

STUDENT HANDBOOK

2025-26



North Orange County Community College District

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Message from the Presidents



College President's Message

It's my honor to welcome you to Cypress College! We are proud to have you as part of our vibrant Charger community. Our students, alumni, and dedicated employees continue to inspire excellence and innovation every day.

Cypress College has been recognized among California's finest institutions and named one of the Aspen Institute's Top 150 colleges nationwide. Our students transfer to prestigious universities across the California State University and University of California systems, as well as private institutions like Chapman, Stanford, and Cornell. These achievements reflect our belief that at Cypress College, anything is possible.

We know that success is not just academic — it's personal, emotional, and communal. That's why we're committed to supporting your wellness through mental health resources, peer support networks, and a campus culture that values balance, empathy, and care. You belong here, and your well-being is central to everything we do.

We invite you to explore our diverse programs, support offices, athletics, arts, and student clubs. Our resource centers — including Honors, Puente, Legacy, APIDA, Pride, Rising Scholars, and the (STEM)²/MESA Center — are here to uplift and empower you. Stay engaged through this guide, campus emails, social media, and our website to discover all that Cypress College has to offer.

As a California Guided Pathways college and a proud Hispanic Serving Institution, we are deeply committed to equity, access, and student success. We've been repeatedly recognized as an Equity Champion, and we strive to create a welcoming, inclusive, and helpful environment for all.

Our faculty, counselors, staff, and administrators are united in our mission to help you grow — academically, professionally, and personally. We believe in your potential and are here to support your educational journey, career development, and lifelong learning.

Please don't hesitate to ask questions, share your concerns, and lean on us when you need support. Our motto, "We take this journey together," is more than a phrase — it's our promise to walk beside you every step of the way.

As we begin the 2025–2026 school year, let's celebrate our shared purpose, our diverse voices, and our collective strength. I am honored to be on this journey with you — and I can't wait to see all that you'll accomplish.

We are #OneCypress, Chargers! I am honored to journey with you.

Scott W. Thayer, Ed.D.
President



Associated Students President's Message

Welcome Chargers! I would like to welcome you all to Cypress College! We look forward to having an amazing year with you all. Having started my second year at Cypress, I can say full-heartedly your experience at Cypress College will be most memorable. College may be new to many of you, but I can assure you that our professors, administrators, resource centers, and peers have made it their mission to propel every mind to excellence. You will not be alone on this journey, and I can promise you this place has something special waiting for every one of you.

Cypress College has laid a strong foundation for our students, securing the equity, inclusivity, and diversity that our campus stands on through the abundance of programs and resource centers we provide. Our campus offers distinctive programs that uniquely cater to each of our students' needs. Being a proud member of EOPS, MESA, Pride, and Associated Students and having close ties to Life and Leadership, Veterans Resource Center, Honors, STEM2, and Puente, I know first-hand the kind of impact programs have on the success of our students, myself included. Our college also proudly offers A2MEND, AIPAC, DSS, International Students Program, Legacy, the Athletics Program, L/LRC, Transfer Center, Charger Experience, Career Planning, and workforce resource centers. These not only offer our students academic support, they also aid in assisting our students through applying for jobs, housing, food pantries, and other basic needs. Cypress is here for the success of all students, you included.

Whether you come to Cypress aiming to complete one of our Career Technical Education programs, receive an associate degree, or plan to transfer to a four-year university, our campus invites you to be part of the strong and welcoming community we've built. With 37 associate degrees for transfer, two bachelor's degrees, and award-winning programs in career education, Cypress is here to help you grow and succeed.

I encourage all our students to explore and utilize the Associated Students program located in the Student Life and Leadership building. This is your space to ask questions, propose ideas, and express any concerns you have for the betterment of our campus. Behind the scenes is a team of student leaders — all compassionate, driven, and ambitious — who work to uplift our student body. From hosting events for community and culture to leading advocacy efforts that bring in attorneys, civil servants, and partners from the surrounding area, our mission is to listen, act, and make our campus stronger together.

Once again, my name is Angel Hernan Hernandez Martinez and as your 2025–2026 President, I promise to create a secure and prosperous environment for all our students. As I've done before, I will continue to advocate and uplift every voice, especially those often unheard. Every student at Cypress matters. Whether your journey is just beginning or nearly complete, we are honored to be a part of it. Let's make this year unforgettable — one rooted in advocacy, equity, and unity.

Angel Hernan Hernandez Martinez
President, Cypress College Associated Students

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. Visual and Performing 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!



**Business and
Computer
Information
Systems**



**Career
Technical
Education**



**Health
Science**



Kinesiology



**Language
Arts**



**Science,
Engineering
Math**



**Social
Sciences**



**Visual
and
Performing
Arts**

Cypress College +1

What's Your +1?

Save thousands and get a better education by spending your first two years at Cypress College then transferring 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!



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 transferring to a tier 1 college or university. See why we're #CYProud!

Cypress + CSUF



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!



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: www.cypresscollege.edu/admissions-records/residency

California Resident Verification of residence status may be required. Generally California residence is established by one of the following:	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 home 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



Starting Your Journey



Application

DONE! You have already completed this!

Not yet applied? Apply now!
cypresscollege.edu/apply



Orientation

Complete the online orientation to learn more about Cypress College.
cypresscollege.edu/orientation



Guided Placement

Take the Guided Placement to determine which English/ESL and Math courses are best for you.
cypresscollege.edu/guided-placement

Starting Your Journey



Counseling/First Semester Schedule

Meet with an Express Counselor in our Counseling Center (appointment, walk-in, or online) to create your First Semester Schedule.
cypresscollege.edu/counseling



Financial Aid

Complete one of the applications (FAFSA or Dream Act) to see if you are eligible for financial aid.
cypresscollege.edu/financial-aid



Registration

Use College Scheduler to select, register, and pay for your classes.
cypresscollege.edu/college-scheduler



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 1 - MARCH 2*

To ensure timely delivery, create an FSA ID prior to applying for federal financial aid at studentaid.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 studentaid.gov or the Dream Act Application at dream.csac.ca.gov. 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 completed 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 2. Cypress College automatically submits GPAs after completion of 16 units at Cypress.

*March 2 is the date the State of California uses to establish financial aid priority at universities. If you are attending a community college the California State priority deadline is September 2. You can still apply after September 2; however, some financial aid programs are awarded on a "first-come, first-served" basis.

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 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/financial-aid

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 four 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.

Cost of Attendance Comparison Worksheet



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								
	My Expectation	School's Estimate	My Expectation	School's Estimate	My Expectation	School's Estimate	My Expectation	School's Estimate
Tuition & Fees (full time)	\$	\$ 8,312	\$	\$ 15,700	\$	\$ 75,162 ¹	\$	\$ 1,432 ²
Food & Housing	\$	\$ 17,382	\$	\$ 18,960	\$	\$ 20,907	\$	\$ 11,835 ³
Books, Course Materials Supplies, and Equipment	\$	\$ 1,590	\$	\$ 1,680	\$	\$ 650	\$	\$ 2,267
Transportation	\$	\$ 1,252	\$	\$ 857	\$	\$ 414	\$	\$ 1,818
Personal: (including clothing, laundry, medical, entertainment, etc.)	\$	\$ 3,286	\$	\$ 2,361	\$	\$ 2,006	\$	\$ 4,695
Total COA	\$	\$ 31,822	\$	\$ 43,137 ⁴	\$	\$ 99,139 ⁵	\$	\$ 22,047
Difference between my expectation and school's estimate	\$	\$	\$	\$	\$	\$	\$	\$
All figures obtained in July 2025 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. California College Promise Grant CCPG Fee Waiver available to waive fee (complete a FAFSA or apply in myGateway)

3 Projected cost assumes that the student lives at home. Food and housing for students not living at home is approximately \$12,492

4 Includes the mandatory \$3,579 Health Insurance Fee. All figures are estimates as of July 2025 and are subject to increase.

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

Strategies & Skills for Success

College may be difficult but these apps could 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 Scientific Calculator (\$*)
- Studios (\$*)
- Chegg

Tools

- Circle of 6 (Campus Safety)
- Dragon Anywhere (Typing)
- DropBox (Memory)
- EasyBib (Citation)
- First Aid American Red Cross (Safety)
- Google Drive (Memory & Program Hub)
- MyScript Smart Note (Writing Converter)
- Snap2PDF (PDF Converter)
- SMS Poll (Interactive Surveys)
- Sworkit (Workout) (\$*)
- TED (Motivation)

Legends

* = Additional Charge for Upgrade

\$ = Immediate Cost When Downloaded

Time Management/Organizing

- Alarmy
- Any.Do
- iStudiez Pro (\$*)
- SuperNote Note Recorder&Photo
- SelfControl
- XMind

Communication/Networking

- LinkedIn
- Skype
- X
- Zoom

Budgeting

- Chegg
- Mint
- Venmo

Self-Care Apps

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

Sources

mashable.com

www.collegechoice.net

www.lifehack.org

www.medicalnewstoday.com

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 textbook, 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 in your assignments 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, 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.

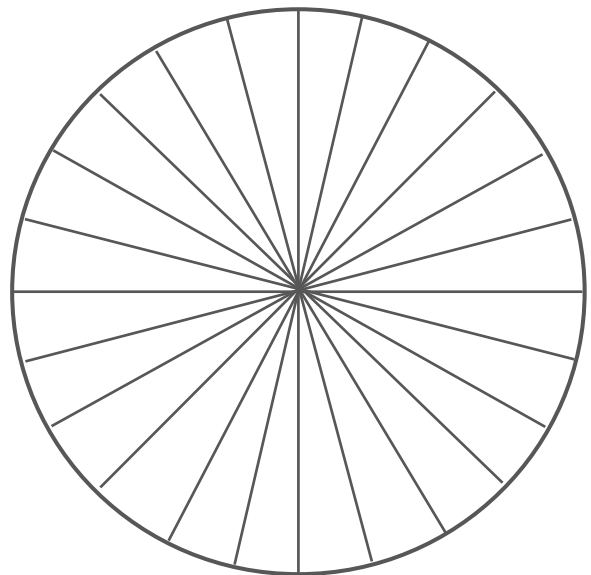


- Identify how you allocate your time.
- Make a pie graph of how you use your time.
- List daily activities and the approximate number of hours each activity takes. Shade in the number of hours for each activity in the 24-hour pie chart below.

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	8-10 a.m.	MW	Rosenberg	H-102
MATH 040 C	4	10026	11 a.m.-12 p.m.	MTWR	Garcia	S-202
COUN 150 C	3	14106	2-3:30 p.m.	TR	Pugh	TE 1-200
THEA 120 C	3	11133	1 -2:30 p.m.	MW	Nicholson	FA-311
PE 152 C	1	10018	Open Lab 7-9 a.m.	MTWRF	Benavidez	G1-FL
COUN 140 C	1	10123	8-9:30 a.m.	TR	Jepson	BUS-307

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7 a.m.							
8 a.m.		ENGL 060 C	COUN 140 C	ENGL 060 C	COUN 140 C		
9 a.m.							
10 a.m.		MATH 040 C	MATH 040 C	MATH 040 C	MATH 040 C		
11 a.m.							
12 noon		Lunch	Lunch	Lunch	Lunch		
1 p.m.		THEA 120 C		THEA 120 C			
2 p.m.			COUN 150 C		COUN 150 C		
3 p.m.		PE 152 C		PE 152 C			
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							

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 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							



Cypress College

presents

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
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

Receive an email
confirmation

with log-in instructions.
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:

cypresscollege.edu/counseling/

English and ESL Placement

ESL Placement Procedure

Cypress College uses a Guided Placement process for ESL course placement. All students should complete the Cypress College Guided Placement process in myGateway. For more on this, visit our ESL Placement page.

If you have questions about ESL courses, need help with using the ESL Guided Placement tool and/or registering for an ESL course, or simply want to talk with an ESL instructor about the program, email esl@cypresscollege.edu.

- All students are encouraged to complete their ESL coursework as soon as possible in their college program, and once enrolled, students must complete the course with a grade of C or better to be eligible to take the next level ESL course.
- Students can challenge a level (ESL 106-ESL 108) in this ESL program by taking a challenge test at the end of a semester. Students who successfully challenge a level will skip the next level in the course sequence.

ESL Placement Process

Step 1. Guided Placement

-
- Students will select the most appropriate course according to their skills

Step 2. Ask for Help if Needed

-
- Counseling Appointment with Maria Haro or Deepa Tharani (International Students)
 - Email esl@cypresscollege.edu for more about the ESL program, certificates, and courses.
-

Pathways for English Language Learners

Pathway for U.S. High School Graduates or Equivalent (GED, HiSET, CHSPE)

Students who have completed a U.S. high school diploma (or equivalent) have the right to access any ESL course, including ESL 110C, as well as ENGL C1000 or ENGL C1000E. U.S. high school graduates will use the Guided Placement Tool.

English Language Learners who have graduated from a U.S. high school also have the right to access academic credit ESL coursework according to AB 1805.

Pathway for All Other New ESL Students

ESL students who have not earned a high school diploma (or equivalent) in the United States should engage in the ESL Placement Process (see above).

English and ESL Placement

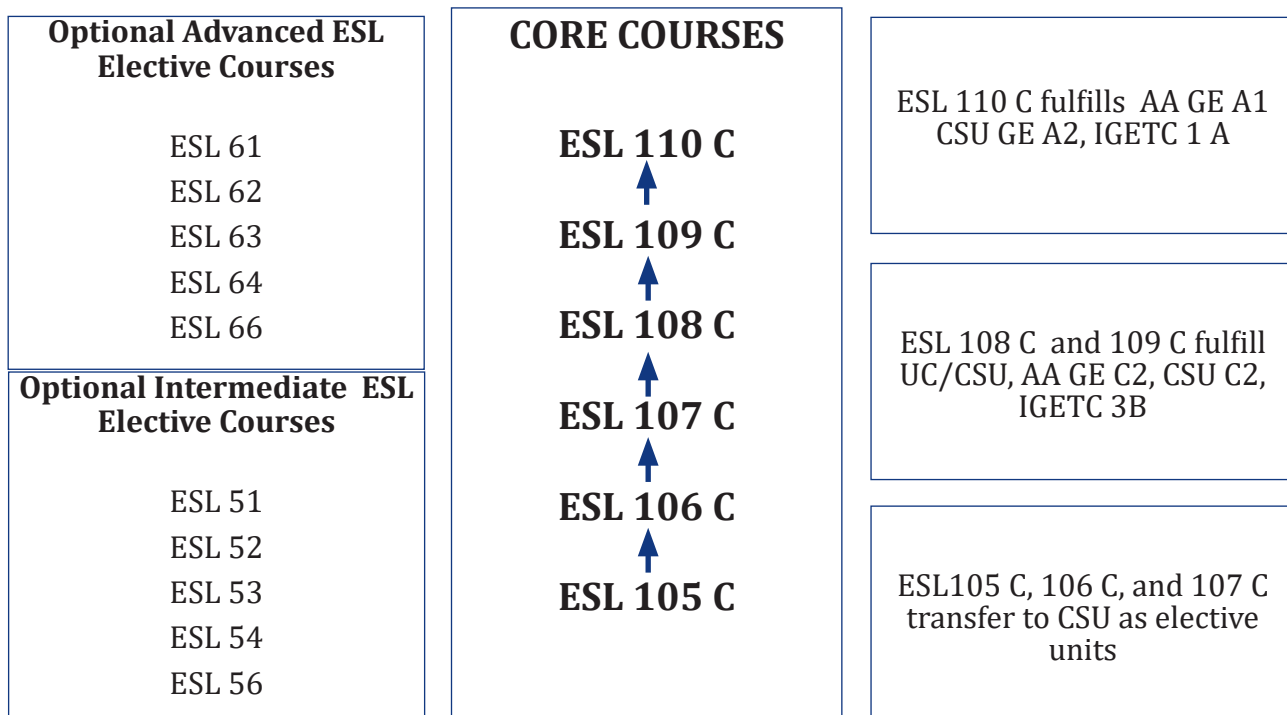
Credit ESL Courses

Cypress College offers transfer-level and degree-applicable courses for advanced foreign language learners of English. All courses in the ESL sequence have some form of transferability. ESL 110 C, the highest-level ESL course, is a transfer-level composition course that fulfills Written Communication transfer and degree requirements for the UC, CSU, and Cypress College. It is fully equivalent to ENG 100 C. ESL 110 C fulfills IGETC 1A, CSU A2, and the Cypress College Native degree A1 requirements. ESL 109 C and ESL 108 C fulfill the CSU C2 and Cypress College Native C2 degree Humanities requirement. ESL 107 C, ESL 106 C, and ESL 105 C all have CSU elective transferability. ESL 105 through ESL 109 integrate multiple language skills and U.S. culture and focus on preparing students for college-level reading and writing assignments and exams. Individualized lab assignments further build language skills. In addition, the ESL program offers elective courses for additional skill-building in grammar, reading, listening, speaking, and pronunciation.

Finally, the Cypress College ESL Department is the first in the state to offer Guided Pathways ESL Milestone certificates which recognize the advanced language competency and success of ESL students to complete ESL coursework and prerequisite courses in their educational pathways.

Cypress College has an excellent credit ESL program that has been recognized statewide for its success. More information about credit ESL can be found at cypresscollege.edu.

Cypress College ESL Course Sequence (Review Cypress College Catalog for details)



Location: Student Center, Building 19, 2nd Floor (714) 484-7223

Email: esl@cypresscollege.edu

Math Placement Recommendations

MATH Recommendations by Major Pathway

AB 1705 allows all students access to transfer level MATH courses.

Choose your course from the areas of interest below.

BUSINESS/CIS

CSU Path:

MATH 130 C/PC

and

*STAT C1000/MATH 120PC

UC Path: Math 150 AC/PC

CAREER TECHNICAL EDUCATION

*STAT C1000/MATH 120PC

EXPLORATORY (Undecided)

MATH 115 C/PC

or

*STAT C1000/MATH 120PC

VISUAL AND PERFORMING ARTS

MATH 115 C/PC

or

*STAT C1000/MATH 120PC

HEALTH SCIENCE

*STAT C1000/

MATH 120PC

KINESIOLOGY

*STAT C1000/

MATH 120PC

LANGUAGE ARTS

MATH 115 C/PC

or

*STAT C1000/MATH 120PC

SCIENCE, ENGINEERING, MATHEMATICS

MATH 150AC/PC

SOCIAL SCIENCES

MATH 115 C/PC

or

*STAT C1000/MATH 120PC

Elem Teaching Path:

MATH 110 C/PC (CSU) or

PSY 161 C

Psychology Path: PSY 161 C

*STAC C1000 formerly MATH120 C

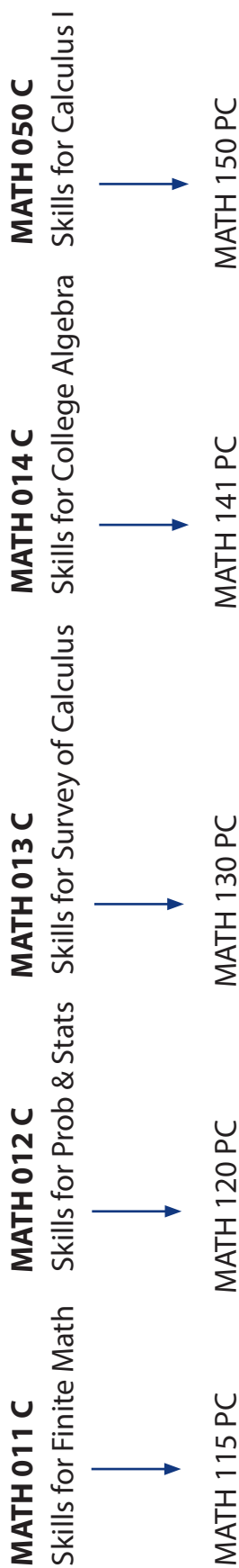
Some students will be required to take a co-requisite course: Please see a counselor for further guidance.

Math Placement Recommendations

Cypress College offers a support system to help you succeed in your chosen course.

We have co-requisite courses attached to “PC” sections of some of our Math courses.

Most students will be required to take a combination of the co-requisite support course along with the paired transfer level math course. You will take both courses from the same instructor. In the co-requisite course, you will review the specific arithmetic, algebra and geometry skills needed to be successful in the paired transfer level course you are taking.



- The Math Department created a series of video lessons (cypresscollege.edu/math) to help you learn/re-learn the topics that you will need to succeed.
- The Math Department offers group tutoring each week for each of the classes – Math 115 C, 130 C, 141 C, and 150 C and STAT C1000.
- We have a fully staffed Math Learning Center with tutors ready to help you on a drop-in basis.
- We offer one-on-one tutoring in the Library and Learning Resource Center.



Student Basic Needs Programs

2025-2026

Food Pantry

All currently enrolled Cypress College students may register for our food pantry on campus and receive a variety of supplemental groceries every week. Stop by during our service hours or visit portal.soxbox.co/pantry/cypress-college

Hygiene and Household Care

Cypress College students can sign up to receive a variety of hygiene and household care items like soap, toothpaste, toilet paper and more! Simply scan the QR code or visit cypresscollege.edu/student-life/student-activities/food-bank to complete the request form. Once processed, you will receive an email with pickup information.

Diaper Pantry

Are you in need of diapers for your child or sibling? Thanks to our partnership with OC Diaper Bank, Cypress College students can request diapers once a month. Simply scan the QR code or visit cypresscollege.edu/student-life/student-activities/food-bank to complete the quick questionnaire request form. Once processed, you will receive an email with pickup information.

Laundry Cards

If you are a Cypress College student in need of assistance to laundry facilities, you may be eligible to receive a laundry card to access washers and dryers at Bubbles LaundryRoom, a laundromat located five minutes away from campus. Scan the QR code or visit cypresscollege.edu/student-life/student-activities/food-bank to see if you qualify!

Forms for both hygiene and diaper programs open weekly on Tuesday at 9 a.m. and close Thursday at 5 p.m. If you attempt to fill out the form outside of these times, the form may be closed

Service Hours

Wednesdays: 9a.m. – 12p.m.
& 2 – 4p.m.
Thursdays: 10 a.m. – 12p.m.
& 2 – 4p.m.



Contact

Dani Morgan, Basic Needs Coordinator
Student Life and Leadership, Rm 159
T: (714)484-7309
E: dmorgan@cypresscollege.edu

Location

Student Life and Leadership, M-Th 8a.m. – 6p.m.
Building 8 (next to the Veterans Resource Center)
T: (714)484-7198
E: studentlife@cypresscollege.edu

EXPLORE MAJORS. PREPARE FOR YOUR CAREER.

The Cypress College Career Planning and Workforce Development Center offers services designed to help you make informed and considered college major and career decisions by providing career counseling, classes, tools, and resources as you formulate meaningful goals, navigate life transitions, investigate career options, and delve into the dynamics of the work environment.

Visit us to discover your interests, values, skills, strengths, and personality; explore college majors, career pathways and occupations; research education and training options, identify and enhance your transferrable skills; improve your online presence, personal brand, networking skills, and much more!

SERVICES AND RESOURCES

- Career Counselors and Career Center Staff Support
- Career Assessments
- Career Closet
- Career Classes (COUN 139C, COUN 144C, COUN 145C, and COUN 151C)
- Online Career Information Databases and Licensed Career Programs
- Career Events
 - Fall - Haunted Open House & Connect2Cypress ft. Majors2Careers
 - Spring - Love Your Career & Career Fair
- Career Development Workshops
- Online Job Board - Handshake

**For more information, stay connected with the
Career Planning and Workforce Development Center.**

Visit us at: CCCPLX-215
bit.ly/cpc-cypress (714) 484-7120
careercenter@cypresscollege.edu



TikTok & Instagram - @cpccypress
Facebook - @cpccypresscollege



Cypress College

Career Planning and
Workforce Development Center

ACE YOUR CAREER JOURNEY

☒ CHECKLIST

Check off your next steps for Your Career Journey at Cypress College.

**For any of the options below, contact the Career Center
to get more information and to make a career counseling appointment.**

Phone: (714) 484-7120 / Email: careercenter@cypresscollege.edu / Location: CCCPLX-215

Awareness

Explore how your identities, values, interests, preferences, and strengths connect with majors and careers.



CAREER COUNSELING:

Meet with a career counselor to discuss your options when selecting a major or career.



CAREER CLASSES:

Enroll in one of these: COUN 139C Career Exploration, COUN 145C Job Preparation & Career Management, or COUN 151C Career & Life Planning to gain additional confidence and skills.



CAREER ASSESSMENTS:

Discuss with a career counselor which career assessment is best to take and discover your personality type, interests, and strengths!

Clarification

Clarify your major and career options through research and decision-making.



CAREER RESEARCH:

Research and learn more about your career choice by using our online career research programs at bit.ly/CPCCareerResearch.



INFORMATIONAL INTERVIEWS:

Learn more about a career by setting up a meeting with someone who is already in the field.



CAREER ACTIVITIES, WORKSHOPS, & INFORMATIONAL SESSIONS:

Attend career events to gain additional understanding of your career field of interest. Check the Career Center's schedule of events for the semester at bit.ly/cpc-canvas.



ACADEMIC PLANNING:

Meet with a **major** counselor for an education plan. Call (714) 484-7015 OR visit the front desk of express counseling on the 2nd floor of the Student Center.

Experience

Prepare for hands-on experience and your career success.



RESUME, COVER LETTER, & LINKEDIN DEVELOPMENT



INTERVIEW PREPARATION, NETWORKING, & PROFESSIONAL BRANDING



ATTEND JOB/CAREER AND INTERNSHIP FAIRS



COUN 145C Job Preparation & Career Management



JOB & INTERNSHIP SEARCH ON HANDSHAKE:

Once you have completed the items above, it's time to put all your new professional skills and tools to good use! Apply to jobs and internships on Handshake, Cypress College's online job board.

Handshake

Easy 4 Step Student Account Set-Up

1. To confirm your Handshake Account*, go to:
<https://cypresscollege.joinhandshake.com/login> or scan the QR code
2. Click on **Login using your Student ID**
3. Enter your **myGateway** username and password
4. Complete your profile as prompted in the next step



Hello!

Click below to sign in to your account

Login using your Student ID



*If you are unable to sign-in using your Student ID, please contact the Career Planning and Workforce Development Center at (714) 484-7120, careercenter@cypresscollege.edu, or stop by our office CCCPLX-215.

We support you through your Career Journey!

Career Planning and Workforce Development Center

(714) 484-7120



@cpccypress

STAY CONNECTED!

CAREER CENTER CANVAS HUB

The Career Planning and Workforce Development Center Canvas Hub provides all the FREE career resources you're eligible for as a Cypress College student - all in one place! Featuring:

- Live chat with a CPC representative
- Career research tools
- Job readiness tips - resume, cover letter, interview skills
- Calendar of CPC events and workshop reminders
- Identity-based career resources
- And much more!

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



Contact us at: CCCPLX-215
bit.ly/cpc-cypress (714) 484-7120
careercenter@cypresscollege.edu



TikTok & Instagram - @cpccypress
Facebook - @cpccypresscollege



CAREER CLOSET

FREE Professional Wear

Located at CCCPLX - 215

Monday - Thursday: 10 a.m. - 3 p.m.

Or by appointment

Contact: careercenter@cypresscollege.edu

The Career Closet provides Cypress College students a FREE professional outfit each academic year for interviews, networking, or special events.

The professional clothes are donated by the campus community and include: dress shirts, dresses, pants, blazers, shirts, ties, and more!

**Questions? Please contact
careercenter@cypresscollege.edu or (714) 484-7120.**



TikTok & Instagram - @cpccypress
Facebook - @cpccypresscollege

Counseling Services (Academic)

Express Counseling is available for general questions and answers related to: first semester educational planning, prerequisite clearances, and getting started in college . Students are served on a first-come, first-served drop-in basis, generally lasting no longer than 10 minutes. Express counseling is located on the second floor of the Student Center or virtually at: 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. 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. Appointments to meet with a counselor by major are made through the Express Counseling Center at (714) 484-7015.

5) Online 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) Email

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

Department Counselors & Locations

Business/Computer Information Systems



Robert Grantham
Counseling, Department Co-Coordinator
Location: 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)
Phone: (714) 484-7237

Career Planning and Workforce Development Center



Sarah Coburn
Location: CCCPLX-215
Contact Information:
scoburn@cypresscollege.edu
(714) 484-7120



Anne-Marie Beck
Location: CCCPLX (220)
Contact Information:
ambeck@cypresscollege.edu
(714) 484-7028

Disability Support Services (DSS)



Deborah Bundy
Location: CCCPLX-100
Contact Information:
dbundy@cypresscollege.edu
(714) 484-7103



Dr. Dawn Decker
Learning Disabilities Specialist
Location: CCCPLX-100
Contact Information:
ddecker@cypresscollege.edu
(714) 484-7104



Adrienne Sanchez
Location: CCCPLX-100
Contact Information:
a.sanchez@cypresscollege.edu
(714) 484-7104

Extended Opportunity Programs and Services (EOPS)



Eva Palomares
Location: CCCPLX-201
Contact Information:
epalomares@cypresscollege.edu
(714) 484-7368



Alan Reza
Location: CCCPLX-201
Contact Information:
areza@cypresscollege.edu
(714) 484-7368

Department Counselors & Locations

Career Technical Education



Jeannie Mitsch

Location: TE1-206 & Anaheim
Campus, Rm 100F
Contact Information:
(714) 484-6023
jmitsch@cypresscollege.edu



Cassie Rodriguez

Location: TE1-202
Contact Information:
(714) 808-4639
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); Hospitality Management (e.g., Baking and Pastry, Culinary Arts, Food and Beverage Management, Hotel Management); Industrial Technology; UAV/UAS (Drone) Technology.

Visual and Performing Arts



Renay Laguana-Ferinac

Location: FASS-211
Contact Information:
rlaguana@cypresscollege.edu
(714) 484-7095

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: TE3-204
Contact Information:
kcarter@cypresscollege.edu
(714) 484-7274



Denise Vo

Location: TE3-205
Contact Information:
dvo@cypresscollege.edu
(714) 484-7270



Marisa Lehmeier

Location: TE3-206
Contact Information:
mlehmeier@cypresscollege.edu
(714) 484-7129

Programs: Registered Dental Assistant, Dental Hygiene, Funeral Service, Imaging Technologist Assistant, 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) 484-7179



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



Rosemary Rangel
Location: HUM-248
Contact Information:
(714) 484-7015
rrangel@cypresscollege.edu

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

Kinesiology/Public Health Science



Brianna Gonzales-Harwell
Location: Gym II, Building 11,
Room 107-B
Contact Information:
bgonzales-harwell@cypresscol-
lege.edu
(714) 484-7276

Science, Engineering, Math



LaRon Armstead
Counselor, SEM & Kinesiology
Location: SEM-163
Contact Information:
larmstead@cypresscollege.edu
(714) 484-7187



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



Yolanda Duenas
Location: 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



Jacquelyn Rangel
Articulation Officer,
Department Co-Coordinator
Location: SC- 209
Contact Information
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 COUN 140 C, Educational Planning, and follow up with a counselor to carefully review their Student Educational Plan. The Student Education Plan 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 & Workforce Development 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/C1000 and above are transferable to CSU campuses either as general education, lower division major preparation, or elective coursework. However, there may be some limitations for courses numbered 100 C/C1000 or above being transferable to a UC. 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 online 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. 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, their community college courses designed for transfer.

California Community Colleges

There are 116 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.

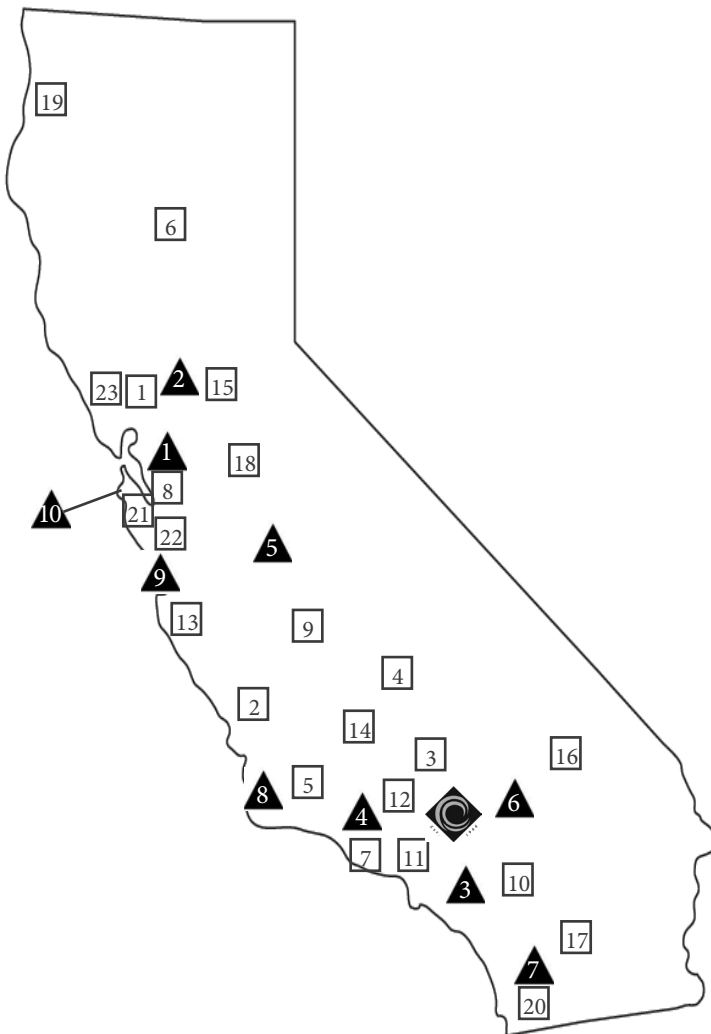
Public Four-Year Institutions in California

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 Bernardino
- 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 do students need to qualify for DSS?

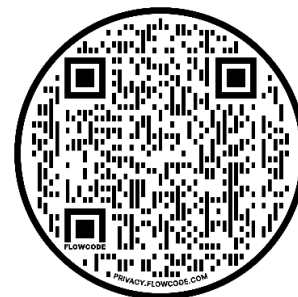
Documentation of Disability: IEP, 504 Plan, Letter from Doctor/Psychologist/Psychiatrist, discharge summary with diagnosis, printout from medical portal, etc.

Unofficial Transcripts: High school transcripts if they graduated in last 5 years and any other college transcripts outside NOCCCD

What do students receive?

- Extra Time on Quiz/Exams
- Notetaking assistance
- Priority Registration
- Academic Counseling/Disability Management
- * Alternate Media Services
- * Audio Recording Permission
- * Use of High Tech Computer Lab
- *and more!

HOW TO APPLY TO Disability Support Services (DSS)



1. Applying for Services

Visit the Charger Access portal dss.cypresscollege.edu to apply for disability services. Click on the “Apply to DSS” icon located at the top of the main page. Login using your myGateway ID and password. Follow the instructions, complete all sections on the application, upload disability documents (such as IEP, 504 plan, or letter from medical professional), and transcripts. Then, submit the application.

2. New Student Appointment

After you submit the online intake application, disability documentation, and transcripts through Charger Access, a DSS counselor will review your application and documentation. Please allow one (1) week for DSS to contact you by EMAIL to schedule a New Student Appointment (NSA) with one of our counselors. If DSS requires additional information prior to approving your application, you will receive an email asking for such.

3. Accommodations/Adjustments

During the New Student Appointment (NSA), you will discuss with your DSS counselor possible accommodations and services for your courses.

Services available to all students on campus

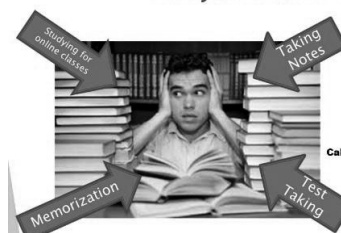
ARISE LAB

The ARISE Lab is a place where students can go to relax, destress, connect with peers, work on homework, receive assistance with organization, talk to a counselor, and more!

- ▶ Located in Business Building, 1st Floor
- ▶ Open to all students on campus
- ▶ Virtual and In-person services



Study and Learning Strategies



SLS Counselor
Adrienne Sanchez, MA, Ed.S.

Tues and Thurs

Call or visit the DSS office NOW to schedule an appointment.

(714) 484-7104 — CCCPLX 100

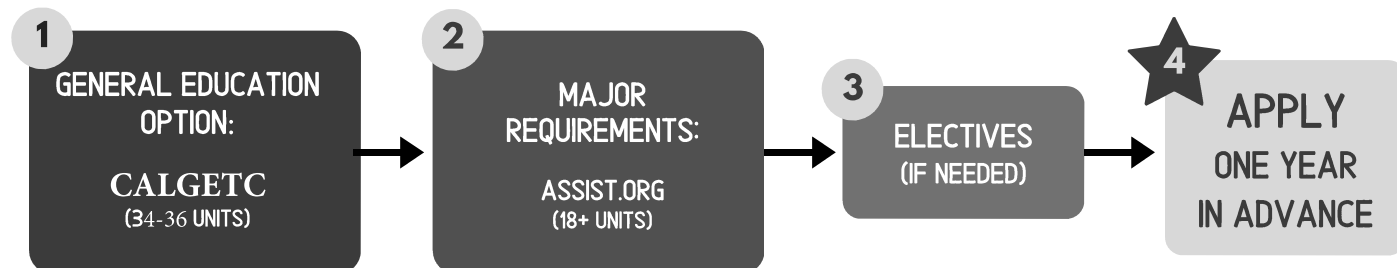
ALL Cypress College students are welcome!

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

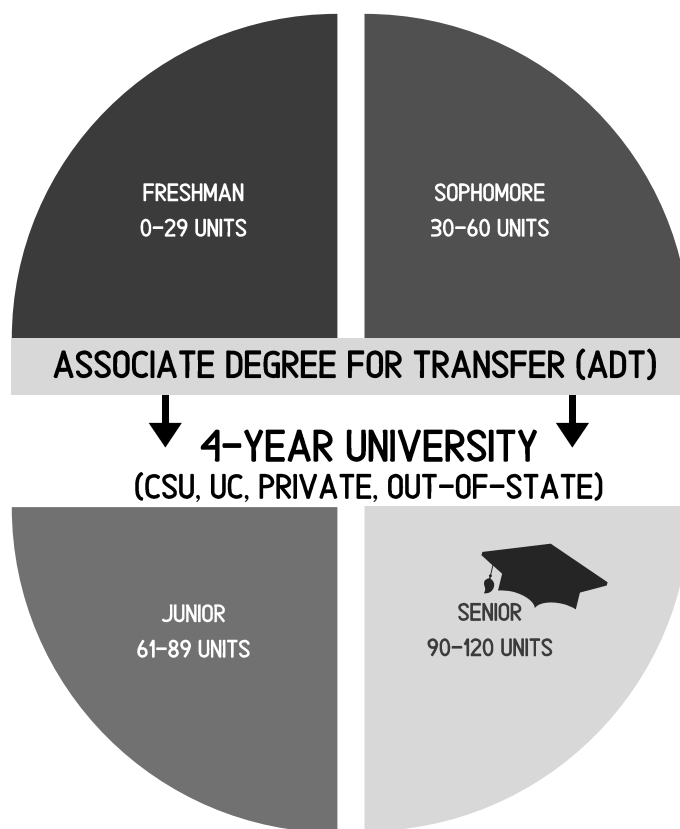
UC APPLICATION DEADLINES

FALL TRANSFER
OCT 1 – NOV 30

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

UNIVERSITYOFCALIFORNIA.EDU/ADMISSIONS

CYPRESS COLLEGE



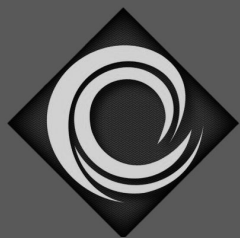
UPPER DIVISION COURSES



CYPRESS COLLEGE TRANSFER CENTER
2ND FLOOR, STUDENT CENTER



(714) 484-7129
TRANSFERCENTER@CYPRESSCOLLEGE.EDU



Transfer Center

www.cypresscollege.edu/transfer | (714) 484-7129



Simple steps to transfer from Cypress College to a Four-Year University

1 Identify your transfer path.

Set your transfer goal by your first semester at Cypress College. Research career pathways and majors that interest you. You will avoid taking unnecessary classes if you know your major and the school(s) to which you plan to apply.

2 Take a counseling class as early as possible (COUN 140C, 145C, 150C or 151C at Cypress College).

This class teaches you how to balance academics with other obligations as well as develop your academic plan. Research shows that a higher percentage of students who take a college success class transfer earlier and with a higher GPA.

3 Meet with a Cypress College major counselor every semester that you are in college.

Required classes to transfer to four-year universities change quite often. It is your responsibility to keep up to date with the changes, but working with a counselor makes it much easier.

4 Research universities and their major programs.

Not all universities offer the same academic programs and resources. It is up to you to research which school(s) would be the best fit for you regarding your academic and career goals. The Cypress College Transfer Center offers a myriad of opportunities to learn about different schools. Meeting with university representatives, attending our Transfer Fairs, and visiting campuses on our university bus tours are just a few ways to research the best universities for you.

5 Make your Cypress College education a priority.

While most community college students work, students who attend college full-time (at least 12 credits a semester) are more likely to transfer.

6 Earn a high Grade Point Average (GPA).

This is the most important factor in transfer admission decisions. Both the CSU and UC systems are impacted, as well as many In-State Private and Out-of-State Universities. Minimum eligibility will no longer be enough. If you are struggling with any college course, meet with a counselor to discuss student success strategies. It may be possible to drop the class before you earn a "D" or "F".

Make Cypress College your FIRST CHOICE and the start of your higher education experience!





Transfer Check List- CSU

- ☐ Complete 60 transferable units. 60 units = General Education (GE) + Major Prep + 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 course list sheet.
 - ☐ Complete “Major Preparation” for the specific university 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 help begin the “pass along” process
 - ☐ 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 and send it to the Cypress College Admissions & Records office and complete an “AP Credit” form. In addition, have your H.S. transcripts on file.
 - ☐ Calculate Transferable GPA: <http://gpacalculator.net/college-gpa-calculator/> (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 www.calstate.edu/apply and begin the application process.
- ☐ If completing CSU GE Breadth apply for “GE Certification” in Admissions & Records (Application is available on the Admissions website).



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:

a. Oct 1 – Nov. 30th for Fall Admissions or

b. 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 courses are UC transferable.

Choose one option below:

- ☐ Complete the IGETC Breadth Requirements

*Note: IGETC is not an admission requirement, and not all UC campuses recommend fulfilling IGETC for all majors. Go to:

<https://admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/general-education-igetc/igetc/campus-guidance.html> and check what is recommended for your major and the campuses.

or

- ☐ Complete the following 7 course pattern requirements, earning a grade of "C" or better in each course from IGETC requirement 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
 - 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
email: admissions@cypresscollege.edu
Location: Student Center, 1st Floor
Phone: (714) 484-7346
Hours: 8 a.m. - 6 p.m. Monday - Thursday
8 a.m. - 5 p.m. 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, residence requirements, transcript requests, Veterans' Affairs, and withdrawal from college.

Adult Education

(See North Orange Continuing Education)

Adult Re-Entry

Location: Career Planning and Workforce
Development Center CCCPLX-215
Phone: (714) 484-7120
Hours: 8 a.m. - 6 p.m. Monday - Thursday
8 a.m. - 5 p.m. Friday (online)

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 of interest to explore career, academic, and personal issues in a supportive learning environment.

Services offered:

- Career Counseling
- Campus and community information and resources
- Career Workshops
- Career Courses.

Articulation

Articulation Officer: Jacquelyn Rangel
email: jrangel@cypresscollege.edu
Location: SC-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.

Associated Students

Student Activities Advisor: Dave Okawa
email: dokawa@cypresscollege.edu
Location: Student Life and Leadership
Phone: (714) 484-7197

Associated Students (AS) is the student body association of Cypress College. All currently enrolled students of Cypress College are represented by elected and appointed students who serve on the Associated Students Council throughout the academic year.

Council membership offers students the opportunity to gain unique leadership experience, elevate the institution's collective student voice, and develop essential life skills including communication, collaboration, and critical thinking. The AS Council is responsible for advancing student-driven initiatives, and effectively representing all Cypress College students at campus, district, regional, and state levels. The AS Council is comprised of nine Executive Board members, up to 15 Senators, and up to 15 Activities Coordinators.

Council meetings are held every Monday at 1 p.m. throughout the regular semester in the SLL/VRC Conference Room (Building 8, Room 150).

Student Support Services



Bookstore

Manager: Britney Alvarez
email: cypress@bkstr.com
Location: Bookstore
Phone: (714) 484-7336
Hours: 9 a.m. – 4 p.m. Monday - Thursday
9 a.m. – 1 p.m. Friday

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

Bursar's Office

Interim Bursar: Lynn Le
email: bursar@cypresscollege.edu
Location: Student Center – 1st Floor
Phone: (714) 484-7317
Hours: 8 a.m. – 5 p.m. Monday - Thursday
8 a.m. – 5 p.m. Friday (Virtual)

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 is located in front of the Business Building.

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

Specialist: Jennifer Jennings
email: calworks@cypresscollege.edu
Location: CCCPLX-201
Phone: (714) 484-7237/7375
Hours: 8 a.m. – 6 p.m. Monday – Thursday
8 a.m. – 5 p.m. Friday (Virtual)

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
email: clee@cypresscollege.edu
Location: BUS, 1st Floor
Phone: (714) 484-7387
Office Hours: 7:30 a.m. – 5 p.m. Monday – Friday
Campus Safety Patrols the campus 24 hours a day, seven days a week

Parking

Use of Cypress College's general parking lots requires a parking permit for all staff, faculty, and students. Student parking permits cost \$40 a semester. You must register your vehicle and display a valid parking permit; physical parking permits are required on all staff, faculty and student vehicles. Guests of the campus may purchase virtual parking permits through the Pay By Phone system. Purchasing a parking permit will require guests to register their vehicle license plate number to activate the virtual parking permit. They will not receive a physical permit. Those who purchase semester-length permits may change vehicle license plate numbers online at any time using the parking link at cypresscollege.edu/parking. Payment for semester permits and registration of plates authorizes students to use any of the seven lots open to student and guest parking, as well as designated spots on Circle Drive. Cypress College semester-length parking permits are also honored at Fullerton College and the Anaheim Campus. Cypress College students parking at Fullerton College cannot park in the structure located at Lemon Street and Chapman Avenue.

Student Support Services

Career Planning and Workforce Development Center

Coordinator: Angela Sardan
email: careercenter@cypresscollege.edu
Location: CCCPLX-215
Phone: (714) 484-7120
Hours: 8 a.m. – 6 p.m. Monday – Thursday
8 a.m. – 5 p.m. Friday (Virtual)

Visit the Career Planning and Workforce Development 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
email: lperez@cypresscollege.edu
Location: CCPLX-201
Phone: (714) 484-7368
Hours: 8 a.m. – 6 p.m. Monday – Thursday
8 a.m. – 5 p.m. 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 a.m. – 6 p.m. Monday – Thursday
8 a.m. – 5 p.m. 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 (Promise)

Director: Brittany Hamer
Email: chargerexperience@cypresscollege.edu
Location: Student Center, 2nd Floor
Phone: (714) 484-7461
Hours: 8 a.m. – 6 p.m. Monday – Thursday

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 Swing Space
Phone: (714) 484-7269
Hours: 11 a.m. – 5 p.m. 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: Matt Dawood
email: mdawood@cypresscollege.edu
Location: CCCPLX-100
Phone: Voice: (714) 484-7104; TDD (714) 761-0961
Hours: 11 a.m. – 5 p.m. 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

Acting Director: Dr. Paul de Dios
email: pdedios@cypresscollege.edu
Location: Student Center, 2nd Floor; virtually, cypress.craniumcafe.com/group/express-counseling-4/lobby
Phone: (714) 484-7015
Hours: 8 a.m. – 6 p.m. Monday – Thursday
8 a.m. – 5 p.m. 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

Interim Dean: Dr. Treisa Cassens
email: tcassens@cypresscollege.edu
Location: Business Education Building, 2nd Floor
Phone: (714) 484-7211

Career Technical Education/Economic Development

Dean: Rick Hodge
email: rhodge@cypresscollege.edu
Location: Technical Education I Building, 2nd Floor
Phone: (714) 484-7231

Counseling and Student Development

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

Health Science

Dean: Colin Preston
email: cpreston@cypresscollege.edu
Associate Dean: Colleen Peralta
email: cperalta@cypresscollege.edu
Location: Technical Education 3 Building, 2nd Floor
Phone: (714) 484-7283

Language Arts

Dean: Dr. Janet Vera
email: jvera@cypresscollege.edu
Location: Humanities Building, 2nd Floor
Phone: (714) 484-7169

Library & Learning Resources

Dean: Dr. Treisa Cassens
email: tcassens@cypresscollege.edu
Location: Library/Learning Resource Center, 2nd Floor
Phone: (714) 484-7302

Kinesiology

Dean: Colin Preston
email: cpreston@cypresscollege.edu
Associate Dean: Wes McCurtis
email: wmccurtis@cypresscollege.edu
Location: Gym II, 1st Floor
Phone (714) 484-7355

Science, Engineering & Mathematics

Dean: Patricia Menchaca
email: pmenchaca@cypresscollege.edu
Location: SEM-133
Phone: (714) 484-7153

Social Sciences

Dean: Dr. Randy Martinez
email: rmartinez@cypresscollege.edu
Location: HUM-238
Phone: (714) 484-7185

Student Support Services

Dean: Celeste Phelps
email: cphelps@cypresscollege.edu
Location: CC Complex, 2nd Floor
Phone: (714) 484-7107

Visual and Performing Arts

Dean: Dr. Kellori Dower
email: kdower@cypresscollege.edu
Location: Fine Arts Swing Space, 2nd Floor
Phone: (714) 484-7139

Student Support Services

Extended Opportunity Programs and Services (EOPS)

Director: AnnMarie Ruelas
email: aruelas@cypresscollege.edu
Location: CCCPLX-218
Phone: (714) 484-7368
Hours: 8 a.m. – 6 p.m. Monday – Thursday
8 a.m. – 5 p.m. Friday

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

Financial Aid

Director: Gabriela De La Cruz
email: gdelacruz@cypresscollege.edu
Location: CCCPLX-120
Phone: (714) 484-7114
Hours: 8 a.m. – 6 p.m. Monday – Thursday
8 a.m. – 5 p.m. Friday

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

Food Bank

Basic Needs Contact: Dani Morgan
email: dmorgan@cypresscollege.edu
Location: Student Life & Leadership Building
Phone: (714) 484-7309
Hours: Wednesday 9 a.m. – 12 p.m. and 2 – 4 p.m.
Thursday 10 a.m. – 12 p.m. and 2 – 4 p.m.
Confidential link for appointments: portal.soxbox.co/pantry/cypress-college

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

Charger Cafe

Location: Student Activities Center, 1st Floor
Phone: (714) 484-7225
Hours: 8 a.m. – 3 p.m. Monday – Thursday
8 a.m. – 2 p.m. Friday

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

Coffee Shop

Location: Bookstore Building
Hours: 7 a.m. – 6 p.m. Monday – Thursday
7 a.m. – 2 p.m. Friday

The coffee shop offers hot and cold coffee drinks, Vietnamese cá phê, Spanish latte, hot chocolate, and more. It accepts cards only, no cash.

Foundation/Scholarships

Executive Director: Howard Kummerman
email: hkummerman@cypresscollege.edu
Location: CCCPLX-301
Phone: (714) 484-7126
Hours: 8 a.m. – 5 p.m. 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.
email: mmcbride@cypresscollege.edu
Location: Lot 4, next to NOCE, yellow trailer
Phone: (714) 484-7361
Hours: 8 a.m. – 6 p.m. Monday – Thursday
8 a.m. – 12 p.m. Friday (Online)

The Student Health and Wellness Center 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

Counselor: Mymy Lam
email: mlam@cypresscollege.edu
Location: Humanities Building, 2nd Floor
Phone: (714) 484-7105

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 Program

Manager: Ryan O'Connell
email: international@cypresscollege.edu
Location: Student Activities Center
Phone: (714) 484-7049
Hours: 8 a.m. – 6 p.m. Monday – Thursday
8 a.m. – 4 p.m. Friday

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

LRC Language Lab

Coordinator: Sara Barriga
email: sbarriga@cypresscollege.edu
Location: L/LRC-130
Phone: (714) 484-7193
Hours: 8 a.m. – 6 p.m. Monday – Thursday

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

Learning Resource Center Open Lab

Coordinator: Sara Barriga
email: sbarriga@cypresscollege.edu
Location: L/LRC 1st Fl, Rm 126
Phone: (714) 484-7193
Hours: 8 a.m. – 6 p.m. Monday – Thursday

Offers students an open computer lab where they may access the Internet, software applications, and course-specific software assigned by their instructors. Student Photo ID is required.

Legacy Program

Coordinator: Regina Rhymes
email: rrhymes@cypresscollege.edu
Adjunct Counselor: James Joshua
email: jjoshua@cypresscollege.edu
Location: HUM-124
Phone: (714) 484-6089

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
Phone: Counter: (714) 484-7125
Desk: (714) 484-7069
Hours: 8 a.m. – 9 p.m. Monday – Thursday
8 a.m. – 1 p.m. Friday

The Cypress College Library provides a safe and engaging environment for students to access research resources in-person and online. Some services include:

- computers, wifi
- printing
- books, articles, videos, online databases
- study rooms
- tutorials and how-to videos via YouTube

...and much more.

Find additional information at cypresscollege.libguides.com/libraryinformation

Lost and Found - (See Campus Safety)

Math Learning Center

Coordinator: Jesse Chavarin
email: jchavarin@cypresscollege.edu
Coordinator: Javier Banuelos
email: jbanelos@cypresscollege.edu
Location: L/LRC-127
Phone: (714) 484-7151
Hours: 10 a.m. – 7 p.m. Monday – Thursday (In-Person)
10 a.m. – 2 p.m. Friday (Online)

The Math Learning Center provides assistance in solving problems and understanding concepts in mathematics and statistics courses. Additional resources include an array of textbook solution manuals, calculators, formula sheets, and computer applications. No appointments are necessary, and students will receive help on a first-come first-served basis. Enrollment in LAR N01 (Supervised Tutoring) is required.

Student Support Services

MESA

Director: Sandra Rocha
email: srocha@cypresscollege.edu
location: LLRC, Rm. 131
phone: (714) 484-6048

MESA (Math, Engineering, Science Achievement) is a program at Cypress College designed to provide enriching experiences and foster a deeper appreciation for students in calculus-based majors.



North Orange Continuing Education

Vice-President: Dr. Karen Bautista
email: kbautista@noce.edu
Location: 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.



Patrons of the Arts

Contact 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. Founded in 1975, it encourages community participation in the colleges' arts programs and exhibits, foster cultural, visual, and performing arts activities at the college, 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: Rosemary Rangel
email: r.rangel@cypresscollege.edu
Location: HUM-128
Co-Coordinator: Ruth Gutierrez
email: rgutierrez@cypresscollege.edu
Phone: (714) 484-7015

The Puente Program was 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.

Service Learning

Director: Dr. Kathryn Sonne
email: ksonne@cypresscollege.edu
Location: HUM-108
Phone: (714) 484-7452
Hours: 8 a.m. – 5 p.m. 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 Support Services

Student Equity and Achievement

Acting Director: Dr. Paul de Dios
email: pdedios@cypresscollege.edu
Location: Student Center Building, 2nd Floor
Phone: (714) 484-7097
Hours: 8 a.m. – 5 p.m. 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.

- 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 cypresscollege.instructure.com/courses/7609.

Teacher Preparation Program

Dean: Dr. Janet Vera
email: jvera@cypresscollege.edu
Counselor: Mymy Lam
email: mlam@cypresscollege.edu
Location: Humanities Bldg - Rm 244
Phone: (714) 484-7015
Hours: 8 a.m. – 5 p.m. 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: Moises Del Real Miramontes
email: mdelrealviramontes@cypresscollege.edu
Location: Student Center Building, 2nd Floor
Phone: (714) 484-7129
Hours: 8 a.m. – 6 p.m. Monday – Thursday
8 a.m. – 5 p.m. Friday (Online)

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:

Veterans Resource Center

Counselor/Coordinator: Dr. Juan Garcia
email: veterans@cypresscollege.edu
Student Services Coordinator: Nicholas Gutierrez
email: ngutierrez@cypresscollege.edu
Location: VRC (Bldg 8)
Phone: (714) 484-7150
Hours: 8 a.m. – 5 p.m. Monday – Thursday
9 a.m. – 1 p.m. Friday

Former and current United States Service Members as well as spouses, children, and stepchildren of former and current Service Members may apply for benefits and services through the Veterans Resource Center.

Tutoring

Dean: Dr. Treisa Cassens
Location: Library/Learning Resource Center
Phone: (714) 484-7183
Hours: 10 a.m. – 6 p.m. Monday – Thursday
10 a.m. – 2 p.m. Friday

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

Student Support Services

APIDA Resource Center

Location: HUM-123
Email: arc@cypresscollege.edu
Phone: (714) 484 7145

Supporting and empowering Asian Pacific Islander Desi American (APIDA) students while increasing awareness and advocacy of APIDA issues.

Support includes:

- Culturally responsive learning communities
- Advising and counseling services
- Mental health counseling and awareness services
- Career development, career readiness, and employment services
- Supplemental instruction and tutoring, such as English development and support
- Asian American and Pacific Islander studies courses and curriculum development
- Leadership development, internships, and mentorships

Rising Scholars Program

Program Coordinator: Anne-Marie Beck
Location: HUM-126
Email: risingscholars@cypresscolleg.edu
Phone: (714) 484-7028

The Rising Scholars (formerly LIFE) Program strives to support formerly incarcerated, system-impacted, and substance abuse recovery students, so that they successfully achieve and exceed their goals through the vehicle of higher education. Receiving an education not only drastically reduces the recidivism rate, but it also serves to elevate individuals and communities out of the systems that lead to their incarceration. We aim to empower and uplift the generations of current and future students who seek an education on Cypress College's campus.

The Rising Scholars Program is a member of the Rising Scholars collaborative, a network of California Community Colleges committed to serving incarcerated and formerly incarcerated students by providing degree-granting programs in correctional facilities and on-campus support for students who have experienced the criminal legal system.

Pride Program & LGBTQ+ Support

Coordinator, LGBTQ+ Liaison: Jenelle Herman (she/her)
email: jherman@cypresscollege.edu
Location: Pride Center HUM-101
Adjunct Counselor: Alexis Linares-Sierra (he/him/él)
email: alinares-sierra@cypresscollege.edu
Phone: (714) 484-7000 x46101

Cypress College Pride ensures LGBTQ+ students experience increased academic and career success, have access to resources, develop a deeper sense of self, become more engaged citizens, and create genuine belonging and community. The LGBTQ+ Liaison provides support for students with concerns based on their LGBTQ+ identities and employees seeking to better support LGBTQ+ students. The Pride Center provides supportive staff, resources, and learning and community-building opportunities. Pride Scholars offers GE courses with Queer content and a first-year cohort with courses centered around LGBTQ+ identities. The Que

Vice President of Student Services

Dr. Paul de Dios
Location: CCCPLX-322
email: 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: 10 a.m. – 2 p.m. Monday – Thursday and by appointment

Associated Students

Faculty Advisor: Dave Okawa
Location: Student Life and Leadership
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

1. A2MEND
2. Active Minds
3. Adventures Guild
4. Alpha Gamma Sigma (California Community College Scholastic Honor Society)*
5. Anthropology Club
6. ARCA/MCA (Air-Conditioning, Refrigeration and Mechanical Contractors Association)*
7. Art Visionaries Club (AVC)
8. ASL Chargers
9. Black Student Union (BSU)
10. Business Club
11. California Nursing Student Association (CNSA)*
12. Collegiate Association for the Research of Principles (CARP)
13. Computer Science and Cybersecurity Club (C4)
14. Creative Guild
15. Cypress Archers
16. Cypress College Court Reporting Club
17. Cypress College Veterans Organization (CCVO)*
18. Cypress Historical Fencing (CHF)
19. Dance Club
20. Engineering Society
21. Exploring Existence
22. Honors Club
23. International Club
24. Japanese Culture Club (JCC)
25. Law and Politics Club
26. Math Club
27. Media Arts Design (MAD) Club
28. Muslim Student Association (MSA)
29. North Orange County Pre-Medical Association (NOCPA)
30. Photography Club
31. Queer-Straight Alliance (QSA)
32. Recording Club
33. Rising Scholars
34. Sigma Phi Sigma (Mortuary Science Club)
35. Theatre Arts Club

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 Life & Leadership

Director: David Okawa
Location: Student Life and Leadership
email: studentlife@cypresscollege.edu
Phone: (714) 484-7198
Hours: 8 a.m. – 6 p.m. Monday – Thursday
8 a.m. – 5 p.m. Friday (Online)

Student Life & Leadership (SLL) works to ensure that Cypress College students have ample opportunities to make the most of their college experience by getting involved within the campus community. By participating and connecting with like-minded individuals, students can explore their interests, develop interpersonal skills, create friendships, and thrive both inside and outside the class environment.

The SLL team provides comprehensive advisement to the Associated Students Council, administers and promotes a diverse and vibrant environment of club life, and offers extensive consultation to club leadership. SLL is also responsible for supporting ensuring student basic needs are met through the Basic Needs Center, diving civic engagement within the student body, supporting voter empowerment initiatives in collaboration with the Associated Students Council, and maintaining the Student Bus Pass program in partnership with OCTA.

The SLL team strives to provide dynamic support and facilitate a robust collegiate environment that inspires students to lead with integrity, advocate for themselves and others, and become active contributors to a more just and connected world.



Student Government

For information, contact 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. Treisa Cassens, Interim Dean

Administration of Justice

Technical Education I Building
Room: TE1-202
Phone: (714) 484-7231
Rick Hodge, Dean

Air Conditioning & Refrigeration Department

Technical Education III Building
Room: TE3-110
Phone: (714) 484-7256
Rick Hodge, Dean

Airline & Travel Careers

Technical Education I Building
Room: 210
Phone: (714) 484-7411
Rick Hodge, Dean

Anthropology Department

Humanities (HUM)
Room: 222D
Phone: (714) 484-7021
Fax: (714) 229-1869
Dr. Randy Martinez, Interim Dean

Art Gallery

Adjacent to Theater
Phone: (714) 484-7133
Dr. Kellori Dower, Dean

Astronomy Department

Science, Engineering, & Math
Room: 259
Phone: (714) 484-7000
Ext: 48638
Patricia Menchaca, Dean

Athletics

Gym II
Room: 107A
Phone: (714) 484-7356
Colin Preston, Dean
Wes McCurtis, Athletic Director & Associate Dean

Automotive Collision Repair Department

Technical Education I Building
Room: TE1-202
Phone: (714) 484-7250
Fax: (714) 527-1077
Rick Hodge, Dean

Automotive Technology

Technical Education I Building
Room: 104-107
Phone: (714) 484-7245
Fax: (714) 527-1077
Rick Hodge, Dean

Aviation & Travel Careers

Technical Education I Building
Room: 210
Phone: (714) 484-7411
Rick Hodge, Dean

Business Department

Business Education Building
Room: 2nd Floor
Phone: (714) 484-7211
Dr. Treisa Cassens, Interim Dean

Biology Department

Science, Engineering, Math Building
Room: 246
Phone: (714) 484-7000, Ext: 48629
Patricia Menchaca, Dean

Career and Technical Education

Technical Education I Building
Room: 106
Phone: (714) 484-7210
Fax: (714) 484-7231
Rick Hodge, Dean

Chemistry Department

Science, Engineering, Math Building
Room: 268
Phone: (714) 484-7000
Ext: 48608
Fax: (714) 952-9667
Patricia Menchaca, Dean

Communication Studies

Humanities Building
Phone: (714) 484-7169
Dr. Randy Martinez, Interim Dean

Computer Information Systems

Business Education Building
Room: Room 206
Phone: (714) 484-7211
Fax: (714) 527-4733
Dr. Treisa Cassens, Interim Dean

Computer Science Department

Business Education Building
Phone: (714) 484-7211
Dr. Treisa Cassens, Interim Dean

Counseling Department

Student Center, 2nd Floor
Phone: (714) 484-7334
Dr. Paul De Dios, Interim Dean

Court Reporting

Business Education Building
Room: 2nd Floor
Phone: (714) 484-7211
Dr. Treisa Cassens, Interim Dean

Dance Department

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

Dental Assisting Program

Technical Education III Building
Room: 305
Phone: (714) 484-7293
Colin Preston, Dean

Dental Hygiene Program

Technical Education III Building
Room: 306
Phone: (714) 484-7292
Colin Preston, Dean

Diagnostic Medical Sonography

Radiologic Technology
Technical Education III Building
Room: 200
Phone: (714) 484-7283
Colin Preston, Dean

Instructional Divisions

Distance Education

L/LRC First Floor
Room: 105
DistanceEd@cypresscollege.edu
(714) 484-7052
Dr. Treisa Cassens, Dean

Economics Department

Humanities Building
Phone: (714) 484-7185
Fax: (714) 229-1869
Dr. Randy Martinez, Interim Dean

Engineering Department

Science, Engineering, Math Building
Room: 259
Phone: (714) 484-7153
Ext: 48638
Patricia Menchaca, Dean

Engineering Technology

Science, Engineering, Math Building
Room: 259
Phone: (714) 348-4700
Ext: 48638
Patricia Menchaca, Dean

English Department

Humanities Building
Room: 2nd Floor
Phone: (714) 484-7170
Dr. Janet Vera, Dean

English as a Second Language

Humanities Building
Room: 2nd Floor
Phone: (714) 484-7182
Dr. Janet Vera, Dean

English/Reading Department

Humanities Building
Room: 240
Phone: (714) 484-7169
Dr. Janet Vera, Dean

Ethnic Studies Department

Humanities Building
Room: 238
Phone: (714) 484-7185
Dr. Randy Martinez, Interim Dean

Foreign Language Department

Humanities Building
Room: 222K
Phone: (714) 484-7000
Ext: 48417
Dr. Janet Vera, Dean

Geography Department

Humanities Building
Room: 238
Phone: (714) 484-7185
Dr. Randy Martinez, Interim Dean

Geology Department

Science, Engineering, and Math Bldg
Room: 123
Phone: (714) 484-7152
Patricia Menchaca, Dean

Health Information Technology

Technical Education III Building
Room: 208
Phone: (714) 484-7289
Fax: (714) 484-7300
Colin Preston, Dean

History Department

Humanities Building
Room: 226
Phone: (714) 484-7000
Ext: 48386
Fax: (714) 484-7002
Dr. Randy Martinez, Interim Dean

Homeland Security

Airline & Travel Careers Dept.
Technical Education I Building
Room: 200
Phone: (714) 484-7411
Rick Hodge, Dean

Hotel, Restaurant, Culinary Arts

Anaheim Campus
1830 W. Romneya Dr.
Anaheim, CA 92801
Room: 175, 176, 177
Phone: (714) 808-4640
Rick Hodge, Dean

Human Services Department

Humanities Building, Social Science
Division Office
Room: 238
Phone: (714) 484-7185
Fax: (714) 229-1869
Dr. Randy Martinez, Interim Dean

Kinesiology

Gym II
Room: 107
Phone: (714) 484-7352
Colin Preston, Dean

Management

Business Education Building
Room: Second Floor
Phone: (714) 484-7211
Fax: (714) 527-4733
Dr. Treisa Cassens, Interim Dean

Marketing

Business Education Building
Room: Second Floor
Phone: (714) 484-7211
Fax: (714) 527-4733
Dr. Treisa Cassens, Interim Dean

Mathematics Department

Science, Engineering, & Mathematics
Room: 243
Phone: (714) 484-7000
Ext: 48150
Patricia Menchaca, Dean

Media Arts Design

Fine Arts Swing Space
Room: Second Floor
Phone: (714) 484-7030
Dr. Kellori Dower, Dean

Mortuary Science Program

Technical Education III Building
Health Science Division
Room: 215
Phone: (714) 484-7278
Fax: (714) 484-7417
Colin Preson, Dean

Multimedia Department

Fine Arts Swing Space
Room: 201
Phone: (714) 484-7139
Dr. Kellori Dower, Dean

Instructional Divisions

Music Department

Fine Arts Swing Space
Room: 212
Phone: (714) 484-7140
Fax: (714) 952-9602
Dr. Kellori Dower, Dean

Philosophy and Religious Studies

Humanities Building
Room: 221
Phone: (714) 484-7007
Dr. Randy Martinez, Interim Dean

Photography Department

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

Physics Department

Science, Engineering, Math Building
Room: 259
Phone: (714) 484-7000
Ext: 48638
Patricia Menchaca, Dean

Political Science

Humanities Building
Room: 127
Phone: (714) 484-7185
Fax: (714) 229-1869
Dr. Randy Martinez, Interim Dean

Psychiatric Technology

Technical Education III Building
Room: 200
Phone: (714) 484-7283
Fax: (714) 527-2175
Colin Preston, Dean

Psychology Department

Humanities Building
Room: 238
Phone: (714) 484-7185
Dr. Randy Martinez, Interim Dean

Public Health Science

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

Radiologic Technology Department

Technical Education III Building
Room: 200
Phone: (714) 484-7283
Colin Preston, Dean

Registered Nursing

Technical Education III Building
Room: 200
Phone: (714) 484-7000
Ext: 47283
Fax: (714) 527-2175
Colin Preston, Dean
Coleen Peralta, Associate Dean

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 Building
Room: 238
Phone: (714) 484-7185
Dr. Randy Martinez, Interim Dean

Student Services

Cypress College Complex Building
Room: 2nd Floor
Phone: (714) 484-7107
Celeste Phelps, Dean

Theatre Arts Department

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

Visual and Performing Arts (VAPA)

Fine Arts Swing Space
Room: 2nd Floor
Phone: (714) 484-7134
Dr. Kellori Dower, Dean



STUDY ABROAD

Learn About a New Culture
Develop Global Citizenship
Gain Self Awareness

CONTACT INFORMATION:

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Program Coordinator

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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 86).

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?

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

How can I be a successful Distance Education student?

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

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

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

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

How do I enroll in online and hybrid courses?

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

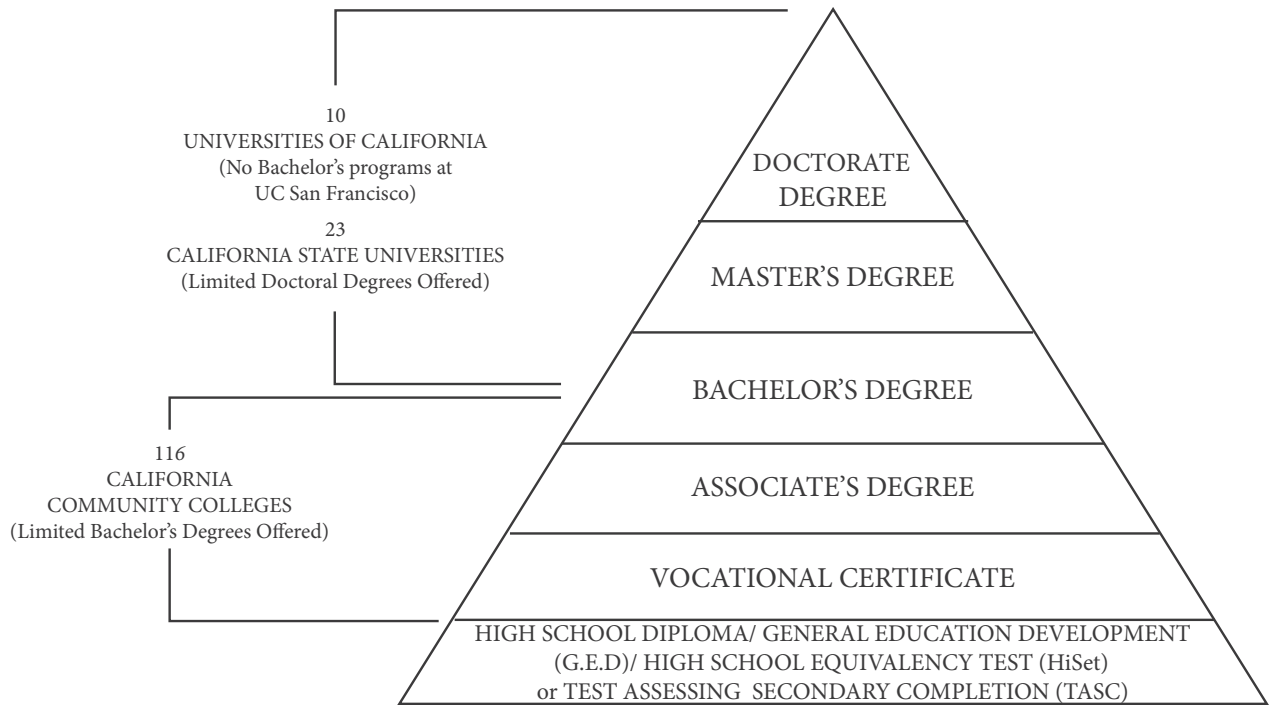
National Faith-based Organizations

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.

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.

Visual and Performing Arts — 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.



California General Education Transfer Curriculum (Cal-GETC)

What is Cal-GETC?

- The California General Education Transfer Curriculum (Cal-GETC) 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 Cal-GETC eliminates the need to take additional lower division general education courses after transfer. Cal-GETC requires 34 units total (11 courses) to be completed for full Cal-GETC certification.
- Cal-GETC 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 Cal-GETC?

- Students must apply for Cal-GETC certification in 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 Cal-GETC list during the catalog year they are taken. 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 Cal-GETC?

- While Cal-GETC 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 Cal-GETC. Specific UC majors that do not recommend Cal-GETC is listed on admission.universityofcalifornia.edu/admission-requirements/transfer-requirements/preparing-to-transfer/

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



CYPRESS COLLEGE + *Handshake* STUDENT GUIDE

Easy 4 Step Student Account Set-Up

1. To confirm your Handshake Account*, go to:

<https://cypresscollege.joinhandshake.com/login> or scan the QR code



2. Click on **Login using your Student ID**

Hello!

Click below to sign in to your account

3. Enter your **MyGateway** username and password

4. Complete your profile as prompted in the next step

Login using your Student ID

*If you are unable to sign-in using your Student ID, please contact the Career Planning and Workforce Development Center at 714-484-7120, careercenter@cypresscollege.edu, or stop by our office CCCPLX-215.

HANDSHAKE TIPS

Complete Your Profile

As a student at Cypress College, your general information has been pre-loaded for you. Check to make sure all pre-loaded information is correct, especially your major and GPA (if included). For more information on completing your profile, refer to [Completing Your Profile in Handshake](https://bit.ly/handshakecompletingprofile) (<https://bit.ly/handshakecompletingprofile>)

Upload a Resume

It is recommended to have a public resume* available in Handshake for employers (and the Career Center team) to review. To learn more about how to upload a document, refer to [How to Upload a New Document](https://bit.ly/handshakeuploadnewdoc). (<https://bit.ly/handshakeuploadnewdoc>)

Once you have uploaded a resume, you can use it to fill in your profile on Handshake. Refer to [Build Profile from Resume](https://bit.ly/handshakebuildprofileresume). (<https://bit.ly/handshakebuildprofileresume>)

*Before you upload your resume, please contact the Career Center to review your resume.

Explore Handshake

Use your homepage, the top search bar, and filters to look for companies and jobs you're interested in learning more about and applying to. **Tip- use the Location filter to search for opportunities in your local area.** Remember to save your searches in Handshake and follow employers to find opportunities with ease.

Other Resources

- [How to Search for Jobs on Handshake](https://bit.ly/handshakesearchjobs) (<https://bit.ly/handshakesearchjobs>)
- [Privacy and Safety](https://bit.ly/handshakeprivacysafety) (<https://bit.ly/handshakeprivacysafety>)
- For technical and tutorial support, please visit the "Student" section of the Handshake Help Center: [Students & Alumni - Handshake](https://bit.ly/handshakestudentshelp) (<https://bit.ly/handshakestudentshelp>)



Career Planning & Workforce Development Center
bit.ly/cpc-cypress careercenter@cypresscollege.edu 714-484-7120



2025-2026 Cal-GETC Requirements (Effective Fall 2025 through Summer 2026)

Name _____ Student ID# _____ Counselor _____

A minimum "C" grade is required in each college course for Cal-GETC. A "C" is defined as a minimum 2.0 grade points on a 4.0 scale.

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. Consult with a counselor regarding which catalog year may be most beneficial and appropriate (i.e., if you are eligible to use previous CSU GE-Breadth or IGETC patterns).

AP = Advanced Placement IB = International Baccalaureate C = Completed IP = In Progress R = Remaining

AREA 1 – ENGLISH COMMUNICATION (three courses — 9 semester or 12 quarter units)

1A ENGLISH COMPOSITION (one course — 3 semester or 4 quarter units)

Course _____ College/AP (No IB score accepted) _____ Units _____ C/IP/R _____
ENGL C1000 (C1000H*), C1000E* ESL 110 C*

1B CRITICAL THINKING AND COMPOSITION (one course — 3 semester or 4 quarter units)

Course _____ College (No AP or IB score accepted) _____ Units _____ C/IP/R _____
ENGL C1001(C1001H*), 104 C (104HC*) PHIL 172 C

1C ORAL COMMUNICATION (one course — 3 semester or 4 quarter units)

Course _____ College (No AP or IB score accepted) _____ Units _____ C/IP/R _____
COMM C1000 (C1000H*)

AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (one course — 3 semester or 4 quarter units)

Course _____ College/AP/IB _____ Units _____ C/IP/R _____
MATH* 100C, 115C/PC, 120PC, 126C, 130C/PC, 141C/PC, 150AC/PC, 150BC, 250AC, 250BC PSY 161C/HC* SOC 161C/HC* STAT C1000*

AREA 3 – ARTS AND HUMANITIES (two courses — 6 semester or 8 quarter units)

3A ARTS (one course — 3 semester or 4 quarter units)

Course _____ College/AP/IB _____ Units _____ C/IP/R _____
ART 100C, 110C, 111C, 112C/HC*, 114C, 116C, 216C DANC 101C ENGL 125C/HC* MAD 110C, 122C, 131C, 191C, 192C, 196C, 197C, 198C MUS 113C, 114C, 116C, 117C, 118C/HC*, 119C, 120C, 127C PHOT 204C THEA 100C, 102C, 105C, 107C/HC*

3B HUMANITIES (one course — 3 semester or 4 quarter units)

Course _____ College/AP/IB _____ Units _____ C/IP/R _____
ANTH 105C, 107C, COMM 220C, CHIN 204C ENGL 102C/HC*, 110C, 111C, 127C, 208C, 211C, 212C, 221C, 222C, 223C, 224C, 234C/HC*, 239C, 243C, 248C, 249C, 250C, 255C, 256C, 260C/HC* ESL 108C*, 109C* ETHS 101C/HC*, 129C, 130C, 131C, 150C, 151C, 152C, 159C, 160C, 161C, 170C, 171C, 202C FREN 203C, 204C HIST 110C/HC*, 111C/HC*, 112C/HC*, 113C/HC*, 160C, 161C, 163C, 165C, 170C/HC*, 171C/HC*, 270C, 275C INDS 100C, 101C JAPN 203C, 204C LING 101C PHIL 100C/HC*, 101C/HC*, 105C, 110C, 120C, 135C, 160C, 162C, 201C, 202C, 225C, 230C, 240C SPAN 202C, 203C, 204C

AREA 4 – SOCIAL AND BEHAVIORAL SCIENCES (Select two courses from two academic disciplines — 6 semester or 8 quarter units)

Course _____ College/AP/IB _____ Units _____ C/IP/R _____
Course _____ College/AP/IB _____ Units _____ C/IP/R _____

AJ 110C, 120C, 160C ANTH 102C/HC*, 103C, 104C, 105C, 106C, 107C, 121C, 208C, 212C, 225C COMM 105C, 120C DSST 120C, 200C ECON 100C/100HC*, 105C/HC*, 110C*, 130C ETHS 101C/HC*, 129C, 130C, 131C, 150C, 151C, 152C, 153C, 159C, 160C, 161C, 170C, 171C, 202C, 235C GEOG 100C/HC*, 130C, 160C, 260C HIST 110C/HC*, 111C/HC*, 112C/HC*, 113C/HC*, 120C, 124C, 125C, 135C, 142C, 143C, 151C, 152C, 160C, 161C, 163C, 165C, 170C/HC*, 171C/H*C, 190C, 191C, 270C, 275C INDS 200C, 201C JOUR 110C KIN 248C*, 249C PHS 280C/HC*, 281C/HC*, 283C*, 285C POLS C1000/H* POSC 120C, 200C, 209C, 210C, 215C, 216C, 230C, 250C PSYC C1000/H* PSY 110C, 120C, 131C, 139C, 145C, 202C, 221C, 222C, 251C, 255C SOC 101C/HC*, 102C, 125C, 225C, 250C, 275C, 277C, 280C, 290C, 292C

(Two courses, one Physical Science and one Biological Science; at least one of the two courses must be associated with a corresponding laboratory. 7 semester or 9 quarter units)

5A PHYSICAL SCIENCE (one course — 3 semester or 4 quarter units)

Course _____ College/AP/IB _____ Units _____ C/IP/R _____
ASTR 116C/HC* **BIOL** 103C **CHEM** 100C*, 101C*, 103C*, 104C, 107C*, 111AC, 111BC* **GEOG** 102C, 140C **GEOL** 100C/HC*, 103C, 104C, 105C, 120C, 125C, 130C, 190C* **PHSC** 104C **PHYS** 130C*, 201C*, 202C*, 210C*, 211C*, 221C*, 222C*, 223C*

5B BIOLOGICAL SCIENCE (one course — 3 semester or 4 quarter units)

Course _____ College/AP/IB _____ Units _____ C/IP/R _____
ANTH 101C/HC*, 210C, 212C **BIOL** 101C/HC*, 102C, 122C, 135AC, 135BC, 160C*, 210C, 220C, 231C, 241C, 277C, 278C
PHS 107C **PSY** 221C

5C LABORATORY (1 semester or 1 quarter unit)

Course _____ College/AP/IB _____ Units _____ C/IP/R _____
ANTH 101LC **ASTR** 117C/HC* **BIOL** 101C/HC*, 122C, 135AC, 135BC, 210C, 220C, 231C, 241C **CHEM** 100C*, 101C*, 104C, 107C*, 111AC, 111BC*, 201C* **GEOG** 102LC **GEOL** 101C, 103C, 115C*, 131C **PHSC** 104C **PHYS** 130C*, 201C*, 202C*, 210C*, 211C*, 221C*, 222C*, 223C*

AREA 6 – ETHNIC STUDIES (one course — 3 semester or 4 quarter units)

Course _____ College (No AP or IB score accepted) _____ Units _____ C/IP/R _____
ETHS 101C/HC*, 129C, 150C, 151C, 152C, 159C, 161C, 170C, 171C, 202C, 235C

(OPTIONAL) CSU GRADUATION REQUIREMENT ONLY IN U.S. HISTORY (US1), CONSTITUTION & AMERICAN IDEALS (US2&3)

Not part of Cal-GETC; may be completed prior to transfer (6 semester or 8 quarter units)

Course _____ College/AP/IB _____ Units _____ C/IP/R _____

US 2&3 U.S. Const and Govt/Cal State and Local Gov

POLS C1000/H* **POSC** 250C

Course _____ College/AP/IB _____ Units _____ C/IP/R _____

US 1 U.S. History

ETHS 101C/HC*, 130C, 131C, 152C, 160C, 161C, 171C **HIST** 125C, 170C/HC*, 171C/HC*, 190C, 191C

(OPTIONAL) UC Graduation Requirement: Language Other Than English (LOTE)

Not part of Cal-GETC; may be completed prior to transfer (Proficiency equivalent to two years of high school study w/a min grade of C or better)

Course __ College/AP/IB _____ Units _____ C/IP/R _____

CHIN 102C, 203C, 204C **FREN** 102C, 203C, 204C **JAPN** 102C, 203C, 204C **PORT** 102C **SPAN** 102C/HC, 201C, 202C, 203C, 204C

The California General Education Transfer Curriculum (Cal-GETC) is the singular general education pathway for California Community College (CCC) students to fulfill lower-division general education requirements necessary for transfer and admission to both the California State University (CSU) and the University of California (UC). Completion of Cal-GETC is not an admission requirement or admission guarantee for transfer to the CSU or UC, nor is it the only way to fulfill the lower-division general education requirements for students at the CSU or UC. However, Cal-GETC may be a requirement for some programs (e.g., if an ADT is required). Students may choose to complete coursework to meet the CSU or UC campus-specific breadth requirements of the university program to which they plan to transfer.

- All courses taken to meet Cal-GETC requirements must be completed with a grade of "C" or better. A grade of Credit or Pass may be used if the college's policy states it is equivalent to a grade of C or better.
- No more than 14 semester units (21 quarter units) of Pass/No Pass (Credit/No Credit), excluding credit by examination, may be used toward Cal-GETC certification
- Although courses may be listed in multiple general education areas (1-6), a course can be given credit in only one GE subject area.
- Courses from foreign institutions cannot be used for Cal-GETC certification, however, international courses can be evaluated at the receiving CSU or UC and applied to their campus-specific breadth requirements.
- This advisement sheet can be modified or updated from time to time. All CSU/UC transferable courses can be verified at www.assist.org
- Consult with a counselor regarding which catalog year may be most beneficial and appropriate (i.e., if you are eligible to use previous CSU GE-Breadth or IGETC patterns).

Legend:

*Denotes course has a UC Credit Limitation Type-

No duplicate credit for honors and a regular version of a course. Same with MATH PC courses and their regular versions.

No credit awarded for courses taken after advanced levels (bio/chem)

Combined maximum credit for courses of either units or max 1 course

Please see www.ASSIST.org UC Transferable Course list for specific UC Credit Limitation



2025-2026

CYPRESS COLLEGE LOCAL GENERAL EDUCATION REQUIREMENTS

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

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

Associate Degree Requirements: Includes fulfillment of 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 1: ENGLISH COMPOSITION ORAL COMMUNICATION or CRITICAL THINKING Must be completed with a grade of "C" or better.	6-UNIT MINIMUM	AP CREDIT/ OTHER COLLEGE COURSE(S)	C	IP	F		
1A	ENGLISH COMPOSITION: 3 Unit Minimum ENGL C1000(C1000H), C1000E ESL 110C							
1B	ORAL COMMUNICATION OR CRITICAL THINKING: 3 Unit Minimum COMM 050C, 110,135C, C1000(C1000H) CIS 111C ENGL 104C (104HC), 135C, C1001(C1001H) PHIL 170C (170HC), 172C, 175C							
	CATEGORY 2: MATHEMATICAL CONCEPTS & QUANTITATIVE REASONING Must be completed with a grade of "C" or better.	3-UNIT MINIMUM						
2	MATH 100C,110C/PC,115C/PC, 120PC, 126C,130C/PC,141C/PC,142C,150AC/PC,150BC,220C,250AC, 250BC PSY 161C (161HC) SOC 161C (161HC) STAT C1000							
	CATEGORY 3. ARTS AND HUMANITIES	6- UNIT MINIMUM						
3A	ARTS: 3 Unit Minimum ART 100C,110C,111C,112C(112HC),114C,116C, 120C,121C,122C,150C,151C,182C,185C,194C,216C DANC 100C, 101C, 105C, 106C, 107C, 108C, 111C, 112C,147C,149C,151C ENGL 125C (125HC) 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, 280C, 282C PHOT 101C, 204C THEA 100C,101C,102C,105C,107C(107HC),108C,120C,126C,129C,132C,133C,149C							
3B	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 ETHS 101C (101HC), 129C,130C,131C,150C,151C, 152C,159C,160C,161C,163C, 170C,170HC, 202C FREN 101C, 102C, 203C, 200C,204C HIST 110C (110HC),111C (111HC),112C(112HC),113C (113HC),120C,125C, 160C,161C,163C,165C,170C (170HC),171C (171HC),270C, 275C INDS 100C, 101C JAPN 100C, 101C, 102C, 125C, 200C, 203C, 204C JOUR 110C KIN 246C LING 101C PHIL 100C (100HC), 101C (101H ²), 105C, 110C, 120C, 135C, 160C,162C, 201C, 202C, 225C,230C, 240C SPAN 101C, 102C, 201C, 200C, 202C, 203C, 204C							

CATEGORY 4. SOCIAL AND BEHAVIORAL SCIENCES		3-UNIT MINIMUM	AP CREDIT or OTHER COLLEGE COURSE(S)	C	IP	R
4	AJ 110C,120C ANTH 102C (102HC), 103C, 04C, 105C, 106C,107C,121C, 208C, 212C, 225C BUS 100C, 266C COMM 105C, 120C, 220C (220HC) ECON 100C (100HC), 105C (105HC), 110C, 120C,130C ETHS 101C (101HC), 129C, 130C, 131C,150C, 151C, 152C, 153C,159C, 160C, 161C, 170C, 171C, 202C,235C DSST 120, 200C GEOG 100C (100HC), 130C, 160C, 260C HIST 110C (110HC),111C (111HC),112C (112HC),113(113HC),120C,124C,125C,135C,142C,143C,151C,152C,160C,161C,163C,165C,170C 170HC),171C (171HC),190C, 191C, 270C, 275C HS 277C HUSR 200C INDS 200C, 201C JOUR 110C KIN 248C, 249C PHIL 165C PHS 280C (280HC), 281C (281HC), 283C, 285C POSC101C, 120C, 200C, 209C, 210C, 215C, 216C, 230C POLS C1000, C1000H PSY 110C,120C,131C,139C,145C, 202C, 221C, 222C, 251C, 255C PSYC C1000, C1000H REC 102C SOC 101C (101HC), 102C, 125C, 225C, 250C, 275C, 277C, 280C, 290C, 292C					
CATEGORY 5: LIFE SCIENCES AND PHYSICAL SCIENCES:		3-UNIT MINIMUM				
5	ANTH 101C (101HC)/101LC, 210C ASTR 116C/117C (116HC/117HC) BIOL 101C (101HC), 102C, 103C, 122C,135AC, 135BC,160C, 210C,220C, 231C, 241C, 277C, 278C CHEM 100C, 101C, 103C, 104C, 107C, 111AC, 111BC, 201C GEOG 102C/102LC,140C GEOL 100C/101C (100HC)/101C,100C/115C (100HC)/115C, 103C, 104C, 105C, 120C, 125C, 130C/131C, 190C PHS 107C PHSC 104C PHYS 130C, 201C, 202C,210C, 211C, 221C, 222C, 223C PSY 221C					
ETHNIC STUDIES		3-UNIT MINIMUM				
6	ETHS 101C (101HC), 129C, 150C, 151C, 152C, 159C,161C, 170C, 171C, 202C, 235C					
PHYSICAL ACTIVITY AND HEALTH		1-UNIT MINIMUM				
7	DANC 102C,105C, 106C, 107C, 108C,109C,110C, 111C, 112C, 113C, 114C, 1f15C, 116C,117C, 130C, 136C, 137C, 140C, 141C, 142C, 143C, 144C, 145C, 203C, 205C, 206C, 296C, 298C, 299C HRC 100C (100HC) KIN 100C thru 222C, 244C 290C, 291C, 292C, 293C PHS 280C ⁰⁺ (280HC ⁰⁺), 281C ^{0+∞} (281HC ^{0+∞}), 283 C, 284C, 285C, 294C, 296C					
Notes						
<ul style="list-style-type: none">• Courses may satisfy requirements for one GE area only.• Duplicate credit not granted for the same cross listed courses, nor for non-honors and honors classes.• 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 Local GE course list on-line at: https://catalog.nocccd.edu/cypress-college/programs-study/associate-degrees/general-education-native-requirements-associate-degree/						
<u>Please confer with a counselor for more information and to discuss your major requirements</u>						



Liberal Arts AA Degree with Area of Emphasis **Cypress College 2025-2026** **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), 127C, 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), 120C, 125C, 160C, 161C, 163C, 165C, 170C (170HC), 171C (171HC), 270C, 275C						
INDS 100C, 101C						
JAPN 101C, 102C, 125C, 200C, 203C, 204C						
KIN 246 C						
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, 105C, 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 2025-2026

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 C1000 (C1000H), 110C, 135C, 138C, 238C,			
ENGL C1000 (C1000H), C1000E, C1001(C10001H), 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 2025-2026

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	C	IP	R
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, 122C, 135AC, 135BC, 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), (120PC), 126C, 130C (130PC), 141C (141PC), 142C, 150AC/PC, 150BC, 220C, 250AC, 250BC			
PHS 107 C(form BIOL 107C)			
PHSC 104C			
PHYS 130C, 201C, 202C, 210C, 211C, 221C, 222C, 223C			
PSY 161C (161HC), 221C			
SOC 161C (161HC)			
STAT C1000			

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 2025-2026**

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

	C	IP	R
AJ 110C, 120C, 160C			
ANTH 102C (102HC), 103C(Formerly 203C), 104C, 105C, 106C, 107C, 121C, 208C,212C(Formerly 211C),225C			
BUS 100C (formerly MGT 161C)			
COMM 105C,120C			
DSST 120C, 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), 120C, 124C,125C,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			
PHIL 165C			
PHS 280C(280HC),281C (281HC),283C, 285C			
POLS C1000 (C100H)			
POSC 101C, 120C, 200C, 209C, 210C, 215C, 216C, 230C			
PSYC C1000 (C1000H)			
PSY 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.

Cypress College
AA/AS General Education Pattern SEP

Last Name:	First Name:	Student I.D.	@
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Major:	Transfer Institution:			
Local General Education	C	I	R	
1. COMPOSITION & COMMUNICATION (6 units)				2. MATHEMATICS (3 units)
1A.				
1B.				
3. ARTS & HUMANITIES (6 units)	C	I	R	4. SOCIAL & BEHAVIORAL SCIENCES (3 units)
3A.				
3B.				

C	Completed	I	In Progress	R	Remaining
---	-----------	---	-------------	---	-----------

Certificate and/or Major Courses	C	I	R		5. LIFE & PHYSICAL SCIENCES (3 units)	C	I	R
					6. ETHNIC STUDIES (3 units)	C	I	R
					7. PHYSICAL ACTIVITY & HEALTH (1 unit)	C	I	R

Cypress College

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©

86



Embark on an exhilarating journey with MESA (Math, Engineering, Science-Achievement) at Cypress College! Join us and unleash your potential!



PROGRAM BENEFITS

- ★ Exclusive STEM Field trips, internships & research opportunities.
- ★ Guaranteed seating in selected SEM courses*
- & much more!

PROGRAM ELIGIBILITY

- Declare a calculus-based major in Math, Science, or Engineering
- Have a minimum 2.0 GPA
- Intend to transfer to a 4-year institution
- Be eligible for Financial Aid
- Be a first-generation college student (parents did not graduate college)

PROGRAM REQUIREMENTS

- Attend Orientation/Meet & Greet
- Schedule (1) appointment with the designated MESA counselor
- Complete (20) hours of Academic Excellence Workshops [tutoring, study sessions, or specialized workshops]



**INTEREST FORM FOR FALL 2025
IS OPEN NOW!**



(714) 484-6048

cypresscollege.edu/mesa/

mesa@cypresscollege.edu

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

JOIN CYPCITY



91 CONFERENCE
TITLES

36 STATE
TITLES

CYPRESSCHARGERS.COM

OFFERED SPORTS

BASEBALL

5 STATE TITLES & 8 OEC TITLES

SOFTBALL

10 STATE TITLES & 26 OEC TITLES

MEN'S BASKETBALL

2 STATE TITLES & 7 OEC TITLES

WOMEN'S BASKETBALL

1 STATE TITLES & 8 OEC TITLES

WOMEN'S SOCCER

3 STATE TITLES & 15 OEC TITLES

MEN'S SOCCER

MEN'S GOLF

1 STATE TITLES & 2 OEC TITLES

VOLLEYBALL

4 OEC TITLES

BEACH VOLLEYBALL

1 OEC TITLE

MEN & WOMEN'S SWIM/DIVE

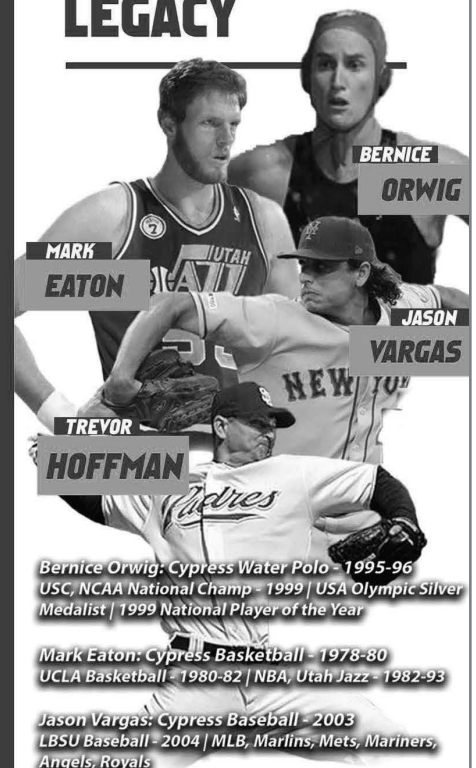
2 OEC TITLES

MEN & WOMEN'S WATER POLO

1 OEC TITLE

WOMEN'S FLAG FOOTBALL

LEAVE YOUR LEGACY



**BERNICE
ORWIG**

**MARK
EATON**

**JASON
VARGAS**

**TREVOR
HOFFMAN**

Bernice Orwig: Cypress Water Polo - 1995-96
USC, NCAA National Champ - 1999 | USA Olympic Silver Medalist | 1999 National Player of the Year

Mark Eaton: Cypress Basketball - 1978-80
UCLA Basketball - 1980-82 | NBA, Utah Jazz - 1982-93

Jason Vargas: Cypress Baseball - 2003
LBSU Baseball - 2004 | MLB, Marlins, Mets, Mariners, Angels, Royals

Trevor Hoffman: Cypress Baseball - 1985
Arizona Baseball - 1988-89 | MLB, Marlins, Padres, Brewers, Class of 2018 Hall of Fame



GYM II BULDING 11 ROOM 107

KIN/ATHLETICS (714)484-7000

@CYPRESSCHARGERS



Supplemental Instruction

Need a Boost in a Challenging Class? Check out SI!

Supplemental Instruction (SI) is a *free* academic support program designed to help you succeed in tough courses. Sessions are led by students who have already taken and done well in the class.

Why Join an SI Session?

- ⇒ Learn how to study more effectively
- ⇒ Get ready for quizzes, tests, and finals
- ⇒ Work with classmates in a supportive space
- ⇒ Become a more confident, successful student!

No appointment needed—just show up!
Check Canvas to see if your class has SI support

Want to learn more? Visit us at
www.cypresscollege.edu/supplemental-instruction
or call us at (714) 484-7323



Cypress College

Department of *Hotel, Restaurant, Culinary Arts*

Advancing Knowledge.

Transforming Careers.

Student Information Request

Scan to receive the latest program
and college enrollment information.



**The Collins College of Hospitality Management
Cal Poly Pomona
&**

in transfers to: CSU Long Beach Hospitality Management



Pastry Arts



Culinary Arts



Hospitality Leadership



Food and Beverage Management



Extended Opportunity Programs & Services

EOPS

EOPS is a state-funded program that provides “over and above” services to Cypress College students from economically and educationally disadvantaged backgrounds. EOPS staff are dedicated professionals and student advisors committed to seeing you succeed in college.

Eligibility

- Be a California resident or meet AB540/California Dream Act requirements
- Be enrolled full time (12 units) at the time of EOPS acceptance
- Be eligible to receive the California College Promise Grant (CCPG)
- Have less than 45 cumulative units completed from all colleges or universities attended
- Meet educationally disadvantaged criteria determined by the EOPS Program

Services

- Comprehensive counseling
- Priority registration
- Book service awards
- Calculator loan
- Computer lab
- School supplies
- Transfer assistance
- Specialized workshops
- University field trips
- EOPS graduation sash
- University application fee waivers
- And much more!

**Apply at tinyurl.com/CCEOPSAPP or
use the QR code**



Buen Cypress!

WE TAKE THIS JOURNEY TOGETHER

EOPS | CCCPLX-201 (2nd Floor) | (714) 484-7368 | eops@cypresscollege.edu

CHARGER EXPERIENCE PROGRAM

The Charger Experience Program provides incoming AUHSD, Pledge, and NOCCCD Promise students with a foundation for success through direct engagement with academic programs and a comprehensive understanding of support services.



PROGRAM BENEFITS

- ♦ Receive TWO YEARS FREE tuition for all first-time college students.
- ♦ Get priority registration and full-time placement, including math and English.
- ♦ Receive personalized academic, career, and transfer counseling, including a Student Education Plan, from Charger Experience counselors.
- ♦ Connect with fellow students at exclusive activities and events.

PROGRAM REQUIREMENTS

- ♦ Complete the FAFSA or Dream Act Application and verification process.
- ♦ Enroll in math, English, and counseling in your first year.
- ♦ Meet CA residency or AB 540 eligibility.

Every Semester:

- ♦ Register for a minimum of 12 units.
- ♦ Meet with a Charger Experience counselor.
- ♦ Attend two (2) Charger Experience events.



Visit Us
Student Center, 2nd Floor (Bldg. 19)



Call Us
(714) 484-7461



Email Us
chargerexperience@cypresscollege.edu

**Learn
More**



TUITION COST COMPARISON

IN THE CHARGER EXPERIENCE PROGRAM

CYPRESS

\$0

CSUs

\$7.042

UCs

\$14.436

...AND AT CYPRESS COLLEGE,
★ **WE SUPPORT YOU IN EVERY WAY**

Transportation

With the Charger Bus Pass, receive unlimited rides on OC Bus local routes each semester. ★

Food & Basic Needs

Students have access to the following free services: ★

- ★ ♦ Weekly distributions of fresh and non-perishable food
- ♦ Monthly assistance with diapers
- ♦ Access to personal hygiene and household items ★



ANTHONY DELGADO,
CLASS OF 2023

Anthony Delgado's mission is to help people. A Cypress High School graduate, he joined the Charger Experience Program and entered the college's Kinesiology program to pursue a career in sports medicine. His motivation to support others also led him into leadership roles with Charger Experience, Associated Students, and even an internship in the college's Athletic Training Center. After graduating in 2023, he transferred to Cal State Long Beach to earn his bachelor's degree.

“I never felt alone on campus, and I always tell people that this is my second home. Whether it was Charger Experience covering my tuition, getting advice from my advisors at A.S., or taking advantage of the wonderful free resources on campus, Cypress College has always supported me every single step of the way.”



Visit Us
Student Center, 2nd Floor (Bldg. 19)



Call Us
(714) 484-7461



Email Us
chargerexperience@cypresscollege.edu

Learn More



Policies and Procedures

Active Shooter Procedures

Be Aware, Be Prepared, Be Safe...

Profile of an Active Shooter

An active shooter is an individual actively engaged 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:

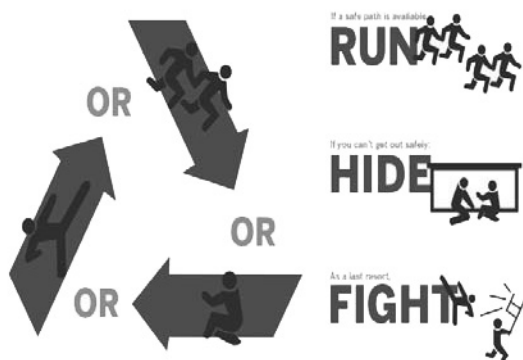
- Remain calm and follow instructions
- Put down any items in your hands (i.e. bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements towards officers such as holding on to them for safety
- Avoid pointing, screaming, or yelling
- Do not stop to ask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

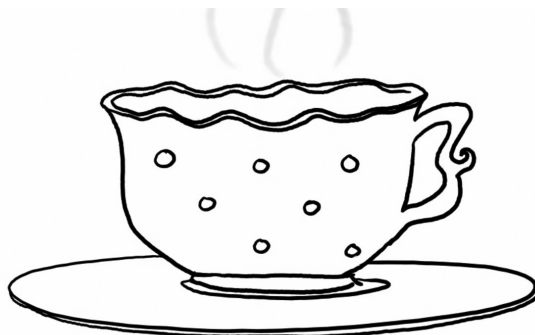
Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

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.

[youtube.com/watch?v=fGoWLWS4-kU](https://www.youtube.com/watch?v=fGoWLWS4-kU)

CONSENT



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

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

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.

How to Report Unsafe Facilities

If you encounter a crisis or emergency (e.g., fire or severe injury), pull the fire alarm (for fire only) and/or call 911 immediately. If you encounter an immediate safety hazard (e.g., broken window, severe water leak), call Campus Safety at (714) 484-7387. Lastly, If you notice a general safety concern (e.g., dark hallway, door that doesn't lock), email Campus Safety (ccsafety@cypresscollege.edu).

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 Cafe, 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

Academic Honesty

Students are expected to abide by ethical standards in preparing and presenting material which demonstrates their level of knowledge and which is used to determine grades. Such standards are founded on basic concepts of integrity and honesty. These include, but are not limited to the following areas:

- 1. Students shall not plagiarize, which is defined as stealing or passing off as one's own ideas or words of another and as using a creative production without crediting the source. The following cases are examples of what constitutes plagiarism:**
 - paraphrasing published material without acknowledging the source.
 - making significant use of an idea or a particular arrangement of ideas, e.g., outlines.
 - writing a paper after consulting with persons who provide suitable ideas and incorporating these ideas into the paper without acknowledging the debt.
 - submitting under one's own name, term papers or other reports which have been prepared by others.
- 2. Students shall not cheat, which is defined as using notes, aids, or the help of other students on tests or exam in ways other than those expressly permitted by the instructor, and as misreporting or altering the data in laboratory or research projects involving the collection of data.**
- 3. Students shall not submit an original paper or project to more than one class without approval from the second instructor. Instructors who do not accept previously submitted papers should so inform the students in the course syllabus.**
- 4. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.**

Plagiarism Prevention and Detection: In its commitment to academic honesty,, Cypress College uses Turnitin.com software to prevent and detect plagiarism.

The instructor reserves the right to submit student assignments to Turnitin.com to check for textural similarities between those assignments, internet sources and the Turnitin.com assignment database. Students will be required to electronically submit their written work for plagiarism checking. Assignments submitted to Turnitin.com will become part of their database and will be used only for plagiarism prevention and detection.

Students agree that by enrolling in a course, assignments may be subject to the above plagiarism prevention and detection processes.

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.

AP 5500 Standards of Student Conduct and Discipline

- 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.

AP 5500 Standards of Student Conduct and Discipline

- 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

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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 information 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

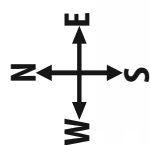
NOES: Ryan Bent

ABSENT: None

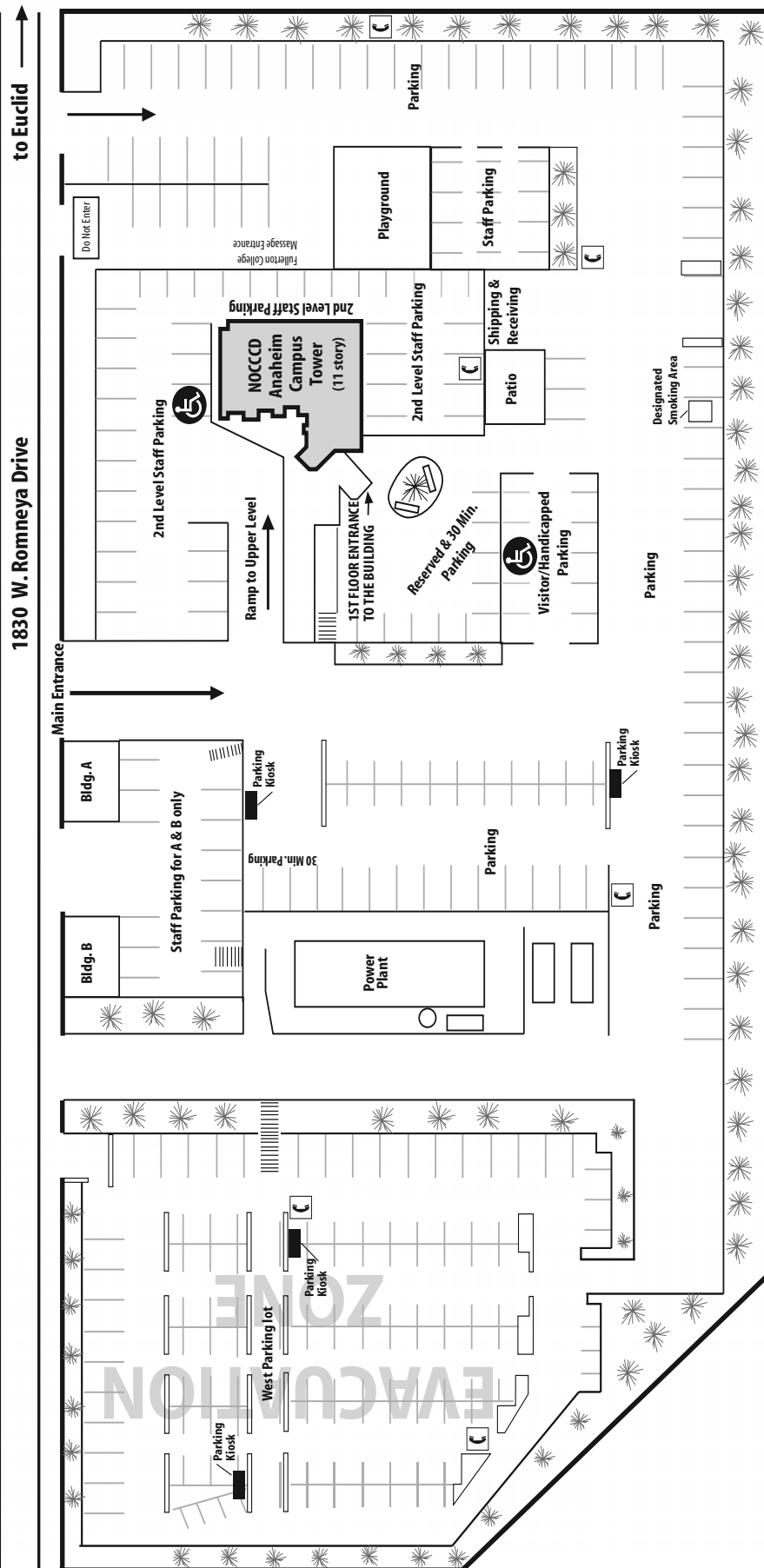
ABSTAINING: None



Molly McClanahan
Board President



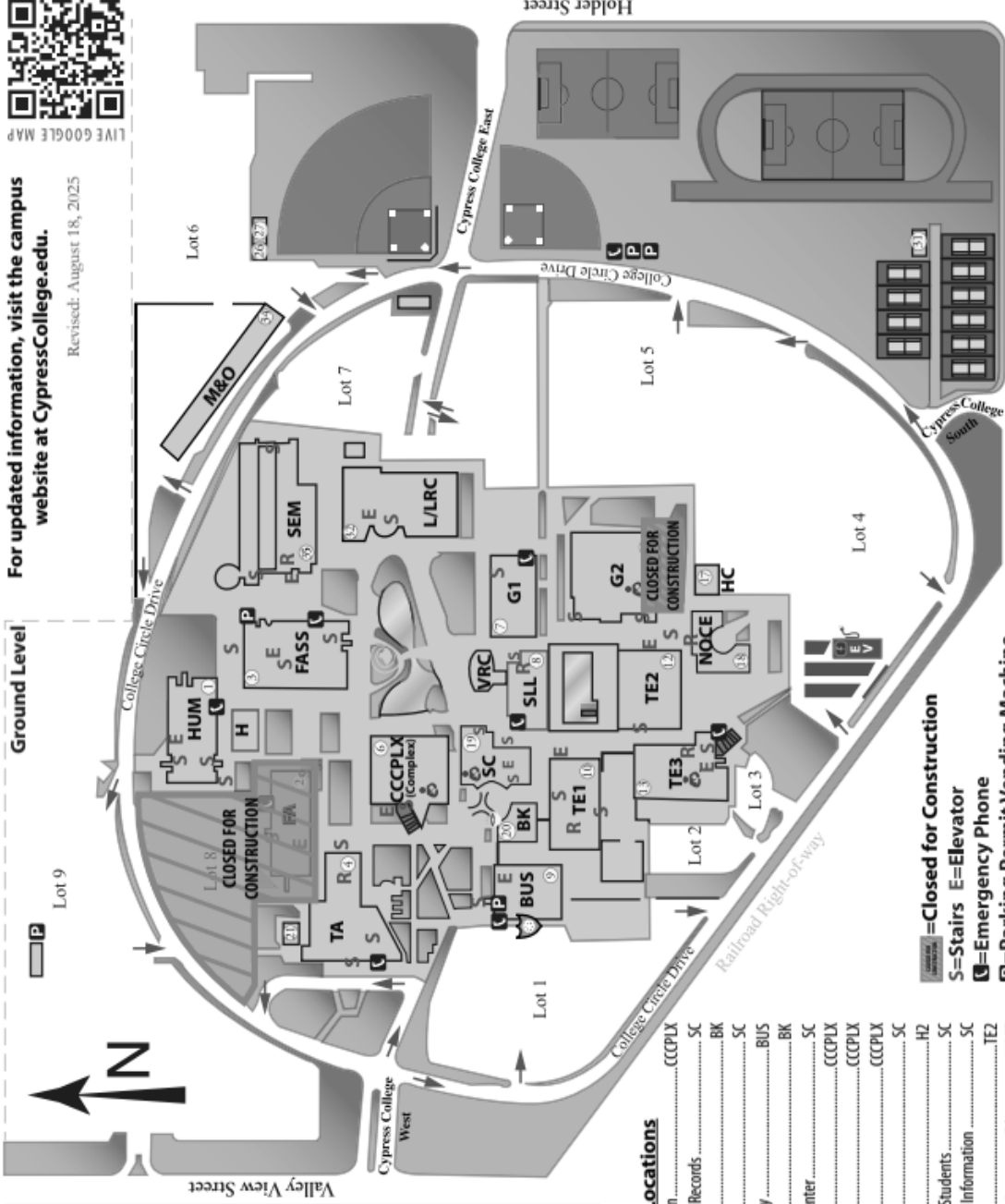
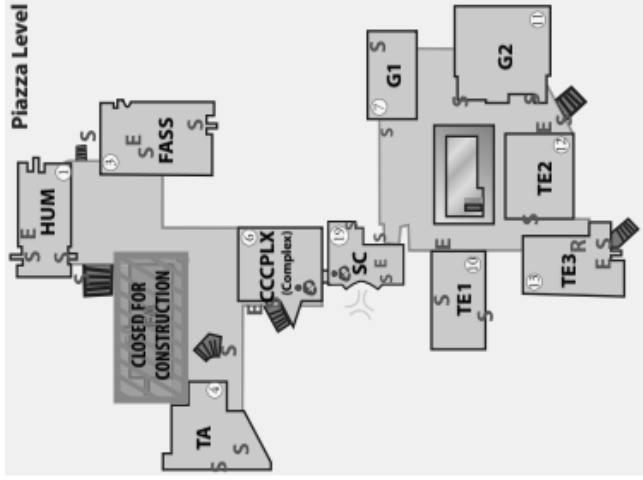
NOCCCD - SCE Anaheim Campus Parking & Access



Students and visitors may park in any unmarked space on the lower level.
A permit is required. Permits may be purchased at yellow kiosks in lot or at registration counter.

 Security Code Blue Emergency Phone

Cypress College Campus Map and Directory



For updated information, visit the campus website at CypressCollege.edu.

Revised: August 18, 2025

Buildings

AN	Anaheim Campus
BK	20 Bookstore
BUS	9 Business
CCCPLX	6 Cypress College Complex
FA	2 Fine Arts (Closed for Construction)
FASS	3 Fine Arts Swing Space
G1	7 Gymnasium 1
G2	11 Gymnasium 2
HC	17 Health Center
HUM	1 Humanities
H/HUM	32 HUM-131 & 136 (lecture halls)
L/LRC	34 Library/Learning Resource Center
M&O	34 Maintenance & Operations
SLL	8 Student Life & Leadership
SC	19 Student Center
SEM	35 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	8 Veterans Resource Center

Service Locations

Administration	CCCPLX
Admissions & Records	SC
Bookstore	BK
Bursar	SC
Campus Safety	BUS
Coffee Shop	BK
Counseling Center	SC
DSS	CCCPLX
EO/PS	CCCPLX
Financial Aid	CCCPLX
Food Services	SC
Health Center	H2
International Students	SC
Welcome and Information	SC
Locker Rooms	TE2
North Orange Continuing Education	NOCE
Photo ID	SC
Student Life & Leadership	SLL

- = Closed for Construction
- S = Stairs
- E = Elevator
- ☎ = Emergency Phone
- P = Parking Permit Vending Machine
- EV = EV Charging Stations
- R = Gender-Neutral Restroom
- 🍼 = Lactation Room
- 🚔 = Campus Safety
- ☕ = Coffee Shop



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