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Welcome to Cypress College! Whether you are a new, returning, or even coming back to college after an extended absence, we are delighted you have decided to become a member of the Charger family. Thank you for choosing to take your educational journey with us; we encourage your full participation in all the College has to offer.

Our Student Handbook was developed with your needs and interests in mind. This handbook is a resource for you to navigate the sometimes complex procedures that you will face. Here you will find information about our policies, procedures, activities, and services – in other words, everything you need to know as a Cypress College student. It also serves as a resource and guide for you to learn about your rights and responsibilities as a student.

Our handbook is also a valuable tool to help you understand what your placement in English and math means, transfer policies to four-year colleges and universities, how to develop an education plan, and the importance of establishing a pathway to help you reach your future career goals. Cypress College takes pride that we are a Guided Pathways college. This means it is our goal and responsibility to provide you with the tools you need to identify and acquire the knowledge and skills to move ahead in your education, to advance to a better job, or to support this part of your journey of lifelong learning. We want to make navigating college a clear and simple process, so you can concentrate on the important work of achieving your educational goals!

Cypress College has a vibrant community of faculty and staff members committed to your success, and we all believe that the most important part of the College is students — students, like you, who are achieving in the classroom, in student government, in our performing arts productions, on our athletic fields and in our communities. We hope you take the opportunity as a Cypress College student to participate in these and other activities that support your education.

If you have questions that are not addressed by the information contained in this Handbook, please use our College staff as a resource. Our motto is “No Wrong Door” – which means that every door you knock upon will be opened by a person committed to providing you with the guidance and support you need. Please do not hesitate to contact any College representative, program, or department listed in the directory if the need arises.

Buen Cypress, Chargers!
We Take This Journey Together,

JoAnna Schilling, Ph.D.
President

Welcome to Cypress College! Here, student voices are the foundational pillars of success for which the college is built upon. Your personal growth and academic goals are a priority for Cypress College.

No matter if you’re a returning student who works a full-time job or an incoming high school graduate looking to pursue your education to obtain your dream job, Cypress College has a supportive atmosphere that will support your academic, professional and personal growth. I congratulate you in continuing your growth and picking the right college to become a better student and creating your future here.

Associated Students (A.S.) is an organization that offers real-life experience and builds upon the student community by hosting events and creating student centered clubs on campus. Advocates for the student body of Cypress College share campus governance by participating in committees throughout campus that ensure the student voice is heard. A.S. also assist in the creation of campus clubs as well as fund activities for social groups in order to foster an environment that brings students together who share common interest. Associated Students is passionate about political issues that affect the welfare of our students on campus and therefore are involved with the college district, student trustee and at the state level where we attend General Assembly to support passing resolutions for students. Such issues that we’ve been involved with and gained support for are unisex bathrooms on all California community colleges and the proposal of early accessibility of course syllabi before student registration of classes.

At this premier college it can seem overwhelming how many resources we have on campus which are plentiful and diverse. Resources ranging from textbook rentals, transfer workshops, key-note speakers for different majors and career fields, and scholarships. Other resources such as a student programs exist as well to help you. These include programs such as Legacy, E.O.P.S, Learning Resources Center, STEM2, as well as scholarship opportunities and many more on campus. This Student Handbook is a well-organized and easy tool for you to utilize. As a first generation student, I was confused when I began attending Cypress College; the student handbook gave me the information for resources available to me and it will help you too.

As a fellow student I, too, have experienced the same struggles; not being able to pay for textbooks or school supplies and food insecurities. As your Associated Students President, I want to let you know there are programs and resources on campus that can assist with these struggles. We have a food bank to combat food insecurities and textbook rentals along with bookstore gift cards. We are also given discounts around the community for programs such as the AS benefit sticker offers, such as, discounts on oil changes and bookstore gift cards. We are also given discounts around the community for programs such as the AS benefit sticker offers, such as, discounts on oil changes and bookstore gift cards.

In conclusion, I am honored and excited to support you in moving towards a successful year and motivated to be a megaphone for you and all our peers. If you have questions, concerns, ideas or would like to experience a change in your community and leave a mark on it, please stop by the Associated Students office located on the second floor of Gym 2.

I wish you and all Cypress College Chargers a successful year!

Robert Mounce
President
Cypress College Associated Students
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 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.
Why Cypress College?

Cypress College is recognized as one of the best community colleges in California. Notable recognitions include:

**#1 2018 Best Community College**  
in California (niche.com)

**#2 Best Colleges** for Culinary  
Arts and HVAC programs  
(schools.com)

**1 of 15 Community Colleges**  
selected to pilot the Bachelor’s  
Degree program in California

**100 Athletic Championships**  
83 Conference Titles  
33 State Titles

**2/3rds of the Class of 2015**  
Qualified for Transfer to UC or CSU

**$40,000 - $60,000 Saved**  
by completing your first two years  
at Cypress

Choose your future. Motivate your mind.  
CYPRESSCOLLEGE.EDU

Read student stories of success. #CYProud - Cypress College
What’s Your +1?
Save thousands and get a better education by spending your first two years at Cypress College then transfer to a tier 1 college or university.
See why we’re #CYProud

Phong Le, ‘17
Business Administration
Phong was a business administration major who transferred to the University of California, Irvine following his graduation from Cypress College. He emigrated to the U.S. from Vietnam four years ago and took ESL classes at the School of Continuing Education (now North Orange Continuing Education) before starting his studies at the college.

An active EOPS student, Phong became heavily involved in events organized by the Business/CIS Division and Business Club, and participated in the Volunteer Income Tax Assistance Program helping low-income workers prepare their annual tax returns. He aspires to become a Certified Public Accountant, earn a master's degree, and build his own practice.

“I am proud of all the little accomplishments I have achieved while at Cypress College,” he said. “I am proud of being an active and good student. I am proud of learning so many things I had not known before.”

Anna Rodriguez, ‘17
History
Anna was a history major at Cypress College who transferred to the University of California, Berkeley. She persevered in her education despite falling ill during her first quarter at Cal Poly San Luis Obispo right after finishing high school. She returned home to Cypress, CA and instead became a student at Cypress College.

Anna was in the Honors Program at Cypress and represented the college at the Honors Transfer Council of California’s Annual Student Research conference. She has a deep passion for learning and is interested in a wide variety of fields in the social sciences, humanities, arts, and sciences. She is majoring in classical studies at Cal.

”Being at Cypress was the unexpected experience in my life that has made all the difference,” she said.

Read their full story: #CYProud
Beginning Checklist - To Do List

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

- **Verify Residency Status for Tuition Purposes**
  California Resident: Verification of residence status may be required.
  See link for residency classification:
  [http://www.cypresscollege.edu/admissions/admissionsAndRecords/residency.aspx](http://www.cypresscollege.edu/admissions/admissionsAndRecords/residency.aspx)

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

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.
Beginning Checklist - To Do List

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

Different Types of Financial Aid

**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

**Board of Governors (BOG) Enrollment Fee Waivers** - 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

http://www.cypresscollege.edu/Media/Website%20Resources/PDFs/financialAid/AB540Handbook.pdf
Admissions and Enrollment Steps

Steps to Success: Steps 1-6

1. Apply Online
   - New or *returning students apply to the college at: www.CypressCollege.edu
   - Continuing students do not need to reapply
   *Students are considered returning if they have previously enrolled at Cypress College but have not attended for one or more semesters, or have attended another U.S. college or university.

2. Orientation
   - To complete orientation, students are encouraged to complete the online orientation via MyGateway or they may also attend an in-person orientation. In-person orientation appointments can be scheduled by the Assessment Center, (714) 484-7223.

3. Counseling
   - New Students
     - See a counselor on a walk in basis with your unofficial high school transcripts or assessment scores from other colleges for course placement and pre-requisite clearance.
     - Make an appointment to attend a group counseling session and create an Abbreviated Student Education Plan, schedule an appointment by calling the Assessment Center, (714) 484-7223.
   - Continuing Students & Returning* Students
     - Walk-in counseling sessions are available during peak registration periods to answer any general questions regarding schedule planning. Students are recommended to meet with their major counselor during the semester for a 30 minute appointment for academic planning.

   Counseling is located on the 2nd floor of the Student Center. For individual appointments please call (714) 484-7015, or for a group counseling session, (714) 484-7223.

4. Assessment
   - Students can take an assessment in math, English or ESL to assist them in the placement process.
   - The Assessment Center is located on the 2nd floor of the Student Center, (714) 484-7223.

5. Financial Aid
   - Apply for financial aid at www.fafsa.ed.gov or the California Dream Application (for eligible AB-540 students).
   - The Financial Aid Office is located on the 1st floor of the Cypress College Complex
   - Visit the Financial Aid website at: www.CypressCollege.edu

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

1. ADMISSION
A new application must be completed by all NEW and RETURNING students (those who have had a break in attendance of one or more semesters). The Cypress College Application for Admission can be accessed and submitted online at www.CypressCollege.edu. Click on “Apply Now” and follow the CCCApply instructions. After you have submitted the online application, a registration email will be sent to the email address you provide CCCApply or the one generated for you by CCCApply. It will contain information on how to begin registration for classes. If your email address changes, it should be updated by accessing your Personal Information in myGateway.

2. ASSESSMENT
(714) 484-7223
Your skills for course success need to be evaluated, particularly in reading, English and mathematics. Go to the Assessment Center located on the 2nd floor of the Student Center Building. Appointments for orientation are available after the assessment process.

3. ORIENTATION/COUNSELING (New Students)
(714) 484-7015
New students are required to attend a 1.5 hour introduction to the college system or complete online orientation at www.CypressCollege.edu/admissions/gettingstarted/orientation. Be sure to e-mail the counselor your first semester education plan.

4. COUNSELING (Returning/Transfer Students)
(714) 484-7015
Refer to the current Class Schedule for complete information.

5. FINANCIAL AID
(714) 484-7114
Many students qualify for financial assistance. For more information, visit the Financial Aid Office located on the 1st floor of the CC Complex.

6. REGISTRATION
(714) 484-7346
All registration, adds and drops, must be completed online using myGateway. Continuing students (those enrolled during Spring 2015 or Summer 2015) are given first registration priority. New, Returning and Special Admit students are permitted to register afterwards. It is recommended that students register on their assigned date and time for a better selection of classes. However, enrollment is not guaranteed into any class. Your registration appointment can be viewed by logging onto myGateway and clicking on “Check Registration Appointments” under Registration Tools.

7. FEES
Fees are due immediately upon registration. Cypress College does not bill for unpaid registration fees. Students with unpaid fees may be dropped from classes to free up seats for other students seeking to register.

Registration Fees:
Enrollment Fee......................................................$46.00 per unit
(Waived for BOGW Recipients)
*Non-Resident Fees Tuition .......................... $209.00 per unit
(In addition to enrollment fee)
(Includes $19 Capital Outlay Fee per Ed Code 76141)
*Health Fee ................................... $19.00 per term
($14.00 for Summer Session)
*Material Fees..............................Certain classes require additional fees. See course description in the Class Schedule.

Optional Fees:
Associated Student Benefits Sticker (per term)....... $7.00
Campus Photo ID Card (per term).............................$2.50
Student Representation Fee (per term)............... $1.00

Parking Permit:
Automobile.........................................................$35.00
Motorcycle.........................................................$20.00
Public Parking....................................................$2.00/day

Automobile and motorcycle parking permits will be honored at Cypress College, Fullerton College, and the Anaheim Campus. Information, changes in state funding may result in fee changes.

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

**Fees are subject to change**
STEP 1: APPLY FOR ADMISSION TO CYPRESS COLLEGE STARTING MARCH 1

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

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

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

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

Note: students who qualify for the California College Promise Grant (CCPG) - formerly known as the Board of Governors Fee Waiver (BOG) - will have their enrollment fees waived while attending Cypress College. It is possible to apply separately for the CCPG, however it should only be done if you will not be 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 2nd. Cypress College automatically submits GPAs after completion of 16 units at Cypress.

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

STEP 3: COMPLETE INCOME VERIFICATION (IF SELECTED)

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

STEP 4: ESTABLISHING FINANCIAL AID ELIGIBILITY AND AWARDS

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

CYPRESS COLLEGE FINANCIAL AID OFFICE

9200 Valley View Street, Cypress, CA 90630 • (714) 484-7114 • financialaid@cypresscollege.edu • cypresscollege.edu/financialaid
Cost of Attendance Comparison Worksheet 2017-2018 Academic Year

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

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<tr>
<td>Tuition &amp; Fees (full time)</td>
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<td>$6,798</td>
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<td>Room &amp; Board</td>
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<td>Books &amp; Supplies</td>
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<td>Transportation</td>
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<td>Personal: (including clothing, laundry, medical, entertainment, etc.)</td>
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<td>Total COA</td>
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<td>$72,273</td>
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<td>$12,893</td>
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<td>Difference between my expectation and school's estimate</td>
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</table>

All figures obtained on April 11, 2016 from each institution’s website.

1. Add the mandatory $350 USC orientation fee if you are a first semester student.
2. CA Residents pay $46 per unit. Board of Governor’s Fee Waiver available to waive fee (complete a FAFSA or apply in myGateway)
3. Projected cost assumes that the student lives at home. Room/Board for students not living at home is approximately $12,492.
4. Includes the mandatory $2,265 Health Insurance Fee. All figures are estimates as of March 7, 2016 and are subject to increase.
5. See USC website for current information since fees are subject to change.
Top Apps for College Students

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

Study Applications
- Babylon
- BenchPrep
- Brainscape ($*)
- Dictionary.com Mobile
- Engineering Professional ($)
- Evernote ($*)
- Quizlet
- RealCalc Scientific Calculator ($*)
- Studious ($*)
- StudyBlue Flashcards

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

Communication/Networking
- LinkedIn
- Skype
- Twitter

Budgeting
- Chegg
- Mint
- Venmo

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

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

Sources
http://mashable.com/2013/08/08/apps-for-college/#YxUl6wl_rOqs
http://www.collegechoice.net/college-life/top-15-study-apps-for-college-students/
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.

Whether you think you can, or you think you can’t--you’re right.
-Henry Ford
Top Apps for College Students

Good Study Habits

**Schedule Time** to do your schoolwork as you would for any important activity.

**Find an Effective Place** to study such as the library, student/tutorial centers on campus, or in a private room.

**Keep a List** of specific “things to do.” List what you need to do short-term to prepare for long-term projects. Keep a list of all your assignment due dates.

**Learn Techniques** that are most effective for you. Listen, read, take notes, and participate in class activities and discussions.

**Read Actively** by looking for specific information that will help you understand the material. Selectively highlight your text and use a dictionary or other outside materials when needed.

**Be neat and complete** Follow directions and hand your assignments in on time.

**Review** class materials by underlining, highlighting, outlining, or writing a summary of your notes. Read or recall information aloud.

**Meet With Your Instructors** during their office hours or call and leave them a message if you are having problems with a class assignment.

**Take Advantage of the Learning Centers** on campus when you need tutoring.

**Find a Study Partner** or ask several students in class if they are interested in forming a study group.

**Pay Attention to Lecture Clues**, what the instructor writes on the board, shows on overheads, repeats, or gives extra time to.

**Position Yourself** in class where you are most likely to stay awake, pay attention, and hear and see the material most clearly.

---

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

-Muhammad Ali
Strategies and Skills for Success (Time)

Time Management Techniques

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

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

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

What if I’m working?
• For students who are working, a guideline for the number of semester units recommended for the number of working hours per week is given below:

<table>
<thead>
<tr>
<th>If you work</th>
<th>Take approximately</th>
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<tbody>
<tr>
<td>0 hours</td>
<td>12 + units</td>
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<td>20 hours</td>
<td>6 - 12 units</td>
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<tr>
<td>40 hours</td>
<td>1 - 6 units</td>
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</table>

Other Considerations:

• Design a plan each semester that meets your personal needs.

• When planning your week, include class time, study time, work time (if applicable), travel time, family obligations, and personal needs such as sleeping, eating, and grooming.

• Prioritize what you need to do and when. What is most important?

• Learn to say no, or not now, to friends and family who constantly and needlessly impose upon you and interfere with your educational responsibilities.

• Monitor and limit the amount of time you spend watching television, in chat rooms, playing video games, going window shopping, etc.

• Prevent problems from occurring. Take care of yourself physically, emotionally, spiritually, and cognitively.

• Build relationships, and reward your successes.

“Either you run the day, or the day runs you.”
-Jim Rohn
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>CRN#</th>
<th>Time</th>
<th>Day(s)</th>
<th>Instructor</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>ENGL 060 C</td>
<td>4</td>
<td>COUN 140 C</td>
<td>8:00-10:00AM</td>
<td>MW</td>
<td>Rosenberg</td>
<td>H-102</td>
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<tr>
<td>MATH 040 C</td>
<td>4</td>
<td>10026</td>
<td>11:00-12:00PM</td>
<td>MTWR</td>
<td>Garcia</td>
<td>S-202</td>
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<tr>
<td>COUN 150 C</td>
<td>3</td>
<td>14106</td>
<td>2:00-3:30PM</td>
<td>TR</td>
<td>Pugh</td>
<td>TE 1-200</td>
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<tr>
<td>THEA 120 C</td>
<td>3</td>
<td>11133</td>
<td>1:00-2:30PM</td>
<td>MW</td>
<td>Nicholson</td>
<td>FA-311</td>
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<tr>
<td>PE 152 C</td>
<td>1</td>
<td>10018</td>
<td>Open Lab</td>
<td>MTWRF</td>
<td>Benavidez</td>
<td>G1-FL</td>
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<tr>
<td>COUN 140 C</td>
<td>1</td>
<td>10123</td>
<td>8:00-9:30AM</td>
<td>TR</td>
<td>Jepson</td>
<td>BUS-307</td>
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<th>Time</th>
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**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

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<tr>
<th>6:00AM</th>
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**Assessment and Placement Scores**

**English Placement Procedures** – The College Test for English Placement (CTEP) is designed to assist native speakers of English in determining proper placement in English courses. Exemptions include completion of an Associate Degree or higher, enrollment in one class that has no prerequisite, or transcripts or grade cards showing completion of college English with a grade of “C” or better. The CTEP is not appropriate for second language speakers and cannot be used for placement in ESL courses.

**ESL Placement Procedures** – The Combined English Language Skills (CELSA) Test is designed to measure the English skills of non-native speakers of English. The CELSA is required for proper placement in English as a Second Language (ESL) courses. The CTEP may not be substituted for placement in ESL courses. However, students scoring high on the CELSA may be referred to English courses for native speakers. Students with appropriate scores on any of the above tests will be advised to take ENGL 100 C (College Writing). Students needing additional fundamental work will be advised to take ENGL 060 C (Preparation for College Writing), ENGL 058 C (Reading and Writing II), or ENGL 057 C (Reading & Writing I). Students enrolled in pre-English 100 Courses must earn at least a “C” to be eligible to enroll in the next level English course. All students are encouraged to complete their English and/or ESL coursework as early as possible in their college program. Students enrolled in core classes will be required to write an essay on the first day of instruction to verify their skill level and to support their assessment placement score.

---

**ENGLISH/ESL COURSE SEQUENCE**

Review Cypress College Catalog for details

**LEGEND**

Sequence of Core Courses

Optional Courses

Courses May be Taken Concurrently

ESL Elective Support Classes
This list of majors is for general reference. Please consult with your academic counselor to confirm that the Math course you have selected fulfills your major.

If you have not taken a Math course within the last two years, you are strongly advised to begin at a level that you have already completed with a “C” or better.

*Math 040 C: see counselor for recommendation and next level.

**Math 024 C is NOT intended for students planning to enroll in Chemistry 107 or 101, or Math 130.

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

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

MONDAY ....................... 8:00 am - 8:00 pm
TUESDAY ..................... 8:00 am - 8:00 pm
WEDNESDAY ................. 8:00 am - 8:00 pm
THURSDAY ................... 8:00 am - 8:00 pm
FRIDAY ........................ 10:00 am - 3:00 pm
Assessment and Placement Scores

Flow Chart for Mathematics Courses for SEM Majors

044 C Self-paced course  
*See note below

010 C
015 C
Math Co-Lab  
(at NOCE)

041 C
020 C

040 C
030 C

BOTH

141 C
142 C

150A C
150B C
250A C
250B C

Matriculation Test – Level 1
Matriculation Test – Level 2
Matriculation Test – Level 3
Matriculation Test – Level 4

If you have not taken a Math course within the last two years, you are strongly advised to begin at a level that you have already completed with a “C” or better.

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

*Math 040 C: see counselor for recommendation and next level.

MATHEMATICS LEARNING CENTER (714) 484-7151

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

MONDAY ..............................8:00 am - 8:00 pm
TUESDAY ..............................8:00 am - 8:00 pm
WEDNESDAY ..........................8:00 am - 8:00 pm
THURSDAY ............................8:00 am - 8:00 pm
FRIDAY ...............................10:00 am - 3:00 pm
Introducing...
ONLINE VIDEO COUNSELING
Powered by Cranium Cafe™

Why Online?

✦ Talk face-to-face with a Cypress counselor
✦ Log in from home or even your favorite coffee shop on your laptop, phone, or tablet!
✦ Schedule an appointment or simply “walk” in

All Counselors Available!

Access via myGateway or at cypress.craniumcafe.com

cypresscollege.edu
Math Co-Lab

NOCE / Cypress College
MATH CO-LAB
ENROLLMENT / REGISTRATION INFORMATION

mathcolab@noce.edu
Phone: 714-484-7000, Option 4, Ext: 48865

Open Enrollment throughout the semester!

Email the Math Co-Lab to schedule an enrollment appointment.

mathcolab@noce.edu

Take Math 10 and Math 15 in a lab setting with an instructor.

✓ Program is free, self-paced, and computer based.
✓ No textbook is required.
✓ Tutors available to provide additional support.

Required: Bring a copy of your Cypress College math assessment when you enroll in the Math Co-Lab.

Lab is open during the NOCE trimesters’ start and end dates and summer session.

*Eligibility based on: Cypress College math assessment, proficiency in English, basic computer skills, and mastery of basic math concepts (add, subtract, multiply, and divide numbers) without the use of a calculator.

Math Co-Lab Hours of Operation
Monday-Thursday 8:30 am – 4:00 pm
Wednesday-Thursday 5:00 pm – 9:00 pm
Friday 8:30 am – 3:00 pm

Math Co-Lab Location
Cypress College
Technical Education 2, Building 12
Room 211
# Career Development Process

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

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
<th>Resources</th>
</tr>
</thead>
</table>
| 1. Self Assessment | Find out who you are and what you want. Valid and reliable Career Assessments are tools to help you identify your Values, Interests, Personality, Skills, Work Preferences and Leisure Interests. | Career Counseling  
Career Classes  
- COUN 139 C  
- COUN 151 C  
Career Assessments  
- Valid and reliable  
- MBTI, SII or SDS |
| 2. Explore Majors and Careers | Find out more about the world of work and your educational path. Match your strengths to possible careers by exploring the Nature of Work, Training/Education Required, Salary Range, and Job Outlook. | Career Resource Library  
Career Programs:  
- CA Career Cafe  
- Career Cruising  
- Choices Explorer  
- EUREKA  
- Focus 2  
- eVoc Biographies  
- Facts on File |
| 3. Decision Making | Analyze occupational, academic and career information. Incorporate information gathered in Self-Assessment and Exploration, and consider all of the facts about the occupations to determine what you would like to pursue. | Career Counseling  
Career Research |
| 4. Educational Planning | Plan your path to compete in the work place of tomorrow. Discover what, where and how to acquire the training & education needed for you to develop the skills for your career choice. | Academic Counseling  
Assist.org  
EUREKA |
| 5. Job and Career Preparation | Enhance your employability potential. Research companies, build your resumes, and improve your Interviewing techniques. | Career Counseling  
Workshops  
Career Resource Library |
**Please carefully follow your instructor’s directions for completing this project**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>List 1-2 career/occupations you are considering or would like to learn more about.</td>
</tr>
<tr>
<td></td>
<td>Using the Career Planning Center resources, find the following for one of the careers/occupations you have selected:</td>
</tr>
<tr>
<td>2.</td>
<td>What does the person do? List at least five (5) duties or nature of work?</td>
</tr>
<tr>
<td>3.</td>
<td>What skills, abilities, and personal characteristics do you need to perform this job? List at least five (5).</td>
</tr>
<tr>
<td>4.</td>
<td>What is the employment outlook for this career or occupation?</td>
</tr>
<tr>
<td>5.</td>
<td>What is the earning potential for this career or occupation? Include entry level, experienced and probably top pay ranges.</td>
</tr>
<tr>
<td>6.</td>
<td>What education or training is required? (Degrees, license, years)</td>
</tr>
<tr>
<td>7.</td>
<td>What schools/colleges offer the program or training? List at least two (2)</td>
</tr>
<tr>
<td>8.</td>
<td>What classes or subjects could you take to prepare you for this career/occupation?</td>
</tr>
<tr>
<td></td>
<td>Now that you have learned more about this career/occupation ask yourself these questions:</td>
</tr>
<tr>
<td>9.</td>
<td>Would I like to do the duties required for this career or occupation? Why or why not?</td>
</tr>
<tr>
<td>10.</td>
<td>Would the job allow me to do things that are important to me?</td>
</tr>
<tr>
<td>11.</td>
<td>Do I have the necessary skills and abilities?</td>
</tr>
<tr>
<td>12.</td>
<td>Could I successfully complete the education and training?</td>
</tr>
</tbody>
</table>
Career Development Planning Center

Career Planning Center Resources - ONLINE

- CareerCruising
- Chronicle Career Library
- Focus 2
- Choices Planner
- EUREKA
- Kuder
- Choices Explorer
- Facts on File
- Vocational Biographies

For Access Codes, visit our website: www.cypresscollege.edu/services/cpc
Click on Site Licensed Career Programs from the list in the left-side column

Career Planning Center Resources
Available in the Career Resource Library

- Occupational Outlook
- Individual career books
- Computer stations to access online resources
- Handbooks Dictionary of Occupational Titles
- Career Files

Website Resources

Career Planning Center .......................................................http://www.cypresscollege.edu/services/cpc
California Career Cafe ..........................................................http://www.cacareercafe.com/
Employment Development Department ......................http://edd.ca.gov/s

For further assistance with the Career Center Development Process, goal setting and decision-making:

- Enroll in a career class (COUN 139 C or COUN 151 C)
- Schedule an appointment for individual career counseling (714) 484-7120
- Take valid and reliable career assessments with research supporting their value in the career development process (see a career counselor or enroll in a career class for assessments)
- Use the Career Resource Library for further research

**See your COUN 140C Instructor or your academic counselor to assist you with your Cypress College Student Education Plan (SEP).**

Career Planning Center

Location: Student Center, 2nd Floor
Hours: 8:00 am - 6:00 pm Monday - Thursday
8:00 am - 5:00pm Friday
Phone: (714) 484-7120
Website: www.CypressCollege.edu/services/cpc

A Goal Without a Plan is Just a Wish
-Antoine de Saint-Exupery
Counseling Services (Academic)

The Express Counseling Center is located on the second floor of the Student Center and provides counseling services to all students twelve months of the year. Hours are Monday to Thursday from 8:00am - 6:00pm and Friday from 8:00am-5:00pm (the campus is closed on Fridays during the summer). It is the initial point of counseling contact for new students on campus as well as providing other departments with the ability to direct students to a central location.

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, prerequisite 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.

2) **Walk-in Major Counseling**

Walk-in counseling is available on Mondays during the fall and spring semesters in each of the division offices where counselors are located (refer to page 68 for major counselor locations). Walk-in counseling is designed for students who are not able to make appointments or individuals who are not yet students at Cypress College.

3) **Registration Counseling**

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

4) **Appointments**

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

5) **On-line Video**

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

6) **E-mail**

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

Athletics/Kinesiology

Dana Bedard  
Location: Gym II, 107B  
Contact Information: dbedard@cypresscollege.edu  
(714) 484-7276

Programs: Athletes, Kinesiology, Physical Therapy, Recreation

Business/Computer Information Systems

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

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

California Work Opportunity and Responsibility to Kids (CalWORKs)

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

Career Planning/Re-Entry

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

Career Technical Education

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

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 Appraiser/Estimator, Detailing); Automotive Technology (e.g., T-TEN, Subaru, Electrical Vehicle); Energy and Sustainability Technologies (e.g., Solar, Geothermal, Wind); Hospitality Management (e.g., Baking and Pastry, Culinary Arts, Food and Beverage Management, Hotel Management); Industrial Technology; UAV/UAS (Drone) Technology.

Disability Support Services (DSS)

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

Marisa Lehmeier  
Location: Disability Support Services (CCCPLX 6)  
Contact Information: mlehmeier@cypresscollege.edu  
(714) 484-7104

Extended Opportunity Programs and Services (EOPS)

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

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

Fine Arts

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

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


Health Science

Kelly Carter
Counseling, Department Coordinator
Location: HS 204 (TE 3)
Contact Information: kcartier@cypresscollege.edu
(714) 484-7274

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

Doreen Villasenor
Location: Health HS 206 (TE 3)
Contact Information: dvillasenor@cypress.edu
(714) 484-7129

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

Humanities/Language Arts/Social Science

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

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

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

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

Science, Engineering, & Math

Dr. Deidre Porter
Location: SEM 222
Contact Information: dporter@cypresscollege.edu
(714) 484-7015

Programs:
Science, Engineering, & Math

Science, Engineering, & Math (Cont.)

Ernesto Heredia
Location: SEM 223
Contact Information:
eheredia@cypresscollege.edu
(714) 484-7015

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

Pre-Professional Programs: Dentistry, Medicine, Optometry, Pharmacy, Physical Therapy, Physician Assistant, Veterinary

Students for the Pre-Professional Programs must first attend a Pre-Professional Program Workshop before meeting with Mrs. Porter.

Please contact the Transfer Center at (714) 484-7129 to make a reservation for the next available workshop. Also, please review the information on the Pre-Professional Majors Local Schools flyer.

Special Program Counselors:

Jacquelyn Rangel
Articulation Officer/Counselor

Dr. Dawn Decker
Learning Disability Specialist

Transfer Counseling

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

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

Veteran’s Services

Juan Garcia
Location: CC Complex (CCCPLX 1)
Contact Information:
jgarcia@cypresscollege.edu
(714) 484-7168

Penny Gabourie - Honors
Dr. Therese Mosqueda-Ponce - Puente Program
Mymy Lam - Teacher Preparation Program
Regina Rhymes - Legacy Program
rrhymes@cypresscollege.edu
General Transfer Information

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

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

Selecting a Major

Many students who come to Cypress College are exploring their major options or not yet decided on a major, so are considered undecided/undeclared students. These students are strongly advised to enroll in one of the following career classes: COUN 139 C, 144 C, 145 C, or 151 C. Career counselors are also available by appointment in the Career Planning Center to assist students with discovering individual personality traits, interests, values, skills and abilities in the process of finding a satisfying college major to lead to a fulfilling career.

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

Selecting a Transfer Institution

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

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

Transferability of Courses

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

Articulation agreements will assist students in determining the transferability of courses. www.assist.org is the official source for California articulation and student transfer information between community colleges and UCs and CSUs. General Transfer Information
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 and mathematics general education requirements as early as possible prior to transfer.

Information regarding any CSU campus can be found through on-line at www.calstate.edu or www2.calstate.edu.

University of California (UC)
The University of California has 10 campuses located throughout the state. Each campus within the system has its own unique geographic and academic character. Bachelor's (with the exception of UC San Francisco), master's, and doctoral degrees are offered in a variety of subject areas. Generally, the UC system will accept a minimum of 60 and a maximum of 70 units of UC transferable coursework from Cypress College.

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

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

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

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

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

California Community Colleges
There are 114 community colleges located throughout California. Each campus offers various courses for personal and professional growth, vocational certificates, associate degrees, and lower division transfer courses/programs. Information about each of the community college campuses in California can be found on-line at www.cccco.edu.

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

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

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

Cypress College
www.cypresscollege.edu
1. My major is ________________________________________________________________________.
   Students who have not yet declared a major are encouraged to enroll in COUN 139 C, 144 C, 145 C,
   or 151 C and/or make an appointment with a career counselor in the Career Planning Center located in
   Student Center, 2nd Floor.

2. Identify and list two or more California colleges/universities that offer your major program. When
   deciding between campuses, read about the admission requirements for transfer students, as well as the
   preparation for your major area.
   **NOTE:** If you do not plan to transfer to a California college/university, it is recommended you seek
   advisement from your Cypress College counselor and from the transfer institution.

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

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

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

**Example:**

<table>
<thead>
<tr>
<th>California State University Fullerton 2016-2017</th>
<th>Cypress College 2016-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 201 A - Financial Accounting</td>
<td>ACCT 101 C</td>
</tr>
<tr>
<td>ACCT 201 B - Managerial Accounting</td>
<td>ACCT 102 C</td>
</tr>
<tr>
<td>BUAD 201 - Business Writing</td>
<td>MGT 211 C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insert College/University &amp; College Year</th>
<th>Cypress College</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
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</tr>
</tbody>
</table>
# Forms: Purpose & Where to Find it

## Admissions Downloadable Forms:
http://www.cypresscollege.edu/admissions/admissionsAndRecords/downloadableForms.aspx

<table>
<thead>
<tr>
<th>FORM</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Request</td>
<td>To audit a designated course</td>
</tr>
<tr>
<td>Authorization to Release Education Records</td>
<td>To authorize the release, review, inspection, or copy of certain student information</td>
</tr>
<tr>
<td>California Non-Resident Tuition Exemption Request (AB540)</td>
<td>Students who qualify can request to be exempted from paying nonresident tuition fee at all public colleges and universities in California - CCs, UCs, and CSUs</td>
</tr>
<tr>
<td>Cross Enrollment</td>
<td>Qualified students can enroll at any participating CSU or UC campuses without formal admission and payment of additional State University fees</td>
</tr>
<tr>
<td>Dismissal-Petition for Exception</td>
<td>To petition exception from scholastic dismissal through re-evaluation of extenuating circumstances and decision</td>
</tr>
<tr>
<td>Non-Disclosure of Directory Information</td>
<td>To request non-disclosure of student directory information and maintain it as confidential</td>
</tr>
<tr>
<td>Personal Information Change</td>
<td>To modify personal information on record</td>
</tr>
<tr>
<td>Residency Information -- General Rules</td>
<td>To determine student’s residency for tuition purposes</td>
</tr>
<tr>
<td>Special Admit Student Program Application</td>
<td>For K-12 students, for an opportunity to enroll in college courses as Special Admit students at Cypress or Fullerton College</td>
</tr>
<tr>
<td>Transcript Request</td>
<td>To request an official transcript (first two transcripts ever are free)</td>
</tr>
<tr>
<td>Verification</td>
<td>To request free, student self-service enrollment verifications at Cypress College</td>
</tr>
<tr>
<td>Wait list Guide</td>
<td>To describe the wait list process and answer wait list FAQs</td>
</tr>
</tbody>
</table>

## Records Downloadable Forms:
http://www.cypresscollege.edu/admissions/admissionsAndRecords/downloadableForms.aspx

<table>
<thead>
<tr>
<th>FORM</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Renewal</td>
<td>To petition that substandard grades in previously completed courses not be computed in grade point average (GPA)</td>
</tr>
<tr>
<td>Certificate Application</td>
<td>To apply for certificate(s)</td>
</tr>
<tr>
<td>College Level Examination Program (CLEP) Credit</td>
<td>To petition for College-Level Examination Program (CLEP) credit</td>
</tr>
<tr>
<td>Course Repeat Adjustment</td>
<td>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</td>
</tr>
<tr>
<td>Course Substitution</td>
<td>To request to substitute one course for a required major coursework for an Associate's degree</td>
</tr>
<tr>
<td>Credit by Exam</td>
<td>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</td>
</tr>
<tr>
<td>CSU GE Breadth/IGETC Certification</td>
<td>To apply for certification indicating completion of GE pattern (CSU GE/ Breadth or IGETC) on transcript</td>
</tr>
<tr>
<td>Duplicate Diploma/Certificate</td>
<td>To request a duplicate diploma or certificate</td>
</tr>
<tr>
<td>GE Worksheet Request</td>
<td>To request a GE Certification Form for Transfer Worksheet</td>
</tr>
<tr>
<td>Graduation Application</td>
<td>To apply for graduation</td>
</tr>
</tbody>
</table>
# Forms: Purpose & Where to Find it

## Records Downloadable Forms (Cont.):

<table>
<thead>
<tr>
<th>FORM</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IGETC Language Other Than English</td>
<td>To assist students who have acquired the knowledge of a language other than English which demonstrate proficiency as outlined in the IGETC Standards Area</td>
</tr>
<tr>
<td>International Baccalaureate (IB)</td>
<td>To petition for International Baccalaureate (IB) Credit be applied toward major coursework or college graduation requirements</td>
</tr>
<tr>
<td>Pass Along</td>
<td>To request ‘pass along’ a course taken out-of-state or at a private institution to be used for GE Certification for transfer to four-year university</td>
</tr>
<tr>
<td>Pass/No Pass Grade Request</td>
<td>To request the Pass/No Pass option instead of a letter grade</td>
</tr>
<tr>
<td>Petition for Advanced Placement (AP) Credit</td>
<td>To petition for Advanced Placement (AP) Credit be applied toward various coursework or graduation requirements</td>
</tr>
<tr>
<td>Petition for Exception</td>
<td>To petition for exception to Cypress College policies based on extenuating circumstances (accident, illness, injury, etc.)</td>
</tr>
<tr>
<td>Petition to Walk</td>
<td>To petition to walk in the graduation ceremony</td>
</tr>
</tbody>
</table>

## Extended Opportunity Programs and Services (EOPS) Downloadable Forms:

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

<table>
<thead>
<tr>
<th>FORM</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOPS</td>
<td>To apply for EOPS/CARE/CalWORKS. Eligibility requirements apply</td>
</tr>
<tr>
<td>Mutual Responsibility Contract</td>
<td>For EOPS/CARE students who must maintain eligibility requirements to receive services from the Cypress College Extended Opportunity Programs &amp; Services (EOPS)</td>
</tr>
<tr>
<td>Exit Survey</td>
<td>To assist EOPS and/or CARE to improve services to students</td>
</tr>
</tbody>
</table>

## Disability Support Services (DSS) Downloadable Forms:

http://www.cypresscollege.edu/services/dss/forms.aspx

<table>
<thead>
<tr>
<th>FORM</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Verification Form</td>
<td>To determine appropriate educational accommodations to support students with disability</td>
</tr>
<tr>
<td>DSS Complaint Resolutions Procedures</td>
<td>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</td>
</tr>
<tr>
<td>CC-DSS Hourly Interpreter Log Sheet</td>
<td>To record hours for hourly interpreter at Cypress Colleges</td>
</tr>
<tr>
<td>NOCE DSS Hourly Interpreter Log Sheet</td>
<td>To record hours for hourly interpreter at North Orange Continuing Education</td>
</tr>
<tr>
<td>Faculty &amp; Staff Handbook</td>
<td>Provides general information on DSS services, determining eligibility for services, accommodations, rights and responsibilities, referrals, disability etiquette, and FAQs.</td>
</tr>
<tr>
<td>Accommodating Student Veterans</td>
<td>Handbook providing important tips for campus faculty and staff on how to accommodate student veterans with traumatic brain injury and PTSD</td>
</tr>
</tbody>
</table>
Student Support Services

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

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

Adult Education
(See North Orange Continuing Education)

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

The Adult Re-entry Program is a combination of services that provide opportunities for the adult learner returning to school without a direction or field interest to explore career, academic, and personal issues in a supportive learning environment. The Program Offers:
- Counseling
- Campus and community information and referrals
- Workshops
- Information on traditional and non-traditional careers
- Books and websites on personal development, academic success, transition, change, and support.

Articulation
Articulation Officer: Jacquelyn Rangel
e-mail: jrangel@cypresscollege.edu
Location: Student Center Building (SC 19) - 2nd Fl
Phone: (714) 484-7025
Hours: 8:00am - 5:00pm Monday - Friday

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

Assessment Center
Director: Vacant
Dean: Dr. Paul De Dios
Location: Student Center Building (SC 19) - Rm 227
Phone: (714) 484-7223
Hours: 8:30am-6:00pm Monday - Thursday
      8:00am - 5:00pm Friday

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

Associated Students
Student Activities Advisor: Dave Okawa
e-mail: dokawa@cypresscollege.edu
Location: Student Activities Building (SAC8)
Phone: (714) 484-7198
Hours: Office - 8:00am - 4:00pm Monday - Friday
      Student Activities - 8:00am – 6:00pm Mon. - Thurs.
      8:00am - 4:00pm Fri.
Associated Students offers a wide variety of activities, programs, and services to assist students in achieving a balanced educational experience. The Office of Associated Students involves students in college shared governance, provides support and guidance in co-curricular activities, sponsors, and assists in cultural activities, club programs and events, and provides financial assistance in the funding of programs and individual student scholarships.

### Bookstore

Manager: Vacant  
e-mail: 1355mgr@follett.com  
Location: Bookstore (BK 20) (off of lot 1)  
Phone: (714) 484-7336  
Hours: 7:45am - 6:00pm Monday - Thursday  
7:45am - 12:00pm Friday

Bookstore Express – Convenience Store

Hours: 7:45am - 6:00pm Monday - Thursday  
7:45am - 2:00pm Friday

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

### Bursar’s Office

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

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

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

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

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

### Campus Safety

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

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

### Parking

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

Students that purchase their semester virtual parking permit may change vehicles anytime online using the “Cypress Parking System” link via their myGateway account. Returning students MUST renew their virtual parking permit for the new semester. Day-use vehicle registration and purchase is also available at kiosks on campus. Successful payment and registration of a vehicle license plate authorizes students and visitors to use any of the seven lots open to student designated parking stalls, as well as designated spots on Circle Drive. Cypress College students that have semester-length parking permits are also honored at the Anaheim Campus and Fullerton College with the exception of the city parking structure at Lemon St. and Chapman Ave. The Fullerton Police Department will cite as they do not have access to your Cypress College virtual parking permit and information.
A valid permit should be displayed in or on all vehicles at all times while in the designated parking spaces. Only persons with a valid state placard may park in disabled parking, student parking and limited parking zones. A valid student permit or day permit must be displayed along with the state placard when parking on campus.

**Parking Permit Fees:**
- Automobile: $35.00
- Motorcycle: $20.00
- Public Parking: $2.00/day

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

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**Career Planning Center**

Coordinator: Deann Burch  
email: dburch@cypresscollege.edu  
Location: Student Center Building (SC19) – 2nd Fl  
Phone: (714) 484-7120  
Hours: 8:00am - 6:00pm Monday - Thursday  
9:00am - 5:00pm Friday

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

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

**Center for Intercultural Understanding**

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

The Mission of the Center for Intercultural Understanding (CIU) is to enrich our learning community through intercultural understanding. The goals of the CIU are to:
1. Celebrate diversity  
2. Promote human relations,  
3. Disseminate information,  
4. Provide a forum for dialogue,  
5. Build community relations,  
6. Support globalization & internationalization

**Cooperatives Agencies Resources for Education (CARE)**

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

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

**Counseling Services**

Coordinator: Kelly Carter  
Phone: (714) 484-7015  
Hours: 8:00am - 6:00pm Monday - Thursday  
8:00am - 5:00pm Friday

Counseling services are available in each of the division/department areas on campus. See Counselor Locations section of student handbook. Students are assigned a counselor during the registration process according to their declared major to assist them in planning and achieving their educational and career goals. Undeclared students are randomly assigned to a counselor and once they have declared a major 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.
The Cypress Chronicle is a First Amendment online and print publication reported, edited and produced by students in the Chronicle newsroom.

Disability Support Services (DSS)
Director: Celeste Phelps
Location: CC Complex Bldg (CCCPLX6)
1st Fl, Rm 100
Phone: Voice: (714) 484-7104;
TDD (714) 761-0961
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 5:00pm Friday

The Disability Support Services (DSS) are available to entitled students with verified disabilities. The programs and services are tailored to assist students in meeting their individual needs with the goal of integrating each student into all facets of college life.

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

Career Technical Education/Economic Development
Interim Dean: Kathleen Reiland
e-mail: krei@ccplx6@cypresscollege.edu
Location: Technical Education I Bldg (TE 1) – 2nd Fl
Phone: (714) 484-7231

Counseling and Student Development
Dean: Dr. Paul de Dios
e-mail: pedios@cypresscollege.edu
Location: Student Center Bldg (SC 19) – 2nd Fl
Phone: (714) 484-7334

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

Health Science
Interim Dean: Rebecca Gomez
e-mail: rgomez@cypresscollege.edu
Location: Health Science Bldg (TE 3) – 2nd Fl
Phone: (714) 484-7283

Language Arts
Dean: Eldon Young
e-mail: eyoung@cypresscollege.edu
Location: Humanities Bldg (HUM 1) – 2nd Fl
Phone: (714) 484-7169

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

Kinesiology
Dean: Dr. Richard Rams
e-mail: rrams@cypresscollege.edu
Location: Gym II (G2 11) – 1st Fl
Phone (714) 484-7355

Science, Engineering & Mathematics
Dean: Dr. Richard Fee
e-mail: rfee@cypresscollege.edu
Location: Science, Engineering, and Math Bldg
(SEM 3) – 2nd Fl, Rm 208
Phone: (714) 484-7153

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

Student Support Services
Dean: Dr. Richard Rams
e-mail: rrams@cypresscollege.edu
Location: CC Complex Bldg (CCCPLX 6)
2nd Fl, Rm 219
Phone: (714) 484-7374
# Student Support Services

## Extended Opportunity Programs and Services (EOPS)

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

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

### Financial Aid

Director: Chinh Pham  
e-mail: cpham@cypresscollege.edu  
Location: CC Complex Bldg (CCCPLX 6) – 1st Fl  
Phone: (714) 484-7114  
Hours: 8:00am - 6:00pm Monday - Thursday  
8:00am - 5:00pm Friday

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

### Food Bank

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

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

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

## Food Services

Location: Student Center Building (SC 19) – 1st Fl  
Phone: (714) 484-7225  
Hours: 7:45am - 8:00pm Monday - Thursday

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

## Foundation/Scholarships

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

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

## Health Services

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

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

## Honors Program

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

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

International Students

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

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

LRC Language Lab

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

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

Learning Resource Center Open Lab

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

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

Legacy Program

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

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

Library

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

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

Lost and Found - (see Campus Safety)

Math/Science Learning Center

Coordinator: Ally Rocha
e-mail: arocha@cypresscollege.edu
Location: Library/Learning Resource Center
L/LRC, 1st Fl, Rm 127
Phone: (714) 484-7151
Hours: 10:00am - 6:00 pm Monday - Thursday
10:00am - 2:00pm Friday

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

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

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

Puente Program

Counselor, Co-Coordinator:
Dr. Therese Mosqueda-Ponce
e-mail: tmponce@cypresscollege.edu
Location: Student Center Bldg (SC19) - Rm 211
Instructor, Co-Coordinator: Levon Parseghian
e-mail: lparseghian@cypresscollege.edu
Location: Humanities Bldg. (Hum1) - 2nd Fl, Rm 202
Phone: (714) 484-7015 or (714) 484-7169

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

North Orange Continuing Education

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

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

Service Learning

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

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

Student Success and Support

Dean: Dr. Paul de Dios
Location: Student Center Bldg (SC19) – 2nd Fl
Phone: (714) 484-7334
Hours: 8:00am - 5:00pm Monday - Friday

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

Teacher Preparation Program

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

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

Transfer Center

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

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

Tutoring

Dean: Dr. Treisa Cassens
Location: Library/Learning Resource Center (L/LRC) 1st Fl
Phone: (714) 484-7183
Hours: 10:00am - 6:00pm Monday - Thursday
     10:00am - 2:00pm Friday

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

Veteran’s Resource Center

Certifying Official: Christy Davis
e-mail: cdavis@cypresscollege.edu
Counselor: Juan Garcia
e-mail: jgarcia@cypresscollege.edu
Location: CC Complex Bldg (CCCPLX 6) - 2nd Fl
Phone: (714) 484-7150
Hours: 8:00am - 6:00pm Monday - Thursday
     8:00am - 5:00pm Friday

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

Art Gallery

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

Associated Students

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

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

Campus Clubs

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

Academic Achievement Clubs

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

Cultural Clubs

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

Interest Clubs

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

Religious Clubs

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

Campus Clubs & Organizations

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

Tasmia Alam

**Major:** Business Administration and Communication Studies  
**Transfer Plan:** UC Berkeley, UC Irvine or CSU Long Beach  
**Hometown:** Norwalk, CA  
**Favorite Place to Go:** San Francisco, CA  
**Why Cypress:** Love the vibe at Cypress College, super friendly and helpful people. Cypress has several programs and services to ensure student success and it also hosts one of the top Business programs in the area.  
**Hobbies:** Traveling, Dancing, and spending time with friends and family.

Andrew Alvarez

**Major:** Chemistry  
**Transfer Plan:** UCI, CSUF or CSULB  
**Hometown:** Davao City, Philippines  
**Favorite Place/s to Go:** Starbucks, Coffee Bean, Porto’s, Dunkin’ Donuts, and Cheesecake Factory  
**Why Cypress:** Cypress is the closest community college from my home, and they have open admission and are affordable compared to four-year universities.  
**Hobbies:** Eating, sleeping, and hanging out with my friends.

Maria Alvarez

**Major:** International Business Marketing & Computer Programming  
**Transfer Plan:** Transferring; University tbd  
**Hometown:** King City, CA  
**Favorite Place to Go:** I love Fairs, The city of Los Angeles, Regal Cinema  
**Why Cypress:** Cypress College is one of a kind! Our staff and our students are why we are the #1 Community College in California! We are inclusive and innovative. Cypress College brings new ideas like the solar powered charging stations, accomplished new milestones for the student body by expanding the awareness of our food pantry on campus. The relationship the student government has with their student body is tremendous as they all stood in solidarity together in the #NeverAgainMovement and continue to support our Dreamers by letting them know school is a safe place and one should ever be scared. Cypress College allows you to focus on your dream career while providing you many tools and resources along your academic journey.  
**Hobbies:** I am currently the Student Body president of Cypress College. My hobbies consist of working with a team of dedicated student leaders to help make a change for the betterment of our campus, community and the generations to come.
Student Life and Development

Elizabeth Gonzalez

Major: Human Services  
Transfer plan: CSU Fullerton  
Hometown: Anaheim, CA  
Favorite place to go: Starbucks, Wing Stop, Juice City  
Why Cypress: Cypress College guides students to a path of success. By providing many campus resources like Ambassadors, EOPS, Transfer Center, and many more. Cypress College encouraged me to learn more about myself, academic, and career goals. In addition, it is a beautiful campus in a great location.  
Hobbies: Dancing, acting, singing, volunteering, playing the piano and hanging out with my friends/family.

Moises Gonzalez

Major: Biology  
Transfer plan: CSU Fullerton  
Hometown: Anaheim, CA  
Favorite place to go: Starbucks, movie theaters, Cheesecake Factory  
Why Cypress: Cypress College has great programs like EOPS, Nursing, Transfer Center & named #1 Community college in California!  
Hobbies: I love to play football & soccer as well play musical instruments!
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 ACTIVITIES CENTER

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

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

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

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

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

STUDENT GOVERNMENT

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

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

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

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

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

<table>
<thead>
<tr>
<th>Accounting Department</th>
<th>Automotive Collision Repair Department</th>
<th>Computer Science Department</th>
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<tbody>
<tr>
<td>Business Education Building</td>
<td>Tech Ed I</td>
<td>Business/CIS</td>
</tr>
<tr>
<td>Room: 206</td>
<td>Room: TE1-202</td>
<td>Business Education Building</td>
</tr>
<tr>
<td>Phone: (714) 484-7211</td>
<td>Phone: (714) 484-7250</td>
<td>Phone: (714) 484-7211</td>
</tr>
<tr>
<td>Fax: (714) 527-4733</td>
<td>Phone: (714) 527-1077</td>
<td>Dr. Henry Hua, Dean</td>
</tr>
<tr>
<td>Dr. Henry Hua, Dean</td>
<td>Kathleen Reiland, Interim Dean</td>
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<tr>
<th>Administration of Justice</th>
<th>Automotive Technology</th>
<th>Court Reporting</th>
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<tbody>
<tr>
<td>Tech Ed 1 - CTE Division Office</td>
<td>Technical Education 1</td>
<td>Business Education</td>
</tr>
<tr>
<td>Room: TE1-202</td>
<td>Room: 104-107</td>
<td>Room: 2nd Floor</td>
</tr>
<tr>
<td>Phone: (714) 484-7231</td>
<td>Phone: (714) 484-7245</td>
<td>Phone: (714) 484-7211</td>
</tr>
<tr>
<td>Kathleen Reiland, Interim Dean</td>
<td>Fax: (714) 527-1077</td>
<td>Dr. Henry Hua, Dean</td>
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<tr>
<th>Air Conditioning &amp; Refrigeration Department</th>
<th>Aviation</th>
<th>Dance Department</th>
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<tbody>
<tr>
<td>Technical Education III</td>
<td>Technical Education Building 1</td>
<td>Plaza between the Fine Arts &amp; Theater Buildings</td>
</tr>
<tr>
<td>Room: TE3-110</td>
<td>Room: 210</td>
<td>Room: TA-222</td>
</tr>
<tr>
<td>Phone: (714) 484-7256</td>
<td>Phone: (714) 484-7411</td>
<td>Phone: (714) 484-7201</td>
</tr>
<tr>
<td>Kathleen Reiland, Interim Dean</td>
<td>Kathleen Reiland, Interim Dean</td>
<td>Fax: (714) 527-1653</td>
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<td>Dr. Katy Realista, Interim Dean</td>
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<tr>
<th>Airline &amp; Travel Careers</th>
<th>Biology Department</th>
<th>Dental Assisting Program</th>
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<tr>
<td>Technical Education Building 1</td>
<td>Science, Engineering and Math</td>
<td>Health Science Building,</td>
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<tr>
<td>Room: 210</td>
<td>Room: 246</td>
<td>Technical Education III</td>
</tr>
<tr>
<td>Phone: (714) 484-7411</td>
<td>Phone: (714) 484-7000, Ext: 48629</td>
<td>Room: 305</td>
</tr>
<tr>
<td>Kathleen Reiland, Interim Dean</td>
<td>Dr. Richard Fee, Dean</td>
<td>Phone: (714) 484-7293</td>
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<td>Rebecca Gomez, Interim Dean</td>
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<tr>
<th>Anthropology Department</th>
<th>Career and Technical Education</th>
<th>Dental Hygiene Program</th>
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<tr>
<td>Humanities (HUM)</td>
<td>Technical Education 1</td>
<td>Tech. Education 3</td>
</tr>
<tr>
<td>Room: 222D</td>
<td>Room: 106</td>
<td>Room: 306</td>
</tr>
<tr>
<td>Phone: (714) 484-7021</td>
<td>Phone: (714) 484-7210</td>
<td>Phone: (714) 484-7292</td>
</tr>
<tr>
<td>Fax: (714) 229-1869</td>
<td>Fax: (714) 484-7231</td>
<td>Rebecca Gomez, Interim Dean</td>
</tr>
<tr>
<td>Lisa Gaetje, Interim Dean</td>
<td>Fax 2: (714) 527-1077</td>
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<td></td>
<td>Kathleen Reiland, Interim Dean</td>
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<thead>
<tr>
<th>Art Department</th>
<th>Chemistry Department</th>
<th>Diagnostic Medical Sonography</th>
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<tr>
<td>Fine Arts Building</td>
<td>Science, Engineering, &amp; Math</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>Room: FA-200</td>
<td>Room: 268</td>
<td>Technical Education III</td>
</tr>
<tr>
<td>Phone: (714) 484-7134</td>
<td>Phone: (714) 484-7000</td>
<td>Room: 200</td>
</tr>
<tr>
<td>Dr. Katy Realista</td>
<td>Ext: 48608</td>
<td>Phone: (714) 484-7283</td>
</tr>
<tr>
<td></td>
<td>Fax: (714) 952-9667</td>
<td>Rebecca Gomez, Interim Dean</td>
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<td></td>
<td>Dr. Richard Fee, Dean</td>
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<tr>
<th>Art Gallery</th>
<th>Communication Studies</th>
<th>Distance Education</th>
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<tbody>
<tr>
<td>Located Between Fine Arts &amp; the Theater</td>
<td>Humanities Building</td>
<td>L/LRC First Floor</td>
</tr>
<tr>
<td>Phone: (714) 484-7133</td>
<td>Phone: (714) 484-7169</td>
<td>Room: 105</td>
</tr>
<tr>
<td>Dr. Katy Realista</td>
<td>Eldon Young, Dean</td>
<td><a href="mailto:DistanceEd@cypresscollege.edu">DistanceEd@cypresscollege.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(714) 484-7052</td>
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<thead>
<tr>
<th>Astronomy Department</th>
<th>Computer Information Systems</th>
<th>Dr. Treisa Cassens, Dean</th>
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<tbody>
<tr>
<td>Science, Engineering, &amp; Math</td>
<td>Business Education Building</td>
<td></td>
</tr>
<tr>
<td>Room: 259</td>
<td>Room: Room 206</td>
<td></td>
</tr>
<tr>
<td>Phone: (714) 484-7000</td>
<td>Phone: (714) 484-7211</td>
<td></td>
</tr>
<tr>
<td>Ext: 48638</td>
<td>Fax: (714) 527-4733</td>
<td></td>
</tr>
<tr>
<td>Dr. Richard Fee, Dean</td>
<td>Dr. Henry Hua, Dean</td>
<td></td>
</tr>
</tbody>
</table>
Instructional Divisions

Economics Department
Humanities Bldg
Phone: (714) 484-7185
Fax: (714) 229-1869
Lisa Gaetje, Interim Dean

Engineering Department
Science, Engineering, & Math Bldg
Room: 259
Phone: 714-484-7153
Ext: 48638
Dr. Richard Fee, Dean

Engineering Technology
Science, Engineering, & Math
Room: 259
Phone: (714) 348-4700
Ext: 48638
Dr. Richard Fee, Dean

English Department
Humanities Building
Room: 2nd Floor
Phone: (714) 484-7170
Eldon Young, Dean

English as a Second Language
Humanities Bldg., 2nd floor
Phone: (714) 484-7182
Eldon Young, Dean

English/Reading Department
Humanities Building
Room: 240
Phone: (714) 484-7169
Eldon Young, Dean

Ethnic Studies Department
Humanities Building
Room: 238
Phone: (714) 484-7185
Lisa Gaetje, Interim Dean

Foreign Language Department
Humanities Building
Room: 222K
Phone: (714) 484-7000
Ext: 48417
Eldon Young, Dean

Geography Department
Humanities Building
Room: 238
Phone: (714) 484-7185
Lisa Gaetje, Interim Dean

Geology Department
Science, Engineering, & Math Bldg
Room: 123
Phone: (714) 484-7152
Dr. Richard Fee, Dean

Health Information Technology
Room: TE-3, Room 208
Phone: (714) 484-7289
Fax: (714) 484-7300
Rebecca Gomez, Interim Dean

History Department
Humanities Building
Room: 226 (2nd Floor)
Phone: (714) 484-7000
Ext: 48386
Fax: (714) 484-7002
Lisa Gaetje, Interim Dean

Homeland Security
Airline & Travel Careers Dept.
Technical Education Building 1
Room: 200
Phone: (714) 484-7411
Kathleen Reiland, Interim Dean

Hotel, Restaurant, and Culinary Arts
1830 W Romneya Dr.
Anaheim, CA 92801
First floor Culinary, NOCCCD
Anaheim Campus
Room: Rooms 175, 176, 177
Phone: (714) 808-4640
Kathleen Reiland, Interim Dean

Human Services Department
Humanities Building, Social Science Division Office
Room: HUM - 238
Phone: (714) 484-7185
Fax: (714) 229-1869
Lisa Gaetje, Interim Dean

Management
Business Building
Room: Second Floor
Phone: (714) 484-7211
Fax: (714) 527-4733
Dr. Henry Hua, Dean

Marine Service Technician
CTE Division Office
Technical Education 1
Room: TE3-118
Phone: (714) 484-7231
Kathleen Reiland, Interim Dean

Marketing
Business Building
Room: Second Floor
Phone: (714) 484-7211
Fax: (714) 527-4733
Dr. Henry Hua, Dean

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

Media Arts Design
Fine Arts
Room: FA220
Phone: (714) 484-7030
Dr. Katy Realista, Interim Dean

Mortuary Science Program
Technical Education 3
Health Science Division
Room: 215
Phone: (714) 484-7278
Fax: (714) 484-7417
Rebecca Gomez, Interim Dean

Multimedia Department
Fine Arts Building
Room: Room 201
Phone: (714) 484-7139
Dr. Katy Realista, Dean
Instructional Divisions

Music Department
Fine Arts Building
Room: 212
Phone: (714) 484-7140
Fax: (714) 952-9602
Dr. Katy Realista, Dean

Philosophy and Religious Studies
Department
Humanities Building
Room: 221
Phone: (714) 484-7007
Lisa Gaetje, Interim Dean

Photography Department
Technical Education I
Room: 244
Phone: (714) 484-7244
Fax: (714) 527-1077
Dr. Katy Realista, Dean

Kinesiology and Athletics
Gym 2
Room: Room 107
Phone: (714) 484-7352
Dr. Richard Rams, Dean

Physics Department
Science, Engineering, & Math
Room: 259
Phone: (714) 484-7000
Ext: 48638
Dr. Richard Fee, Dean

Political Science
Humanities Building
Room: 127
Phone: (714) 484-7185
Fax: (714) 229-1869
Lisa Gaetjke, Interim Dean

Psychiatric Technology
Technical Education 3
Room: 200
Phone: (714) 484-7283
Fax: (714) 527-2175
Rebecca Gomez, Interim Dean

Psychology Department
Humanities Building
Room: 238
Phone: (714) 484-7185
Lisa Gaetje, Interim Dean

Radiologic Technology Department
Technical Education III
Room: 200
Phone: (714) 484-7283
Rebecca Gomez, Interim Dean

Registered Nursing
Technical Education III, Health Science
Room: Rm. 200
Phone: (714) 484-7000
Ext: 47283
Fax: (714) 527-2175
Rebecca Gomez, Interim 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
Room: 238
Phone: (714) 484-7185
Lisa Gaetje, Interim Dean

Theater Arts
Campus Theater, Dept. Office
Room: TA 222
Phone: (714) 484-7201
Fax: (714) 527-1653
Dr. Katy Realista, Dean
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** - Request if one or more substandard grades you

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

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

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

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

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

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

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

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

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

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

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

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

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

**CTE** - Career Technology Education
Glossary of College Terms

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

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

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

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

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

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

The GPA is derived from the following unit system:

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

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

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

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

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

Liberal Arts - Programs/courses in the humanities, natural sciences, and social sciences.

Lower Division - The freshman and sophomore years of study prior to completing upper division (Bachelor's degree) courses.

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

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

Master's Degree - A degree awarded by a transfer college or university upon completion of a program of study beyond the bachelor's level, usually consisting of 40-60 units.

Minor - A secondary field of study outside of the major, often requiring substantially less course work. (Not typically found at a 2-year but at four-year level.)
Glossary of College Terms

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

**Postsecondary** - Educational instruction beyond high school.

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

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

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

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

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

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

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

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

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

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

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

### Online Courses

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

### Hybrid Courses

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

### Web Enhanced Courses

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

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

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

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

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

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

How do I access my class?
At Cypress College, all of our online and hybrid courses are delivered using the Canvas Course Management System. Go to cypresscollege.instructure.com

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

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

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

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

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

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

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

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

Regional Institutional Accreditation Organizations

**MSA** - Middle States Association of Colleges and Schools, Commission on Higher Education

**NWCCU** - Northwest Commission on Colleges and Universities

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

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

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

**SACS** - Southern Association of Colleges and Schools, Commission on Colleges

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

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

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

Air Conditioning and Refrigeration
- Air Conditioning and Refrigeration
- Air Conditioning Building Commissioning
- Air Conditioning Codes and Estimating
- Air Conditioning (Commercial)
- Air Conditioning Customer Service
- Air Conditioning Environmental Controls
- Air Conditioning Green Air Conditioning
- Air Conditioning Heat Pumps
- Commercial Refrigeration
- Energy & Sustainability
- Green Refrigeration

Aviation and Travel Careers
- Advanced Airline Customer Services
- Advanced Flight Attendant
- Advanced Travel/Tourism
- Aviation I — Private Pilot
- Aviation II — Instrument Pilot
- Aviation III — Commercial Pilot
- Aviation IV — Advanced Pilot
- Aviation Management
- Basic Airline Customer Services
- Basic Cruise Line Sales and Operations
- Basic Flight Attendant
- Basic Tourism and Conference Management
- Basic Travel/Tourism
- Homeland Transportation Security
- UAV/UAS (Drone)

Business
- Accounting
- Computer Information Systems
- Management
- Marketing
- Merchandising

Computer Information Systems
- Advanced Networking
- Cisco Networking
- Computer Applications
- Computer Forensics
- Computer and Office Applications
- Computer Software and Application
- Game Programming
- Java Programming
- Microsoft Networking
- Office Assistant
- PC/Network Hardware Support
- Project Management
- Visual C Programming
- Mobile Application Development
- Web Development

Dental
- Dental Assisting
  *Dental Hygiene

Diagnostic Medical Sonography
- Diagnostic Medical Sonography

Economics
- Business Economics

Geographic Information Systems
- Geographic Information Systems
- Geographic Information Systems/Marketing

Hotel, Restaurant, Culinary Arts
- Baking Fundamentals
- Baking and Pastry Arts
- Culinary Arts
- Culinary Fundamentals
- Dining Room Operations
- Food & Beverage Management
- Hotel Management
- Restaurant/Lodging Entrepreneur
- Rooms Operations
- Special Event Management

Human Services
- Addiction Studies
- Criminal Justice
- Conflict Resolution
- Family Studies
- Gerontology
- Human Services Generalist
- Victimology

Management
- Business Economics
- Commercial Music - Management
- Management
- Project Management
- Technology Management

Marketing
- Automotive Sales and Service
- Geographic Information Systems/Marketing
- Marketing
- Social Media Marketing

Art
- Animation 2D Computer Graphics
- Animation 3D Computer Graphics
- Computer Graphics
- Electronic Publishing Design
- Multimedia Art
- Multimedia Photography
- Vector Illustration

Automotive
- Automotive Sales and Service
- Advanced Collision Repair
- Automotive Collision Center Damage Appraiser
- Auto Collision Facility Production Manager
- Auto Collision Repair Center Management
- Automotive Collision Center Office Management
- Automotive Damage Appraiser
- Automotive Paint and Refinishing
- Automotive Sales and Service
- Automotive Technology
- Brake and Alignment Specialist
- Collision Repair I-Car Gold
- Collision Repair Mechanical Technician
- Collision Repair Paint Application Specialist
- Collision Repair Paint Technician (Advanced)
- Collision Repair Structural Technician (Advanced)
- Collision Repair Center Parts Manager
- Detail Technician
- Electrical Diagnostic Specialist
- Electrical Vehicle (Tesla)
- Emission Control Specialist
- Engine Specialist
- Insurance Co/Auto-Collision Repair Industry Management Skills
- Maintenance Technician
- Motorcycle Performance Technician
- Performance and Drivability Specialist
- Repair Body Technician
- Repair Technician
- Service Advisor
- Toyota Specialist (T-TEN)
- Transmission Specialist

Dance
- Dance Teaching
Academic Options

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

Photography
- Advertising and Illustrative
- Color Photography
- Creative Photo Arts
- Digital Photography
- Digital Photo Technician
- Multimedia Photography
- Photography
- Portrait and Wedding Photography

Kinesiology
- Aerobic Instructor
- Aquatic Specialist
- Athletic Coach

Music
- Commercial Music Management
- Recording Arts

Psychiatric Technology
- Psychiatric Technology

Radiology
- Imaging Technologist Assistant
- Radiologic Technology*

Theater
- Costume/Makeup Design
- Lighting/ Audio Design
- Technical Theater

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

Counseling is available to assist students in choosing a program of study and successfully completing their goals. Prospective students are encouraged to contact the Counseling Department at Cypress College to learn more about the many available services. For information please call (714) 484-7015.

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

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

- Accounting
- Anthropology
- Art
- Art History
- Asian Studies
- Aviation and Travel Careers
- Biological Sciences
- Business Administration
- Business (General)
- Career Technical Education
- Chemistry
- Chinese
- Communication Studies
- Computer Information Systems
- Computer Science
- Criminal Justice
- Dance
- Pre-Dental Hygiene
- Economics
- Elementary Teacher Education
- Engineering
- Engineering Technology
- English
- Ethnic Studies
- Foreign Language
- French
- General Education (Transfer)
- Geography
- Geology
- History
- Hospitality Management
- Human Services
- Industrial Education Teaching
- Industrial Technology
- Information Systems
- Japanese
- Journalism/Communications
- Kinesiology
- Latin American Studies
- Liberal Studies (with specific emphasis)
- Management
- Marketing
- Mathematics
- Merchandising
- Music
- Nursing (4 year)
- Philosophy and Religious Studies
- Photography
- Physics
- Political Science
- Psychology
- Recreational Leadership
- Sociology
- Spanish
- Studio Arts
- Theater Arts
Academic Options

Occupation Degree Programs
These programs include completion of general education courses and study in a specific major or area of specialization

- Accounting
- African-American Studies (Ethnic Studies)
- Air Conditioning and Refrigeration
- Airline Customer Services & Advanced
- Anthropology
- Art
- Art- Advertising Design
- Art History
- Studio Arts
- Automotive Collision Repair
- Automotive Technology
- Aviation Management
- Baking and Pastry Arts
- Business Administration
- Chicana/o Studies (Ethnic Studies)
- Commercial Pilot
- Communication Studies
- Computer Applications
- Computer and Office Applications
- Computer Information Systems
- Computer Programming
- Court Reporting
- Culinary Arts
- Dance
- Dental Assisting
- Dental Hygiene
- Diagnostic Medical Sonography
- Elementary Teacher Education
- Ethnic Studies (Liberal Arts)
- English
- Flight Attendant
- Food & Beverages Management
- General Studies (Fine Arts emphasis)
- Geography (Liberal Arts)
- Geography
- Geology
- Health Information Technology
- History
- Hotel
- Human Services
- Kinesiology
- Law Office Administration
- Liberal Arts Management
- Marketing
- Mathematics
- Medical Staff Services Science
- Merchandising
- Mortuary Science
- Music
- Philosophy (Liberal Arts)
- Philosophy
- Physics
- Political Science
- Pre-Engineering
- Psychiatric Technology
- Psychiatric Technicians to Registered Nurse
- Psychology
- Radiologic Technology
- Registered Nursing
- Retail Management
- Small Business Management
- Sociology
- Studio Arts
- Theater Arts
- Travel/Tourism

Associate Degree for Transfer (AD-T)
California Community Colleges are now offering Associate Degrees for Transfer (ADT) to the CSU. These may include an Associate in Art degree for Transfer (AA-T) or an Associate in Science degree for Transfer (AS-T). The ADT degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree.

For more information visit:
http://www.cypresscollege.edu/services/transfer/adt.aspx or www.degreewithaguarantee.com

List of ADT Majors - Effective 2017-2018 Academic Year

1. AA-T in Anthropology
2. AA-T in Art History
3. AS-T in Business Administration
4. AS-T in Chemistry (Effective Fall 2016)
5. AA-T in Communication Studies
6. AA-T in Economics
7. AA-T in Elementary Teacher Education
8. AA-T in English
9. AA-T in Geography
10. AS-T in Geology
11. AA-T in History
12. AA-T in Journalism
13. AA-T in Kinesiology
14. AS-T in Mathematics
15. AA-T in Music
16. AA-T in Philosophy
17. AS-T in Physics
18. AA-T in Political Science
19. AA-T in Psychology
20. AA-T in Sociology
21. AA-T in Studio Arts
22. AA-T in Theater Arts

ADTs in development 2017-18 - see a counselor or the Articulation Officer for an update:
- AS-T in Biology
- AA-T in Film, Television and Electronic Media
- AA-T in Spanish
- AA-T in Administration of Justice
### 2018-2019 DEGREES AND CERTIFICATES

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### 2018-2019 DEGREES AND CERTIFICATES

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<td><strong>Unmanned Aircraft Vehicles (UAV)</strong></td>
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</table>

### Cypress College Major Counselors

**Main Line: 714.484.7015**

<table>
<thead>
<tr>
<th>COUNSELOR</th>
<th>LOCATION</th>
<th>PHONE</th>
</tr>
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<tbody>
<tr>
<td>Robert Grantham</td>
<td>BUS-219</td>
<td>714.484.7015</td>
</tr>
<tr>
<td>Dr. Jane Jepson</td>
<td>TE1-208</td>
<td>714.484.7015</td>
</tr>
<tr>
<td>Renay Laguana-Ferinac</td>
<td>FA-205</td>
<td>714.484.7015</td>
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<tr>
<td>Renee Ssensalo</td>
<td>FA-207</td>
<td>714.484.7015</td>
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<tr>
<td>Kelly Carter</td>
<td>HS-204</td>
<td>714.484.7015</td>
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<tr>
<td>Denise Vo</td>
<td>HS-205</td>
<td>714.484.7015</td>
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<tr>
<td>Doreen Villasenor</td>
<td>HS-206</td>
<td>714.484.7015</td>
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<tr>
<td>Dana Bedard</td>
<td>Gym II, 107B</td>
<td>714.484.7015</td>
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<tr>
<td>Mymy Lam</td>
<td>HUM-244</td>
<td>714.484.7015</td>
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<tr>
<td>Dr. Therese Mosqueda-Ponce</td>
<td>HUM-248</td>
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<tr>
<td>Daniel Pelletier</td>
<td>HUM-246</td>
<td>714.484.7015</td>
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<tr>
<td>Dr. Deidre Porter</td>
<td>SEM-222</td>
<td>714.484.7015</td>
</tr>
<tr>
<td>Ernesto Heredia</td>
<td>SEM-223</td>
<td>714.484.7015</td>
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</table>

**Please refer to the campus map on the back cover for building locations**
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 every course which may be studied at Cypress College. The prerequisite(s) for the class is stated, if applicable. The program of instruction related to the numbering of courses is divided into major categories:

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

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

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

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

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

IGETC — 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.

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

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

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

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

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

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

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

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

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

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

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

Note: All Honors classes offered at Cypress College are transferable to any campus of the California State University system.
Students wishing to transfer to California State Universities should follow this plan

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

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

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

Students should apply for certification during or after the semester in which they are completing General Education Breadth Requirements. Students are advised to request certification prior to enrolling at the university due to varying CSU campus partial certification policies that may prohibit the certification from being granted.

CSU Certification policy specifies that a course or sequence of courses used to satisfy a requirement in one area, may not be used to satisfy a requirement in another area. Students should talk to a counselor for more information. Some state universities will also not allow students to count courses in their major field as part of general education requirements.

Courses on this list are approved by the CSU Chancellor’s Office for a specific academic year; that is, a course must be on the list when the course is taken in order to be certified. Check with a counselor and review the catalog of the individual state university for further clarification.

A pass along form must be completed by a Cypress College counselor when courses are being used from other non-certifying colleges and universities and submitted with the application for CSU General Education Certification. No deadlines apply for the CSU GE Breadth pattern.
### AREA A - ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING

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<td>COMM 100C Human Communication (3)</td>
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<td>A2 - WRITTEN COMMUNICATION</td>
<td>ENGL 100C College Writing (4)</td>
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<td>A3 - CRITICAL THINKING</td>
<td>COMM 135C Argument and Critical Thinking (3)</td>
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### AREA B - SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING

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<td>ASTR 116C Introduction to Astronomy (3)</td>
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<td>B2 - LIFE SCIENCE</td>
<td>ANTH 101C Biological Anthropology (3)</td>
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<td>B3 - LABORATORY ACTIVITY</td>
<td>MATH 100C Liberal Arts Mathematics (3)</td>
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### AREA C - ARTS AND HUMANITIES

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<td>ART 100C Fundamentals of Art (3)</td>
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<td>C2 - HUMANITIES (Literature, Philosophy, Foreign Language)</td>
<td>ANTH 105C Introduction to Linguistic Anthropology (3)</td>
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### AREA C - ARTS AND HUMANITIES

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### AREA D - SOCIAL AND BEHAVIORAL SCIENCES

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<td>ETHS 150C</td>
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<td>GEOG 100HC</td>
<td>Honors World Geography (3)</td>
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### AREA E - LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

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<tbody>
<tr>
<td>CIS 111C</td>
<td>Computer Information Systems (3)</td>
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<td>COMM 105C</td>
<td>Interpersonal Communication (3)</td>
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<td>COUN 105C</td>
<td>Stress and Anxiety Management (3)</td>
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<td>COUN 141C</td>
<td>Career Exploration (1)</td>
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<td>COUN 144C</td>
<td>Women &amp; Careers (2)</td>
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<td>COUN 145C</td>
<td>Job Readiness and Career Management (2)</td>
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<td>COUN 146C</td>
<td>Decision Making (1)</td>
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<td>Academic &amp; Life Success (3)</td>
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<td>COUN 151C</td>
<td>Career &amp; Life Planning (3)</td>
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<td>DANC 100C</td>
<td>Intro to Dance Appreciation</td>
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### 3 Unit Minimum

- CIS 111C
- COMM 105C
- COUN 105C
- COUN 141C
- COUN 144C
- COUN 145C
- COUN 146C
- COUN 150C
- COUN 151C
- DANC 100C

### 7 Unit Minimum

- 3 Unit Minimum + Additional Courses

### 9 Unit Minimum

- 3 Unit Minimum + Additional Courses
INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students may use to fulfill lower division general education requirements for the California State University (CSU) or University of California (UC) system. Completion of IGETC eliminates the need to take additional lower division general education courses after transfer. Students approaching readiness for transfer who are unable to complete one or two IGETC courses that are not required for admission to the university may request to complete IGETC after transferring. See a counselor for more information.

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

Students must apply for IGETC certification (full or partial) in the Admissions and Records Office. Courses will be certified ONLY if they are on the official IGETC list during the catalog year they are taken. In addition to the course requirements for each subject area, full certification for the CSU must include completion of the Oral Communications requirement. With the UC, Oral Communications is NOT required, but the certification must include satisfactory completion of the Language Other Than English proficiency requirements. A course or sequence used to satisfy a requirement in one area may not be used to satisfy a requirement in another area. All courses must be completed with a "C" or better. Students must apply for IGETC Certification through the Admissions and Records Office during the semester in which requirements will be completed.

While IGETC is popular with transfer students, it may not be the best choice for you. Depending on your major, it may best to follow the UC campus GE pattern. The UC Transfer Preparation Paths at UCTransfer.org and ASSIST Exploring Majors feature at www.assist.org include information about the specific UC majors that do not recommend IGETC. Students should see a counselor for advice and more complete information on the IGETC program.

*The courses on this list are approved at the time of printing. Check with a counselor or www.assist.org for the most recent list of approved courses.
## AREA 1 - ENGLISH COMMUNICATION

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<thead>
<tr>
<th>1A - ENGLISH COMPOSITION</th>
<th>1B - CRITICAL THINKING/ENGLISH COMPOSITION</th>
<th>1C - ORAL COMMUNICATION (CSU ONLY)</th>
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<tr>
<td>ENGL 100C College Writing (4)</td>
<td>ENGL 103C Critical Reasoning and Writing (4)</td>
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<td>ENGL 103HC Honors Critical Reasoning and Writing (4)</td>
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<td>ENGL 104C Critical Analysis and Literature (4)</td>
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## AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

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<th>MATH 150BC Calculus II (4)</th>
<th>SOC 161C Prob. &amp; Statistics: Social Sciences (4)</th>
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<tr>
<td>MATH 120C Intro to Probability and Statistics (4)</td>
<td>MATH 250AC Multivariable Calculus (4)</td>
<td>SOC 161HC Honors Probability &amp; Statistics: Social Sciences (4)</td>
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<td>MATH 250BC Linear Algebra/Differential Equations (5)</td>
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## AREA 3 - ARTS AND HUMANITIES

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<th>MUS 118C Honors Intro to Opera (3)</th>
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<td>ENGL 125C The Film (3)</td>
<td>MUS 119C History of Rock Music (3)</td>
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<td>ENGL 125HC Honors Film (3)</td>
<td>MUS 120C Survey of Music History (3)</td>
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<td>ART 111C Survey of Art History I (3)</td>
<td>MAD 196C Silent Film Genre (3)</td>
<td>PHOT 204C History of Photography (3)</td>
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<td>ART 112C Survey of Art History II (3)</td>
<td>MUS 103C Theory I (3)</td>
<td>THEA 100C Introduction to Theater (3)</td>
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<td>ART 112HC Honors Survey of Art History II (3)</td>
<td>MUS 113C Jazz History (3)</td>
<td>THEA 102C World Theater History I (3)</td>
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<td>ART 114C Modern Art History (3)</td>
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<td>ART 216C Latin American Art (3)</td>
<td>MUS 117C American Popular Music (3)</td>
<td>THEA 107C Diversity in American Theater (3)</td>
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<td>DANC 101C Multicultural Dance in the US (3)</td>
<td>MUS 118C Introduction to Opera (3)</td>
<td>THEA 107HC Honors Diversity in American Theater (3)</td>
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## AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

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<th>ANTH 106C World Prehistory (3)</th>
<th>ECON 100C Principles of Economics-Macro (3)</th>
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<td>ANTH 107C Magic, Witchcraft and Religion (3)</td>
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<td>AI 120C Concepts of Criminal Law (3)</td>
<td>ANTH 121C Native North America (3)</td>
<td>ECON 105C Principles of Economics-Micro (3)</td>
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<td>ANTH 208C Anthropology of Death (3)</td>
<td>ECON 105HC Hon. Principles of Economics - Micro (3)</td>
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<td>ANTH 211C Applied and Practicing Anthropology (3)</td>
<td>ECON 110C Survey of Economics (3)</td>
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<td>ANTH 225C Cultures of Mesoamerica (3)</td>
<td>ECON 120C International Economics (3)</td>
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<td>ANTH 104C Comparative Cultures (3)</td>
<td>COMM 120C Intercultural Communication (3)</td>
<td>ECON 260C Economic Geography (3)</td>
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### AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

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<td>ETHS 129C</td>
<td>Intro to African-American Studies (3)</td>
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<td>African-American History I (3)</td>
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<td>ETHS 131C</td>
<td>African-American History II (3)</td>
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<td>Intro to Chicana/o Studies (3)</td>
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<td>POSC 200C</td>
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<td>Urban Politics (3)</td>
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<td>Contemporary Political Issues (3)</td>
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<td>POSC 215C</td>
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<td>Politics of the Middle East (3)</td>
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<td>POSC 230C</td>
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<td>PSY 131C</td>
<td>Cross-Cultural Psychology (3)</td>
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<td>PSY 139C</td>
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<td>Child Psychology (3)</td>
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<td>Research Methods in Psychology (4)</td>
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<td>The Brain and Behavior (3)</td>
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<td>Psychology of Aging (3)</td>
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<td>Sociology of Religion (3)</td>
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<td>SOC 292C</td>
<td>Introduction to Criminology (3)</td>
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### AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

#### 5A - PHYSICAL SCIENCE

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<td>ASTR 117HC</td>
<td>Honors Astronomy Lab (1)</td>
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<td>CHEM 100C</td>
<td>Chemistry for Daily Life (4)</td>
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<td>CHEM 101C</td>
<td>Chemistry for Health Science Majors I (4)</td>
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<td>CHEM 103C</td>
<td>Chemistry and Society (3)</td>
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<td>CHEM 107C</td>
<td>Preparation for General Chemistry (5)</td>
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<td>CHEM 111AC</td>
<td>General Chemistry I (5)</td>
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<td>General Chemistry II (5)</td>
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<td>GEOG 140C</td>
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#### 5B – BIOLOGICAL SCIENCE

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<td>ANTH 101LC</td>
<td>Biological Anthropology Lab (1)</td>
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<td>ANTH 210C</td>
<td>Introduction to Forensic Anthropology (3)</td>
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<td>Molecular Biology (4)</td>
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#### 5C - LABORATORY ACTIVITY: All courses underlined above.

### AREA 6 - LANGUAGE OTHER THAN ENGLISH (LOTE)

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<td>Elementary French I (5)</td>
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<td>Intermediate French III (4)</td>
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<td>Intermediate French IV (4)</td>
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<td>SPAN 202C</td>
<td>Spanish for Spanish Speakers II (5)</td>
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<td>SPAN 203C</td>
<td>Intermediate Spanish III (4)</td>
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<tr>
<td>SPAN 201C</td>
<td>Spanish for Spanish Speakers I (5)</td>
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*Reference IGETC for other options that satisfy requirement.*
## CATEGORY A - LANGUAGE AND RATIONALITY

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### 6 Unit Minimum

## CATEGORY B - NATURAL SCIENCES AND MATHEMATICS

### B1 - LIFE SCIENCES AND PHYSICAL SCIENCES

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<td>BIOL 241C</td>
<td>General Human Physiology</td>
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<td>CHEM 201C</td>
<td>General Human Anatomy</td>
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<td>COMM 100C/100HC</td>
<td>Critical Reasoning and Writing/Honors</td>
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### B2 - MATHEMATICS

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<tbody>
<tr>
<td>MATH 030C</td>
<td>Plane Geometry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 038C</td>
<td>Finite Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MATH 120C/120HC</td>
<td>Intro to Probability and Statistics</td>
<td>4</td>
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</tbody>
</table>

### B3 - ARTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ART 100C</td>
<td>Fundamentals of Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 101C</td>
<td>Introduction to Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 112C</td>
<td>Survey of Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 114C</td>
<td>Modern Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 120C</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ART 123C</td>
<td>Color Theory</td>
<td>3</td>
</tr>
<tr>
<td>ART 150C</td>
<td>Ceramics Handbuilding</td>
<td>3</td>
</tr>
<tr>
<td>ART 182C</td>
<td>Beginning Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 185C</td>
<td>Beginning Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>ART 194C</td>
<td>Beginning Painting</td>
<td>3</td>
</tr>
<tr>
<td>ART 216C</td>
<td>Latin American Art</td>
<td>3</td>
</tr>
<tr>
<td>DANC 102C</td>
<td>Intro to Dance Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>DANC 105C</td>
<td>Multicultural Dance in the US</td>
<td>3</td>
</tr>
<tr>
<td>DANC 106C</td>
<td>Ballet I</td>
<td>2</td>
</tr>
<tr>
<td>DANC 111C</td>
<td>Humanities: Renaissance-Present</td>
<td>3</td>
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</table>

## CATEGORY C - ARTS AND HUMANITIES

### C1 - ARTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANC 101C</td>
<td>Beginning Dance</td>
<td>3</td>
</tr>
<tr>
<td>MUS 118C/118HC</td>
<td>Latin American Art</td>
<td>3</td>
</tr>
<tr>
<td>MUS 113C</td>
<td>Ceramics Handbuilding</td>
<td>3</td>
</tr>
<tr>
<td>MUS 101C</td>
<td>Music Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>MUS 103C</td>
<td>Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 120C</td>
<td>Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MUS 132C</td>
<td>Musical Theater Performance I</td>
<td>3</td>
</tr>
<tr>
<td>MUS 274C</td>
<td>Cypress Symphonic Winds</td>
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### C2 - HUMANITIES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ANTH 105C</td>
<td>Intro to Linguistic Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 107C</td>
<td>Magic, Witchcraft and Religion</td>
<td>3</td>
</tr>
<tr>
<td>CHIN 100C</td>
<td>Beginning Spoken Chinese</td>
<td>3</td>
</tr>
<tr>
<td>CHIN 101C</td>
<td>Beginning Written Chinese</td>
<td>3</td>
</tr>
<tr>
<td>CHIN 102C</td>
<td>Elementary Chinese-Mandarin II</td>
<td>3</td>
</tr>
<tr>
<td>CHIN 203C</td>
<td>Intermediate Chinese-Mandarin III</td>
<td>3</td>
</tr>
<tr>
<td>COMM 100C/100HC</td>
<td>Introduction to Literature/Honors</td>
<td>3</td>
</tr>
</tbody>
</table>

### 6 Unit Minimum
### Cypress College 2018-2019 Native GE Course Reference Sheet

#### CATEGORY C - ARTS AND HUMANITIES

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ETHS 152C</td>
<td>Chicana/o History II (3)∞</td>
</tr>
<tr>
<td>ETHS 160C</td>
<td>Native American History (3)∞</td>
</tr>
<tr>
<td>ETHS 171C</td>
<td>Asian Pacific American History (3)∞</td>
</tr>
<tr>
<td>FREN 101C</td>
<td>Elementary French I (5)</td>
</tr>
<tr>
<td>FREN 102C</td>
<td>Elementary French II (5)</td>
</tr>
<tr>
<td>FREN 203C</td>
<td>Intermediate French III (4)</td>
</tr>
<tr>
<td>FREN 204C</td>
<td>Intermediate French IV (4)</td>
</tr>
<tr>
<td>HIST 110C/110HC</td>
<td>Western Civilizations I (3)</td>
</tr>
<tr>
<td>ETHS 105C</td>
<td>Introduction to Philosophy/Honors (3)</td>
</tr>
<tr>
<td>HIST 165C</td>
<td>History of the Middle East (3)</td>
</tr>
<tr>
<td>HIST 170C/170HC</td>
<td>History of the United States I/Hon (3)</td>
</tr>
<tr>
<td>HIST 171C/171HC</td>
<td>History of the United States II/Hon (3)</td>
</tr>
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</table>

- **Also meets Reading Proficiency requirement for graduation.**
- **∞ Also meets Cultural Diversity requirement for graduation.

#### CATEGORY D - SOCIAL SCIENCES

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>PR 110C</td>
<td>Introduction to Criminal Justice (3)</td>
</tr>
<tr>
<td>PR 120C</td>
<td>Concepts of Criminal Law (3)</td>
</tr>
<tr>
<td>ANTH 102C/102HC</td>
<td>Cultural Anthropology/Hon (3)</td>
</tr>
<tr>
<td>ANTH 103C</td>
<td>Introduction to Archaeology (3)</td>
</tr>
<tr>
<td>ANTH 104C</td>
<td>Comparative Cultural Anthropology (3)</td>
</tr>
<tr>
<td>ANTH 105C</td>
<td>Introduction to Linguistic Anthropology (3)</td>
</tr>
<tr>
<td>ANTH 106C</td>
<td>World Prehistory (3)</td>
</tr>
<tr>
<td>ANTH 121C</td>
<td>Native North America (3)∞</td>
</tr>
<tr>
<td>ANTH 208C</td>
<td>Anthropology of Death (3)</td>
</tr>
<tr>
<td>ANTH 211C</td>
<td>Applied and Practicing Anthropology (3)</td>
</tr>
<tr>
<td>ETHS 122C</td>
<td>Native American History I (3)∞</td>
</tr>
<tr>
<td>COMM 120C</td>
<td>Comm 120C Intercultural Communication (3)∞</td>
</tr>
<tr>
<td>COMM 220C/220HC</td>
<td>The Rhetoric of the City/Hon (3)</td>
</tr>
<tr>
<td>ECON 100C/100HC</td>
<td>Principles of Econ. Macro/Hon (3)</td>
</tr>
<tr>
<td>ECON 105C/105HC</td>
<td>Principles of Econ. Micro/Hon (3)</td>
</tr>
<tr>
<td>COMM 110C</td>
<td>Survey of Economics (3)</td>
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<tr>
<td>ECON 101C</td>
<td>International Economics (3)</td>
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<tr>
<td>ECON 260C</td>
<td>Economic Geography (3)</td>
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<tr>
<td>ETHS 101C/101HC</td>
<td>American Ethnic Studies/Hon (3)∞</td>
</tr>
<tr>
<td>ETHS 129C</td>
<td>Intro to African-American Studies (3)∞</td>
</tr>
<tr>
<td>ETHS 130C</td>
<td>African-American History I (3)∞</td>
</tr>
<tr>
<td>ETHS 131C</td>
<td>African-American History II (3)∞</td>
</tr>
<tr>
<td>ETHS 150C</td>
<td>Intro to Chicana/o Studies (3)</td>
</tr>
<tr>
<td>ETHS 151C</td>
<td>Chicana/o History I (3)∞</td>
</tr>
<tr>
<td>ETHS 152C</td>
<td>Chicana/o History II (3)∞</td>
</tr>
<tr>
<td>ETHS 153C</td>
<td>Chicana/o and Latina/o Contemporary (3)∞</td>
</tr>
<tr>
<td>ETHS 160C</td>
<td>Native American History (3)∞</td>
</tr>
<tr>
<td>ETHS 170C</td>
<td>Intro to Asian Pacific American Studies (3)∞</td>
</tr>
<tr>
<td>ETHS 171C</td>
<td>Asian Pacific American History (3)∞</td>
</tr>
<tr>
<td>ETHS 235C</td>
<td>American Social Justice Movements (3)</td>
</tr>
</tbody>
</table>

- **Also meets Reading Proficiency requirement for graduation.**
- **∞ Also meets Cultural Diversity requirement for graduation.

#### CATEGORY E - PHYSICAL ACTIVITY AND HEALTH

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<tbody>
<tr>
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<td>100C Nutrition (3)</td>
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#### CYPRESS COLLEGE GRADUATION REQUIREMENTS - CULTURAL DIVERSITY

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ETHS 105C</td>
<td>Introduction to Philosophy/Honors (3)</td>
</tr>
<tr>
<td>ETHS 106</td>
<td>Native American History (3)∞</td>
</tr>
<tr>
<td>ETHS 171C</td>
<td>African-American History I (3)∞</td>
</tr>
<tr>
<td>ETHS 235C</td>
<td>American Social Justice Movements (3)</td>
</tr>
<tr>
<td>ETHS 101C/101HC</td>
<td>American Ethnic Studies/Hon (3)∞</td>
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</tbody>
</table>

- **Also meets Reading Proficiency requirement for graduation.**

#### READING PROFICIENCY

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ENGL 096C</td>
<td>096C College Reading Strategies (3)</td>
</tr>
<tr>
<td>ENGL 102C</td>
<td>102HC Introduction to Literature/Hon (3)</td>
</tr>
</tbody>
</table>

- **Also meets Reading Proficiency requirement for graduation.**
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 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.
- 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 Cultural Diversity for a total of 60 transferable units.

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

### Liberal Arts AA Degree: ARTS & HUMANITIES emphasis

The Arts & Humanities option under Liberal Arts is an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC). Students are able to satisfy both their transfer institution’s general education requirements, plus focus on transfer major preparation course work required by the four-year university. The Area of Emphasis listed below includes courses that transfer to CSU and/or UC. Courses in **BOLD** are transferable to UC. Refer to [www.ASSIST.org](http://www.ASSIST.org) for further details.

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

<table>
<thead>
<tr>
<th>Select 18 or more units from at least 2 discipline areas:</th>
</tr>
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<tbody>
<tr>
<td>ART 100C, 110C, 111C, 112C (12HC), 114C, 120C, 150C, 151C, 182C, 194C (Formerly 189C), 216C</td>
</tr>
<tr>
<td>ANTH 105C, 107C</td>
</tr>
<tr>
<td>CHIN 101C, 102C, 200C, 203C</td>
</tr>
<tr>
<td>COMM 220C (220HC)</td>
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<tr>
<td>DANC 101C</td>
</tr>
<tr>
<td>ETHS 130C, 131C, 151C (Formerly 141C), 152C, 160C, 171C</td>
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<tr>
<td>FREN 101C, 102C, 200C, 203C, 204C</td>
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<tr>
<td>HIST 110C (110HC), 111C (11HC), 112C (112 HC), 113C (113HC), 160C, 161C, 163C, 165C, 170C (170HC), 171C (171HC), 270C, 275C</td>
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<tr>
<td>INDS 100C, 101C</td>
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<td>JAPN 101C, 102C, 200C, 203C, 204C</td>
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<tr>
<td>MAD 196C, 198C</td>
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<tr>
<td>MUS 101C, 103C (Formerly 103AC), 113C, 116C, 117C, 118C (118HC), 119C, 120C, 127C</td>
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<td>PHOT 101C, 204C</td>
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<td>PHL 100C (100HC), 101C, 110C, 120C, 135C, 160C, 201C, 202C, 230C, 240C (Formerly 225C)</td>
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<td>PORT 101C, 102C</td>
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<td>SPAN 101C, 102C, 200C, 201C, 202C, 203C, 204C</td>
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</table>

**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.
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 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.
- 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 Cultural Diversity for a total of 60 transferable units.

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

Liberal Arts AA Degree: 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. Refer to www.ASSIST.org for further details.

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

<table>
<thead>
<tr>
<th>Select 18 or more units from at least 2 discipline areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 100C (100HC), 135C, 138C, 238C</td>
</tr>
<tr>
<td>ENGL 100C (100HC), 103C (103HC), 104C (104HC), 106C</td>
</tr>
<tr>
<td>PHIL 170C, 172C, 175C</td>
</tr>
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</table>

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.
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 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.
- 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 Cultural Diversity for a total of 60 transferable units.

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

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## 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. Refer to [www.ASSIST.org](http://www.ASSIST.org) for further details.

This degree emphasizes the natural sciences which examine the physical universe, its life forms, and its natural phenomena. Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of 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.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 101C (101HC), 101LC, 210C</td>
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<tr>
<td>ASTR 116C (116HC), 117C (117HC)</td>
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</tr>
<tr>
<td>CHEM 100C, 101C, 103C, 104C, 107C, 111AC, 111BC, 201C</td>
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<tr>
<td>GEOG 102C, 102LC, 140C</td>
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<tr>
<td>GEOL 100C (100HC), 101C, 103C, 105C, 115C, 120C, 125C, 130C, 131C, 190C</td>
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<td>PHSC 104C</td>
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<tr>
<td>PHYS 130C, 201C, 202C, 210C, 211C, 221C, 222C, 223C</td>
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<td>PSY 161C (161HC), 221C</td>
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<tr>
<td>SOC 161C (161HC)</td>
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</table>

**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.
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 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.
- 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 Cultural Diversity for a total of 60 transferable units.

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

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### Liberal Arts AA Degree: SOCIAL & BEHAVIORAL SCIENCES emphasis

The Social & Behavioral Sciences option under Liberal Arts is an ideal choice for students planning on transferring to the California State University (CSU) or University of California (UC). Students are able to satisfy both their transfer major preparation course work. The Area of Emphasis listed below includes courses that transfer to CSU and/or UC. Courses in BOLD are transferable to UC. Refer to www.ASSIST.org for further details.

This degree emphasizes the perspective, concepts, 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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<th>IP</th>
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<tr>
<td>ANTH 102C (102HC), 103C (Formerly 203C), 104C, 105C, 106C, 107C, 121C, 208C, 211C, 225C</td>
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<td>COMM 120C</td>
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<td>ECON 100C (100HC), 105C (105HC), 110C, 120C, 260C</td>
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<td>ETHS 101C (Formerly 100C) (101HC) (Formerly 100HC), 129C, 130C, 131C, 150C (Formerly 140C), 151C (Formerly 141C), 152C, 153C, 160C, 170C, 171C, 235C</td>
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<td>GEOG 100C (100HC), 130C, 160C, 260C</td>
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<td>HIST 110C (110HC), 111C (111HC), 112C (112HC), 113C (113HC), 135C, 142C, 143C, 151C, 152C, 160C, 161C, 163C, 165C, 170C (170HC), 171C (171HC), 190C (Formerly 162AC), 191C (Formerly 162BC), 270C, 275C</td>
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<td>HUSR 200C, 250C, 255C, 292C</td>
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<td>JOUR 110C, 118C</td>
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<td>MGT 161C</td>
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<td>POSC 100C (100HC), 101C, 120C, 200C, 209C, 210C, 215C, 216C, 230C</td>
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<td>SOC 101C (101HC), 102C, 225C, 250C, 275C, 277C, 292C</td>
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**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.
Associate Degree for Transfer (AD-T)

California Community Colleges are now offering Associate Degrees for Transfer (ADT) to the CSU. These may include an Associate in Art degree for Transfer (AA-T) or an Associate in Science degree for Transfer (AS-T). The ADT degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree.

For more information visit:
http://www.cypresscollege.edu/services/transfer/adt.aspx or www.degreewithaguarantee.com

List of ADT Majors - Effective 2017-2018 Academic Year

1. AA-T in Anthropology
2. AA-T in Art History
3. AS-T in Business Administration
4. AS-T in Chemistry
5. AA-T in Communication Studies
6. AA-T in Economics
7. AA-T in Elementary Teacher Education
8. AA-T in English
9. AA-T in Geography
10. AS-T in Geology
11. AA-T in History
12. AA-T in Journalism
13. AA-T in Kinesiology
14. AS-T in Mathematics
15. AA-T in Music
16. AA-T in Philosophy
17. AS-T in Physics
18. AA-T in Political Science
19. AA-T in Psychology
20. AA-T in Sociology
21. AA-T in Studio Arts
22. AA-T in Theater Arts

ADTs in development 2017-18 - see a counselor or the Articulation Officer for an update:

- AA-T in Administration of Justice
- AS-T in Biology
- AA-T in Film, Television and Electronic Media
- AA-T in Public Health
- AA-T in Spanish
Cypress College

REFERRAL SERVICES

- Assessment
- Financial Aid
- VA Plan
- Career Planning Center
- Health Center
- DSPS
- Special Programs
- EOPS
- Transfer Center

Last Name     First Name  Middle Initial
Student I.D. @_________________________________ Phone# (         )________________________
Educational Goal(s)  □ Certificate  □ AA/AS  □ Transfer  □ Other
Major_________________________________________ Transfer Institution_____________________________

ENGLISH/ESL/MATH
PREREQUISITES

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AA/AS Degree
General Education

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A. Language & Rationality (6)
A1.
A2.

B. Natural Science & Math (6)
B1.
B2.

C. Arts & Humanities (6)
C1.
C2.

D. Social Sciences (6)

E. Phys. Activities & Health (1)

CSU
General Education

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A. Communications (9)
A1.
A2.
A3.

B. Physical Universe (9)
B1.
B2.
B4.

C. Arts & Humanities (9)
C1.
C2.

D. Social Sciences (9)

E. Life-Long Understanding. (3)

IGETC
General Education

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1. English Comm. (6 or 9)
   A.
   B.
   C. (CSU only)

2. Math (3)

3. Arts & Humanities (9)
   A.
   B.
   A. or B.

4. Social/Behavior Sciences (9)

5. Phys. & Bio. Sciences (7-9)
   A.
   B.
   (Lab)
   C. (Lab only or Lecture & Lab)

6. L.O.T.E. (UC only)

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

Note: On the CSU General Education plan only 6 units listed under Amer. Ideals may be counted as part of the 9 unit minimum requirement in area D.

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

OTHER COLLEGES ATTENDED
1. ________________________________  __________________________________  __________________________________________
2. ________________________________  __________________________________  __________________________________________

Counselor’s Signature

Student’s Signature

P = Completed  I = In Progress  R = Remaining

SEP Revised 08/12   White – Counselor   Pink – EOPS   Yellow – Student

Date
Cypress College
Student Educational Plan By Semester/Session

Student Name ________________________________  Student I.D. __________________________  Counselor ___________________

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

Major: _________________________________________  Transfer to: ________________________________

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Total Units  Total Units  Total Units

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Total Units  Total Units  Total Units

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Total Units  Total Units  Total Units

Counselor’s Signature __________________________  Student’s Signature __________________________  Date ______________________

SEP Revised 01/06
CYPRESS COLLEGE
FOOD BANK

How to Receive Assistance

**Option 1:** “Walk-In” Thursdays from 1:00p-3:00p

**Option 2:** Schedule a confidential appointment by contacting David Okawa, Student Activities Director at (714) 484-7197 or dokawa@cypresscollege.edu.

**Location:** Student Activities Center

**Requirements**

1. Cypress College photo ID and current class schedule
2. Enroll in a minimum of 3 units at Cypress College
3. Complete a Food Bank Registration form so we can connect you with all eligible services you may qualify for.

Mission

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.

For more additional information about our Food Bank please contact Dave Okawa at (714) 484-7199 or dokawa@cypresscollege.edu.
CYPRESS CHARGERS ATHLETICS

14 Intercollegiate Sports
83 Orange Empire Conference Titles
33 CCCAA State Titles

Sports.CypressCollege.edu  |  @CypressChargers

Dean of KIN/Athletics, Dr. Richard Rams
Athletics Director, Bill Pinkham
Athletics Counselor, Dana Bedard

Gym II, Room 107  |  714-484-7352
**Supplemental Instruction (SI)**

**FREE STUDY GROUPS**
for Cypress College students enrolled in specific courses

<table>
<thead>
<tr>
<th>What is Supplemental Instruction (SI)?</th>
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<tbody>
<tr>
<td>⇒ Weekly, peer-led study group sessions for students taking historically difficult courses</td>
</tr>
<tr>
<td>⇒ Facilitated by trained SI Leaders who have already mastered the course material</td>
</tr>
<tr>
<td>⇒ Understand <em>what to learn</em> and <em>how to learn</em></td>
</tr>
<tr>
<td>⇒ Interactive and Engaging!</td>
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</tbody>
</table>

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

**Accounting**
**Biology**
**Chemistry**
**Geography**
**Math**
**Physics**

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

Research shows that students who attend SI sessions regularly average half– to one-full letter grade higher than their classmates who choose not to attend
Hotel, Restaurant and Culinary Arts
Located at NOCCCD Anaheim Campus

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

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

Follow Cypress Bistro on Social Media!

@CypressBistro
What is CARE?

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

What is EOPS?

Extended Opportunity Programs and Services (EOPS) is designed to assist students with economic, linguistic and educational challenges, as defined by Title 5, enroll and succeed in higher education. The EOPS staff is composed of dedicated professionals and student advisors who are committed to seeing you succeed in college. Services are free of charge to EOPS eligible Cypress College students. EOPS students who are single parents and receiving public assistance may be eligible to receive additional supportive services through Cooperative Agencies Resources for Education (CARE).

What support services are available through CARE?

Through CARE, eligible EOPS students receive:

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

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

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

How do I qualify for CARE?

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

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

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

Contact Information

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

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

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

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How to Apply
EOPS Steps to Success
If you are interested in enrolling in EOPS, please complete the following steps before submitting an EOPS application. If you are having difficulty or need further assistance, please call or come by our office.

- **Step 1:** Apply to Cypress College
  If you are a new incoming student to Cypress College, complete your Cypress College application at www.cypresscollege.edu.

- **Step 2:** Assessment
  Complete your English and Math assessment tests. Bring the results to the EOPS office when turning in your application. For information on alternative methods to satisfy this requirement, please contact the Assessment Office at (714) 484-7233.

- **Step 3:** Apply for BOGW or California Dream Act
  Apply for the Board of Governors Fee Waiver (BOGW) by completing FAFSA for the 2016-2017 year. You can do this online at www.fafsa.ed.gov.
  *If you are a AB540 Student, you can apply for the Board of Governors Fee Waiver (BOGW) by completing California Dream Act. You can do this online at www.csac.ca.gov/dream_act.asp.

- **Step 4:** Obtain Transcripts
  If applicable, obtain transcripts from all colleges attended including Cypress College (may be unofficial).

- **Step 5:** EOPS Application and Required Documents
  Submit your completed EOPS application and supplemental documents (assessment results and unofficial transcripts) to the EOPS office as soon as possible. Applications are accepted until the program is full.

- **Step 6:** EOPS Orientation
  Attend a scheduled EOPS orientation if your application is approved.
  *Please contact the EOPS office for application submission dates.

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

What support services are available through EOPS?

<table>
<thead>
<tr>
<th>Outreach, Recruitment &amp; Enrollment Services:</th>
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<tbody>
<tr>
<td>• Application assistance</td>
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<tr>
<td>• Registration assistance</td>
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<tr>
<td>• Financial Aid application assistance</td>
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<tr>
<td>• Referrals to campus and community resources</td>
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<tr>
<td>• College information &amp; specialized orientation</td>
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<tr>
<th>Retention Services:</th>
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<tbody>
<tr>
<td>• Specialized counseling &amp; advisement</td>
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<tr>
<td>• Priority registration</td>
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<tr>
<td>• State-of-the-art computer lab with internet access</td>
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<td>• Enhanced tutoring</td>
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<td>• Access to EOPS book loan library for textbooks</td>
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<tr>
<th>Financial Assistance Services (to qualified students):</th>
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<tbody>
<tr>
<td>• Educational supplies</td>
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<td>• Textbook service</td>
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<tr>
<th>Transitional Services:</th>
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<tr>
<td>• Transfer assistance</td>
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<td>• University application fee waivers</td>
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<tr>
<th>Cooperative Agencies Resources for Education (CARE) Program Services:</th>
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<tbody>
<tr>
<td>• Additional services to eligible single parents who are on public assistance</td>
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</table>

How do I qualify for EOPS?
In order to be considered for EOPS, you must:
- Be a California resident or meet AB 540/California Dream Act requirements
- Be enrolled full-time (12 units)
- Be eligible to receive the Board of Governors Fee Waiver (BOGW)
- Students qualified under method C must meet the Income Standards set by Title 5
- Have less than 45 cumulative units completed from all colleges or universities attended

In addition, you must meet one of the following criteria:
- Did not qualify for enrollment in the minimum level of English or math courses required for an associate degree
- Did not graduate from high school or obtain the General Education Diploma (GED)
- Graduated high school with a grade point average below 2.50
- Were previously enrolled in remedial education courses
- Are a first-generation college student
- Are a member of an underrepresented group
- Have parent(s) who are non-native English speakers
- Are an emancipated foster youth

Contact us:
EOPS/CARE/CalWORKs Staff
Dean of Student Support Services:
Richard F. Rame, Ed.D.
Director, EOPS/CARE & CalWORKs:
Anastasia Raskin
EOPS Counselors:
Eva Palermos
Alani Baro
Leona Acuna
Jacqueline Garcia
Yvette Martinez
Yvette Nguyen
EOPS/CARE Coordinator:
Lisa Pera-Su
EOPS Specialist:
Ashley Barry
Lilani Manugbijvan Rodrigues
EOPS Technician:
Lex Hoang
CalWORKs Counselor:
Connie Boehler
CalWORKs Specialist:
Brayda Maldonado
Accounting Technician:
Teresa Johnston

EOPS/CARE/CalWORKs Staff
9200 Valley View Street
Cypress, CA 90630
www.cypresscollege.edu
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.

How can I participate? Please direct any questions to:
Gisela Verduzco
714-484-7000 ext. 48341
gverduzco@cypresscollege.edu

Cypress College
9200 Valley View Street, Cypress, CA 90630
Dr. JoAnna Schilling, President, Cypress College
Dr. Cheryl Marshall, Chancellor
Board of Trustees:
Jeffrey P. Brown– Ryan Bent
Daniel Sebastian, Cypress College Student Trustee,
Andrew Washington, Fullerton College Student Trustee

CHARGER EXPERIENCE PROGRAM

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<th>Pre-College</th>
<th>First Year</th>
<th>Second Year and Beyond</th>
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<td>Charger Fridays</td>
<td>English</td>
<td>Counseling</td>
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<td>Summer Boost Program or Summer Bridge Program</td>
<td>Math</td>
<td>Leadership</td>
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<td>Counseling Classes</td>
<td>Counseling</td>
<td>Transfer Preparation</td>
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<tr>
<td>Program Orientation for Students and Parents</td>
<td>Career Exploration</td>
<td>Career Preparation</td>
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<td>Academic Support Workshops</td>
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<td>Faculty Mentoring</td>
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Early Enrollment & Successful Transition

Declared Major & Comprehensive Education Plan

Transfer, Graduate or Persist until educational goal is met & Engagement in Social, Academic and Leadership Activities

Program Benefits
- Early Enrollment!
- Support from Charger Experience counselors & tutors
- Build a peer support network
- Complete academic goals in a timely manner

Requirements
- Enroll in math and English in the Fall and Spring semesters
- Enroll in a counseling course (COUN 151 or 140) in the Fall semester
- Attend Summer Boost Workshop (if applicable)
- Register for a minimum of 12 units in the fall and spring semesters
- Meet regularly with a counselor, ambassador, and tutor as required and/or as needed.
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 a 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:

<table>
<thead>
<tr>
<th>Quality Point Value Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4 quality points</td>
</tr>
<tr>
<td>B = 3 quality points</td>
</tr>
<tr>
<td>C = 2 quality points</td>
</tr>
<tr>
<td>D = 1 quality point</td>
</tr>
<tr>
<td>F = 0 quality points</td>
</tr>
</tbody>
</table>

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.

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:
   \[
   \text{GPA} = \frac{\text{Total Earned Quality Points}}{\text{Total Earned GPA Hours}}
   \]
   
   **Example**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Semester Units</th>
<th>Grade</th>
<th>Earned GPA Hours</th>
<th>Earned Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology 101</td>
<td>3</td>
<td>C</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Counseling 135</td>
<td>3</td>
<td>P</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Math 40</td>
<td>4</td>
<td>A</td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>English 100</td>
<td>4</td>
<td>B</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Speech 100</td>
<td>3</td>
<td>F</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>16</strong></td>
<td></td>
<td><strong>14</strong></td>
<td><strong>34</strong></td>
</tr>
</tbody>
</table>

GPA FOR THE SEMESTER = 2.42 (34/14)

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

Active Shooter Procedures
Be Aware, Be Prepared, Be Safe...

Profile of an Active Shooter
An active shooter is an individual actively engaging 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

Coping
- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

* 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.
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 a responsibility. The use of computing resources is subject to all applicable local, state and federal laws, the general guidelines outlined in this document, and any specific guidelines in effect at individual computing centers.

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

AP 3720 Computer and Electronic Communication Systems

Service Restrictions

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

Policy Violations

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

Campus Computing Centers/Labs

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

Reporting Sexual Assault/Sexual Misconduct

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

Campus Title IX Coordinator
Executive Vice President
Educational Programs & Support Services
Director of Campus Public Safety
Dean of Instruction

Tips For Preventing Sexual Violence

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

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

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

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

Referrals and Contact Information

**Domestic Violence Hotline**
(714) 935-7956

**Rape Hotline**
(800) 585-6231

**Lesbian Gay Bisexual Transgender**
Queer Intersex Asexual+ (LGBTGIA+) Hotline
(888) 843-4564

**National Sexual Assault Hotline**
(800) 656-4673
Adult Protective Services
(800) 451-5155

**Adult Protective Services**
(800) 451-5155

**Sheriff's Department**
Non-Emergency Calls
North Orange County: (714) 647-7000
South Orange County: (949) 770-6011

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

**Sexual Assault/Rape Crisis, Orange County**
(714) 957-2737 or (949) 831-9110
**In all cases of emergency, call 911**

**Hospitals**

**Anaheim Memorial Hospital**
(714) 999-5136

**Pomona Valley Hospital Medical Center**
(909) 865-9500

**St Jude Medical Center**
(714) 871-3280

**Referrals and Contact Information**

**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)*

**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://womenshealth.gov/violence-against-women/
http://www.cdc.gov/violenceprevention/sexualviolence/index.html
http://www.victimsofcrime.org/help-for-crime-victims
Policies and Procedures

PROCEDURES FOR FILING COMPLAINTS

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

Unlawful Discrimination
It is the policy of the North Orange County Community College District to provide an educational, employment, and business environment in which no person shall be unlawfully subject to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of any program or activity of the District.

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

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

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

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

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

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

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

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

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

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

What does FERPA Require for Educational Institutions to be in Compliance?
- Notify students annually. Schools must notify students of their rights on an annual basis. There is no specific method that schools must use to notify students; it is up to the institution. Notice must take a form that is “reasonably likely” to notify students.
- 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. (NOCCCDBP 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.
North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter
Student Services

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.
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.

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.

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.

Removal from Class: The involuntary removal of a student from class by an Instructor for a maximum period of two consecutive class sessions.

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.

Disciplinary Probation: A status between good standing and suspension or expulsion. It covers a stated trial period and disciplinary conditions required of the student. At the end of the trial period, it shall be determined, based on whether the probationary conditions have been met, whether the student is to be returned to good standing, suspended, recommended for expulsion, or subject to other disciplinary action.
2.16 **Loss of Privileges**: Disciplinary action involving the loss of certain student privileges, such as eligibility to participate in extracurricular activities, for a stated period of time.

2.17 **Formal Reprimand**: Written admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A formal reprimand becomes part of a student's permanent record and is considered in the event of future violations of the standards of student conduct.

2.18 **Informal Reprimand**: An oral admonition or warning to cease and desist from conduct that has been determined to violate the standards of student conduct. A record of the fact that an informal reprimand has been given may be retained as part of a student's record for a period of up to one year and is considered in the event of future violations of the standards of student conduct during the period of retention. It is the student's responsibility to request that the record be removed upon expiration of the period of retention.

2.19 **Withdrawal of Consent to Remain on Campus**: Withdrawal of consent by the President or the President's designee for a student or other person to remain on a College campus in accordance with California Penal Code section 626.4 where the College President has reasonable cause to believe that the student has willfully disrupted the orderly operation of the campus.

3.0 **Procedures for Implementing Disciplinary Action**

3.1 **Removal of Student From Class or From a Facility**

3.1.1 **Removal From Class by an Instructor**: An Instructor may order a student removed from class for good cause. Removal shall be for a maximum period of two class sessions, which shall be the day of the removal and the next class meeting.

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
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.
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
was placed in the United States mail. The hearing, if requested, shall be conducted in accordance with the provisions of section 4.0 of these procedures. If the student does not request a hearing within five (5) days of receiving notice, the President's decision shall become final.

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

3.2.5.3 Expulsion

3.2.5.3.1 A student may be expelled for good cause where other means of correction have failed to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of students or others. Only the Board of Trustees may expel a student.

3.2.5.3.2 Where the decision of the President is to recommend expulsion to the Board of Trustees, the student shall have the right to request a formal hearing before expulsion is imposed.

3.2.5.3.3 The written notice to the student of the President's decision shall specify the right of the student to request a formal hearing and shall include a copy of the formal hearing procedures.

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

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

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

3.2.5.3.5.2 Where the decision of the President is to recommend expulsion, the written recommendation of the President shall be submitted to the Board of Trustees for consideration in accordance with section 5.0 of these procedures. The Board of
Trustees shall consider the recommendation for expulsion at the next regularly scheduled meeting of the Board following the meeting at which the recommendation was received.

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

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

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

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

3.4 Withdrawal of Consent to Remain on Campus

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

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

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

4.0 Formal Hearing Procedures

4.1 Hearing Officer or Panel

4.1.1 At the discretion of the President, a formal disciplinary hearing may be conducted using the services of a hearing officer, or the President may select an impartial hearing panel comprised of two educational administrators at the level of dean or vice president, one of whom shall be selected from another college within the District.

4.1.2 The President shall appoint one member of the panel to serve as the chair of the hearing panel. The decision of the chair shall be final on all matters relating to the conduct of the hearing.

4.1.3 No administrator who has any direct involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

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

4.3 Conduct of Hearing

4.3.1 Prior to the hearing, the members of the hearing panel shall be provided with a copy of the charges against the student and any written response provided by the student.

4.3.2 The hearing shall be closed and confidential.

4.3.3 The student shall have the right to represent himself/herself at the hearing or to be represented by a person of the student's choice, except that neither the student nor the District shall be represented by legal counsel unless authorized by the hearing officer or panel, in which case both parties shall be entitled to be represented by legal counsel.

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

4.3.5 Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

4.3.6 The hearing officer or panel shall not have the authority to issue subpoenas on behalf of either the District or the student.

4.3.7 Charges against the student, along with supporting evidence from witnesses or other sources, will be presented by the District.

4.3.8 The student shall be given the opportunity to confront and cross-examine witnesses.

4.3.9 The student shall be given an opportunity to present a defense, including witnesses and documentary evidence.

4.3.10 The District shall have the opportunity to cross-examine the student and witnesses called by the student.

4.3.11 Unless the hearing officer or panel determines to proceed otherwise, the District and the student shall each be permitted to make an opening statement. Thereafter, the District representative shall make the first presentation, followed by the student. The District representative may present rebuttal evidence after completion of the student's presentation.

4.3.12 All testimony shall be taken under oath; the oath shall be administered by the hearing officer or hearing panel chair. Witnesses shall not be present at the hearing when not testifying. No witness who refuses to be recorded may be permitted to give testimony. Written statements of witnesses under penalty of perjury shall not be admissible unless the witness is unavailable to testify. A witness who refuses to be tape-recorded is not unavailable.

4.3.13 The hearing officer or hearing panel chair may determine that requiring live testimony of a proposed witness would subject the witness to an unreasonable risk of psychological or physical harm. After such a determination, the witness may be permitted to provide a written statement under penalty of perjury in lieu of testifying at the hearing.

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

5.0 Procedures for Consideration of Expulsion by Board of Trustees

5.1 The Board shall hold closed sessions when it considers disciplinary action regarding expulsion of a student. The Board shall notify the student, and the parent if the student is a minor, by registered or certified mail or by personal service of the intent of the Board to call a closed session to consider the expulsion. The notification shall specify the date, time and place of the meeting at which the Board will consider the disciplinary action and shall be provided at least three (3) days prior to the meeting. Final action by the Governing Board may be taken in closed session, provided that the action of the Board shall be reported in public session. The student shall not be identified by name or other designation that would disclose the identity of the student.

5.2 In considering a recommendation for expulsion, the Board may accept, modify or reject the findings decisions and recommendations of the President and/or the hearing officer or panel. If the Board modifies or rejects the decision of the President and/or the hearing officer or panel, the Board shall review the record of the formal hearing, and shall prepare a new written decision, which contains specific factual findings and conclusions. The decision of the Board shall be final. The student, and the student's parent or guardian, if the student is a minor, shall be notified in writing of the Board's decision.
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
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
Welcome to Cypress College

For updated information, visit the campus Web site at http://www.CypressCollege.edu.

Buildings
AN  Anaheim Campus
BK  20  Bookstore
BUS 9  Business
CCPFLX 6  Cypress College Complex
FA  2  Fine Arts
G1  7  Gymnasium 1
G2  11  Gymnasium 2
HUM  1  Humanities
H/HUM  HUM-151 & 156 (lecture halls)
L/LRC  32  Library/Learning Resource Center
M&O  34  Maintenance & Operations
SC  8  Student Services
SC  19  Student Center
SEM  3  Science/Engineering/Math
TA  4  Theater Arts
TE1  10  Technical Education 1
TE2  12  Technical Education 2
TE5  15  Technical Education 3/Health Science

Service Locations
Administration............. CCPFLX
Admissions & Records........ SC
Assessment................ SC
Bookstore.................. BK
Business.................. SC
Campus Safety (*)........ BUS
Counseling Center.......... SC
DSPS.............. CCPFLX
EUPS................. CCPFLX
Financial Aid......... CCPFLX
Food Services.......... SC
Health Center.......... G2
International Students...... SAC
Information............... SC
Lockers Rooms........ TE2
Photo ID................ SC

S=Stairs  E=Elevator  U=Emergency Phone  @=WiFi Internet
P=Parking Permit Vending Machine
Temporary parking area as needed for overflow.

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