 Fax: (714) 527-4733 Dr. Henry Hua, Dean
Geography Department Humanities Building Room: 238 Phone: (714) 484-7185 Dr. Lisa Gaetje, Dean	Marketing Business Education Building Room: Second Floor Phone: (714) 484-7211 Fax: (714) 527-4733 Dr. Henry Hua, Dean
	Mathematics Department Science, Engineering, & Mathematics Room: 243 Phone: (714) 484-7000 Ext: 48150 David Vakil, Interim Dean
	Media Arts Design Fine Arts Room: FA220 Phone: (714) 484-7030 Dr. Kellori Dower
	Mortuary Science Program Technical Education 3 Health Science Division Room: 215 Phone: (714) 484-7278 Fax: (714) 484-7417 Dr. Margaret Fernandez
	Multimedia Department Fine Arts Building Room: Room 201 Phone: (714) 484-7139 Dr. Kellori Dower
	Music Department Fine Arts Building Room: 212 Phone: (714) 484-7140 Fax: (714) 952-9602 Dr. Kellori Dower
	Philosophy and Religious Studies Department Humanities Building Room: 221 Phone: (714) 484-7007 Dr. Lisa Gaetje, Dean

Instructional Divisions

Photography Department

Technical Education I
Room: 244
Phone: (714) 484-7244
Fax: (714) 527-1077
Dr. Kellori Dower

Physics Department

Science, Engineering, & Math
Room: 259
Phone: (714) 484-7000
Ext: 48638
David Vakil, Interim Dean

Political Science

Humanities Building
Room: 127
Phone: (714) 484-7185
Fax: (714) 229-1869
Dr. Lisa Gaetje, Dean

Psychiatric Technology

Technical Education 3
Room: 200
Phone: (714) 484-7283
Fax: (714) 527-2175
Dr. Stephen Shoonmaker

Psychology Department

Humanities Building
Room: 238
Phone: (714) 484-7185
Dr. Lisa Gaetje, Dean

Public Health Science Department

Gym 2
Room 107
Phone: (714) 484-7185
Colin Preston, Interim Dean

Radiologic Technology Department

Technical Education III
Room: 200
Phone: (714) 484-7283
Dr. Stephen Shoonmaker

Registered Nursing

Technical Education III, Health Science
Room: Rm. 200
Phone: (714) 484-7000
Ext: 47283
Fax: (714) 527-2175
Dr. Stephen Shoonmaker

North Orange Continuing Education

NOCE Cypress Center
9200 Valley View St.
Cypress, Ca 90630
Phone: (714) 484-7038
Fax: (714) 826-1766
Dr. Karen Bautista, Dean

Sociology Department

Humanities
Room: 238
Phone: (714) 484-7185
Dr. Lisa Gaetje, Dean

Theater Arts

Campus Theater, Dept. Office
Room: TA 222
Phone: (714) 484-7201
Fax: (714) 527-1653
Dr. Kellori Dower

STUDY ABROAD

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Develop Global Citizenship
Gain Self Awareness

CONTACT INFORMATION:

Angela Henderson
Program Coordinator
(714) 992-7352 ahenderson@fullcoll.edu

Kristen Wiederholt
Room 823 (714) 732-5688
kwiederholt@fullcoll.edu

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A Quote for Thought
“Twenty years from now you will be more disappointed by the things that you didn't do than by the ones that you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover.” —Mark Twain

Glossary of College Terms

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

Academic Renewal - A petition to request grade forgiveness if you believe that one or more substandard grades (D, F, NC, NP) you received at Cypress College in the past do not reflect your present demonstrated ability and level of performance.

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

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

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

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

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

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 units.

Certification - The indication of the completion of the pattern of general education for California State Colleges and Universities (either CSU General Education/Breadth pattern 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.

Course Identification Numbering System (C-ID) - The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. The C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college’s course will be accepted at a particular four-year college or university for transfer credit.

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

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

CSU System - The California State University System. (See Public Four-Year Institutions in California page for more information)

CTE - Career Technology Education

Glossary of College Terms

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

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

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

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

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

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

The GPA is derived from the following unit system:

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

The GPA is calculated by dividing the total number of grade points received by the number of units attempted (see page 80).

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

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

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

Liberal Arts - Programs/courses in the humanities, natural sciences, and social sciences.
Lower Division - The freshman and sophomore years of study prior to completing upper division (Bachelor’s degree) courses.

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

Major Preparation - University prerequisite courses that prepare students to enter upper division courses in their chosen major.

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. (Not typically found at a 2-year but at four-year level.

Glossary of College Terms

Register/Registration - Process of selecting courses for each semester

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

Postsecondary - Educational instruction beyond high school.

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

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

Register - The process of enrolling formally for courses for each semester

Residency Requirements – The minimum number of units required to be taken at a campus from which the student expects to receive a degree.

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

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

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

Transfer - Changing from one college to another after meeting the requirements for admission to the second institution. Transfer Student - A student who has attended another college for any period, which may be defined differently by different colleges.

UC System - The University of California System. (See Public Four-Year Institutions in California page for more information)

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

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

Upper Division - The junior and senior years of study prior to receiving a Bachelor’s degree.



Cypress College Distance Education

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

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

To take a Distance Education course, you need access to a computer with an Internet connection. You must also have a functioning private email address. Computers are available to you with a valid Cypress College student photo ID in the Learning Resource Center (LRC). Printing hard copies is allowed in the LRC for a fee. To take a Distance Education class, you must, at a minimum, be able to:

- Send email with attachments
- Receive private email with attachments (No shared email accounts)
- Use a word processing program
- Save documents
- Navigate and search the Internet
- Install new software applications

Online Courses

Online Courses have no in-person classroom instruction. All instruction is online, although some courses have a few in-person meetings for proctored exams. The dates and times for required meetings will be listed in the schedule of classes.

Hybrid Courses

Hybrid Courses are taught both in-person and online. While a class may not meet every week, those meetings that are scheduled will be listed in the schedule of classes.

Web Enhanced Courses

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

Distance Education Frequently Asked Questions

Are Distance Education courses for me?

Taking the [Cypress College Readiness Quiz](#) will help you determine if your needs match the special demands of distance learning. If you feel that you are not ready to enroll in a Distance Education class and would like to develop your computer skills, contact your counselor for information about introductory computer skills development courses. Take the online readiness quiz.

How can I be a successful Distance Education student?

Successful Distance Education students are generally characterized as being independent, self-motivated, self-reliant in their learning, and comfortable with technology. A successful Distance Education student:

- Has basic computer and web skills
- Is self-motivated and self-disciplined
- Is able to communicate through writing
- Has good time management skills
- Is comfortable communicating with an instructor and other students
- Learns how to use the online classroom

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

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

How do I enroll in online and hybrid courses?

Enrolling in online and hybrid courses is the same procedure as enrolling in on campus classes at Cypress College. Please refer to the registration information on the Admissions and Records page <http://www.cypresscollege.edu/admissions-records/registrationenrollment/>

How do I access my class?

At Cypress College, all of our online and hybrid courses are delivered using the Canvas Course Management System. Go to cypresscollege.instructure.com

For more information, please visit the Distance Education website or contact us at DistanceEd@cypresscollege.edu or (714) 484-7052.

Accreditation Information

Regional, National, and Programmatic Accrediting Agencies

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

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

National Accrediting Organizations: These also review whole institutions, but tend to target more specialized colleges and universities, such as those offering vocational education, rather than the large liberal arts schools. These institutions may not be able to pass all of the requirements to gain regional accreditation, but provided they are successful in gaining national accreditation, they will still be highly regarded in the educational world. Faith-based organizations: A subset of national accrediting agencies, faith-based organizations review schools that are organized around a religious faith, such as catholic universities. These schools cannot gain regional accreditation, because regional accrediting agencies insist on academic freedom for all students and faculty to engage with all ideas, which is not the case at a school with a religious affiliation.

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

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

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

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

Accrediting Organizations

Regional Institutional Accreditation Organizations

MSA - Middle States Commission on Higher Education

NWCCU - Northwest Commission on Colleges and Universities

NCA - HLC - North Central Association of Colleges and Schools, Higher Learning Commission

NEASC - CIHE - New England Association of Schools and Colleges, Inc, Commission on Institutions of Higher Education

NEASC - CTCI - New England Association of Schools and colleges, Inc., Commission on Technical and Career Institutions

SACS - Southern Association of Colleges and Schools

WASCS - ACCJC - Western Association of Schools and Colleges, Accreditation Commission for Community and Junior Colleges

WASC - ACSCU - Western Association of Schools and Colleges, Accreditation Commission for Senior Colleges and Universities National Private Career Accreditation Organizations

Cypress College does not accept the following accreditations

National Private and Career Organizations

ABHES - Accreditation Bureau of Health Education Schools

ACCET - Accrediting Council for Continuing Education and Training

ACCSC - Accrediting Commission for Career Schools and Colleges

ACICS - Accrediting Council for Independent Colleges and Schools

COE - Council on Occupational Education

DETC - Distance Education and Training Council Accrediting Commission

NACCAS - National Accreditation Commission for Cosmetology Arts and Sciences

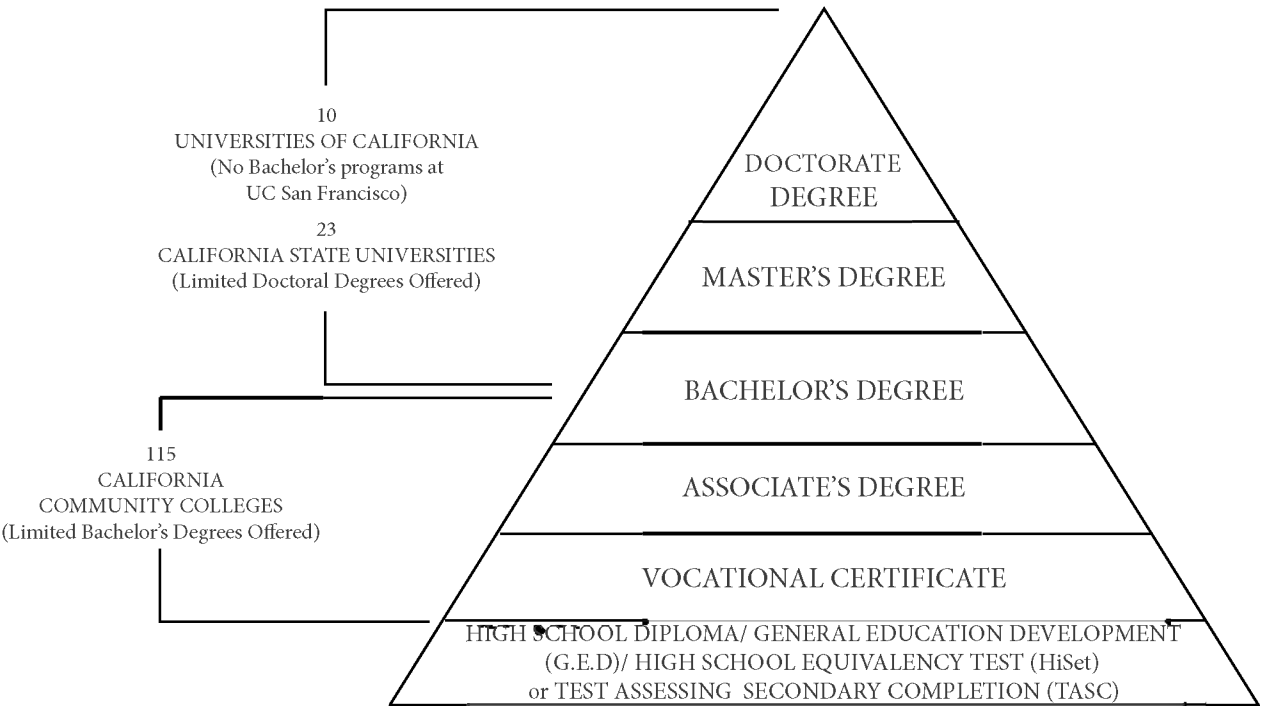
National Faith-based Organizations

ABHE - Association for Biblical Higher Education

AARTS - Association of Advanced Rabbinical and Talmudic Schools
ATS-Commission on Accrediting of the Association of Theological Schools

<http://ope.ed.gov/accreditation/> Regional Institutional Accreditation Organizations

Educational Options in CA



High School Diploma/General Education Development (G.E.D.)/ High School Equivalency Test (HiSet) or Test Assessing Secondary Completion (TASC) or California High School Proficiency Exam (CHSPE)

Students wanting to complete their high school diploma, G.E.D., HiSet, or TASC are referred to the School of Continuing Education.

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 or private educational organizations. They are designed to be helpful in obtaining or upgrading employment.

Associate's Degree

The Associate's Degree includes major courses, plus general education courses and possibly some electives. Sixty (60) degree eligible units are required. California community colleges are now also offering associate degree for transfer (ADT). These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. California community college students who are awarded an ADT degree are guaranteed admission with junior standing within the California State University (CSU) system. This priority does not guarantee admission to specific CSU majors or campuses.

Bachelor's Degree

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

Master's Degree

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

Doctorate Degree

A Doctorate Degree is advanced training beyond a Bachelor's and Master's Degree. It is the highest level of academic degree. Units vary depending on the field of study. The degree is usually referred to as Doctorate of Philosophy (Ph.D.) or Doctorate of Education (Ed.D.). In addition, there are also other professional Doctorate Degrees, such as M.D. (Doctor of Medicine), Pharm. D. (Doctor of Pharmacy), Psy. D. (Doctor of Psychology), D.D.S. (Doctor of Dental Science), O.D. (Doctor of Optometry) or J.D. (Juris Doctor).

CSU GE BREADTH and IGETC

GENERAL EDUCATION (GE) CERTIFICATION AND PASS ALONG

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

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

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

DESCRIPTION OF COURSES

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

- College and university parallel courses (transfer courses) have title numbers ranging from 100 through 299. If appropriate to the student’s major, they usually will be accepted as transfer units to institutions of higher education for their full credit value.
- Several general education courses, in addition to occupational, vocational and technical courses will bear the title numbers ranging from 001 through 099 and generally are not transferable to institutions of higher education except as they apply to major programs in the California State Universities. Students are advised to confer with their counselors regarding the transferability of these courses to particular colleges or universities. Students entering Cypress College should consult with college counselors in planning their programs of study. The faculty and counseling staff of Cypress College will assist students in every way possible to make wise vocational and educational plans. Students, however, must assume the responsibility for their own choices and plans.

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

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

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

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

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

CSU GE BREADTH and IGETC

TRANSFER CREDIT — BACCALAUREATE DEGREES

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

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

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

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

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

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

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

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

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

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

Note: All Honors classes offered at Cypress College are transferable to any campus of the California State University system.



CSU General Education Breadth Requirements

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

What is CSU GE Breadth?

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

Full vs. Partial Certification

- Under the provisions of Title 5 and Executive Order 1065, regionally accredited colleges and universities may certify one or more subject areas for students being admitted to the CSU system, a.k.a. partial certification. Students admitted to a CSU campus with a subject area or partial certification should not be held to completing additional courses for the areas already certified.
- In order to be partially certified, Cypress College students must complete all the CSU lower-division General Education Breadth Requirements in a specific area. Students who have completed courses at other regionally-accredited colleges and universities may “pass along” those courses for either partial or full certification at Cypress College. To meet general education requirements and obtain full certification, students must complete the pattern of courses in the five categories listed.

How to Apply for CSU GE Certification

- GE Certification is not automatic. Students should apply for certification during or after the semester in which they are completing General Education Breadth Requirements. Students are advised to request certification prior to enrolling at the university due to varying CSU campus partial certification policies that may prohibit the certification from being granted.
- CSU GE Certification Limitations
- CSU Certification policy specifies that a course or sequence of courses used to satisfy a requirement in one area, may not be used to satisfy a requirement in another area. Students should talk to a counselor for more information. Some state universities also 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. Check with a counselor and review the catalog of the individual state university for further clarification.

Courses from Non-Certifying Colleges (ex: Private, Out-of-State)

- A pass along form must be completed by a Cypress College counselor when courses are being used from other non-certifying colleges and universities and submitted with the application for CSU General Education Certification. No deadlines apply for certification of the CSU GE Breadth Pattern. Check these following websites for “regionally accredited” institutions: www.chea.org or <https://ope.ed.gov/accreditation>.



CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH REQUIREMENTS 39 Units Required

Student’s Name: ID#: @ Date:

Major: Transfer To: Counselor:

Certification of General Education Requirements for CSU: Students planning to graduate from one of the campuses of the California State University must complete a minimum of 48 semester units in General Education breadth courses. Cypress College is permitted to certify completion of the lower division 39-unit general education requirement (a minimum of 9 units of General Education coursework must be completed at the upper division level after transfer). To meet general education requirements and obtain certification, students must complete the pattern of courses in the categories listed. Please see the current catalog for additional information on CSU-GE Partial Certification.) Certification is not automatic. Students must apply for GE certification or be pursuing the CSU GE Certificate of Achievement through the Admissions and Records Office by the published deadline during the semester in which requirements will be completed or thereafter. The course must be on the list when it is taken in order to be certified. Students should refer to the legend below or the Cypress College CSU GE-Breadth Certification List on www.assist.org to verify that a course was valid when it was taken. **A course or sequence of courses used to satisfy a requirement in one area may not be used to satisfy a requirement in another area.** Check with a counselor and review the university catalog for further clarification.

Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org

(Indicate course status)		LEGEND: C=Completed IP=In Progress R=Remaining			
A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING		9 Unit Minimum		AP Credit/Other College Course(s)	C/IP/R
Requirement: Must include a minimum of 3-units from each area. All courses in this category must be completed with a grade of "C-" or better.					
A1	Oral Communication: COMM 100C ² (100HC ²), 110C(F20)				
A2	Written Communication: ENGL 100C ² (100HC ²), 101C(F20) ESL 110C (F20)				
A3	Critical Thinking: COMM 135C, 138C + 238C(students must take both courses to fulfill area credit) ENGL 103C ² , (103HC ²),104C ² (104HC ²), 106C PHIL 170C ² (170HC ² F20),172C, 175C				
B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING		9 Unit Minimum			C/IP/R
Requirement: Must include one course from Physical Science AND one course from Life Science AND one course from Mathematics. One of the science courses must include a corresponding laboratory experience.					
B1/B3	Physical Science w/ Lab: ASTR 116C ² /117C ² (116HC ² /117HC ²) CHEM 100C, 101C, 104C, 107C, 111AC, 111BC, 201C(F13) GEOG 102C/102LC GEOL 100C ² /101C (100HC ²)/101C, 100C ² /115C (100HC ²)/115C, 103C, 105C, 130C/131C PHSC 104C PHYS 130C, 201C, 202C, 210C, 211C, 221C, 222C, 223C				
B2/B3	Life Sciences w/ Lab: ANTH 101C ² (101HC ²), 101LC BIOL 101C ² (101HC ²), 111C/112C, 113C/114C, 122C, 174C, 175C, 210C,220C (F19), 230C, 231C(S06), 241C(S06), 276C(F15)				
B1	Physical Sciences w/o Lab: ASTR 116C ² (116HC ²) BIOL 103C(F22) CHEM 103C GEOG 102C, 140C(F13) GEOL 100C ² (100HC ²), 104C(F22),120C, 125C, 130C, 190C				
B2	Life Science w/o Lab: ANTH 101C ² (101HC ²), 210C (F16) BIOL 102C, 103C(endF22),107C (F19), 160C (F21),277C(F15), 278C(F15) PSY 221C ² (F18)				
*B4	Mathematics and Quantitative Reasoning (grade of "C-" or better required): CSCI 205C MATH 100C, 110C ² /PC ² , 115C ² /PC ² , 120C ² /PC ² , 130C ² /PC ² , 141C ² /PC ² , 142C, 150AC, 150BC, 250AC, 250BC PSY 161C ² (161HC ²) SOC 161C ² (161HC ²)				
C. ARTS AND HUMANITIES		9 Unit Minimum		AP Credit/Other College Course	C/IP/R
Requirement: Must include at least one course from C1, one course from C2, and one additional course from either C1 or C2.					
C1	Arts: ART 100C, 110C, 111C, 112C ² (112HC ²), 114C, 116C (F20), 120C, 150C, 151C, 182C, 194C(formerly 189C),216C(F10) DANC 101C ² , 105C(end SU12), 106C(end SU12), 107C(end SU12), 108C(end SU12), 109C(end SU12), 111C(end SU12), 112C(end SU12), 120C ENGL 125C ² (F99) 125HC ² MAD 110C (F19), 122 (F20),126C(F21),127C(F21),128C(F21),129C(F21), 131C(F21),191C(F19),192C(F19),195C (F19),196C(F15),197C (F19),198C (F18) MM 105C (F19) MUS 101C, 103C(formerly 103AC) (end F17), 113C ² , 114C (F20), 116C, 117C, 118C ² (118HC ²), 119C(F01), 120C,122C(end SU12), 126C(end SU12), 127C, 130C(end SU12), 135C(end SU12), 143C(end SU12), 146C(end SU12), 282C(end SU12), 291C; PHOT 101C,204C (F18) THEA 100C, 102C(F95-F10;begin F13), 107C ² (107HC ²), 120C, 121C, 126C, 129C, 132C, 133C, 145C, 149C			C1	

(Indicate course status)		LEGEND: C=Completed	IP=In Progress	R=Remaining		
C2	Humanities: ANTH 105C (F18),107C∅ CHIN 101C, 102C, 203C, 204C (F20) COMM 220C∅ (220HC∅) ENGL 102C∅ (102HC∅), 110C∅, 111C∅, 125C∅∅(F99 - F00 only) 125HC∅∅(F99 - F00 only), 128C(F20), 130C(F20), 208C∞, 211C, 212C, 221C, 222C, 223C(beginF20), 224C(F20), 234C∅ (234HC∅), 239C∞, 243C, <u>247C∞</u> , 248C (F18), 249C(F20), 250C(F20), 255C∞, 256C∞, 260C∅ (260HC∅ F20) ESL 108C (F20), 109C (F20) ETHS 101C∅^∞∞(F19)/(101HC∅^∞∞(F19),129C∅∞ (F19), 130C∅^∞, 131C∅^∞, 150C∅∞ (F19), 151C∅∞(formerly 141C), 152C∅∞, 159C∅∞(F20), 160C∅^∞, 161C ∅^∞(F20), 170C∅^∞(F20), 171C∅^∞, 202C∅∞(F21) FREN 101C, 102C, 200C, 203C, 204C HIST 110C∅∅ (110HC∅∅), 111C∅∅ (111HC∅∅), 112C∅∅ (112HC∅∅)(F04), 113C∅∅ (113HC∅∅), 160C∅, 161C∅, 163C∅, 165C∅, 170C∅^∞ (170HC∅^∞)(F17),171C∅^∞ (171HC∅^∞)(F17), 270C∅^∞ (F17) 275C∅∞(S05) INDS 100C∅, 101C∅ JAPN 101C, 102C, <u>125C</u> , 200C, 203C, 204C LING 101C (F21) PHIL 100C∅ (100HC∅), 101C(101HC∅F22), 105C (F20), 110C, 120C, 135C, 160C, 162C(F21), <u>165C</u> , 201C(S05), 202C, 225C(F21),230C, 240C(S06)(formerly 225C) PORT <u>101C</u> , <u>102C(S06)</u> SPAN 101C∅ (101HC∅), 102C∅ (102HC∅), 200C, 201C, 202C, 203C, 204C				C2	
					C1 or C2	
	D. SOCIAL SCIENCES6 Unit Minimum					C/IP/R
D	AJ 110C,120C (F18), 160C∞ (F19) ANTH 102C∅ (102HC∅), 103C(formerly 203C), 104C, 105C, 106C, 107C∅, 121C∞, 208C, 212C(formerly 211C) (F19),225C BUS 100 C(formerly MGT 161C) COMM 105C (F19),120C∞ COUN 120C^∞ (F20) ECON 100C∅ (100HC∅), 105C∅ (105HC∅), 110C, 120C(F15),130C(F21), <u>260C∅∅</u> ETHS 101C∅^∞∞(101HC∅^∞∞), 129C∅∞, 130C∅^∞,131C∅^∞, 150C∅∞, 151C∅∞, 152C∅∞,153C∅∞,159C∅∞(F20), 160C∅^∞, 161C ∅^∞(F20), 170C∅∞, 171C∅∞^∞, 202C∅∞(F21),235C∞∅ DSST 200C(F22) GEOG 100C∅ (100HC∞∅), 130C, 140C(end SU14), 160C,260C∅∅ HIST 110C∅∅ (110HC∅∅), 111C∅∅ (111HC∅∅), 112C∅∅ (112HC∅∅), 113C∅∅ (113HC∅∅), 135C, 142C, 143C, 151C, 152C, 160C∅, 161C∅, 163C∅, 165C∅, 170C∅^∞ (170HC∅^∞), 171C∅^∞ (171HC∅^∞), 190C^∞(formerly 162AC), 191C^∞(formerly 162BC), 270C∅∅ (F04), 275C∅∞ HS 277C∞ HUSR 200C, <u>250C∅∅(S06)</u> , <u>255C∅∅(S06)</u> , <u>292C(S06)</u> INDS 200C (F20), 201C (F20) JOUR 110C, 118C KIN 248C (F18), 249C (formerly PE 250, F16) PHIL 165C(F22) PHS 280C∅(280HC∅)(F21), 281C∅^∞(281HC∅^∞)(F21), 283C∅(F21), 285C∅(F21) POSC 100C^∞ (100HC^∞), 101C^∞, 120C, <u>130C</u> , 200C, 209C∞, 210C, 215C, 216C, 230C PSY 101C∅ (101HC∅), 110C, 120C∅(F19), 131C∅∞(F13)(formerly 237C), 139C, 145C∅(S06), 202C(F02), 221C∅ (F02), 222C, <u>240C∅</u> , 251C, 255C∅∅(S06) SOC 101C∅ (101HC∅), 102C(F02),125C (F20), 225C∅, <u>237C∅∞</u> , 250C∅∅(S06), 275C, 277C, 280C (F20), 290C^∞ (F20), 292C(S06)					
CSU Graduation Requirement in U.S History, Constitution, & American Ideals: Note: Double-counting is allowed for these courses in the two groups below (with only one G.E. category) Group A (US-2 & US-3) U.S. Constitution & Government; California state and local government: POSC 100C∅ (100HC∅), 101C Group B (US-1) U.S. History: ETHS 101C∅∞(F04)(formerly 100C) (101HC∅∞)(formerly 100HC), 130C∞, 131C∞, 152C∞(F16) 160C∞(S07), 161C (F20), 171C∅∞(F22) HIST 170C∅ (170HC∅), 171C∅ (171HC∅), 190C(formerly 162AC), 191C(formerly 162BC)						
E. LIFELONG LEARNING AND SELF-DEVELOPMENT3 Unit Minimum Note: Some courses below are 1-unit classes and multiples courses may need to be taken to fulfill the area minimum.					C/IP/R	
E	CIS 111C COMM 105C COUN 105C, 139C(F18) (formerly 141C), 144C, 145C, <u>146C</u> ,150C, 151C DANC 100C HRC 100C(F03) HUSR 240C(F22), <u>250C∅∅(S06)</u> , <u>255C∅∅(S06)</u> KIN 231C, 235C, 244C, 255C, 284C(endF21), 285C (end F19), 290C(F22), 291C(F22),292C(F22) PHS 270C∅(270HC∅)(F21),281C∅^∞(281HC∅^∞)(F21), 283C∅(F21), 284C(F21),286C(F21), 294C(F22),296C(F22) PSY 120C∅, 145C∅(S06), <u>240C∅</u> , <u>255C∅∅(S06)</u> SOC <u>120C∅</u> , 250C∅∅(S06) ALL KINESIOLOGY AND DANCE ACTIVITY CLASSES: Only two (2) units of physical activity may count toward fulfillment of this requirement. DANC 102C (F18), 105C, 106C, 107C, 108C, 109C (begin F11), 110C (F18),111C,112C (F11), 113C-117C (F15), 130C (F15), <u>132C</u> (F13), 136C (F15), 137C (F15), <u>139C</u> , 205C (F15) AND KIN 100C-222C					
	F. ETHNIC STUDIES3 Unit Minimum					C/IP/R
F	ETHS 101C∅^∞∞(101HC∅^∞∞)(F21),129C∅∞(F21),150C∅∞(F22),159C∅∞ (F21),170C∅∞ (F21), 202C∅∞(F21), 235C∅∞ (F22)					
	LEGEND					
★ Note: Certain majors require specific Mathematics course(s). See a Counselor for details.						
∅ Course may be used to satisfy requirements for one area only.						
∞ The class also may be used to satisfy the Cypress College Associates Degree Social Justice, Equity and Sustainability requirement.						
□ Duplicate credit not granted for the same cross-listed courses nor for non-honors and honors classes.						
^ See CSU graduation requirement in U.S. History, Constitution, and American Ideals.						
NOTE: Underlining indicates a course is no longer offered at Cypress College. Students may still receive credit, as long as a course was on the official approved list in that category at the time it was taken. The notations reflected after classes represent either the time a class was approved or ended.						

IGETC Requirements

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

What is IGETC?

- The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which 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. Students approaching readiness for transfer who are unable to complete one to two IGETC courses that are not required for admission to the university may request to complete IGETC after transferring. See a counselor for more information.
- IGETC is accepted by the University of California, California State University, and by many private institutions. Students wishing to transfer to the University of California or who are undecided about their transfer institution should consult counselor before choosing this plan.

How to Apply to IGETC?

- Students must apply for IGETC certification (full or partial) in the Admissions and Records Office. To get “partial” certification, no more than two requirements may be missing. Students must apply for IGETC Certification through the Admissions and Records Office during or after the semester in which requirements will be completed. Courses will be certified ONLY if they are on the official IGETC list during the catalog year they are taken. In addition to the course requirements for each subject area, full certification for the CSU must include completion of the Oral Communications requirement. With the UC, Oral Communications is NOT required, but the certification must include satisfactory completion of the Language Other Than English (LOTE) proficiency requirements. A course or sequence used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. All courses must be completed with a “C” or better.

Do I need IGETC?

- While IGETC is popular with transfer students, it may not be the best choice for you. Depending on your major, it may be best to follow the UC campus GE pattern. ASSIST Exploring Majors feature at www.assist.org include information about the specific UC majors that do and do not recommend IGETC. Specific UC majors that do not recommend IGETC is listed on <https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/general-education-igetc/igetc/campus-guidance.html>

**The courses on the IGETC list are approved at the time of printing. Check with a Counselor or on www.assist.org for the most recent list of approve courses.*



2022-2023

IGETC REQUIREMENTS

(UNIVERSITY OF CALIFORNIA & CALIFORNIA STATE UNIVERSITY)

Student's Name: _____ ID#: @ _____ Date: _____

Major: _____ Transfer To: _____ Counselor: _____ Completion _____

of all the requirements in the **Intersegmental General Education Transfer Curriculum (IGETC)** will permit a student to transfer from Cypress College to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower division general education courses to satisfy campus general education requirements. However, students approaching readiness for transfer who are unable to complete one or two IGETC courses that are not required for admission to the university may request to complete IGETC after transferring. **A course or sequence of courses used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. Completion of IGETC is NOT an admission requirement to CSU or UC.** It is **NOT** advisable for students who are pursuing majors that require extensive lower division preparation, such as engineering, to follow IGETC. Confer with your counselor regarding these requirements. Students must apply for IGETC certification or the IGETC Certificate of Achievement in Admissions and Records. All courses must be completed with grades of "C" or better. Courses must be at least 3 semester or 4 quarter units in order to meet IGETC requirements. Courses must be on the college's approved IGETC list at the time the course was completed. **Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org**

(Indicate course status) LEGEND: C=Completed IP=In Progress R=Remaining

	AREA 1 – ENGLISH COMMUNICATION REQUIREMENT: CSU: 3 courses required, one from each group below; UC: 2 courses required, one each from Group A and B.	AP CREDIT or OTHER COLLEGE COURSE(S)	C/I/P/R
1A	Group A: English Composition, 1 course (3 semester units/4-5 quarter units) ENGL 100C ^o (100HC ^o), 101C(F20) ESL 110C (F20)		
1B	Group B: Critical Thinking / English Composition, 1 course (3 semester/4-5 quarter units) ENGL 103C ^o (103HC ^o)(F15), 104C ^o (104HC ^o), 106C(F11) PHIL 172C (Note: Confer with a counselor if ENGL 102, PHIL 170, or SPCH 135 were completed prior to F93).		
1C	Group C: Oral Communication (CSU requirement only), 1 course (3 semester/4-5 quarter units) COMM 100C ^o (100HC ^o), 110C(F21)		
	AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING REQUIREMENT: 1 course (3 semester/4-5 quarter units)		C/I/P/R
*2A	MATH 100C ^o , 115C ^o /PC ^o , 120C ^o /PC ^o ,130C ^o /PC ^o , 141C ^o /PC ^o , 150AC, 150BC, 250AC, 250BC PSY 161C ^o (161HC ^o) SOC 161C ^o (161HC ^o)		
	AREA 3 – ARTS & HUMANITIES REQUIREMENT: At least 3 courses, with at least one from 3A and one from 3B and one additional course from either 3A or 3B (9 semester or 12-15 quarter units)		C/I/P/R
3A	Group A: ARTS ART 100C, 110C, 111C, 112C ^o (112HC ^o), 114C, 116C(F20), 216C DANC 101C ^o , 120C ENGL 125C ^o (125HC ^o) MAD 110C (F21),122C (F20), 191C,192C,195C (F19), 196C(F15),197C,198C (F19) MUS 103C(end F17), 113C ^o , 114C (F20), 116C, 117C, 118C ^o (118HC ^o), 119C(F01), 120C PHOT 204C (F18) THEA 100C, 102C(F95-F10;begin F13), 107C ^o ^o (107HC ^o ^o)	3A	
3B	Group B: HUMANITIES ANTH 105C (F18),107C ^o COMM 220C (F21) ENGL 102C ^o (102HC ^o),110C ^o ,111C ^o ,208C ^o ,211C,212C,221C,222C, 223C (F20), 224C (F20), 234C ^o (234HC ^o),239C ^o ,243C(F15),247C ^o , 248C (F19), 249C (F20), 250C (F20), 255C ^o ,256C ^o , 260C ^o (F15), 260HC ^o (F20) ETHS 101C ^o ^o ^o (101HC ^o ^o ^o) (F19), 129C ^o ^o (F19), 130C ^o ^o ^o (F03), 131C ^o ^o ^o (F19),151C ^o ^o ^o (formerly 141C), 152C ^o ^o ^o , 159C ^o ^o ^o (F20), 160C ^o ^o ^o (F19), 161C ^o ^o ^o (F20), 170C ^o ^o (F20), 171C ^o ^o (F20),202C ^o ^o (F21) FREN 203C (LOTE), 204C (LOTE) HIST 110C ^o ^o (110HC ^o ^o), 111C ^o ^o ^o (111HC ^o ^o), 112C ^o ^o ^o (112HC ^o ^o)(S04), 113C ^o ^o ^o (113HC ^o ^o), 160C ^o ^o , 161C ^o ^o , 163C ^o ^o , 165C ^o ^o , 170C ^o ^o ^o ^o (170HC ^o ^o ^o ^o) (F17),171C ^o ^o ^o ^o (171HC ^o ^o ^o ^o)(F17), 270C ^o ^o ^o (F17) 275C ^o ^o ^o (S05) INDS 100C ^o , 101C ^o JAPN 203C (LOTE), 204C (LOTE) LING 101C (F21) PHIL 100C ^o (100HC ^o),101C, 105C(F20), 110C, 120C,135C,160C,162C(F21),201C(S05), 202C,225C(F21),230C,240C(S06)(formerly 225C) SPAN 202C (LOTE), 203C (LOTE), 204C (LOTE)	3B	
		3A OR 3B	
	AREA 4 – SOCIAL & BEHAVIORAL SCIENCES REQUIREMENT: At least 3 courses from at least two different disciplines or an interdisciplinary sequence (9 semester/12-15 quarter units)		C/I/P/R
4	AJ 110C,120C (F18), 160C ^o (F19) ANTH 102C ^o (102HC ^o),103C (formerly 203C),104C,105C,106C,107C ^o ,121C ^o ,208C (F17),212C(formerly 211C) (F17), 225C COMM 105C (F20), 120C ^o COUN 120 C (F21) ECON 100C ^o (100HC ^o), 105C ^o (105HC ^o), 130C(F22),110C+, 120C (F16), 260C ^o ETHS 101C ^o ^o ^o (formerly 100C) (101HC ^o ^o ^o ^o)(formerly 100HC), 129C ^o ^o , 130C ^o ^o ^o , 131C ^o ^o ^o ,150C ^o ^o ^o (formerly 140C),151C ^o ^o ^o (formerly 141C), 152C ^o ^o ^o , 153C ^o ^o , 159C ^o ^o ^o (F20),160C ^o ^o , 161C ^o ^o ^o (F20), 170C ^o ,171C ^o , 202C ^o ^o (F21),235C ^o (F16) DSST 200C(F22) GEOG 100C ^o (100HC ^o), 130C, 140C(end SU14), 160C, 260C ^o HIST 110C ^o ^o (110HC ^o ^o),111C ^o ^o ^o (111HC ^o ^o),112C ^o ^o ^o (112HC ^o ^o),113C ^o ^o ^o (113HC ^o ^o),135C(S04),142C(end SU13),143C,151C,152C, 160C ^o ^o ,161C ^o ^o ,163C ^o ^o ,165C ^o ^o ,170C ^o ^o ^o (170HC ^o ^o ^o),171C ^o ^o ^o (171HC ^o ^o ^o)(F03),190C ^o ^o (formerly 162AC),191C ^o ^o (formerly 162BC), 270C ^o ^o (S04),275C ^o ^o (S05) HUSR 250C ^o (S06), 255C ^o (S06), 292C(S06) INDS 200C (F20), 201C(F20) KIN 248C (F18), 249C (F17) PHS 280C ^o (F21), 280HC ^o (F21), 281C ^o (F21), 281HC ^o (F21), 283C(F21), 285C(F21) POSC 100C ^o ^o (100HC ^o ^o), 101C ^o ^o , 120C, 130C, 200C, 209C ^o , 210C, 215C, 216C, 230C PSY 101C ^o (101HC ^o),120C ^o ,131C ^o ^o (formerly 237C),139C,145C (S06), 202C, 221C ^o , 222C, 251C,255C ^o (S06) SOC 101C ^o (101HC ^o), 102C, 120C ^o , 125C (F20), 225C, 237C ^o ^o , 250C ^o (S06), 275C(S05), 277C, 280C (F20), 290C (F20), 292C (S06)		

(Indicate course status) LEGEND: C=Completed IP=In Progress R=Remaining

	AREA 5 – PHYSICAL AND BIOLOGICAL SCIENCES REQUIREMENT: At least 2 courses, one from Group A and one from Group B; at least one course must include a laboratory (7-9 semester/9-12 quarter units). Group C is a new area that includes science labs that combine lecture and lab or lab only courses.	AP CREDIT or OTHER COLLEGE COURSE	C/I/P/R
5A	GROUP A: PHYSICAL SCIENCES Physical Sciences w/lab: ASTR 116C ^o /117C ^o (116HC ^o /117HC ^o) CHEM 100C(F02), 101C(F03), 104C (F19),107C+, 111AC,111BC, 201C(F14) GEOG 102C/102LC GEOL 100C ^o /101C+ (100HC ^o)/101C+, 100C ^o /115C (100HC ^o)/115C, 103C, 130C/131C PHSC 104C (F19) PHYS 130C+, 201C, 202C, 210C, 211C, 221C, 222C, 223C	Physical Sciences w/o lab: ASTR 116C ^o (116HC ^o) BIOL 103C(F22) CHEM 103C GEOG 102C, 140C(F13) GEOL 100C ^o ^o (100HC ^o ^o), 120C, 125C, 130C, 190C+	
5B	GROUP B: BIOLOGICAL SCIENCES Biological Sciences w/lab: ANTH 101C ^o (101HC ^o), 101LC BIOL 101C ^o ^o (101HC ^o ^o),111C/112C+, 113C/114C+, 122C, 174C, 175C, 210C(F09),220C(F19), 230C, 231C(S07), 241C(S07), 276C(F15)	Biological Sciences w/o lab: ANTH 101C ^o (101HC ^o), 210C(F16) BIOL 102C, 103C(endF22),107C (F19), 111C, 113C, 160C(F21),277C(F15), 278C(F15) PSY 221C ^o (F18)	
5C	GROUP C: PHYSICAL and BIOLOGICAL SCIENCE LABORATORIES All science labs that combine lecture and lab <u>or</u> lab only courses: ANTH 101LC ASTR 117C ^o (117HC ^o) BIOL 101C ^o ^o (101HC ^o ^o),112C+, 114C+, 122C,127C,128C+, 174C,175C,210C(F09),220C(F19), 230C,231C(S07), 240C,241C(S07),276C(F15) CHEM 100C(F02), 101C(F03), 104C (F19),107C+, 111AC, 111BC, 201C(F14) GEOG 102LC GEOL 101C, 103C, 115C, 131C PHSC 104C (F19) PHYS 130C+, 201C, 202C, 210C, 211C, 221C, 222C, 223C		
	AREA 6A – LANGUAGE OTHER THAN ENGLISH (LOTE): UC requirement only REQUIREMENT: Complete one of the following:		C/I/P/R
6A	1. Complete 2 years of high school course work in a language other than English (in the same language) with a grade of "C" or better. 2. Complete course 102C ^o (102HC ^o) or higher level in a foreign language at Cypress College or equivalent courses at another college or university. 3. Completion with "C" or better of 2 years of formal schooling at the 8th grade level or higher at an institution where the language of instruction is not English. Students unable to provide documentation need to have passed one of the exams listed below or take the appropriate college course(s). 4. Earn the appropriate score on the SAT II Subject Test in languages other than English. See a counselor for score requirements. 5. Earn a score of 3 or higher on the Advanced Placement Language Other than English Test. 6. Earn a score of 5 or higher on the International Baccalaureate Higher Level Exam in a language other than English. 7. Satisfactory completion of an achievement test administered by a community college, university, or college in a language other than English. This test will have to assess the student's proficiency at the level equivalent to two years of high school language. 8. Earn an A, B, or C on Language Other than English "O" level exam. 9. Earn a score of 5, 6, or 7 on Language Other than English International "A" Level Exam. 10. Earn a "C" or better in a Defense Language Institute course. Cypress College courses that meet the proficiency level: CHIN 102C, 204C(F20) FREN 102C, 203C, 204C JAPN 102C, 203C(F05), 204C(F05) PORT 102C(S06) SPAN 102C ^o (102HC ^o), 201C, 202C, 203C, 204C Note: A higher-level language course can be used to meet language proficiency. Examples: FREN 203C or SPAN 202C. Students completing such courses will satisfy both the 3B Area and validate the proficiency level requirement. <i>These courses are identified in the 3B area as (LOTE).</i>		
	CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS (Not part of IGETC, may be completed prior to transfer.) (6 semester units, one course from Group A and one course from Group B)		
	Group A (US-2 & US-3) U.S. Constitution & Government; California state and local government: POSC 100C ^o (100HC ^o), 101C		
	Group B (US-1) U.S. History: ETHS 101C ^o (F04)(formerly 100C) (101HC ^o)(formerly 100HC), 130C, 131C, 152C ^o (F16),160C, 161C ^o (F20), 171C ^o ^o (F22) HIST 170C ^o (170HC ^o), 171C ^o (171HC ^o), 190C(formerly 162AC), 191C(formerly 162BC) Note: Double Counting is allowed for this requirement with only 1 G.E. category. The CSU US History, Constitution, and American Ideals (AI) graduation requirement is not part of IGETC. Since requirements vary, it is advisable to check the catalog of the UC campus to which the student intends to transfer. See Counselor if American Government is Completed OUT-OF STATE.		
	LEGEND		
+	Check with counselor for credit limitations for applicable courses in these departments: BIOL, CHEM, DANCE, ECON, GEOL, MATH, PHOT, PHYS, PSYCH, SOC and THEA. Specific credit limitation information is available at www.assist.org .		
*	Note: Certain majors require specific Mathematics course(s). See a Counselor for details.		
◊	Course may be used to satisfy requirements for one area only.		
∞	The class also may be used to satisfy the Cypress College Associates Degree Social Justice, Equity and Sustainability requirement.		
□	Duplicate credit not granted for the same cross-listed courses nor for non-honors and honors classes.		
^	See CSU graduation requirement in U.S. History, Constitution, and American Ideals.		
	NOTE: Underlining indicates a course is no longer offered at Cypress College. The notations reflected after classes represent either the time a class was approved or ended.		



CYPRESS COLLEGE

2022-2023

CYPRESS COLLEGE NATIVE (LOCAL) GENERAL EDUCATION REQUIREMENTS

Student's Name: ID#: @ Date:

Degree: A.A. A.S. Major Counselor

Associate Degree Requirements: Includes fulfillment of both the cultural diversity and reading requirements, major course-work toward an occupational degree (AA or AS), completion of 60 degree eligible units with a minimum grade point average of 2.0 and satisfaction of a minimum of 25-unit general education requirement as described in the following list. Courses taken for general education must be on the native AA/AS General Education list at the time they are taken. Students should check with their counselor in planning completion of General Education requirements.

(Check boxes accordingly)		LEGEND: C=Completed	IP=In Progress	R=Remaining				
	CATEGORY A. LANGUAGE AND RATIONALITY Written Communication must be completed with a grade of "C" or better.	6-UNIT MINIMUM	AP CREDIT/ OTHER COLLEGE COURSE(S)	C	IP	R		
A1	WRITTEN COMMUNICATION: 3 Unit Minimum ENGL 100C [□] (100HC [□]), 101C ESL 110C							
A2	ANALYTICAL THINKING: 3 Unit Minimum COMM 050C**, 100C**◇ (100HC**◇), 110C**, 135C** CIS 111C** ENGL 103C**◇ (103HC**◇), 104C**◇ (104HC**◇), 106C**, 135C** PHIL 170C**◇ (170HC**◇) ,172C**, 175C**							
	CATEGORY B. NATURAL SCIENCES AND MATHEMATICS Mathematics must be completed with a grade of "C" or better.	6-UNIT MINIMUM						
B1	LIFE SCIENCES AND PHYSICAL SCIENCES: 3 Unit Minimum ANTH 101C [□] (101HC [□]), 101LC, 210C ASTR 116C [□] /117C [□] (116HC [□] /117HC [□]) BIOL 101C [□] (101HC [□]), 102C, 103C,107C, <u>111C/112C</u> , <u>113C/114C</u> , 122C,160C,174C,175C, 210C,220C, <u>230C</u> , 231C, 241C, 276C, 277C, 278C CHEM 100C, 101C, 103C, 104C, 107C, 111AC, 111BC, 201C GEOG 102C/102LC,140C GEOL 100C [□] /101C (100HC [□])/101C, 104C,100C [□] /115C (100HC [□])/115C, 103C, 105C, 120C, 125C, 130C/131C, 190C PHSC 104C PHYS 130C, 201C, 202C,210C, 211C, 221C, 222C, 223C PSY 221C◇							
B2	MATHEMATICS: 3 Unit Minimum (Courses need a prerequisite of Elementary Algebra or higher) MATH 030C, <u>038C</u> , 040C, 041C,100C,110C/PC,115C/PC, 120C/PC, 130C/PC, 141C/PC, 142C, 150AC, 150BC, 250AC, 250BC PSY 161C [□] (161HC [□]) SOC 161C [□] (161HC [□])							
	CATEGORY C. ARTS AND HUMANITIES	6- UNIT MINIMUM						
C1	ARTS: 3 Unit Minimum ART 100C,110C,111C,112C [□] (112HC [□]),114C,116C, 120C,121C,122C,150C,151C,182C,185C,194C(formerly 189C),216C DANC 100C, 101C [∞] , 105C, 106C, 107C, 108C, 111C, 112C, <u>120C</u> , <u>134C</u> , 147C, 149C,151C ENGL 125C [□] (125HC [□]) MAD 110C, 122C, 126C, 127C, 128C, 129C,131C,191C, 192C,196C,197C,198C MUS 101C, 113C [∞] , 114C [∞] , 116C, 117C, 118C [□] (118HC [□]), 119C, 120C, 127C, <u>274C</u> , 280C, 282C, <u>291C</u> ; PHOT 101C [□] · 204C THEA 100C,101C,102C,107C ^{∞□} (107HC ^{∞□}),108C(formerly 106C),120C,126C [□] ,129C,132C,133C,149C							
C2	HUMANITIES: 3 Unit Minimum ANTH 105C◇, 107C◇ CHIN 100C, 101C, 102C, 203C, 204C COMM 220C [□] (220HC [□]) ENGL 102C**◇ (102HC**◇), 110C, 111C, 126C, 127C, 128C, 130C, 208C, 211C, 212C, 221C, 222C,223C, 224C, 234C [□] (234HC [□]), 239C [∞] , 243C, 247C [∞] , 248C,249C, 250C,255C [∞] , 256C [∞] , 260C [□] (260HC [□]) ESL 108C, 109C,184C,185C,186C ETHS 101C [□] ◇ (101HC [□] ◇), 129C◇ [∞] ,130C◇ [∞] ,131C◇ [∞] ,150C◇ [∞] ,151C◇ [∞] (formerly 141C), 152C◇ [∞] ,159C◇ [∞] ,160C◇ [∞] ,161C◇ [∞] ,163C◇, 170C◇ [∞] ,171C◇ [∞] 202C [∞] ◇ FREN 101C, 102C, 203C, 200C,204C HIST 110C [□] ◇ (110HC [□] ◇),111C [□] ◇ (111HC [□] ◇),112C [□] ◇ (112HC [□] ◇),113C [□] ◇ (113HC [□] ◇),160C◇,161C◇,163C◇,165C◇,170C [□] ◇ (170HC [□] ◇),171C [□] ◇ (171HC [□] ◇),270C◇, 275C◇ [∞] INDS 100C, 101C JAPN 100C, 101C, 102C, <u>125C</u> , 200C (begin F19), 203C, 204C JOUR 110C◇ LING 101C PHIL 100C [□] (100HC [□]), 101C [□] (101HC [□]), 105C, 110C, 120C, 135C, 160C,162C, 201C, 202C, 225C [∞] ,230C, 240C PORT <u>101C</u> , <u>102C</u> SPAN 101C, 102C, 201C, 200C, 202C, 203C, 204C							

	CATEGORY D. SOCIAL SCIENCES	6-UNIT MINIMUM	AP CREDIT or OTHER COLLEGE COURSE(S)	C	IP	R
D	AJ 110C,120C ANTH 102C [□] (102HC [□]), 103C(formerly 203C), 104C, 105C◇, 106C,107C◇,121C [∞] , 208C, 212C(formerly 211 C), 225C BUS 100C (formerly MGT 161C), 266C COMM 105C, 120C [∞] , 220C [□] (220HC [□] ◇) COUN 120C [∞] ECON 100C [□] (100HC [□]), 105C [□] (105HC [□]), 110C, 120C,130C, <u>260C</u> ETHS 101C [□] ◇ [∞] (formerly 100C) (101HC [□] ◇ [∞])(formerly 100HC), 129C◇ [∞] , 130C [∞] , 131C [∞] ,150C◇ [∞] (formerly 140C), 151C [∞] (formerly 141C), 152C [∞] , 153C [∞] ,159C◇ [∞] , 160C◇ [∞] , 161C◇ [∞] , 170C◇ [∞] , 171C◇ [∞] , 202C◇ [∞] ,235C◇ [∞] DSST 200C GEOG 100C [□] (100HC [□]), 130C, 160C,260C HIST 110C [□] ◇ (110HC [□] ◇),111C [□] ◇(111HC [□] ◇),112C [□] ◇ (112HC [□] ◇),113C [□] ◇ (113HC [□] ◇),135C,142C,143C,151C,152C,160C◇,161C◇,163C◇, 165C◇,170C◇ [□] (170HC◇ [□]),171C◇ [□] (171HC◇ [□]),190C(formerly 162AC),191C(formerly 162BC), 270C◇,275C◇ [∞] HS 277C [∞] HUSR 200C, <u>250C</u> , <u>255C</u> , <u>292C</u> INDS 200C, 201C JOUR 110C◇ KIN 248C, 249C(formerly PE 250C) PHIL 165C PHS 280C [□] (280HC [□]), 281C [□] (281HC [□]), 283C, 285C POSC 100C [□] (100HC [□]), 101C, 120C, 200C, 209C, 210C, 215C, 216C, 230C PSY 101C [□] (101HC [□]),120C,131C,139C,145C,202C,221C,222C◇, <u>240C</u> ,251C, 255C REC 102C SOC 101C [□] (101HC [□]), 102C, <u>120C[□]</u> ,125C, 225C,250C [□] , 275C, 277C,280C, 290C, 292C					
	CATEGORY E. PHYSICAL ACTIVITY AND HEALTH	1-UNIT MINIMUM				
E	DANC 102C,105C, 106C, 107C, 108C,109C,110C, 111C, 112C, 113C, 114C, 115C, 116C,117C, <u>121C</u> , <u>122C</u> , <u>124C</u> , 130C, 131C, 132C, 133C, 134C, 136C, 137C, <u>139C</u> , 140C, 141C, 142C, 143C, 144C, 145C, 203C, <u>204C</u> , 205C, 206C, <u>208C</u> , <u>212C</u> , <u>214C</u> , <u>215C</u> , 296C, 298C, 299C HRC 100C KIN 100C thru 222C, 244C 290C, 291C, 292C, 293C PHS 270C [□] (270HC [□]), 280C◇ [□] (280HC◇ [□]), 281C◇ [□] (281HC◇ [□]), 283 C, 284C, 285C, 286C, 294C, 296C					
	Cypress College Graduation Requirements					
	SOCIAL JUSTICE, EQUITY AND SUSTAINABILITY	3-UNIT MINIMUM				
	AJ 160C ANTH 121C ATC 182C COMM 120C COUN 120C, <u>152C</u> DANC 101C ENGL 208C, 239C, 247C, 250C, 255C, 256C; ETHS 101C [□] (formerly 100C) (101HC [□])(formerly100HC), 129C, 130C, 131C, 150C, 151C, 152C, 153C, 159C, 160C, 161C,170C, 171C, 202C,235C HIST 275C Completion of the Nursing Program also meets the Social Justice, Equity and Sustainability graduation requirement.	HS 277C HUSR 295C KIN 249C(formerly PE 250C), 281C [□] (281HC [□]) MUS 114C PHIL 225C POSC 209C PSY 131C(formerly 237C) REC 102C SOC 290C, <u>237C</u> THEA 107C [□] (107HC [□])				
	READING PROFICIENCY					
	One of the following: Graduation Reading Requirement Proficiency in reading may be satisfied by one of the following: 1) Completion of a degree (AA/AS or higher) from a US regionally accredited college or university. 2) A Cypress College placement test score indicating proficiency has been met or passing the Cypress College reading proficiency test (CTEP 60 or Nelson-Deny 225) prior to Fall 2019. 3) A passing grade of "C" or better in ENGL 096 C or ENGL 102 C or a comparable course from a regionally accredited college or university. 4) A passing grade of "C" or better in any course in the Cypress College IGETC (1B); or Cypress College CSU GE (A3) Critical Thinking category or a comparable course from a regionally accredited college or university. 5) A passing grade of "C" or better in the Cypress College AA/AS degree General Education pattern Area A2 (Analytical Thinking) or a comparable course from a regionally accredited college or university. See a counselor for details.					
	LEGEND					
**	Also meets Reading Proficiency requirement for graduation.					
∞	Also meets Social Justice, Equity and Sustainability requirement for graduation.					
◇	Course may be used to satisfy requirements for one area only.					
□	Duplicate credit not granted for the same cross listed courses, nor for non-honors and honors classes.					
NOTE: Underlining indicates a course is no longer offered at Cypress College. In order to receive General Education credit, the course must be on the official approved list at the time the course is taken. Please see a counselor to determine your catalog rights and the applicability of courses completed.						

View the current Cypress College Native GE course list on-line at:
<https://catalog.nocccd.edu/cypress-college/programs-study/associate-degrees/general-education-native-requirements-associate-degree/>



Liberal Arts AA Degree with Area of Emphasis
Cypress College 2022-2023

ARTS & HUMANITIES emphasis

Student's Name _____ ID # @ _____ Date: _____

Major _____ Transfer To _____ Counselor _____

The Liberal Arts degree with Area of Emphasis provides students with the opportunity to earn a degree within a broad liberal arts education, allowing them to understand the intellectual relationships between various disciplines in a broader Area of Emphasis. Earning an Associate Degree may or may not be the most effective path to fulfilling transfer requirements. The courses listed for each Area of Emphasis in the Cypress College catalog do not reflect major preparation requirements at any specific university, but some may be used to fulfill local university requirements. **Reminder: Students with catalog rights for 2012 or prior, meet with a Counselor to confirm if courses taken at that time are applicable to the Arts and Humanities emphasis and the Transfer Center for information regarding selection of an appropriate general education pattern and pertinent classes, as well as your intended major at the specific colleges/universities of choice.**

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

- Completion of Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
- Completion of at least 18 units in an Area of Emphasis from those outlined below. (Note: Where appropriate, courses in the Area of Emphasis may also be counted for a GE area).
- A 2.0 (C) overall GPA and a 2.0 (C) in all courses taken in the Area of Emphasis.
- **Effective Fall 2017 - Fulfillment of all graduation requirements, to include local requirements of a minimum of one (1) unit of coursework approved for Physical Activity and Health and three (3) units of coursework approved for Social Justice, Equity and Sustainability for a total of 60 transferable units.**

Liberal Arts AA Degree: ARTS & HUMANITIES emphasis

The Arts & Humanities option under Liberal Arts is an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC). Students are able to satisfy both their transfer institution's general education requirements, plus focus on transfer major preparation course work required by the four-year university. The Area of Emphasis listed below includes courses that transfer to CSU and/or UC. Courses in **BOLD** are transferable to UC. **Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org**

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

(Check boxes accordingly) Legend: C= Completed IP=In Progress R= Remaining	C	IP	R
Select 18 or more units from at least 2 discipline areas:			
ART 100C, 110C, 111C, 112C (112HC), 114C,116C, 120C, 123C, 150C, 151C, 182C, 194C(Formerly 189C), 216C			
ANTH 105,107C,			
CHIN 101C, 102C, 203C, 204C			
COMM 220C (220HC)			
DANC 101C			
ENGL 102C (102HC), 110C, 111C, 125C (125HC), 128C, 130C, 208C, 211C, 212C, 221C, 222C, 223C,224C,234C (234HC), 239C, 243C, 248C, 249C, 250C,255C, 256C, 260C, 260HC			
ESL 108C, 109C			
ETHS 101C (101HC),129C,130C, 131C,150C, 151C(Formerly 141C), 152C, 159C,160C,161C, 170C, 171C, 202C			
FREN 101C, 102C, 200C, 203C, 204C			
HIST 110C (110HC), 111C (111HC), 112C (112 HC), 113C (113HC), 160C, 161C, 163C, 165C, 170C (170HC),171C (171HC),270C,275C			
INDS 100C, 101C			
JAPN 101C, 102C, 200C, 203C, 204C			
LING 101C			
MAD 110C,122C, 126C, 127C, 128C, 129C, 131C, 191C,192C,195C,196C, 197C,198C			
MUS 101C, 113C, 114C, 116C, 117C, 118C (118HC), 119C, 120C, 127C			
PHIL 100C (100HC), 101C(PHIL 101HC), 105C, 110C, 120C, 135C, 160C, 162C, 201C, 202C, 225C, 230C, 240C			
PHOT 101C, 204C			
SPAN 101C, 102C, 200C, 201C, 202C, 203C, 204C			
THEA 100C, 102C, 107C (107HC), 120C, 121C, 126C, 129C, 132C, 133C, 145C, 149C			

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



Liberal Arts AA Degree with Area of Emphasis
Cypress College 2022-2023

HUMAN COMMUNICATION emphasis

Student Name _____ ID@ _____ Date: _____

Major _____ Transfer To _____ Counselor _____

The Liberal Arts degree with Area of Emphasis provides students with the opportunity to earn a degree within a broad liberal arts education, allowing them to understand the intellectual relationships between various disciplines in a broader Area of Emphasis. Earning an Associate Degree may or may not be the most effective path to fulfilling transfer requirements. The courses listed for each Area of Emphasis in the Cypress College catalog do not reflect major preparation requirements at any specific university, but some may be used to fulfill local university requirements. **Reminder: Students with catalog rights for 2012 or prior, meet with a Counselor to confirm if courses taken at that time are applicable to the Human Communication emphasis and the Transfer Center for information regarding selection of an appropriate general education pattern and pertinent classes, as well as your intended major at the specific colleges/universities of choice.**

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

- Completion of Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
- Completion of at least 18 units in an Area of Emphasis from those outlined below. (Note: Where appropriate, courses in the Area of Emphasis may also be counted for a GE area).
- A 2.0 (C) overall GPA and a 2.0 (C) in all courses taken in the Area of Emphasis.
- **Effective Fall 2017 - Fulfillment of all graduation requirements, to include local requirements of a minimum of one (1) unit of coursework approved for Physical Activity and Health and three (3) units of coursework approved for Social Justice, Equity and Sustainability for a total of 60 transferable units.**

Liberal Arts AA Degree: HUMAN COMMUNICATION emphasis

The Human Communication option under Liberal Arts is an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC). Students are able to satisfy both their transfer institution's general education requirements, plus focus on the transfer major preparation course work required by the four-year university. The Area of Emphasis listed below includes courses that transfer to CSU and/or UC. Courses in **BOLD** are transferable to UC. **Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org.**

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

(Check boxes accordingly) Legend: C= Completed IP= In Progress R= Remaining	C	IP	R
Select 18 or more units from at least 2 discipline areas:			
COMM 100C (100HC), 110C,135C, 138C, 238C,			
ENGL 100C (100HC), 101C,103C (103HC), 104C (104HC)			
ESL 110C			
PHIL 170C (170HC), 172C, 175C			

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



Liberal Arts AA Degree with Area of Emphasis
Cypress College 2022-2023

MATH & SCIENCE emphasis

Student's Name _____ ID@ _____ Date: _____

Major _____ Transfer To _____ Counselor _____

The Liberal Arts degree with Area of Emphasis provides students with the opportunity to earn a degree within a broad liberal arts education, allowing them to understand the intellectual relationships between various disciplines in a broader Area of Emphasis. Earning an Associate Degree may or may not be the most effective path to fulfilling transfer requirements. The courses listed for each Area of Emphasis in the Cypress College catalog do not reflect major preparation requirements at any specific university, but some may be used to fulfill local university requirements. **Reminder: Students with catalog rights for 2012 or prior, meet with a Counselor to confirm if courses taken at that time are applicable to the Math & Science emphasis and the Transfer Center for information regarding selection of an appropriate general education pattern and pertinent classes, as well as your intended major at the specific colleges/universities of choice.**

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

- Completion of Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
- Completion of at least 18 units in an Area of Emphasis from those outlined below. (Note: Where appropriate, courses in the Area of Emphasis may also be counted for a GE area).
- A 2.0 (C) overall GPA and a 2.0 (C) in all courses taken in the Area of Emphasis.
- **Effective Fall 2017 - Fulfillment of all graduation requirements, to include local requirements of a minimum of one (1) unit of coursework approved for Physical Activity and Health and three (3) units of coursework approved for Social Justice, Equity and Sustainability for a total of 60 transferable units.**

Liberal Arts AA Degree: MATH & SCIENCE emphasis

The Math & Science option under Liberal Arts is an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC). Students are able to satisfy both their transfer institution's general education requirements, plus focus on transfer major preparation course work required by the four-year university. The Area of Emphasis listed below includes courses that transfer to CSU and/or UC. Courses in **BOLD** are transferable to UC. ***Disclaimer:*** Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org

This degree emphasizes the natural sciences which examine the physical universe, its life forms, and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of the world's civilization. Students will also examine the influence that the acquisition of scientific knowledge has on the developmental of the world's civilizations.

(Check boxes accordingly) Legend: C= Completed IP= In Progress R= Remaining

SELECT 18 OR MORE UNITS FROM AT LEAST 2 DISCIPLINE AREAS:

ANTH 101C (101HC), 101LC, 210C			
ASTR 116C (116HC), 117C (117HC)			
BIOL 101C (101HC), 102C, 103C,107C, 122C, 160C, 174C, 175C, 210C, 220 C,231C, 241C, 276C, 277C, 278C			
CHEM 100C, 101C, 103C, 104C, 107C, 111AC, 111BC, 201C			
GEOG 102C, 102LC, 140C			
GEOL 100C (100HC), 101C, 104C, 103C, 105C, 115C, 120C, 125C, 130C, 131C, 190C			
MATH 100C, 110C (110PC), 115C (115PC), 120C (120PC), 130C (130PC), 141C (141PC), 142C, 150AC, 150BC, 250AC, 250BC			
PHSC 104C			
PHYS 130C, 201C, 202C, 210C, 211C, 221C, 222C, 223C			
PSY 161C (161HC), 221C			
SOC 161C (161HC)			

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



Liberal Arts AA Degree with Area of Emphasis
Cypress College 2022-2023

SOCIAL & BEHAVIORAL SCIENCES emphasis

Student's Name _____ ID@ _____ Date: _____

Major _____ Transfer To _____ Counselor _____

The Liberal Arts degree with Area of Emphasis provides students with the opportunity to earn a degree within a broad liberal arts education, allowing them to understand the intellectual relationships between various disciplines in a broader Area of Emphasis. Earning an Associate Degree may or may not be the most effective path to fulfilling transfer requirements. The courses listed for each Area of Emphasis in the Cypress College catalog do not reflect major preparation requirements at any specific university, but some may be used to fulfill local university requirements. **Reminder: Students with catalog rights for 2012 or prior, meet with a Counselor to confirm if courses taken at that time are applicable to the Social & Behavioral emphasis and the Transfer Center for information regarding selection of an appropriate general education pattern and pertinent classes, as well as your intended major at the specific colleges/universities of choice.**

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

- Completion of Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
- Completion of at least 18 units in an Area of Emphasis from those outlined below. (Note: Where appropriate, courses in the Area of Emphasis may also be counted for a GE area).
- A 2.0 (C) overall GPA and a 2.0 (C) in all courses taken in the Area of Emphasis.
- **Effective Fall 2017 - Fulfillment of all graduation requirements, to include local requirements of a minimum of one (1) unit of coursework approved for Physical Activity and Health and three (3) units of coursework approved for Social Justice, Equity and Sustainability for a total of 60 transferable units.**

Liberal Arts AA Degree: SOCIAL & BEHAVIORAL SCIENCES emphasis

The Social & Behavioral Sciences option under Liberal Arts is an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC). Students are able to satisfy both their transfer major preparation course work. The Area of Emphasis listed below includes courses that transfer to CSU and/or UC. Courses in **BOLD** are transferable to UC. ***Disclaimer:*** Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org

This degree emphasizes the perspective, concepts, theories and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

(Check boxes accordingly) Legend: C= Completed IP= In Progress R= Remaining

AJ 110C, 120C, 160C			
ANTH 102C (102HC), 103C(Formerly 203C), 104C, 105C, 106C, 107C, 121C, 208C,212C(Formerly 211C),225C			
COMM 105C,120C			
COUN 120C			
DSST 200C			
ECON 100C (100HC), 105C (105HC), 110C, 120C, 130C			
ETHS 101C(Formerly 100C) (101HC)(Formerly 100HC), 129C, 130C, 131C, 150C(Formerly 140C), 151C(Formerly 141C), 152C, 153C, 159C ,160C,161C, 170C, 171C, 202C, 235C			
GEOG 100C (100HC), 130C, 160C, 260C			
HIST 110C (110HC), 111C (111HC), 112C (112HC), 113C (113HC), 135C, 142C, 143C, 151C, 152C, 160C, 161C, 163C, 165C, 170C (170HC), 171C (171HC), 190C(Formerly 162AC), 191C(Formerly 162BC), 270C, 275C			
HS 277C			
HUSR 200C			
INDS 200C, 201C			
JOUR 110C, 118C			
KIN 248C,249C			
MGT 161C			
PHIL 165C			
PHS 280C(280HC),281C (281HC),283C, 285C			
POSC 100C (100HC), 101C, 120C, 200C, 209C, 210C, 215C, 216C, 230C			
PSY 101C (101HC), 110C, 120C, 131C(Formerly 237C), 139C, 145C, 202C, 221C, 222C, 251C, 255C			
SOC 101C (101HC), 102C, 125C, 225C, 250C, 275C, 277C, 280C, 290C, 292C			

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

GUARANTEE YOUR ADMISSION TO A CSU OR UC

TRANSFER ADMISSION GUARANTEE (TAG)

A TAG IS A FREE, QUICK AND EASY WAY TO DETERMINE IF A STUDENT IS ELIGIBLE FOR ADMISSION TO A SPECIFIC UC. STUDENTS WHO MEET SPECIFIC CRITERIA THROUGH TAG ARE OFFERED ADMISSION.

PARTICIPATING TAG SCHOOLS:

- UC DAVIS
- UC RIVERSIDE
- UC IRVINE
- UC SANTA BARBARA
- UC MERCED
- UC SANTA CRUZ

TAG APPLICATION DEADLINE:
SEPTEMBER 1 – 30

FOR MORE INFORMATION, VISIT:
WWW.UCTAP.UNIVERSITYOFCALIFORNIA.EDU

TRANSFER CENTER SERVICES

- TRANSFER COUNSELING
- UNIVERSITY REPRESENTATIVE APPOINTMENTS
- TRANSFER FAIRS
- TRANSFER WORKSHOPS
- UNIVERSITY TOURS
- APPLICATION ASSISTANCE



ASSOCIATE DEGREE FOR TRANSFER (ADT)

STUDENTS WHO EARN AN ADT ARE GUARANTEED:

1. ADMISSION TO A CSU CAMPUS IN A SIMILAR MAJOR TO THEIR ADT
2. ABILITY TO FINISH THE BACHELOR DEGREE IN TWO YEARS
3. A 0.1 GPA BOOST WHEN APPLYING TO AN IMPACTED CSU IN A SIMILAR MAJOR TO THEIR ADT

ADT PATTERNS OFFERED AT CYPRESS COLLEGE:

- ADMINISTRATION OF JUSTICE
- ANTHROPOLOGY
- ART HISTORY
- BIOLOGY
- BUSINESS ADMINISTRATION 2.0
- CHEMISTRY
- COMMUNICATION STUDIES
- COMPUTER SCIENCE
- ECONOMICS
- ELEMENTARY TEACHER EDUCATION
- ENGLISH
- ENVIRONMENTAL SCIENCE
- FILM, TV & ELECTRONIC MEDIA
- GEOGRAPHY
- GEOLOGY
- GLOBAL STUDIES
- HISTORY
- HOSPITALITY MANAGEMENT
- JOURNALISM
- KINESIOLOGY
- LAW, PUBLIC POLICY & SOCIETY
- MATHEMATICS
- MUSIC
- NUTRITION & DIETETICS
- PHILOSOPHY
- PHYSICS
- POLITICAL SCIENCE
- PSYCHOLOGY
- PUBLIC HEALTH
- SOCIOLOGY
- SOCIAL JUSTICE - AFRICAN AMERICAN STUDIES
- SOCIAL JUSTICE - ASIAN PACIFIC AMERICAN STUDIES
- SOCIAL JUSTICE - CHICANA/O STUDIES
- SOCIAL JUSTICE - NATIVE AMERICAN STUDIES
- SPANISH
- STUDIO ARTS
- THEATER ARTS

FOR MORE INFORMATION VISIT: ICANGOTOCOLLEGE.COM

Strengthening Transfer Education & Matriculation



(STEM)²
CYPRESS COLLEGE

in Science Technology Engineering & Mathematics

INTERESTED
IN PURSUING A CAREER IN
SCIENCE
TECHNOLOGY
ENGINEERING
MATHEMATICS?

The (STEM)² Program is designed to help you reach your potential by providing unique transfer and career opportunities that will aid your success in the fields of *Science, Technology, Engineering, and Mathematics*

- Transfer support to any four-year university
- Summer research and scholarship opportunities
- Individualized counseling sessions
- Textbook loan program
- And much more!

MAKE IT HAPPEN
APPLY TODAY

To learn more contact the (STEM)² Program:
Email: stem2@cypresscollege.edu
Phone: (714) 484-6048
Location: Fine Arts Building, Room 136



Cypress College

Stem2.cypresscollege.edu



@Stem2cypress



Stem2cypress



STEM 2 CC

Note: The SEP is for advisement only. It is not an official evaluation.

Educational Goal(s)	Certificate	AA/AS	Transfer	Other
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Major _____ Transfer Institution _____

C = Completed I = In Progress R = Remaining

IGETC General Education		C	I	R
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1. English Comm. (6 or 9)			
1A.			
1B.			
1C. (CSUonly)			

Reading Proficiency				
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F. Ethnic Studies (3)			

4. Social/Behavior Sciences (9)			

5. Phys. & Bio. Sciences & Lab (7-9)			
5A.			
5B.			
5C*			

*Lab may be included in 5A or 5B course

6. L.O.T.E. (UC only)			
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Students are encouraged to take classes that double-count (up to 6 units) for CSU graduation requirements; one from Group A- U.S Constitution and American Ideals and one from Group B- U.S History

Amer. Ideals (6) (CSU only)			
a.			
b.			

OTHER COLLEGES ATTENDED

1. _____
2. _____

Counselor's Signature

Student's Signature

Date

SEP Revised 05/2022

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

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

Major: _____ Transfer to: _____

Fa.	Sp.	Su.	Year	Units.	Fa.	Sp.	Su.	Year	Units.	Fa.	Sp.	Su.	Year	Units.
Total Units					Total Units					Total Units				
Fa.	Sp.	Su.	Year	Units	F	Sp	Su.	Year	Units	Fa.	Sp.	Su.	Year	Units
Total Units					Total Units					Total Units				
Fa.	Sp.	Su.	Year	Units	Fa.	Sp.	Su.	Year	Units	Fa.	Sp.	Su.	Year	Units
Total Units					Total Units					Total Units				

Computing Your 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.

How to Determine Your Grade Point Average

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

Quality Point Value Per Unit	The following grades are not part of the GPA computation:
A = 4 quality points	P = Pass - no quality points, no units attempted, but counts for units completed.
B = 3 quality points	NP = No Pass - no quality points, no units attempted, no units completed.
C = 2 quality points	W = Withdrawal - no quality points, no units attempted, no units completed.
D = 1 quality point	I = Incomplete - no quality points, no units attempted.
F = 0 quality points	IP = In Progress - no quality points, no units attempted.
	RD= Reports Delayed - no quality points, no units attempted.

Computing the GPA - the Steps

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

Example

Courses	Semester Units	Grade	Earned GPA Hours	Earned Quality Points
Psychology 101	3	C	3	6
Counseling 135	3	P	N/A	N/A
Math 40	4	A	4	16
English 100	4	B	4	12
COMM 100	3	F	3	0
Totals	17	Totals	14	34

GPA FOR THE SEMESTER = 2.42 (34/14)

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

CYPRESS CHARGERS ATHLETICS

cypresschargers.com | @CypressChargers

14

Intercollegiate Sports

88

Orange Empire Conference Titles

36

CCCAA State Titles



Dean of KIN/Athletics: Colin Preston
Athletics Director: Wes McCurtis
GYM II, ROOM 107 | 714-484-7352





Supplemental Instruction (SI)

FREE STUDY GROUPS

for Cypress College students enrolled in specific courses

What is Supplemental Instruction (SI)?

- ⇒ Weekly, peer-led study group sessions for students taking historically difficult courses
- ⇒ Facilitated by trained SI Leaders who have already mastered the course material
- ⇒ Understand *what to learn* and *how to learn*
- ⇒ Interactive and Engaging!

Accounting

Biology

Chemistry

Geography

Math

Physics

Review course material. Develop study strategies. Prepare for exams. Learn how to become a **SUCCESSFUL STUDENT!**

Questions? Stop by the Learning Resource Center (LRC) front counter or call (714) 484-7323

Research shows that students who attend SI sessions regularly average half- to one-full letter grade higher than their classmates who choose not to attend



Hotel, Restaurant and Culinary Arts

Located at NOCCCD Anaheim Campus

Cypress Bistro is a student-operated restaurant experience where students combine classroom knowledge with practical application to provide innovative menus and delightful service. We invite you to join us on Thursdays from 12:00 noon to 1:00 PM and support the Cypress College School of Culinary Arts and Hospitality Management program and students.

Reservations are recommended. To make a reservation, please contact Tracey Heine at theine@nocccd.edu.

Follow Cypress Bistro on Social Media!



@CypressBistro

What is CARE?

The Cooperative Agencies Resources for Education (CARE) program was established to assist Extended Opportunity Programs and Services (EOPS) students. The CARE program is the combined effort of three agencies; Department of Social Services, Department of Employment, and Cypress College. The goals of the CARE program are to assist single parents receiving Temporary Aid to Needy Families (TANF) to increase their education skills, become more confident and self-sufficient, and help them move from welfare to INDEPENDENCE. The hope is to break the welfare-dependency cycle by completing college-level educational training programs to become more employable and economically self-sufficient. CARE was initiated as the first state-funded program of its kind in the nation.



Not sure if you qualify?
Contact us!

EOPS/CARE/CalWORKs Staff

Dean of Student Support Services:
Richard F. Rams, Ed.D.
Director, EOPS/CARE & CalWORKs:
AnnMarie Ruelas

EOPS Counselors:
Eva Palomares
Alan Reza
Leena Acosta
Jacqueline Garcia
Jonathan Robles
Teresa Cuara

EOPS/CARE Coordinator:
Lili Perez-Stroud
EOPS Specialists:
Ashley Berry
Leilani Matanguihan Rodgers

EOPS Technician:
Lisa Hoang

CalWORKs Counselor:
Christina Barrios

CalWORKs Specialist:
Briceyda Maldonado

Accounting Technician:
Teresa Johnston

Contact Information
Cypress College Complex, Room 201
Phone: (714) 484-7368
Email: eops@cypresscollege.edu
www.cypresscollege.edu/services/eops

Monday -Thursday: 8am-6pm
Friday: 8am-5pm
Summer Hours: Mon-Thurs 8am-6pm

Stay EOPS Strong!



COOPERATIVE
AGENCIES
RESOURCES FOR
EDUCATION
(EOPS/CARE)

Cypress College
9200 Valley View Street
Cypress, CA 90630
www.cypresscollege.edu

Rev. 08/2017

What is EOPS?

Extended Opportunity Programs and Services (EOPS) is designed to assist students with economic, linguistic and educational challenges, as defined by Title 5, enroll and succeed in higher education. The EOPS staff is composed of dedicated professionals and student advisors who are committed to seeing you succeed in college. Services are free of charge to EOPS eligible Cypress College students.

EOPS students who are single parents and receiving public assistance may be eligible to receive additional supportive services through Cooperative Agencies Resources for Education (CARE).



What support services are available through CARE?

Through CARE, eligible EOPS students receive:

Supplemental educational support services:

- Counseling and advisement
- Group support
- Peer networking
- Help from peer advisors
- Information and referrals to campus and community-based services or agencies
- Networking activities specifically designed for low-income single parents
- Workshops including self-esteem, parenting, study skills, and time management

Grants and allowances for :

- Child care
- Bus passes
- Textbooks
- School supplies
- Transportation costs
- Personal computer access
- On-campus meal tickets are provided to enhance the retention, persistence, graduation and transfer rates of these highly motivated students.

CARE also extends an important safety net to students who meet EOPS/CARE eligibility criteria but are ineligible for TANF/CalWORKs cash aid and ancillary services. The CARE safety net offers these students vital resources not offered by other programs for the duration that they are reenrolled in college educational and vocational programs. The CARE and CalWORKs programs collaborate to provide services. CalWORKs offers child care and work study to eligible students.

How do I qualify for CARE?

In order to be considered for CARE, the following criteria must be met:

- EOPS eligible
- Be enrolled full-time (12 units)
- Be 18 years of age or older
- Be a current recipient of CalWORKs/ TANF cash aid for themselves or dependent child(ren) as single head of household

If you are a single parent and interested in receiving benefits available to you, contact the EOPS/CARE office at (714) 484-7368.





Cypress College

CHARGER EXPERIENCE

The Charger Experience Program is designed to provide all incoming students the foundation for success through direct engagement with academic programs and comprehensive understanding of support services. Serving all AUHSD, Pledge and NOCCCD Promise students.



PROGRAM BENEFITS

- ♦ NOCCCD Promise- TWO YEARS FREE tuition for all first time college students.
- ♦ Priority registration and full-time placement, which include math and English.
- ♦ Academic, career, and transfer counseling, including a Student Education Plan.
- ♦ Activities, support services, and events.
- ♦ Personalized support from Charger Experience Counselors.



PROGRAM REQUIREMENTS

- ♦ Complete the FAFSA/Dream Act application and verification process.
- ♦ Meet CA residency or AB 540 eligibility.
- ♦ Enroll in Math, English, and Counseling in the Fall and Spring semesters of your first year.
- ♦ Register for a minimum of 12 units every semester.
- ♦ Meet with a Charger Experience Counselor each semester.



EDUCATIONAL PLAN

FALL SEMESTER*

- ♦ College Level Math
- ♦ College Level English
- ♦ Counseling 140
- ♦ GE/Major Class

SPRING SEMESTER*

- ♦ College Level Math
- ♦ College Level English
- ♦ Counseling 135 or 151
- ♦ GE/Major Class

*Sample Education Plan. Education plans will vary



Visit Us
9200 Valley View St.
Cypress, CA 90630



Call Us
(714) 484 7461

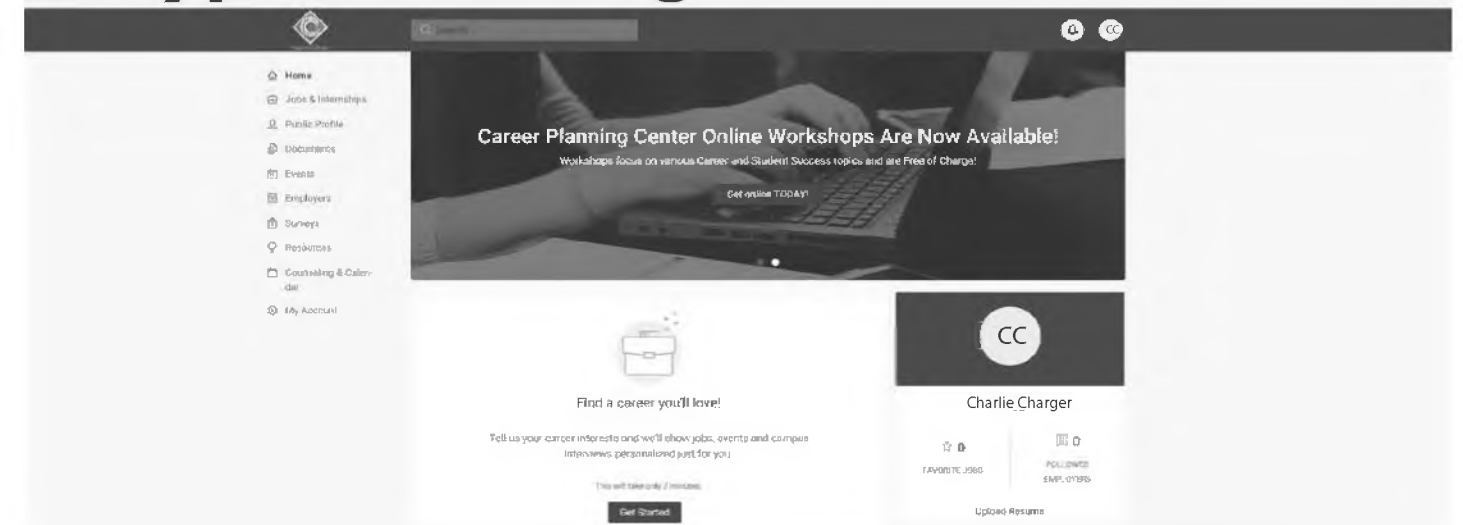


Email Us
chargerexperience@cypresscollege.edu



Visit Our Job Board Today!

Cypress College Career Connect



Search
Internships & Jobs



Local & National



Sample Cover
Letters



Resume Templates

1

Log in to MyGateway.

3

In the "Student Links" box, click "Cypress College Links."

2

Click "Student" on the left hand side.

4

Select "CCCareerConnect" from the drop down menu and it should put you directly into CCCareerConnect.

cypresscollege-csm.symplicity.com

Linking you to great opportunities



cccareerconnect@cypresscollege.edu



(714) 484 -7229

FOOD PANTRY DRIVE-THRU SERVICE!

Drive-Thru Open: Wednesdays 9 a.m. - 12 p.m. (noon)

All currently enrolled Cypress College students are eligible and can stop by every week to pick up two preassembled bags, one with dry goods and one with produce!

- 1** Register online at **CypressCollege.edu**
Student Life --> Student Activities --> Food Pantry
- 2** Place your **weekly reservation**.
The reservation system opens Thursdays and closes Mondays.
- 3** Stop by Lot #4/5 between 9 a.m. and 12 p.m. noon on Wednesday morning for **pickup!**
**Before you arrive, please make sure to have your reservation confirmation number available to check-in!*

If you have any questions or concerns regarding this service, please email StudentActivities@CypressCollege.edu and our team will be happy to assist you. We hope to see you soon!



Policies and Procedures

Active Shooter Procedures

Be Aware, Be Prepared, Be Safe...

Profile of an Active Shooter

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

Characteristics

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

How to Respond: When an Active Shooter is in your Vicinity

1) Evacuate

- Have an escape route and plan in mind.
- Leave your belongings behind
- Keep your hands visible

2) Hide Out

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone/or pager

3) Take Action

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

How to Respond: When law enforcement arrives:

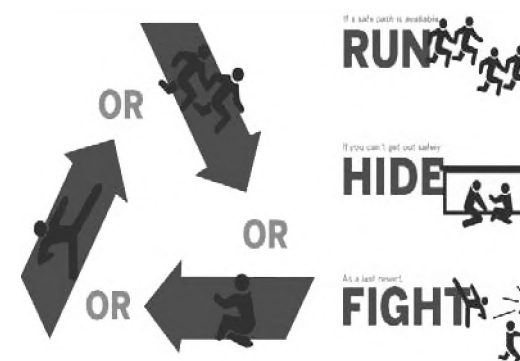
- Remain calm and follow instructions
- Put down any items in your hands (i.e. bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements towards officers such as holding on to them for safety
- Avoid pointing, screaming, or yelling
- Do not stop to ask officers for help or directions when evacuating

Providing Information

You should provide the following information to Law Enforcement or 911 operator: (Call 911 when it is safe to do so)

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number and potential victims at the location

* Information provided by US Department of Homeland Security



Policies and Procedures

Policies that Affect Students

Attendance & Absences:

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

Withdrawals:

- You may drop or withdraw from a class.
- While an instructor may drop a student who has poor attendance, it is the student's responsibility to officially withdraw when unable to continue the class. Students who wish to drop a class or withdraw from the College must drop the class(es) using myGateway. Refer to the deadlines listed in the Class Schedule.
- You may drop a class up through the 3rd week or approximately 1/5 of the term of the class without a "W" appearing on your transcript.
- You may drop a class up through the 14th week or approximately 3/4 of the term of the class and a "W" will be recorded on your transcript. If you are still officially enrolled in the class after this time, you will receive the letter grade you have earned.
- Excessive withdrawals can lead to progress probation and/or dismissal and loss of priority registration.



Policies and Procedures

Children on the Campus Guidelines

Introduction

Cypress College celebrates the presence of many children in the lives of our campus family and the college is committed to doing everything possible to ensure the health, safety, and well-being of all children.

Why do we Need These Guidelines?

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

Who is a Child?

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

Guidelines to be Followed:

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



Policies and Procedures

Computing Resources Acceptable Usage Policy

Purpose

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

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

AP 3720 Computer and Electronic Communication Systems
http://www.nocccd.edu/Policies/documents/AP3720.revised.C_cabinet4-28-08.pdf

Service Restrictions

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

Policy Violations

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

Campus Computing Centers/Labs

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

Policies and Procedures

Sexual Assault

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

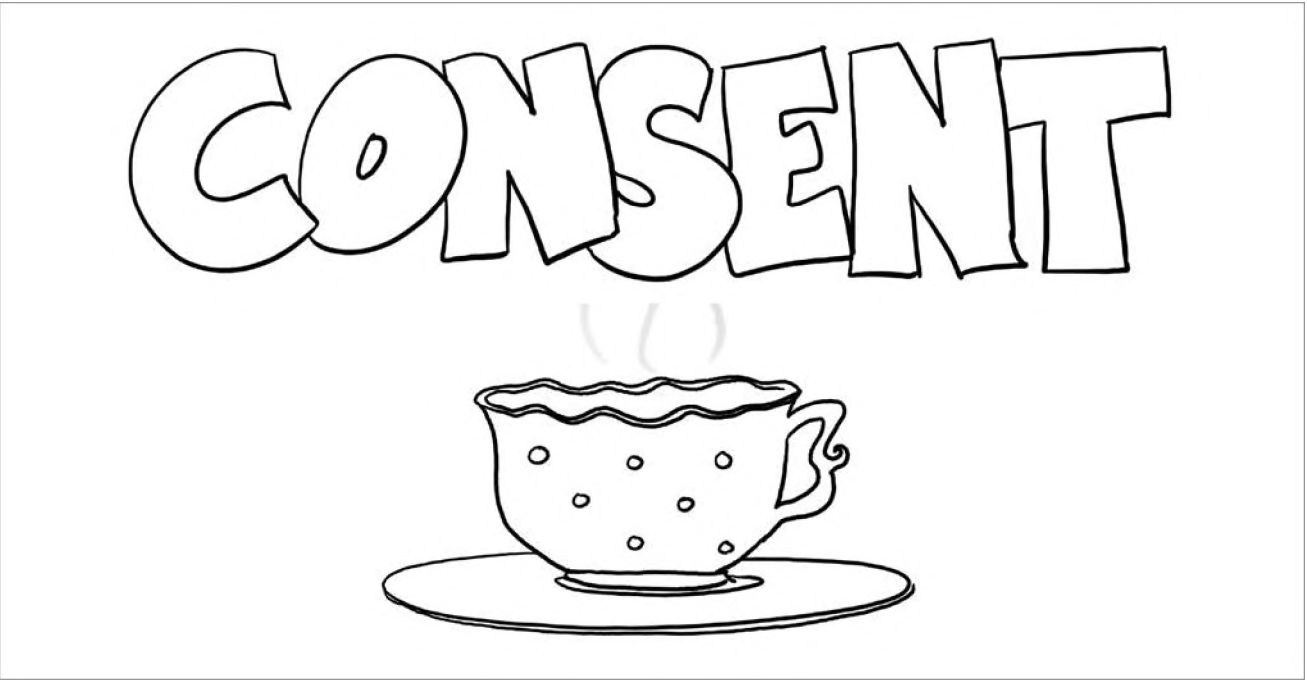
- Domestic violence includes felony or misdemeanor crimes of violence committed by:
- A current or former spouse of the victim
 - A person with whom the victim shares a child in common
 - A person who is habitating with or has cohabitated with the victim as a spouse
 - A person similarly situated to a spouse of the victim under California law
 - Or by any other person against an adult or youth victim who is protected from that person’s acts under California law.

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

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

Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. consent

<https://www.youtube.com/watch?v=fGoWLWS4-kU>



Policies and Procedures

Reporting Sexual Assault/Sexual Misconduct

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

Vice President of Student Services/Campus Title IX Coordinator
Director of Campus Public Safety
Director of Health Services

Tips For Preventing Sexual Violence

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

Be safe while you’re on campus

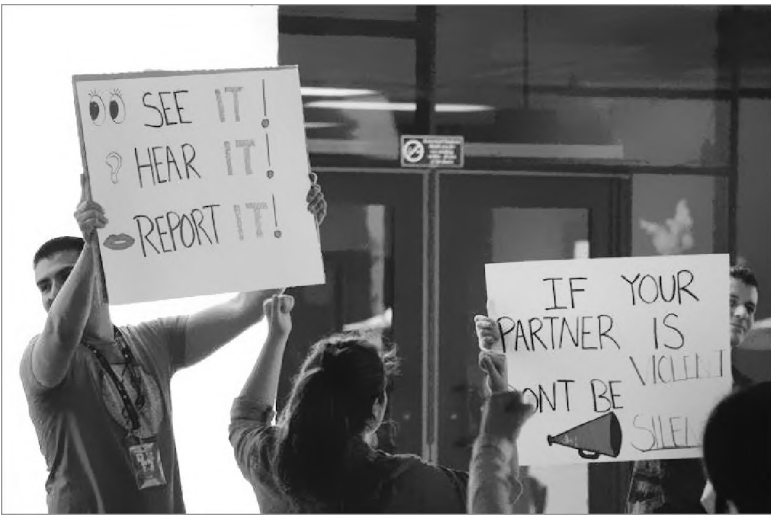
- Walk in well-lit public areas,
- Walk confidently and at a steady, brisk pace
- Travel with a friend or call the night escort service
- Walk close to the curb, avoid bushes, doorways, and alleys where someone could hide
- Carry your keys ready at all times (they can be used as weapons if necessary)

Make sure your home and vehicle are secure

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

Be alert when you’re on a date or at a party

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



Policies and Procedures

Referrals and Contact Information

Domestic Violence Hotline

(714) 935-7956

Rape Hotline

(800) 585-6231

Lesbian Gay Bisexual Transgender

Queer Intersex Asexual+ (LGBTGIA+) Hotline
(888) 843-4564

National Sexual Assault Hotline

(800) 656-4673
Adult Protective Services
(800) 451-5155

Adult Protective Services

(800) 451-5155

Sheriff’s Department

Non-Emergency Calls
North Orange County: (714) 647-7000
South Orange County: (949) 770-6011

Police Departments

Anaheim (714) 765-1900
Cypress (714) 229-6600
Fullerton (714) 738-6800

Sexual Assault/Rape Crisis, Orange County

(714) 957-2737 or (949) 831-9110
In all cases of emergency, call 911

Therapy Referrals and other Victim Services

Sexual Assault Victims Services (SAVS) in Santa Ana: (714) 834-4317

Project Sister: (909) 626-4357 *(a 24-hour hotline that provides the victim with a Rape Advocate at Pomona Valley Hospital Medical Center during the police interview and in court)*

LGBTQIA+ Information/Referrals: (714)-953-5428

Women’s Transitional Living Center: (877) 531-5522 (a 24-hour bilingual hotline for temporary shelter; individual group counseling)

Hospitals

Anaheim Memorial Hospital

(714) 999-5136

Pomona Valley Hospital Medical Center

(909) 865-9500

St Jude Medical Center

(714)871-3280

Shelter

Human Options: (949) 737-5242

Interval House: (714)-891-8121

Laura’s House: (949) 361-3775

Web Resources

<http://www.nij.gov/topics/crime/rape-sexual-violence/welcome/htm>
<http://womenshealh.gov/violence-against-women/>
<http://www.cdc.gov/violenceprevention/sexualviolence/index.html>
<http://www.cdpha.ca.gov/healthinfo/injvioaf/pages/sexualviolenceprevention.aspx>
<http://www.victimsofcrime.org/help-for-crime-victims>

Policies and Procedures

PROCEDURES FOR FILING COMPLAINTS

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.

Unlawful Discrimination

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 subject to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of any program or activity of the District.

Sexual Harassment

It is the policy of the District to provide an educational, employment, and business environment free from unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constituting sexual harassment as defined in District policy and otherwise prohibited by state and federal law.

How to File a Complaint

A complaint of unlawful discrimination or sexual harassment may be submitted by contacting the Office of the District Director of Equity and Diversity, the Office of the District Director of Human Resources. Anonymous complaints will not be accepted.

When a complaint is received, the District will attempt to informally resolve the complainant’s concerns; however, a complainant need not participate in informal resolution and may file a formal complaint as provided in Section 4.0 of Board Administrative Procedure 3430 (AP3430). A formal complaint must be submitted using the Unlawful Discrimination Complaint form.

A complaint alleging discrimination in employment, the complaint must normally be submitted within 180 days of the date the alleged unlawful discrimination/sexual harassment occurred.

A complaint alleging discrimination that does not involve employment must be submitted within one year of the date of the alleged unlawful discrimination/sexual harassment or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination/sexual harassment. It is unlawful to knowingly file a false complaint.

Contact Information:
Irma Ramos
NOCCCD Vice Chancellor, Human Resources
District Director, Equity and Diversity
1830 W. Romneya Drive, 9th floor
Anaheim, CA 92801
(714) 808-4818

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.

Student Rights and Responsibilities

Student Rights Under Family Educational Rights and Privacy Act (FERPA) for Postsecondary Institutions

What is FERPA?

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

Who must comply with FERPA?

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

What does FERPA Require for Educational Institutions to be in Compliance?

- Notify students annually. Schools must notify students of their rights on an annual basis. There is no specific method that schools must use to notify students; it is up to the institution. Notice must take a form that is “reasonably likely” to notify students.

Recommended and most frequently used ways include:

- Student bulletin, handbook, or catalog
- School or local newspaper
- Student registration packet
- Protect students’ rights to inspect and review their education records.
- Protect students’ rights to request to amend their education records.
- Protect students’ rights to limit disclosure of personally identifiable information contained in education records.
- Ensure that third parties do not redisclose personally identifiable information (except under a few circumstances).
- Keep records of requests for and disclosures of student education records in limited situations.

Who has FERPA rights at the postsecondary level?

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

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

What rights does FERPA provide for students?

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

What is Considered Directory Information?

Student’s name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, and any other

information authorized in writing by the student. (NOCCCD BP 5040 effective April 2009)

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

These rights include:

- (1) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.
- (2) The right to request the amendment of the student’s education record that the student believes is inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise clearly identify the part of the record they want changed, and specify why it is inaccurate.

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

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

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

Campus Instruction Social Media Policy:

Any copyrighted materials used in class are used for distance education purpose only and in compliance with United States copyright law. Use of these materials is limited to students enrolled in the course for the duration of the course. Students must refrain from saving, changing, distributing any such copyrighted materials.

In addition, online/remote instruction and counseling platforms such as CypressZoom, Microsoft Teams, Google Classroom, Cranium Safe, and other remote devices per instructional and counseling design cannot be shared or posted without written consent of all individuals in the recording, including the professor. Cypress College and The State of California have strict privacy laws for class recording and student confidentially protection per FERPA guidelines. If you are found recording class or counseling sessions without consent, taking screenshots of class, and/or class or counseling recordings you will be subject to the student code of conduct in accordance to BP 5500 and AP 5500

BP 5500 Standards of Student Conduct and Discipline

Reference:

Education Code Section 66300 and 66301
ACCJC Accreditation Standards I.C.8 and 10
WASC/ACS Criterion 2, Indicators 2.1, 2.2, and 2.4; Criterion 8, Indicator 8.4

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, North Orange 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 North Orange Continuing Education as educational institutions. A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student. Misconduct, which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

- 1.1 Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, District personnel, or violating the rights of other students.
- 1.2 Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.
- 1.3 Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.
- 1.4 Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.
- 1.5 Misrepresentation of oneself or of an organization to be an agent of the District.
- 1.6 Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the college community, whether on or off District property as defined above.
- 1.7 Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.
- 1.8 Unauthorized entry into, unauthorized use of, or misuse of property of the District.
- 1.9 Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.

BP 5500 Standards of Student Conduct and Discipline

- 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 Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
- 1.19 Committing sexual harassment as defined by law or by District policies and procedures.
- 1.20 Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- 1.21 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.

BP 5500 Standards of Student Conduct and Discipline

- 1.22 Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.
- 1.23 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.
- 1.24 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.
- 1.25 Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District or the substantial disruption of the orderly operation of the District.
- 1.26 Use of the District's computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedure 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.
- 2.0 No student shall be suspended from a college or North Orange Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, North Orange Continuing Education or District activity or attendance.
- 3.0 Any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.
- 4.0 The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.
- 5.0 The Chancellor shall establish procedures by which all students are informed of the rules and regulations governing student behavior.

See Administrative Procedure 5500

Date of Adoption: January 28, 2003

Date of Last Revision: November 28, 2017
October 25, 2016
November 26, 2014 Chancellor's Staff
September 25, 2012
October 23, 2007

AP 5500 Standards of Student Conduct and Discipline

Reference:

Education Code Section 66300 and 66301;
ACCJC Accreditation Standards I.C.8 and 10;
WASC/ACS Criterion 2, Indicators 2.1, 2.2, and 2.4; Criterion 8, Indicator 8.4

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

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- 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.
- 2.12.3 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.
- 2.12.4 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.

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- 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.
- 3.1.2 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.
- 3.1.3 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.
- 3.1.4 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

AP 5500 Standards of Student Conduct and Discipline

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.

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

3.2 Suspension or Expulsion

- 3.2.1 Except in the case of immediate interim suspension as provided in section 3.3 of these procedures, before implementing disciplinary action to suspend or expel a student, the student shall be provided with a written notice of the conduct warranting the discipline, which shall include:
- 3.2.1.1 the section(s) of the Standards of Student Conduct the student is charged with violating;
- 3.2.1.2 a brief statement of the facts supporting the charges;
- 3.2.1.3 the right of the student to an informal hearing with the Student Discipline Officer or designee to discuss the charges, or to respond in writing; and
- 3.2.1.4 the nature of the proposed disciplinary action.
- 3.2.2 The notice shall be provided to the student within thirty (30) days of the date on which the conduct occurred or the date on which an Instructor or other official of the District learned of the conduct; or, in the case of continuous, repeated, or ongoing conduct, the notice shall be provided within thirty (30) days of the date of the most recent occurrence. Within five (5) days of receiving the notice, the student may submit to the Student Discipline Officer a written request for an informal hearing, as provided in section 3.2.1.3. In addition to, or in lieu of requesting an informal hearing with the Student Discipline Officer, the student may submit a written response to the charges. Notice is deemed received as of the date it was personally delivered or three (3) days after it was placed in the United States mail.

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- 3.2.3 If the student requests an informal hearing as provided in section 3.2.1.3, the Student Discipline Officer shall hold an informal hearing during which the student shall be given an opportunity to respond orally or in writing to the charges.
- 3.2.4 Within five (5) days after the informal hearing, or within ten (10) days after the student has received the written notice pursuant to section 3.2.1 and has declined or failed to request a meeting, the Student Discipline Officer shall provide the President with a written recommendation regarding the specific disciplinary action to be imposed, if any, which shall include the factual findings regarding the charges and conclusions as to the standards of student conduct that were violated, if those findings and conclusions differ in any material respect from the initial notice.
- 3.2.5 Within five (5) days after receipt of the recommendation of the Student Discipline Officer, the President shall render a decision regarding the disciplinary action to be implemented, if any, and shall provide written notice of the decision to the student. The President may accept, modify or reject the recommendation of the Student Discipline Officer.
- 3.2.5.1 Short-Term Suspension or Lesser Disciplinary Action:
Where the decision of the President is to impose short-term suspension or some lesser disciplinary action, the decision of the President shall be final. The written notice to the student of the President's decision shall specify the length of time of the suspension or the nature and duration of the lesser disciplinary action.
- 3.2.5.2 Long-Term Suspension
- 3.2.5.2.1 Where the decision of the President is to impose long-term suspension, the student shall have the right to request a formal hearing before the suspension is imposed.
- 3.2.5.2.2 The written notice to the student of the President's decision shall specify the right of the student to request a formal hearing and shall include a copy of the formal hearing procedures.
- 3.2.5.2.3 Within five (5) days of receiving the written notice of the President's decision, the student may submit to the President a written request for a formal hearing. Notice is deemed received as of the day it was personally delivered or three (3) days after it

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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

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

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

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

3.2.5.3.5.2 Where the decision of the President is to recommend expulsion, the written recommendation of the President shall be submitted to the Board of Trustees for consideration in accordance with section 5.0 of these procedures. The Board of

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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

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within seven (7) days of the date of receipt of the request. The hearing shall be conducted in accordance with the provisions of this procedure relating to interim suspensions.

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

4.0 Formal Hearing Procedures

4.1 Hearing Officer or Panel

- 4.1.1 At the discretion of the President, a formal disciplinary hearing may be conducted using the services of a hearing officer, or the President may select an impartial hearing panel comprised of two educational administrators at the level of dean or vice president, one of whom shall be selected from another college within the District.
- 4.1.2 The President shall appoint one member of the panel to serve as the chair of the hearing panel. The decision of the chair shall be final on all matters relating to the conduct of the hearing.
- 4.1.3 No administrator who has any direct involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

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

4.3 Conduct of Hearing

- 4.3.1 Prior to the hearing, the members of the hearing panel shall be provided with a copy of the charges against the student and any written response provided by the student.
- 4.3.2 The hearing shall be closed and confidential.
- 4.3.3 The student shall have the right to represent himself/herself at the hearing or to be represented by a person of the student's choice, except that neither the student nor the District shall be represented by legal counsel unless authorized by the hearing officer or panel, in which case both parties shall be entitled to be represented by legal counsel.
- 4.3.4 A record of the hearing shall be made by the District, either by means of tape recording or stenographic recording, and shall be the only recording

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

- 4.3.5 Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
- 4.3.6 The hearing officer or panel shall not have the authority to issue subpoenas on behalf of either the District or the student.
- 4.3.7 Charges against the student, along with supporting evidence from witnesses or other sources, will be presented by the District.
- 4.3.8 The student shall be given the opportunity to confront and cross-examine witnesses.
- 4.3.9 The student shall be given an opportunity to present a defense, including witnesses and documentary evidence.
- 4.3.10 The District shall have the opportunity to cross-examine the student and witnesses called by the student.
- 4.3.11 Unless the hearing officer or panel determines to proceed otherwise, the District and the student shall each be permitted to make an opening statement. Thereafter, the District representative shall make the first presentation, followed by the student. The District representative may present rebuttal evidence after completion of the student's presentation.
- 4.3.12 All testimony shall be taken under oath; the oath shall be administered by the hearing officer or hearing panel chair. Witnesses shall not be present at the hearing when not testifying. No witness who refuses to be recorded may be permitted to give testimony. Written statements of witnesses under penalty of perjury shall not be admissible unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.
- 4.3.13 The hearing officer or hearing panel chair may determine that requiring live testimony of a proposed witness would subject the witness to an unreasonable risk of psychological or physical harm. After such a determination, the witness may be permitted to provide a written statement under penalty of perjury in lieu of testifying at the hearing.
- 4.3.14 The burden shall be on the District to introduce substantial evidence to support the charges against the student.

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

5.0 Procedures for Consideration of Expulsion by Board of Trustees

- 5.1 The Board shall hold closed sessions when it considers disciplinary action regarding expulsion of a student. The Board shall notify the student, and the parent if the student is a minor, by registered or certified mail or by personal service of the intent of the Board to call a closed session to consider the expulsion. The notification shall specify the date, time and place of the meeting at which the Board will consider the disciplinary action and shall be provided at least three (3) days prior to the meeting. Final action by the Governing Board may be taken in closed session, provided that the action of the Board shall be reported in public session. The student shall not be identified by name or other designation that would disclose the identity of the student.
- 5.2 In considering a recommendation for expulsion, the Board may accept, modify or reject the findings decisions and recommendations of the President and/or the hearing officer or panel. If the Board modifies or rejects the decision of the President and/or the hearing officer or panel, the Board shall review the record of the formal hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Board shall be final. The student, and the student's parent or guardian, if the student is a minor, shall be notified in writing of the Board's decision.

Date Adopted: January 28, 2003
Date of Last Revision: September 14, 2016 Chancellor's Staff
February 23, 2015 District Consultation Council
September 10, 2007 Chancellor's Cabinet

Resolution No. 16/17-18, Support for Students and Privacy of Student Records

RESOLUTION OF THE BOARD OF TRUSTEES OF THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Resolution No. 16/17-18, Support for Students and Privacy of Student Records

WHEREAS, California community colleges were founded with the goal of fostering excellence and guaranteeing educational access for all; and

WHEREAS, the North Orange County Community College District (the District) is committed to serving all students who can benefit from a post-secondary education, without regard to race, ethnicity, religion, national origin, immigration status, age, gender, language, socio- economic status, gender identity or expression, medical condition or disability; and

WHEREAS, California’s diversity is a great source of innovation and industry, making California one of the largest economies in the world and an economic engine for the United States; and

WHEREAS, approximately one tenth of California’s workforce is undocumented and contributes \$130 billion annually to our state’s gross domestic product, according to the California Assembly; and

WHEREAS, the District seeks to reassure students and our community that our campuses will remain welcoming places for students of all backgrounds to learn; that no changes have been made with regard to admissions or financial aid; and that financial aid for certain undocumented students is protected by state law; now

THEREFORE, BE IT RESOLVED, that the District declares that its campuses shall remain open and welcoming to all students who meet the minimum requirements for admission, regardless of immigration status, and that financial aid remains available to certain undocumented students; and be it further

RESOLVED, that the District will not enter into any agreements with law enforcement agencies to assist in the enforcement of federal immigration law; and be it further

RESOLVED, that in accordance with Board Policy, the District will not release any personally identifiable student informtion related to immigration status without a judicial warrant, subpoena or court order, unless authorized by the student or required by law; and be it further

RESOLVED, that the District urges the new United States presidential administration to continue the Deferred Action for Childhood Arrivals program, which grants “Dreamers” – people brought to this country as children by their parents – reprieve from deportation because California and the United States are both stronger due to their contributions to our economy and to our communities; and be it further

RESOLVED, that the District will join the California Community Colleges Board of Governors and Chancellor’s Office to vigorously advocate to protect our students and our values.

PASSED AND ADOPTED by the Governing Board of the North Orange County Community College District on March 14, 2017, by the following vote of the Board:

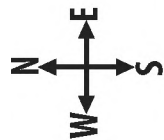
AYES: Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez, Molly McClanahan, and Jacqueline Rodarte

NOES: Ryan Bent

ABSENT: None

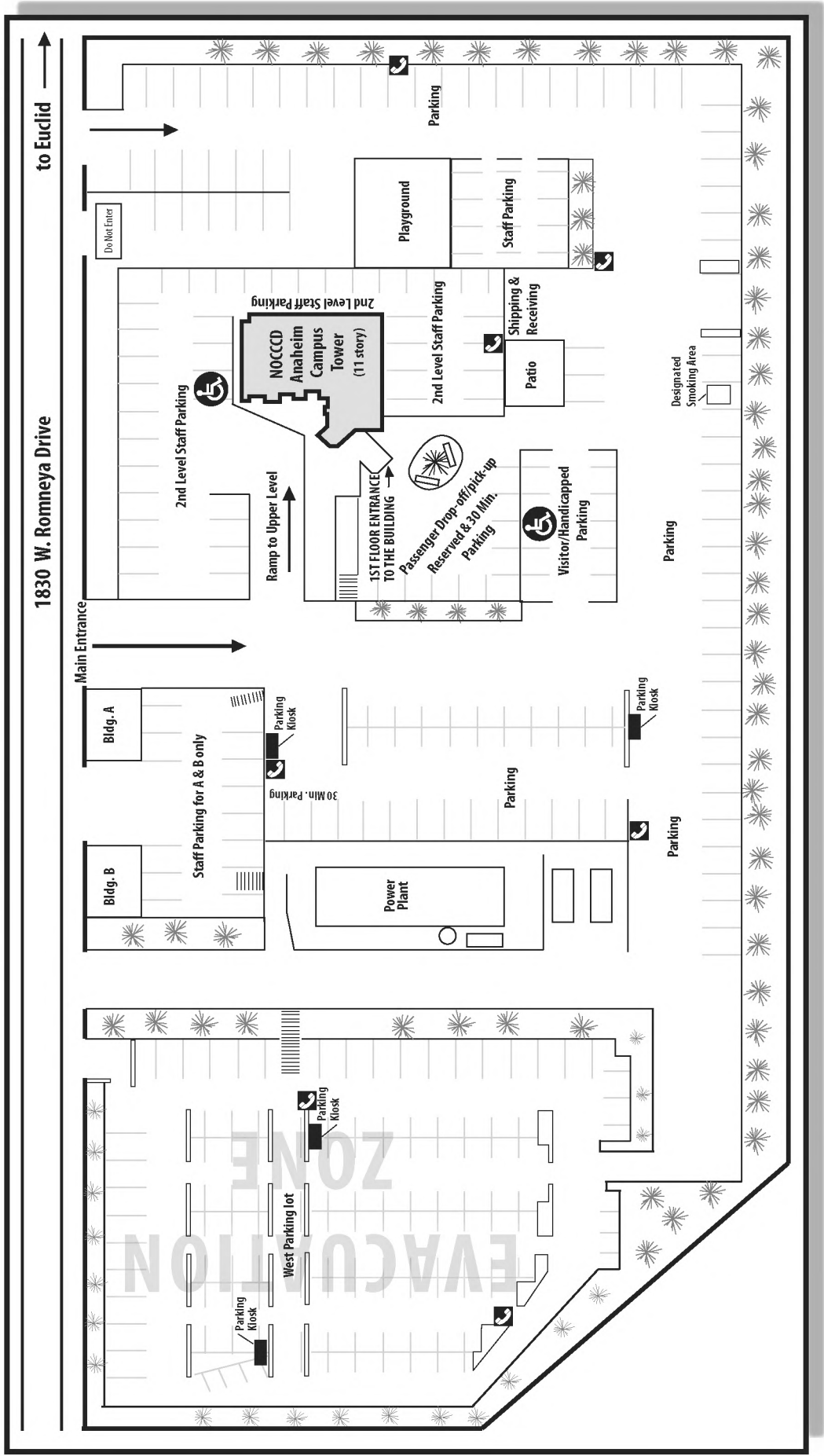
ABSTAINING: None

Molly McClanahan
Molly McClanahan
Board President



NOCCCD - NOCE Anaheim Campus Parking & Access

1830 W. Romneya •Dr, Anaheim, CA 92801

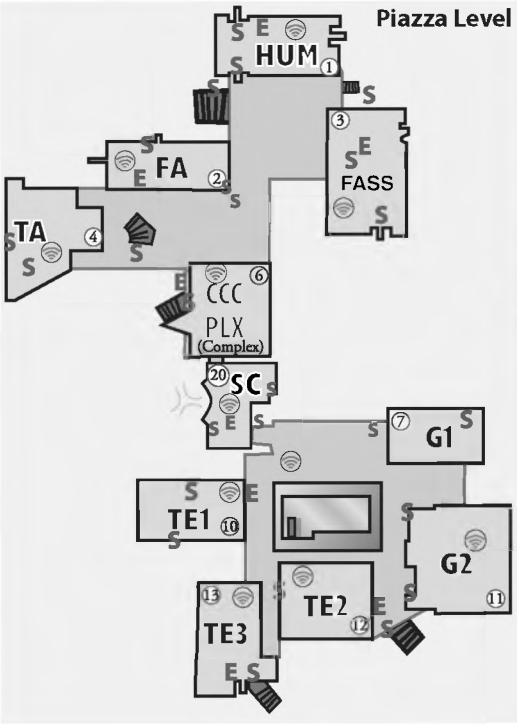


Students and visitors may park in any unmarked space on the lower level.

A permit is required. Permits may be purchased at grey kiosks in lot or at the 2nd floor registration counter.

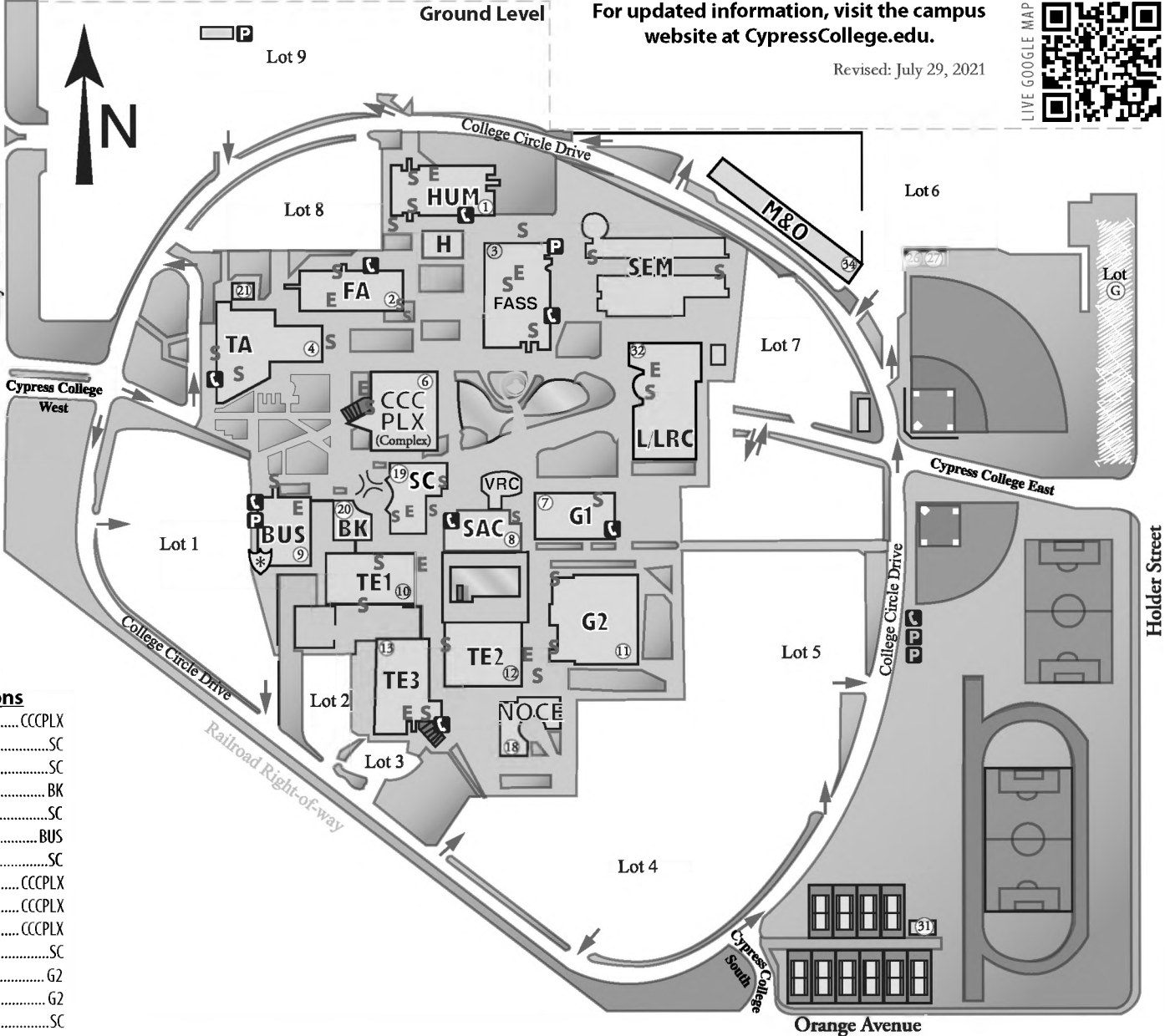
Blue Emergency Phone

Cypress College Campus Map and Directory — Fall 2021



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

Service Locations	
Administration	CCCPLX
Admissions & Records	SC
Assessment	SC
Bookstore	BK
Bursar	SC
Campus Safety	BUS
Counseling Center	SC
DSS	CCCPLX
EOPS	CCCPLX
Financial Aid	CCCPLX
Food Services	SC
Health Center	G2
International Students	G2
Information	SC
Locker Rooms	TE2
North Orange Community Education (formerly SCE)	NOCE
Photo ID	SC
Student Life & Leadership	SAC



- S=Stairs
- E=Elevator
- [Phone Icon]=Emergency Phone
- [Vending Machine Icon]=Parking Permit Vending Machine
- [G Icon]=Temporary parking area as needed for overflow.
- [Shield Icon]=Campus Safety

For updated information, visit the campus website at CypressCollege.edu.
Revised: July 29, 2021



Cypress College
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