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Acknowledgements:

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Welcome to Cypress College! Whether you are a new or returning student, or even coming back to college after an extended absence, we are delighted you have chosen to take your educational journey with us; we encourage your full participation in all the College has to offer. Our Student Handbook was developed with you in mind. This handbook is a resource to help you navigate 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 a clear path to your educational goals at Cypress College, including how to develop an education plan, find your preferred academic major, detailed transfer policies to four-year colleges and universities, and the many ways to help you reach your future career goals. We have a vast array of support services on campus and encourage you to reach out with questions, concerns, and let us help.

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 supporting you in your academic journey — we are here to ensure you are achieving in the classroom, and have the opportunity to participate in student government, in our performing arts productions, in 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! At this institution, student voices are integral to the functionality of our campus. The growth, success, and academic goals of students will always be our top priorities.

I am proud to say that Cypress College fosters an extraordinarily encouraging environment. We are here to support all students, those with full-time jobs, families to support, or incoming high school graduates. Regardless of your background, Cypress College is here to support your pursuits of academic, professional, and personal goals. I would like to congratulate you on selecting a wonderful path to higher education and creating a bright future for yourself.

Associated Students (A.S.) is a student-led governance organization that offers wonderful life experience and great leadership opportunities. Our organization does this by hosting campus events, advocating for students, participating in shared governance committees on campus, and helping maintain club life on campus. We ensure that the student voice is heard and continuously work to improve the quality of life around campus. We are passionate about political issues that challenge the welfare of students. With the help of our Student Trustee and by participating in General Assembly, we are able to ensure actions are taken that benefit students on a campus, district, and state level. We work to support the development of ideas that will benefit students and encourage you to contribute your voice in our weekly meetings or Town Hall sessions.

College can be overwhelming for students, especially here with so many resources and avenues available, but Cypress College works to be welcoming and accessible to those pursuing education and better opportunities. These resources range from textbook rentals, transfer workshops, speakers for different majors, career opportunities, and scholarship opportunities. Cypress College also fosters dedicated programs, including E.O.P.S., Legacy, Puente, STEM2, and the Learning Resource Center.

As an incoming student, I was unaware of all the resources that this campus has to offer. I faced many issues that affect a large percentage of our students, such as food insecurity, struggling to pay for textbooks, and lacking guidance in navigating a college environment. While in class, I found a poster of a club and in a few weeks, I was a member. One semester later, I was the President of Creative Guild, a club that brings people together to learn about and create art. Soon after, I came across the Student Handbook and was able to find the resources that I needed. In the fall of 2018, I took office as the Vice President of Student Organizations, a position in which I was able to interact with the various clubs on campus, ensure high meeting/event attendance, and help provide each club with the resources they needed to be successful.

As President of Associated Students, I am committed to helping students find the resources they need, creating a safe environment, addressing food and housing insecurity, and providing critical mental health needs of students, and doing as much as I can to bolster student representation. For a small fee, we also offer an Associated Students Benefits Sticker, which grants you discounts at restaurants, auto shops, and entertainment events. The revenue we generate from this sticker is what funds A.S. throughout each semester. This enables us to host events, promote club life through club grants, offer scholarships, but most importantly, give back to the students. Once again, on behalf of Associated Students, welcome to Cypress College. If you have any questions, concerns, ideas, or want to help make a difference on campus, please visit the Associated Students offices located on the second floor of Gym II.

Good luck, Chargers! And make this year as memorable, successful, and enriching as possible!

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

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

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

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

We Take this Journey Together.
Mission, Vision, and Values

Mission Statement

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

Vision

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

Values

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

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

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

Inclusiveness - A community that embraces diverse individuals, provides an accessible, supportive climate and encourages a variety of perspectives and opinions.
Guided Pathways is an intentional, holistic, student-centered approach ensuring students have the tools, guidance, and support to complete their academic goals. Think of it as a GPS for students—there are many ways to get to the same goal, but our responsibility is to provide a guided approach to ensuring the goal is achieved. We do this by setting up Academic Pathways for our students.

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

---

**Business & Computer Information Systems**

The Business and Computer Information Systems (BCIS) Division prides itself in delivering academic preparation and practical experiences in preparing students for transfer to four-year colleges and universities as well as preparing students for careers. Our instructors will work with you to prepare your transfer with our Associate of Science Transfer Business Administration Degree to any business major at a California State University. Our instructors can also help you advance in your career by helping you earn a vocational certificate. Many career building certificates are available.

**Fine & Performing Arts**

The academic departments and programs in the Fine Arts Division are designed to encourage students to explore the creative possibilities and gain understanding of the process in creating art in an environment that challenges the intellect and the imagination. The Fine Arts Division at Cypress College cultivates relationships with the local community.

---

**Kinesiology**

The Kinesiology Division offers a variety of activity and theory classes that emphasize health and well-being. We offer a large range of activity courses each semester ranging from Sport and Society, Bowling, Theory of Coaching, Strength, and much more. The curriculum offers a transfer program in Physical Education including an Associate of Arts Degree in Kinesiology, an Associate of Arts Degree for transfer in Kinesiology, as well as certificates in Aerobic Instruction, Aquatic Specialist, and Athletic Coaching.

**Science, Engineering, & Math**

The Division of Science, Engineering, and Mathematics (SEM) at Cypress College is committed to promoting academic excellence in the fields of Biology, Chemistry, Mathematics, and Physical Science. Our dedicated faculty and support staff provide a high-quality learning environment that encourages students to participate actively in their education.

---

**Career Technical Education**

The Career Technical Education Division provides you with an excellent degree, certificate, and transfer opportunities in several career and technical disciplines. Whether you are a high school student thinking about a technical career, a transfer student seeking to complete your undergraduate degree in one of our technical disciplines, an adult worker seeking to build your skills or retrain, or an individual seeking personal growth and development, we have a program to fit your needs.

**Health Science**

The Health Science Division is comprised of eight major health programs leading to certification and/or licensure. The health careers at Cypress College provide for quality care of an individual from birth to death. Health careers are exciting, dynamic and growing professions, with employment opportunities expected to continue in high demand for many years to come. As technology advances, it is expected new programs will be added to the existing program options. Health career programs include occupations that involve either direct patient care, or indirect patient care.

---

**Language Arts**

The Language Arts Division houses five academic departmental programs designed to help you meet your academic and career goals. All our departments offer student scholarships to enable your continued success.

**Social Science**

Our division provides numerous courses that satisfy the General Education and transfer requirements. We offer a variety of transfer and A.A. Degree Programs in the disciplines of Anthropology, Economics, Ethnic Studies, Geography, History, Human Services, Philosophy and Religious Studies, Political Science, Psychology, and Sociology.
What’s Your +1?
Save thousands and get a better education by spending your first two years at Cypress College then transfer to a tier 1 college or university. See why we’re #CYProud

CYPRESS + YOU

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

Ngoc Ngo, ’18
Psychology

Ngoc majored in psychology at Cypress College and transferred to UCLA following her graduation. A native of Vietnam, she decided to pursue higher education in the U.S. to study her passion and provide herself with more opportunities. She is a first-generation college student and participant in the CC2PhD Scholar Program, a research and Ph.D.-preparation program offered through the UCLA-based CC2PhD Association. She enjoys working with children and aspires to be a child psychologist.

“Set your goal and work for it with all your heart. Don’t ever allow yourself to think that you cannot,” she said. “Thank you to all faculty and staff at Cypress College. Thank you for giving me such an incredible experience of my life here in the U.S.”

Read her full story: #CYProud: Ngoc Ngo, Psychology

CALIFORNIA
2018 Best California Community Colleges - niche.com

$40,000-$60,000 saved by completing your first two years at Cypress College

cypresscollege.edu
Cypress College +1

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

CYPRESS + YOU

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

Junnior Rodriguez, ’17
Automotive Technology, Physics, and Math

Junnior was a first-generation college student who started at Cypress College in the Toyota T-TEN program pursuing his passion for cars. He excelled in the program and was hired at a Southern California Honda dealership before deciding to continue his studies to further his career. He completed associate degrees in automotive technology and math and science, and associate degrees for transfer in physics and math. Junnier now attends Cal Poly San Luis Obispo, majoring in mechanical engineering.

“From my humble beginning in this journey toward higher education, Cypress College has enabled me to progress from becoming an automotive technician to evolving toward a mechanical engineer,” he said. “The plethora of opportunities that I’ve encountered because of Cypress College have been the catalyst of growth and giving back.”

Read his full story: #CYProud: Junnier Rodriguez, Automotive Engineering

#1 in
CALIFORNIA
2018 Best California Community Colleges
- Niche.com

#2
HVAC Certification Culinary Arts Degree

#3
Diagnostic Medical Sonography Program

#4
Automotive Technology Degree...

...IN THE U.S.
- Schools.com

#5
Graduates of the Funeral Services Baccalaureate Degree Program

$40,000-$60,000 saved by completing your first two years at Cypress College

cypresscollege.edu
Beginning Checklist - To Do List

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

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

<table>
<thead>
<tr>
<th>California Resident</th>
<th>Non-California Resident</th>
<th>Exceptions authorized by the State of California</th>
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<tbody>
<tr>
<td>Verification of residence status may be required. Generally California residence is established by one of the following:</td>
<td></td>
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<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>
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<tr>
<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>
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<tr>
<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>
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<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>
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<tr>
<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>
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<tr>
<td>Dependents of military personnel stationed on active duty in California are given a waiver of non-resident fees.</td>
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<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>
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<tr>
<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>
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<tr>
<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>
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<tr>
<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>
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</table>
Beginning Checklist - To Do List

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

Different Types of Financial Aid

**Pell Grants** - Federally funded grants for eligible undergraduate students

**Federal Supplemental Educational Opportunity Grants (FSEOG)** - Federally funded grants for eligible undergraduate students

**Cal Grants** - State-funded award for eligible students from disadvantaged backgrounds or low-income families who have exceptionally high financial need, to provide them assistance with enrollment fees, living expenses, books, supplies, and transportation

**California College Promise Grant** - State-funded waivers of enrollment fees for eligible students

**Federal Work-Study (FWS) funds** - Federally funded program that provides wages to eligible students for both on-campus and off-campus employment

**Loans (subsidized and unsubsidized)** Federally administered, low-interest loans to eligible students. For AB540 undocumented immigrant students, please check out our AB540 resource guide for tips and resources to help finance your college education

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

## Six Easy Steps to the Registration Process

<table>
<thead>
<tr>
<th></th>
<th>Apply Online</th>
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</table>
| 1 | - New & returning* students apply to the college at [www.cypresscollege.edu](http://www.cypresscollege.edu)  
- Continuing students do not need to reapply.  
*Students are considered returning students if they have previously enrolled at Cypress College but have not attended for one or more semesters, or have attended another U.S. college or university. |

<table>
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<tr>
<th></th>
<th>Orientation</th>
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| 2 | - 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. |

<table>
<thead>
<tr>
<th></th>
<th>Counseling</th>
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| 3 | **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.  
*Students are considered returning students if they have previously enrolled at Cypress College but have not attended for one or more semesters, or have attended another U.S. college or university. |

<table>
<thead>
<tr>
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<th>Assessment Process</th>
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| 4 | **New & returning students can complete the assessment process for math/English by completing the Guided Self Placement:** [https://bit.ly/2VAnscI](https://bit.ly/2VAnscI) or by meeting with a counselor to review all transcripts and test scores. ESL (English as a Second Language) placement exams are available in the Assessment Center.  
- The Assessment Center is located on the 2nd floor of the Student Center, (714) 484-7223. |
Admissions and Enrollment Steps

Six Easy Steps to the Registration Process

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>5</td>
<td>Financial Aid</td>
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<tr>
<td></td>
<td>• Apply for Financial Aid at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> or the California Dream Application (for eligible AB-540 students).</td>
</tr>
<tr>
<td></td>
<td>• The Financial Aid Office is located on the 1st floor of the Cypress College Complex, room 120.</td>
</tr>
<tr>
<td>6</td>
<td>Register for Classes and Pay Your Fees</td>
</tr>
<tr>
<td></td>
<td>• Students receive registration appointments by email and can view their time on myGateway’s “Check Registration Appointment” under Registration tools on the student tab.</td>
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<tr>
<td></td>
<td>• Fees are due at the time of registering and can be paid by debit or credit card on myGateway.</td>
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<tr>
<td></td>
<td>• Check/money order payments can be mailed, placed in the drop box or made in person.</td>
</tr>
<tr>
<td></td>
<td>• Cash payments must be made in person.</td>
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</tbody>
</table>

Before the Semester Begins

**Before the Semester Begins:**

- Familiarize yourself with DegreeWorks & MyGateway.
- Buy your Books!
- Buy your Parking Permit, [www.cypresscollege.edu/parking/](http://www.cypresscollege.edu/parking/)
- Come ahead of time and locate your classrooms

**After the Semester Begins:**

- See your Major Counselor to create a comprehensive educational plan and for further information regarding your course of study. Appointments can be made by calling the Counseling Center at 714-484-7015.
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

Cal Grant Funding is limited to four academic years, except for a student enrolled in an institutionally prescribed five-year undergraduate program. In order to graduate in 4 years, you must complete 15 units or more per semester or the equivalent quarter units. Create a plan with your academic counselor to ensure you will graduate in four years.
Cost of Attendance Comparison Worksheet 2018-2019 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.

<table>
<thead>
<tr>
<th>School</th>
<th>My Expectation</th>
<th>School’s Estimate</th>
<th>My Expectation</th>
<th>School’s Estimate</th>
<th>My Expectation</th>
<th>School’s Estimate</th>
<th>My Expectation</th>
<th>School’s Estimate</th>
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</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees (full time)</td>
<td>$</td>
<td>$ 6,834</td>
<td>$</td>
<td>$ 13,225</td>
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<td>$ 56,225¹</td>
<td>$</td>
<td>$ 1,418²</td>
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<tr>
<td>Room &amp; Board</td>
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<td>$ 13,158</td>
<td>$</td>
<td>$ 15,816</td>
<td>$</td>
<td>$ 15,395</td>
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<td>$ 5,418³</td>
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<td>Books &amp; Supplies</td>
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<td>$ 2,058</td>
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<td>$ 1,509</td>
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<td>$ 1,200</td>
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<td>$ 1,917</td>
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<tr>
<td>Transportation</td>
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<td>$ 1,504</td>
<td>$</td>
<td>$ 432</td>
<td>$</td>
<td>$ 553</td>
<td>$</td>
<td>$ 1,107</td>
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<tr>
<td>Personal: (including clothing, laundry, medical, entertainment, etc.)</td>
<td>$</td>
<td>$ 1,774</td>
<td>$</td>
<td>$ 1,470</td>
<td>$</td>
<td>$ 1,452</td>
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<td>$ 3,258</td>
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<tr>
<td>Total COA</td>
<td>$</td>
<td>$ 25,328</td>
<td>$</td>
<td>$ 34,677⁴</td>
<td>$</td>
<td>$ 74,825⁵</td>
<td>$</td>
<td>$ 13,118</td>
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<tr>
<td>Difference between my expectation and school’s estimate</td>
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<td>$</td>
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<td>$</td>
<td>$</td>
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</tbody>
</table>

All figures obtained on February 23, 2019 from each institution's website.

¹ Add the mandatory $450 USC orientation fee if you are a first semester student.
² CA Residents pay $46 per unit. California College Promise 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 $2,225 Health Insurance Fee.
⁵ See USC website for current information since fees are subject to change.
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

**Self-Care Apps**
- 7 cups
- Calm
- Happify
- HeadSpace
- Moodpath
- Pacifica
- Super Better
- Talkspace

**Sources**
http://mashable.com/2013/08/08/apps-for-college/#YxUI6wl_rOqs
http://www.collegechoice.net/college-life/top-15-study-apps-for-college-students/
https://www.medicalnewstoday.com/articles/320557.php
Strategies & Skills for Success

Test-Taking Strategies

Preparing for the exam
- Ask your instructor if the exam will consist of multiple choice, true/false, essay or a combination of questions.
- Find out whether the exam will cover all (comprehensive) or part of the course. Will it be based on textbook, lectures, or both? How long will it last, and how will it be graded?
- Know the vocabulary or key terms
- Review at least a week prior to the exam date
- Rewrite or retype your notes
- Use note cards to assist with materials or vocabulary you need to memorize
- Read your notes aloud
- Participate in a study group or study with a classmate

Taking the exam
- Get plenty of rest the night before
- Go to class a few minutes early. Avoid feeling rushed or stressed
- Relax by slowing inhaling and exhaling
- Carefully read and follow the directions, and then skim the entire test
- Notice the number of points assigned to each question, then plan your time accordingly
- Ignore other students
- If you read a question you do not think you know or can’t remember, move on and come back to it if you have time
- Ask the instructor whether there is a penalty for guessing
- Review your answers before handing in the test when time permits

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

True/False Tests
- If there is more than one fact to the statement, check each part. If one part is false, the statement is probably false unless there is a qualifying word such as “usually” or “sometimes”
- When the statement is given negatively, state the item without the “no” or “not” and see if it is true or false. If the statement now reads “true”, mark it false
- Words like “always” and “never” are absolutes, and true absolutes are rare

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

Whether you think you can, or you think you can’t--you’re right.
-Henry Ford
Strategies & Skills for Success

Good Study Habits

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

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

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

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

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

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

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

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

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

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

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

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

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

-Muhammad Ali
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>Working Hours</th>
<th>Recommended Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 hours</td>
<td>12 + units</td>
</tr>
<tr>
<td>20 hours</td>
<td>6 - 12 units</td>
</tr>
<tr>
<td>40 hours</td>
<td>1 - 6 units</td>
</tr>
</tbody>
</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
Where does all your time go?
The first step in improving your time management skills is knowing how you spend your time now.

How do you improve your time management skills?
The first step is to become aware of how you usually spend your time.

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

- Control interruptions since these unexpected situations can take away a large percentage of your time. Some common interruptions are
  - drop-in visitors
  - noise
  - telephone calls
  - distractions you create to avoid doing a task.

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

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

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

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Number of hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>school</td>
<td></td>
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<tr>
<td>homework</td>
<td></td>
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<tr>
<td>work</td>
<td></td>
</tr>
<tr>
<td>childcare</td>
<td></td>
</tr>
<tr>
<td>cooking/eating</td>
<td></td>
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<tr>
<td>personal grooming</td>
<td></td>
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<tr>
<td>housekeeping chores</td>
<td></td>
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<tr>
<td>shopping</td>
<td></td>
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<tr>
<td>sleeping</td>
<td></td>
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<tr>
<td>TV</td>
<td></td>
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<tr>
<td>other recreation/time with family</td>
<td></td>
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<tr>
<td>other</td>
<td></td>
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</tbody>
</table>

Make a pie graph of how you use your time.
Sample Schedule Planning Worksheet

<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>
</tr>
</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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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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<td>Lunch</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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td>7:00AM</td>
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<td>1:00PM</td>
<td>THEA 120 C</td>
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<td>2:00PM</td>
<td>COUN 150 C</td>
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<td>3:00PM</td>
<td>PE 152 C</td>
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</tbody>
</table>
**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

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

ESL Placement Procedures – The Combined English Language Skills (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
Math Placement Recommendations

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

<table>
<thead>
<tr>
<th>BUSINESS/CIS</th>
<th>CAREER TECHNICAL EDUCATION</th>
<th>EXPLORATORY (Undecided)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSU Path: Math 130 C or 120 C</td>
<td>Math 115 C or 120 C</td>
<td>Math 115 C or 120 C</td>
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<tr>
<td>UC Path: Math 141 C</td>
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</tbody>
</table>

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<tr>
<th>FINE ARTS</th>
<th>HEALTH SCIENCE</th>
<th>KINESIOLOGY</th>
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<tbody>
<tr>
<td>Math 115 C</td>
<td>Math 120 C</td>
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</table>

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<tr>
<th>LANGUAGE ARTS</th>
<th>SCIENCE, ENGINEERING AND MATHEMATICS</th>
<th>SOCIAL SCIENCES</th>
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<tr>
<td>Math 115 C</td>
<td>Math 141 C</td>
<td>Math 120 C</td>
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<td>Elem Teaching Path: Math 110 C</td>
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</tbody>
</table>

Some students will be required to take a co-requisite course.
Math 40 Intermediate Algebra, Math 41 Combined Algebra 1 & 2 and Math 44 Basic Accelerated Math will also be offered for students that prefer to take a refresher course.
Please see a counselor for further guidance.
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
Take Basic Math and Pre-Algebra in a lab setting with instructional support.

- Program is free, self-paced, and computer based.
- No textbook is required.

**Bring a copy of your Cypress College math assessment or transcripts to the orientation.**

Lab is open during the NOCE Trimester – Fall, Winter, Spring and Summer Session

*Eligibility based on: Mastery of basic math concepts, and proficiency in English.*

**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 Planning Center

Majors and Careers Program: Explore Majors. Prepare for Your Career.

Career Development Process

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

Stage 1: Learn About Yourself
Find out who you are and what you want
Valid and reliable Career Assessments are tools to help you identify your Values, Interests, Personality, Skills, Strengths, Work Preferences, and Leisure Interests.

Stage 2: Explore Your Major & Career Options
Find out more about the world of work and your educational path
Match your strengths to possible careers by exploring the Nature of Work, Training or Education Required, Salary Range, and Job Outlook.

Stage 3: Make Decisions & Set Your Goals
Analyze occupational, academic and career information
Incorporate information gathered in Stages 1 and 2, and consider all of the facts about the occupations to determine what you would like to pursue. Establish short and long term plans to achieve your goals.

Stage 4: Plan Your Education
Plan your path to compete in the workplace of tomorrow
Discover what, where, and how to acquire the training and education needed to develop the skills for your career choice. Establish a Student Education Plan (SEP) to guide you on your path toward your career.

Stage 5: Prepare for Your Career
Utilize your Strengths and enhance your employability potential
Research companies, build your résumé, develop networking skills, define your personal brand, and practice your interviewing techniques.

Stage Resources:

Stage 1:
Career Counseling
Career Classes
Online Career Programs:
• Choices 360
• Focus 2
Career Assessments
• Valid and Reliable
• MBTI, SII, SDS, or SF

Stage 2:
Career Resource Library
Online Career Programs:
• Career Cruising
• Choices360
• Eureka
• eVoc Biographies

Stage 3:
Career Counseling
Career Research
Online Career Programs
Workshops

Stage 4:
Academic Counseling
Transfer Counseling
Assist.org
Online Career Programs:
• Eureka
• Career Cruising
• Focus 2
• Choices360

Stage 5:
Career Counseling
Career Classes
Workshops
Career Resource Library
CC Career Connect

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

Majors and Careers Program: Explore Majors. Prepare for Your Career.

Career Planning Center Services

Visit our website at http://bit.ly/MCPcypress for a full Menu of Services and Access Codes to our online Career Programs:

What we offer:

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

Resources in the Career Planning Center

Available in the Career Planning Center – #19 Student Center Building, 2nd Floor

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

Online Resources

Employment Development Department: https://www.edd.ca.gov/

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

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

Career Planning Center Hours and Location

Location: #19 Student Center Bldg, 2nd floor
Hours: 8:00am – 6:00pm Monday-Thursday
8:00am – 5:00pm Friday
Website: http://bit.ly/MCPcypress
Phone: 714.484.7120
Email: MCProgram@cypresscollege.edu
# Introduction to Career Research

<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Student ID: ____________________________</th>
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<td>Instructor: ______________________</td>
<td>Class Day/Time: ________________________</td>
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**Please carefully follow your instructor’s directions for completing this project**

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

Research one of the careers/occupations you have selected by using a Career Planning Center resource: [Choices360](https://choices360.com), [Eureka](https://eurekaweb.dekton.com), [Career Cruising](https://www.careercruising.com), and [Kuder Journey](https://www.kuder.com).

2. What does the person do? List at least five (5) duties or nature of work.

3. What is the work environment like? List at least three (3) working conditions or physical demands in this job.

4. What skills, personal characteristics, abilities, interests, or values do you need in this job? List at least five (5).

5. What education or training is required? (Degree, Certificate, license, years of experience).

6. What schools/colleges offer the program or training? List at least two (2).

7. What classes or subjects could you take to prepare for this career/occupation?

8. What is the earning potential for this career/occupation? Include entry, median, and top pay ranges.

9. What is the employment outlook for this career/occupation?

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

10. Would I like to do the duties required for this career or occupation? Why or why not?

11. Would the job allow me to do things that are important to me?

12. Do I currently have the necessary skills and abilities?

13. Could I successfully complete the education and training?
Strategies and Skills for Success (Workshops)

Online Student and Career Success Workshops
presented by the Career Planning Center
Majors and Careers Program

Workshops Currently Available:

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

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

Your options:

**VIEW OUR ONLINE WORKSHOPS**


How to log in:

**CREATE YOUR ACCOUNT TO LOG-IN**


Outcomes for students who took at least one Online Workshop

- 92% agreed/strongly agreed that the workshop helped them!
- 84% of students scored higher on their individual post-quiz questions compared to their pre-quiz questions!
- 100% had an overall increase on the identified Student Learning Outcomes
- 85% of students are positively connecting their academic experience to the online workshop!
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, pre-requisite clearance and getting started in college. Students are served on a first-come, first-served walk-in basis, generally lasting no longer than 10 minutes.

2) Walk-in Major Counseling

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

3) Registration Counseling

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

4) Appointments

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

5) On-line Video

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

6) E-mail

Students can contact a counselor via their individual e-mail listed on the next page. An online counselor is available via e-mail at onlinecounselor@cypresscollege.edu.
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
jjepson@cypresscollege.edu
Jeannie Mitsch
Cassandra Rodriguez
Contact Information: (714) 484-7015
Location: TE-1 208

Programs: Air Conditioning & Refrigeration (e.g., Commercial HVAC); Administration of Justice (e.g., Homeland Transportation Security; Criminal Justice transfer); Aviation and Travel Careers (e.g., Flight Attendant, Airline Customer Service); Aviation and Travel Careers (e.g., Commercial Pilot, Aviation Management); Automotive Collision Repair (e.g., Damage Appraisal/Estimator, Detailing); Automotive Technology (e.g., TTEN, 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: dmi@ccs.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: kmcarter@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 Assistant, 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
Department Counselors & Locations

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

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

Selecting a Major

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

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

Selecting a Transfer Institution

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

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

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

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

After 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>

```
Transfer Check List- CSU

☐ Complete 60 transferable units. 60 units = General Education (GE) + Major Prep + Electives (if needed). *Minimum of 30 units of GE is required.

☐ Complete the *Golden 4*: Oral Communication (A1.), English Composition (A2.), Critical Thinking (A3.), and a transferable Math (B4.) listed on the CSU GE green sheet.

☐ Complete “Major Preparation” for the specific University on www.assist.org.

☐ If you attended other regionally accredited colleges or universities:
  o Submit official transcripts to Admissions & Records (A&R)
  o If college/university is out of state or private, schedule appointment with counselor to assist in the “pass along” process
  o Submit completed “pass along” form to A & R

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

☐ Calculate Transferable GPA: http://gpcacalculator.net/college-gpa-calculator/ (Courses 100+ are transferable at Cypress College).
  *If you repeated a course and received a better grade, make sure you complete a “Course Repeat Adjustment” form in Admissions & Records (also available on their webpage) to exclude the original substandard grade from your GPA.
  * To improve your overall GPA from previous academic failure, check with counselor to see if you qualify for “academic renewal”.

☐ Apply 1 year in advance to the 4 year University:
  a. Oct. 1 - Nov. 30\textsuperscript{th} for Fall Admissions -or-
  b. Aug. 1 - Aug. 31\textsuperscript{st} for Spring Admission

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

☐ If completing CSU GE Breadth (green sheet), apply for “GE Certification” in Admissions & Records (Application is on the Admissions website).
Transfer Check List- CSU (ADT)

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

☐ Complete *Golden 4*: Oral Communication (A1), English Composition (A2), Critical Thinking (A3), a Transferable Math (B4) and a total of 30 GE type units.
Note: Complete the “golden 4” early to avoid transfer issues.

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

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

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

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

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

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

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

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

☐ Apply 1 year in advance to the 4yr. University:
  a. Oct 1 – Nov. 30th for Fall Admissions or
  b. Aug. 1 – Aug. 31st for Spring Admission (check if your major is open).

*Create an account on www.calstate.edu/apply and begin the application process.
Transfer Check List- UC

☐ Complete 60 semester units of UC transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). No more than 14 semester units may be taken Pass/No Pass.

☐ Complete the IGETC—see blue sheet (Note: IGETC is not an admission requirement, and not all UC campuses recommend fulfilling IGETC for all majors. Consult http://admission.universityofcalifornia.edu/transfer/general-education-igetc/igetc/igetc-campus-guidance/index.html or assist.org in the “Exploring Majors” feature to determine whether IGETC is a good option for you).

or

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

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

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

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

☐ If attended other regionally accredited colleges or universities:
  - Submit official transcripts to Admissions & Records (A&R)
  - If college/university is out of state or private, schedule appointment with counselor to assist in the “pass along/course substitution” process
  - Submit completed “pass along/course substitution” form to A & R
□ If you have AP Credit, IB or CLEP submit test scores to A & R. For AP, you can obtain scores from [www.collegeboard.org](http://www.collegeboard.org) to Admissions & Records and complete a “AP Credit” form. In addition, have your H.S. transcripts on file.

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

□ Check if you qualify for TAG (Transfer Admission Guarantee) to one of the six UC campuses. By participating, students can ensure their admission to a specific UC campus, some of which offer an early review of students’ academic record, early admission notification, and specific guidance on major preparation and general education coursework. The filing period is **September 1 -30th** for fall admission. Create an account on: [http://uctap.universityofcalifornia.edu](http://uctap.universityofcalifornia.edu).

□ Apply 1 year in advance to the 4 year University: **Nov. 1 - Nov. 30th** for Fall Admissions. Create an account and apply on: [https://admissions.universityofcalifornia.edu/applicant/login.htm](https://admissions.universityofcalifornia.edu/applicant/login.htm).

**a few UC’s may accept students in the Winter/Spring term.

□ If Completing IGETC (blue sheet), apply for GE Certification in Admissions & Records.
# FORMS: Purpose & Where to Find it

**Admissions and Records Downloadable Forms:**

<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>Authorized 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>Petition for Exception</td>
<td>To request an exception to College policies based on extenuating circumstances</td>
</tr>
<tr>
<td>Residency Information – General Rules</td>
<td>To request a change status from nonresident to resident for tuition purposes</td>
</tr>
<tr>
<td>Special Admit Student Program Application</td>
<td>To request concurrent enrollment of Pupils in K-12 and Community College</td>
</tr>
<tr>
<td>Unit Increase Request</td>
<td>To request enrollment in more than 16 units</td>
</tr>
<tr>
<td>Verification</td>
<td>To request free, student self-service enrollment verifications at Cypress College</td>
</tr>
<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 of Achievement Application</td>
<td>To apply for certificates</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-Associate Degree for Transfer (ADT)</td>
<td>To request course substitution in the major for the Associate Degree for Transfer (ADT)</td>
</tr>
<tr>
<td>Course Substitution-AA/AS &amp; Certificate</td>
<td>To request course substitution in the Associates degree or Certificate</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>Associate Degree Application – ADT</td>
<td>To apply for Associate Degree for Transfer (ADT)</td>
</tr>
<tr>
<td>Associate Degree Application – Emphasis/Departmental</td>
<td>To apply for Emphasis/Departmental Associate Degree</td>
</tr>
<tr>
<td>Associate Degree Application – Occupational</td>
<td>To apply for Occupational Associate Degree</td>
</tr>
<tr>
<td>Bachelor's Degree Application</td>
<td>To apply for Bachelor's degree</td>
</tr>
<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>General Education Pass Along</td>
<td>To request course work taken at another institution equivalent to a course on the Cypress College General education patterns; IGETC or CSU (breadth)</td>
</tr>
<tr>
<td>General Education Pass Along-Upper Division Course</td>
<td>To request course work taken at a CSU or other four-year college or university to meet a lower division requirement</td>
</tr>
</tbody>
</table>
## FORMS: Purpose & Where to Find it

### Admissions and Records Downloadable Forms:
http://www.cypresscollege.edu/admissions-records/admissions-records-forms/

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<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 to Walk</td>
<td>To petition to walk in the graduation ceremony</td>
</tr>
<tr>
<td>Replacement Diploma/Certificate</td>
<td>To request for Duplicate Diploma or Certificate</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 Book Service Petition</td>
<td>To request book service</td>
</tr>
<tr>
<td>EOPS &amp; CARE Application</td>
<td>To apply for EOPS/CARE/CalWORKS. Eligibility requirements apply</td>
</tr>
<tr>
<td>EOPS Reinstatement Petition</td>
<td>To request reinstatement in the EOPS program</td>
</tr>
<tr>
<td>Exit Survey</td>
<td>To assist EOPS and/or CARE to improve services to students</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>
</tbody>
</table>

### Disability Support Services (DSS) Downloadable Forms:
http://www.cypresscollege.edu/services/disability-support-services-dss/dss-resources/

<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>Faculty and 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>Student Handbook</td>
<td>Provides information of all the services offered at Cypress College.</td>
</tr>
<tr>
<td>Interpreter Handbook</td>
<td>Provides information about role and responsibilities of Cypress College Interpreters.</td>
</tr>
<tr>
<td>Deaf Services Handbook</td>
<td>Provides information on accommodations, process and helpful suggestions</td>
</tr>
<tr>
<td>Guidelines for Service Animals</td>
<td>Provides information on service animals guidelines</td>
</tr>
</tbody>
</table>
Admissions and Records
Registrar: Dr. David Mosely Booze
Vice President Student Services: Dr. Paul de Dios
e-mail: pdedios@cypresscollege.edu
Location: Student Center Building (SC 19) - 1st Fl
Phone: (714) 484-7346
Hours: 8:00am - 6:00pm Monday - Thursday
8:00am - 5:00pm Friday

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

Adult Education
(See North Orange Continuing Education)

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

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

Articulation
Articulation Officer: Jacquelyn Rangel
e-mail: jrangel@cypresscollege.edu
Location: 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
Interim Dean: Dr. Flor Huerta
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: Gym II, 2nd Floor
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: John Acero  
e-mail: cypress@bkstr.com  
Location: Bookstore (BK 20) (off of lot 1)  
Phone: (714) 484-7336  
Hours: 7:45am - 6:00pm Monday - Thursday  
7:45am - 12:00pm Friday  

Bookstore Express – Convenience Store  
Hours: 7:45am - 6:00pm Monday - Thursday  
7:45am - 2:00pm Friday

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

**Bursar’s Office**

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

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

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

Contact: Briceyda Maldonado  
e-mail: bmaldonado@cypresscollege.edu  
Location: CC Complex Bldg (CCPLEX 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 ................................................................. $40.00
- Motorcycle ........................................................................ $20.00
- Public Parking ............................................................. $3.00/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.

**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
8:00am - 5:00pm Friday

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

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

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

The Mission of the Center for Intercultural Understanding (CIU) is to enrich our learning community through intercultural understanding. The goals of the CIU are to:

1) celebrate diversity
2) promote human relations,
3) disseminate information,
4) provide a forum for dialogue,
5) build community relations,
6) support globalization & internationalization

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

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

**Counseling Services**
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.

**Charger Experience**
Interim Director: Gisela Verduzco
Email: gverduzco@cypresscollege.edu
Location: Student Center Building, 1st Floor
Phone: (714) 484-7000 ext 48341
Hours: 8:00am to 6:00 pm Mon-Thurs
8:00am to 5:00 pm Friday

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

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

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

Disability Support Services (DSS)
Director: Celeste Phelps
Location: CC Complex Bldg (CCCPLX6) 1st Fl, Rm 100
Phone: Voice: (714) 484-7104; TDD (714) 761-0961
Hours: 8:00am - 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
Dean: Dr. Kathleen Reiland
e-mail: kreiland@cypresscollege.edu
Location: Technical Education I Bldg (TE 1) – 2nd Fl
Phone: (714) 484-7231

Counseling and Student Development
Interim Dean: Dr. Flor Huerta
e-mail: fhuerta@cypresscollege.edu
Location: Student Center Bldg (SC 19) – 2nd Fl
Phone: (714) 484-7271

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

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

Health Services

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

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

Honors Program

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

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

Learning Resource Center Open Lab

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

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

Legacy Program

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

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

Library

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

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

Lost and Found - (see Campus Safety)

Math/Science Learning Center

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

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

Interim Director: Gisela Verduzco
Location: Student Center Bldg (SC19) – 2nd Fl
Phone: (714) 484-7097
Hours: 8:00am - 5:00pm Monday - Friday

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

Teacher Preparation Program

Dean: 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.

Veteran’s Resource Center

Counselor/Coordinator: Juan Garcia
e-mail: jgarcia@cypresscollege.edu
Certifying Official: Christy Davis
e-mail: cdavis@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.

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.

Vice President of Student Services

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

Vice President of Student Services, Dr. Paul de Dios
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
- 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
Benn Bostic

Major: Commercial Pilot
Transfer Plan: Cal State Los Angeles
Hometown: Los Angeles
Favorite Place to Go: Beach, Airport, Gym
Why Cypress: Because they have an amazing aviation program and they treat their students like family.
Hobbies: Flying, running, video games and traveling

Elise Cunanan

Major: Sociology
Transfer Plan: Transfer to CSUF
Hometown: La Palma
Favorite Place to Go: Downtown LA
Why Cypress: It is close to my home and the campus is really nice.
Hobbies: Scrapbooking and volunteering on campus
Student Life and Development

Jonathan Cossio

**Major:** Psychology  
**Transfer plan:** Transfer to CSULB  
**Hometown:** Westchester CA  
**Favorite place to go:** Disneyland  
**Why Cypress:** Because of the opportunities that Cypress offers.  
**Hobbies:** Photography

Vivian Tieu

**Major:** Public Health  
**Transfer plan:** CSULB  
**Hometown:** Fort Worth, Texas  
**Favorite place to go:** Disneyland  
**Why Cypress:** While researching community colleges I saw that Cypress was the #1 community college and had an amazing dental hygiene program.  
**Hobbies:** Netflix, board games, traveling, and crafting
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

Accounting Department  
Business Education Building  
Room: 206  
Phone: (714) 484-7211  
Fax: (714) 527-4733  
Dr. Henry Hua, Dean

Administration of Justice  
Tech Ed 1 - CTE Division Office  
Room: TE1-202  
Phone: (714) 484-7231  
Dr. Kathleen Reiland, Dean

Air Conditioning & Refrigeration Department  
Technical Education III  
Room: TE3-110  
Phone: (714) 484-7256  
Dr. Kathleen Reiland, Dean

Airline & Travel Careers  
Technical Education Building 1  
Room: 210  
Phone: (714) 484-7411  
Dr. Kathleen Reiland, Dean

Anthropology Department  
Humanities (HUM)  
Room: 222D  
Phone: (714) 484-7021  
Fax: (714) 229-1869  
Lisa Gaetje, Dean

Art Department  
Fine Arts Building  
Room: FA-200  
Phone: (714) 484-7134  
Dr. Katy Realista, Dean

Art Gallery  
Located Between Fine Arts & the Theater  
Phone: (714) 484-7133  
Dr. Katy Realista

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

Automotive Collision Repair Department  
Tech Ed I  
Room: TE1-202  
Phone: (714) 484-7250  
Fax: (714) 527-1077  
Dr. Kathleen Reiland, Dean

Automotive Technology  
Technical Education 1  
Room: 104-107  
Phone: (714) 484-7245  
Fax: (714) 527-1077  
Dr. Kathleen Reiland, Dean

Aviation  
Technical Education Building 1  
Room: 210  
Phone: (714) 484-7411  
Dr. Kathleen Reiland, Dean

Biology Department  
Science, Engineering and Math  
Room: 246  
Phone: (714) 484-7000, Ext: 48629  
Dr. Richard Fee, Dean

Career and Technical Education  
Technical Education 1  
Room: 106  
Phone: (714) 484-7210  
Fax: (714) 484-7231  
Fax 2: (714) 527-1077  
Dr. Kathleen Reiland, Dean

Chemistry Department  
Science, Engineering, & Math  
Room: 268  
Phone: (714) 484-7000  
Ext: 48608  
Fax: (714) 952-9667  
Dr. Richard Fee, Dean

Communication Studies  
Humanities Building  
Phone: (714) 484-7169  
Eldon Young, Dean

Computer Information Systems  
Business Education Building  
Room: Room 206  
Phone: (714) 484-7211  
Fax: (714) 527-4733  
Dr. Henry Hua, Dean

Computer Science Department  
Business/CIS  
Business Education Building  
Phone: (714) 484-7211  
Dr. Henry Hua, Dean

Counseling Department  
Student Center, 2nd Floor  
Phone: 714-484-7334  
Dr. Flor Huerta, Interim Dean

Court Reporting  
Business Education  
Room: 2nd Floor  
Phone: (714) 484-7211  
Dr. Henry Hua, Dean

Dance Department  
Plaza between the Fine Arts & Theater Buildings  
Room: TA-222  
Phone: (714) 484-7201  
Fax: (714) 527-1653  
Dr. Katy Realista, Dean

Dental Assisting Program  
Health Science Building, Technical Education III  
Room: 305  
Phone: (714) 484-7293  
Rebecca Gomez, Dean

Dental Hygiene Program  
Tech. Education 3  
Room: 306  
Phone: (714) 484-7292  
Rebecca Gomez, Dean

Diagnostic Medical Sonography  
Radiologic Technology  
Technical Education III  
Room: 200  
Phone: (714) 484-7283  
Rebecca Gomez, Dean

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

Distance Education
<table>
<thead>
<tr>
<th>Department</th>
<th>Building</th>
<th>Room</th>
<th>Phone</th>
<th>Ext</th>
<th>Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Economics Department</strong></td>
<td>Humanities Bldg</td>
<td></td>
<td>(714) 484-7185</td>
<td></td>
<td>Lisa Gaetje, Dean</td>
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<tr>
<td><strong>Engineering Department</strong></td>
<td>Science, Engineering, &amp; Math Bldg</td>
<td>259</td>
<td>(714) 484-7153</td>
<td>48638</td>
<td>Dr. Richard Fee, Dean</td>
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<tr>
<td><strong>Engineering Technology</strong></td>
<td>Science, Engineering, &amp; Math</td>
<td>259</td>
<td>(714) 348-4700</td>
<td>48638</td>
<td>Dr. Richard Fee, Dean</td>
</tr>
<tr>
<td><strong>English Department</strong></td>
<td>Humanities Building</td>
<td>2nd</td>
<td>(714) 484-7170</td>
<td></td>
<td>Eldon Young, Dean</td>
</tr>
<tr>
<td><strong>English as a Second Language</strong></td>
<td>Humanities Bldg., 2nd floor</td>
<td></td>
<td>(714) 484-7182</td>
<td></td>
<td>Eldon Young, Dean</td>
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<tr>
<td><strong>English/Reading Department</strong></td>
<td>Humanities Building</td>
<td>240</td>
<td>(714) 484-7169</td>
<td></td>
<td>Eldon Young, Dean</td>
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<tr>
<td><strong>Ethnic Studies Department</strong></td>
<td>Humanities Building</td>
<td>238</td>
<td>(714) 484-7185</td>
<td></td>
<td>Lisa Gaetje, Dean</td>
</tr>
<tr>
<td><strong>Foreign Language Department</strong></td>
<td>Humanities Building</td>
<td>222K</td>
<td>(714) 484-7000</td>
<td></td>
<td>Eldon Young, Dean</td>
</tr>
<tr>
<td><strong>Geography Department</strong></td>
<td>Humanities Building</td>
<td>238</td>
<td>(714) 484-7185</td>
<td></td>
<td>Lisa Gaetje, Dean</td>
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<tr>
<td><strong>Geology Department</strong></td>
<td>Science, Engineering, and Math Bldg</td>
<td>123</td>
<td>(714) 484-7152</td>
<td></td>
<td>Dr. Richard Fee, Dean</td>
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<tr>
<td><strong>Health Information Technology</strong></td>
<td>Room: TE-3, Room 208</td>
<td></td>
<td>(714) 484-7289</td>
<td></td>
<td>Rebecca Gomez, Dean</td>
</tr>
<tr>
<td><strong>History Department</strong></td>
<td>Humanities Building</td>
<td>226</td>
<td>(714) 484-7000</td>
<td>48386</td>
<td>Lisa Gaetje, Dean</td>
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<tr>
<td><strong>Homeland Security</strong></td>
<td>Airline &amp; Travel Careers Dept.</td>
<td></td>
<td>(714) 484-7411</td>
<td></td>
<td>Dr. Kathleen Reiland, Dean</td>
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<tr>
<td><strong>Hotel, Restaurant, and Culinary Arts</strong></td>
<td>1830 W Romneya Dr, Anaheim, CA 92801</td>
<td></td>
<td>(714) 484-7411</td>
<td></td>
<td>Dr. Kathleen Reiland, Dean</td>
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<tr>
<td><strong>Human Services Department</strong></td>
<td>Humanities Building, Social Science Division Office</td>
<td>HUM 238</td>
<td>(714) 484-7185</td>
<td></td>
<td>Lisa Gaetje, Dean</td>
</tr>
<tr>
<td><strong>Management</strong></td>
<td>Business Building</td>
<td>Second Floor</td>
<td>(714) 484-7211</td>
<td></td>
<td>Dr. Henry Hua, Dean</td>
</tr>
<tr>
<td><strong>Marine Service Technician</strong></td>
<td>CTE Division Office</td>
<td>TE3-118</td>
<td>(714) 484-7231</td>
<td></td>
<td>Dr. Kathleen Reiland, Dean</td>
</tr>
<tr>
<td><strong>Marketing</strong></td>
<td>Business Building</td>
<td>Second Floor</td>
<td>(714) 484-7211</td>
<td></td>
<td>Dr. Henry Hua, Dean</td>
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<tr>
<td><strong>Mathematics Department</strong></td>
<td>Science, Engineering, &amp; Mathematics</td>
<td>243</td>
<td>(714) 484-7000</td>
<td>48150</td>
<td>Dr. Richard Fee, Dean</td>
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<tr>
<td><strong>Media Arts Design</strong></td>
<td>Fine Arts</td>
<td>FA220</td>
<td>(714) 484-7030</td>
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<td>Dr. Katy Realista, Dean</td>
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<tr>
<td><strong>Mortuary Science Program</strong></td>
<td>Technical Education 3</td>
<td>215</td>
<td>(714) 484-7278</td>
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<td>Rebecca Gomez, Dean</td>
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<tr>
<td><strong>Multimedia Department</strong></td>
<td>Fine Arts Building</td>
<td>Room 201</td>
<td>(714) 484-7139</td>
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<td>Dr. Katy Realista, Dean</td>
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### Instructional Divisions

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<tr>
<th>Department</th>
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<th>Phone</th>
<th>Fax</th>
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<td><strong>Music Department</strong></td>
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<td>Room: 212</td>
<td>(714) 484-7140</td>
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<tr>
<td><strong>Philosophy and Religious Studies</strong></td>
<td>Humanities Building</td>
<td>Room: 221</td>
<td>(714) 484-7007</td>
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<td><strong>Photography Department</strong></td>
<td>Technical Education I</td>
<td>Room: 244</td>
<td>(714) 484-7244</td>
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<td><strong>Kinesiology and Athletics</strong></td>
<td>Gym 2</td>
<td>Room: 107</td>
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<td><strong>Physics Department</strong></td>
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<td>Room: 259</td>
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<tr>
<td><strong>Political Science</strong></td>
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<td>Room: 127</td>
<td>(714) 484-7185</td>
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<td><strong>Psychiatric Technology</strong></td>
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<td>Room: 200</td>
<td>(714) 484-7283</td>
<td>527-2175</td>
<td>Rebecca Gomez, Dean</td>
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<tr>
<td><strong>Psychology Department</strong></td>
<td>Humanities Building</td>
<td>Room: 238</td>
<td>(714) 484-7185</td>
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<td>Lisa Gaetje, Dean</td>
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<td><strong>Radiologic Technology Department</strong></td>
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<td><strong>Registered Nursing</strong></td>
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<td>Room: Rm. 200</td>
<td>(714) 484-7000</td>
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<td>Rebecca Gomez, Dean</td>
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<td><strong>North Orange Continuing Education</strong></td>
<td>NOCE Cypress Center</td>
<td>9200 Valley View St.</td>
<td>(714) 484-7038</td>
<td>826-1766</td>
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<td><strong>Sociology Department</strong></td>
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<td>(714) 484-7185</td>
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<td><strong>Theater Arts</strong></td>
<td>Campus Theater, Dept. Office</td>
<td>Room: TA 222</td>
<td>(714) 484-7201</td>
<td>527-1653</td>
<td>Dr. Katy Realista, Dean</td>
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</tbody>
</table>
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

Register/Registration - Process of selecting courses for each semester

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

Postsecondary - Educational instruction beyond high school.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Online Courses**

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

**Hybrid Courses**

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

**Web Enhanced Courses**

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

Are Distance Education courses for me?
Taking the [Cypress College Readiness Quiz](http://www.cypresscollege.edu/admissions-records/registrationenrollment/) 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/](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.
Regional, National, and Programmatic Accrediting Agencies

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

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

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

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

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

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

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

Regional Institutional Accreditation Organizations

MSA - Middle States Commission on Higher Education

NWCCU - Northwest Commission on Colleges and Universities

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

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

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

SACS - Southern Association of Colleges and Schools

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

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

Cypress College does not accept the following accreditations

National Private and Career Organizations

ABHES - Accreditation Bureau of Health Education Schools

ACCET - Accrediting Council for Continuing Education and Training

ACCSC - Accrediting Commission for Career Schools and Colleges

ACICS - Accrediting Council for Independent Colleges and Schools

COE - Council on Occupational Education

DETC - Distance Education and Training Council Accrediting Commission

NACCAS - National Accreditation Commission for Cosmetology Arts and Sciences

National Faith-based Organizations

ABHE - Association for Biblical Higher Education

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

http://ope.ed.gov/accreditation/ Regional Institutional Accreditation Organizations
High School Diploma/General Education Development (G.E.D.)/High School Equivalency Test (HiSet) or Test Assessing Secondary Completion (TASC) or California High School Proficiency Exam (CHSPE)

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

Vocational Certificate

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

Associate’s Degree

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

Bachelor’s Degree

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

Master’s Degree

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

Doctorate Degree

A Doctorate Degree is advanced training beyond a Bachelor’s and Master’s Degree. It is the highest level of academic degree. Units vary depending on the field of study. The degree is usually referred to as Doctorate of Philosophy (Ph.D.) or Doctorate of Education (Ed.D.). In addition, there are also other professional Doctorate Degrees, such as M.D. (Doctor of Medicine), Pharm. D. (Doctor of Pharmacy), Psy. D. (Doctor of Psychology), D.D.S. (Doctor of Dental Science), O.D. (Doctor of Optometry) or J.D. (Juris Doctor).
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### 2019-2020 DEGREES AND CERTIFICATES

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**Cypress College Counseling**

Main Line: 714.484.7015

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<tr>
<td>Dana Bedard</td>
<td>Gym II, 107B</td>
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<td>Kelly Carter</td>
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<td>Renay Laguana-Ferinac</td>
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GENERAL EDUCATION (GE) CERTIFICATION AND PASS ALONG
Students planning to graduate from the California State University or University of California systems must complete a minimum number of general education breadth courses. Cypress College is permitted to certify completion of the lower division general education requirement. Certification is not automatic. To meet general education requirements and obtain certification, students must:

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

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

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

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

CULTURAL DIVERSITY — Courses with the Cultural Diversity designation are ones which meet the Cypress College Cultural Diversity graduation requirement.

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

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

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

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

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

TRANSFER CREDIT — BACCALAUREATE DEGREES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

How to Apply for CSU GE Certification
- GE Certification is not automatic. Students should apply for certification during or after the semester in which they are completing General Education Breadth Requirements. Students are advised to request certification prior to enrolling at the university due to varying CSU campus partial certification policies that may prohibit the certification from being granted.
- CSU 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.
- Courses on this list are approved by the CSU Chancellor’s Office for a specific academic year; that is, a course must be on the list when the course is taken in order to be certified. Check with a counselor and review the catalog of the individual state university for further clarification.

Courses from Non-Certifying Colleges (ex: Private, Out-of-State)
- A pass along form must be completed by a Cypress College counselor when courses are being used from other non-certifying colleges and universities and submitted with the application for CSU General Education Certification. No deadlines apply for certification of the CSU GE Breadth Pattern. Check these following websites for “regionally accredited” institutions: www.chea.org or https://ope.ed.gov/accreditation.
CALIFORNIA STATE UNIVERSITY GENERAL EDUCATION BREADTH REQUIREMENTS
39 Units Required

Student’s Name: ____________________________  ID#: ____________________________  Date: ____________________________

Major: ____________________________  Transfer To: ____________________________  Counselor: ____________________________

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

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

(Check boxes accordingly)  

### A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING  
9 Unit Minimum

<table>
<thead>
<tr>
<th>Requirement</th>
<th>AP CREDIT or OTHER COLLEGE COURSE(S)</th>
<th>C</th>
<th>IP</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communication:</td>
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<tr>
<td>COMM 100C&lt;sup&gt;C&lt;/sup&gt;(100HC&lt;sup&gt;C&lt;/sup&gt;)</td>
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<tr>
<td>Written Communication:</td>
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<tr>
<td>ENGL 100C&lt;sup&gt;C&lt;/sup&gt;(100HC&lt;sup&gt;C&lt;/sup&gt;)</td>
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<tr>
<td>Critical Thinking:</td>
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<tr>
<td>COMM 135C, 138C, 238C</td>
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<tr>
<td>ENGL 103C, (103HC&lt;sup&gt;C&lt;/sup&gt;), 104C&lt;sup&gt;C&lt;/sup&gt; (104HC&lt;sup&gt;C&lt;/sup&gt;), 106C</td>
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<tr>
<td>PHIL 170C, 172C, 175C</td>
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</tbody>
</table>

### B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING  
9 Unit Minimum

<table>
<thead>
<tr>
<th>Requirement</th>
<th>AP CREDIT or OTHER COLLEGE COURSE(S)</th>
<th>C</th>
<th>IP</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Science w/ Lab:</td>
<td></td>
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<tr>
<td>ASTR 116C/117C&lt;sup&gt;C&lt;/sup&gt;/117HC&lt;sup&gt;C&lt;/sup&gt;</td>
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<tr>
<td>CHEM 100C, 101C, 104C, 107C, 111AC, 111BC, 201C&lt;sup&gt;C&lt;/sup&gt;(begin F13)</td>
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<tr>
<td>GEOG 102C&lt;sup&gt;C&lt;/sup&gt;/102LC</td>
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<tr>
<td>GEOL 100C&lt;sup&gt;C&lt;/sup&gt;/101C&lt;sup&gt;C&lt;/sup&gt; (100HC&lt;sup&gt;C&lt;/sup&gt;)/101C&lt;sup&gt;C&lt;/sup&gt;, 100C/115C (100HC&lt;sup&gt;C&lt;/sup&gt;)/115C, 103C, 105C, 130C/131C</td>
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<tr>
<td>PHYS 104C</td>
<td></td>
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<tr>
<td>PHYS 130C, 201C, 202C, 210C, 211C, 221C, 222C, 223C</td>
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<tr>
<td>Life Sciences w/ Lab:</td>
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<tr>
<td>ANTH 101C&lt;sup&gt;C&lt;/sup&gt; (101HC&lt;sup&gt;C&lt;/sup&gt;), 101LC</td>
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<tr>
<td>BIOL 101C&lt;sup&gt;C&lt;/sup&gt; (101HC&lt;sup&gt;C&lt;/sup&gt;), 111C/112C, 113C/114C, 122C, 174C, 175C, 210C, 220C&lt;sup&gt;C&lt;/sup&gt; (begin F19), 230C, 231C&lt;sup&gt;C&lt;/sup&gt;(begin S06), 241C&lt;sup&gt;C&lt;/sup&gt;(begin S06), 276C&lt;sup&gt;C&lt;/sup&gt;(begin F19)</td>
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<tr>
<td>Physical Sciences w/o Lab: ASTR 116C&lt;sup&gt;C&lt;/sup&gt; (116HC&lt;sup&gt;C&lt;/sup&gt;)</td>
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<tr>
<td>CHEM 103C</td>
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<tr>
<td>GEOG 102C&lt;sup&gt;C&lt;/sup&gt;, 140C&lt;sup&gt;C&lt;/sup&gt;(begin F13)</td>
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<tr>
<td>GEOL 100C&lt;sup&gt;C&lt;/sup&gt; (100HC&lt;sup&gt;C&lt;/sup&gt;)</td>
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<tr>
<td>Life Science w/o Lab:</td>
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<tr>
<td>ANTH 101C&lt;sup&gt;C&lt;/sup&gt; (101HC&lt;sup&gt;C&lt;/sup&gt;), 210C&lt;sup&gt;C&lt;/sup&gt; (begin F16)</td>
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<tr>
<td>BIOL 102C, 103C, 107C&lt;sup&gt;C&lt;/sup&gt; (begin F19), 277C&lt;sup&gt;C&lt;/sup&gt;(begin F15), 278C&lt;sup&gt;C&lt;/sup&gt;(begin F15)</td>
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<tr>
<td>B4 Mathematics and Quantitative Reasoning (grade of “C” or better required):</td>
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<tr>
<td>CSCI 205C</td>
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<tr>
<td>MATH 100C, 110C, 115C, 120C&lt;sup&gt;C&lt;/sup&gt;, 130C, 141C, 142C, 150AC, 150BC, 250AC, 250BC</td>
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<tr>
<td>PSY 161C (161HC&lt;sup&gt;C&lt;/sup&gt;)</td>
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<tr>
<td>SOC 161C&lt;sup&gt;C&lt;/sup&gt; (161HC&lt;sup&gt;C&lt;/sup&gt;)</td>
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</table>

### C. ARTS AND HUMANITIES  
9 Unit Minimum

<table>
<thead>
<tr>
<th>Requirement</th>
<th>AP CREDIT or OTHER COLLEGE COURSE(S)</th>
<th>C</th>
<th>IP</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts (Art, Dance, Music and Theater):</td>
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<tr>
<td>ART 100C, 110C, 111C, 112C&lt;sup&gt;C&lt;/sup&gt; (112HC&lt;sup&gt;C&lt;/sup&gt;), 114C, 120C, 150C, 151C, 182C, 194C(formerly 189C), 216C&lt;sup&gt;C&lt;/sup&gt;(begin F13)</td>
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<tr>
<td>DAN1 101C&lt;sup&gt;C&lt;/sup&gt;, 105C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 106C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 107C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 108C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 109C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 111C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 112C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 120C&lt;sup&gt;C&lt;/sup&gt;</td>
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<tr>
<td>ENGL 125C&lt;sup&gt;C&lt;/sup&gt; (begin F99), 129HC&lt;sup&gt;C&lt;/sup&gt;</td>
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<tr>
<td>MAD 110C&lt;sup&gt;C&lt;/sup&gt; (begin F19), 191C, 192C, 195C&lt;sup&gt;C&lt;/sup&gt; (begin F19), 196C&lt;sup&gt;C&lt;/sup&gt;(begin F15), 197C&lt;sup&gt;C&lt;/sup&gt; (begin F19), 198C&lt;sup&gt;C&lt;/sup&gt; (begin F18)</td>
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<tr>
<td>MM 105C&lt;sup&gt;C&lt;/sup&gt; (begin F19)</td>
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<tr>
<td>MUS 101C, 103C(formerly 103AC&lt;sup&gt;C&lt;/sup&gt;)(end F17), 113C&lt;sup&gt;C&lt;/sup&gt; = 116C, 117C, 118C&lt;sup&gt;C&lt;/sup&gt; (118HC&lt;sup&gt;C&lt;/sup&gt;), 119C(formerly 190C), 120C, 122C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 126C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 127C, 130C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 135C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 143C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 146C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 282C&lt;sup&gt;C&lt;/sup&gt;(end SU12), 291C&lt;sup&gt;C&lt;/sup&gt;</td>
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<tr>
<td>PHOTO 101C, 204C&lt;sup&gt;C&lt;/sup&gt; (begin F18)</td>
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<tr>
<td>THEA 100C, 102C(F95-F10;begin F13), 107C&lt;sup&gt;C&lt;/sup&gt; = (107HC&lt;sup&gt;C&lt;/sup&gt; = )</td>
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</tbody>
</table>
### D. SOCIAL SCIENCES

**9 Unit Minimum**

**Requirements:** Must take courses in at least two different disciplines. Students strongly encouraged to take classes that double-count for CSU graduation requirements; one from Group A and one from Group B below.

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>Group A</strong></td>
<td></td>
</tr>
<tr>
<td>AJ 110C, 120C (begin F18), 160C= (begin F19)</td>
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</tr>
<tr>
<td>ANTH 102C (102HC)</td>
<td></td>
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<tr>
<td>ECON 100C (100HC), 105C (105HC), 110C, 120C (begin F15), 200C=</td>
<td></td>
</tr>
<tr>
<td>ETHS 101C= (formerly 100C)</td>
<td></td>
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<tr>
<td>GEOG 100C (100HC)=, 130C, 140C (end SU14), 160C, 260C=</td>
<td></td>
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<tr>
<td>HIST 110C= (110HC)=, 111C= (111HC)=, 112C= (112HC)</td>
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<tr>
<td>KIN 102C</td>
<td></td>
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<tr>
<td>PSY 101C (101HC)</td>
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<tr>
<td><strong>Group B</strong></td>
<td></td>
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<tr>
<td>POSC 100C= (100HC)=, 101C=, 120C, 130C, 140C (end SU14), 160C, 260C=</td>
<td></td>
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<tr>
<td>JOUR 100C, 110C</td>
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</tr>
<tr>
<td>KIN 248C (begin F18), 249C (formerly PE 250, begin F16), 240C (begin F17), 281C (begin F17), 283C (begin F19), 285C (begin F17)</td>
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</tr>
<tr>
<td><strong>CSU Graduation Requirement in U.S. History, Constitution, &amp; American Ideals:</strong></td>
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<tr>
<td><strong>Note:</strong> Double-counting is allowed for these courses in the two groups below (with only one G.E. category).</td>
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<tr>
<td><strong>Group A</strong> (US-2) U.S. Constitution &amp; Government:</td>
<td></td>
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<tr>
<td>POSC 100C= (100HC)=, 101C=</td>
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<tr>
<td><strong>Group B</strong> (US-1) U.S. History:</td>
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<tr>
<td>ETHS 101C= (begin F06) (formerly 100C) (101HC)</td>
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<tr>
<td>HIST 101C (101HC), 170C (170HC), 171C (171HC), 190C</td>
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</tr>
</tbody>
</table>

### E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT

**3 Unit Minimum**

**Note:** Some courses below are 1 unit classes and multiples courses may need to be taken to fulfill the area minimum.

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>CIS 111C</td>
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<tr>
<td>COMM 105C</td>
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<tr>
<td>COUN 105C, 139C (begin F18)</td>
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<td>DANC 100C</td>
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<td>HRC 100C (begin F03)</td>
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<tr>
<td>HUSR 250C= (begin S06), 255C= (begin S06)</td>
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<tr>
<td>KIN 270C, 281C, 283C, 285C (end F19)</td>
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<tr>
<td>PSY 120C, 145C= (begin S06), 240C=, 255C= (begin S06)</td>
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<tr>
<td>SOC 120C, 250C= (begin S06)</td>
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</tbody>
</table>

**Legend**

- *: Certain majors require specific Mathematics course(s). See a Counselor for details.
- ◊: Course may be used to satisfy requirements for one area only.
- △: The class may also be used to satisfy the Cypress College Associates Degree Cultural Diversity requirement.
- ▲: Duplicate credit not granted for the same cross-listed courses nor for non-honors and honors classes.
- ▶: See CSU graduation requirement in U.S. History, Constitution, and American Ideals.

**Note:** Underlining indicates a course is no longer offered at Cypress College. Students may still receive credit, as long as a course was on the official approved list in that category at the time it was taken. The notations reflected after classes represent either the time a class was approved or ended, or that the class is pending approval.
IGETC Requirements

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

What is IGETC?
- The Intersegmental General Education Transfer Curriculum (IGETC) is a general education program which community college transfer students may use to fulfill lower division general education requirements for the California State University (CSU) or University of California (UC) system. Completion of IGETC eliminates the need to take additional lower division general education courses after transfer. Students approaching readiness for transfer who are unable to complete one to two IGETC courses that are not required for admission to the university may request to complete IGETC after transferring. See a counselor for more information.
- IGETC is accepted by the University of California, California State University, and by many private institutions. Students wishing to transfer to the University of California or who are undecided about their transfer institution should consult counselor before choosing this plan.

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

Do I need IGETC?
- While IGETC is popular with transfer students, it may not be the best choice for you. Depending on your major, it may be best to follow the UC campus GE pattern. ASSIST Exploring Majors feature at www.assist.org include information about the specific UC majors that do and do not recommend IGETC. Another useful website to get this information is on the following website: http://admission.universityofcalifornia.edu/transfer/general-education-igetc/igetc/igetc-campus-guidance/index.html. Students should consult with a counselor for advice on whether IGETC is appropriate for their major.

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

(UNIVERSITY OF CALIFORNIA & CALIFORNIA STATE UNIVERSITY)

Student’s Name: ___________________________  ID#: ___________________________  Date: ___________________________

Major: ___________________________  Transfer To: ___________________________  Counselor: ___________________________

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

(Check boxes accordingly)

LEGEND: C=Completed  IP=In Progress  R=Remaining

#### AREA 1 – ENGLISH COMMUNICATION

**REQUIREMENT:** CSU: 3 courses required, one from each group below; UC: 2 courses required, one each from Group A and B.

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>CSU Requirement</th>
<th>UC Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Group A: English Composition</td>
<td>1 course (3 semester units/4-5 quarter units)</td>
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<tr>
<td>B</td>
<td>Group B: Critical Thinking / English Composition</td>
<td>1 course (3 semester units/4-5 quarter units)</td>
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</tbody>
</table>

**ENG** 103C (103HC) (begin F15), 104C (104HC), 106C (begin F11)

**PHIL** 172C

(Note: Confer with a counselor if ENGL 102, PHIL 170, or SPCH 135 were completed prior to F93)

#### AREA 2 – MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

**REQUIREMENT:** 1 course (3 semester/4-5 quarter units)

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Requirement</th>
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</thead>
<tbody>
<tr>
<td>2A</td>
<td>MATH 100C, 115C, 120C, 130C, 141C, 150AC, 150BC, 250AC, 250BC</td>
<td>1 course (3 semester units/4-5 quarter units)</td>
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</table>

**PSY** 161C

**SOC** 161C (161HC), 162C (162HC)

#### AREA 3 – ARTS & HUMANITIES

**REQUIREMENT:** At least 3 courses, with at least one from 3A and one from 3B and one additional course from either 3A or 3B (9 semester or 12-15 quarter units)

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>3A</td>
<td>Group A: ARTS</td>
<td>1 course (3 semester units/4-5 quarter units)</td>
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<tr>
<td></td>
<td>ART 100C, 110C, 111C, 112C (112HC), 114C, 216C</td>
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<td>DANC 101C, 120C</td>
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<td>ENGL 125C (125HC)</td>
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<td>MUS 100C (end F17), 110C, 116C, 117C, 118C (118HC), 119C (begin F91), 120C</td>
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<td>PHOT 204C (begin F18)</td>
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<td>THEA 100C, 102C (F95-F10:begin F13), 107C (107HC)</td>
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**3B** Group B: HUMANITIES

<table>
<thead>
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<th>Course</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>ANTH 105C (begin F18), 1070C</td>
<td>1 course (3 semester units/4-5 quarter units)</td>
</tr>
<tr>
<td>ENGL 102C (102HC), 110C-111C:208C, 211C, 212C, 221C, 222C, 232C (234HC), 239C, 243C (begin F15), 247C, 248C (begin F19), 265C, 265C (begin F15), 266C (begin F15)</td>
<td></td>
</tr>
<tr>
<td>ETHS 101C (101HC) (begin F91), 129C (begin F19), 130C (begin F03), 131C (begin F19), 150C (begin F19), 151C (formerly 141C), 152C (begin F19), 160C (begin F17), 160C (begin F18), 160C</td>
<td></td>
</tr>
<tr>
<td>FREN 203C (LOTE), 204C (LOTE)</td>
<td></td>
</tr>
<tr>
<td>HIST 110C (110HC), 111C (111HC), 112C (112HC) (begin S04), 113C (113HC), 160C, 161C, 163C, 165C, 170C (170HC) (begin F17), 171C (begin F17), 270C (begin F17) (begin S05), 275C (begin S05)</td>
<td></td>
</tr>
<tr>
<td>IND 100C, 101C</td>
<td></td>
</tr>
<tr>
<td>JAPN 203C (LOTE), 204C (LOTE)</td>
<td></td>
</tr>
<tr>
<td>PHIL 100C (100HC), 101C, 110C, 125C, 160C, 201C (begin S05), 202C, 220C, 240C (begin S06) (formerly 225C)</td>
<td></td>
</tr>
<tr>
<td>SPAN 202C (LOTE), 203C (LOTE), 204C (LOTE)</td>
<td></td>
</tr>
</tbody>
</table>

#### AREA 4 – SOCIAL & BEHAVIORAL SCIENCES

**REQUIREMENT:** At least 3 courses from at least two different disciplines or an interdisciplinary sequence (9 semester or 12-15 quarter units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 110C, 120C (begin F18), 160C (begin F19)</td>
<td>1 course (3 semester units/4-5 quarter units)</td>
</tr>
<tr>
<td>ENGL 102C (102HC), 103C (formerly 203C), 104C, 105C, 106C, 107C:121C:208C (begin F17), 212C (formerly 211C) (begin F17), 225C</td>
<td></td>
</tr>
<tr>
<td>COMM 120C</td>
<td></td>
</tr>
<tr>
<td>ECON 100C (100HC), 105C (105HC), 110C, 120C (begin F16), 260C</td>
<td></td>
</tr>
<tr>
<td>ETHS 101C (formerly 100C) (101HC) (formerly 100HC), 129C, 130C (formerly 140C), 131C (formerly 141C), 150C (formerly 142C), 151C (formerly 141C), 152C (begin F16), 160C (begin F17), 171C</td>
<td></td>
</tr>
<tr>
<td>GEOG 100C (100HC), 130C, 140C (end SU14), 160C, 260C</td>
<td></td>
</tr>
<tr>
<td>HIST 110C (110HC), 111C (111HC), 112C (112HC), 113C (113HC) (begin S04), 124C (end SU13), 143C, 151C, 152C, 160C, 161C, 163C, 165C, 170C (170HC) (begin F03), 190C (formerly 162AC), 191C (formerly 162BC), 270C (begin S04) (begin S05), 275C (begin S05)</td>
<td></td>
</tr>
<tr>
<td>HUSR 250C (begin S06), 255C (begin S06), 292C (begin S06)</td>
<td></td>
</tr>
<tr>
<td>KIN 248C (begin F18), 280C (begin F17), 281C (begin F17), 283C (begin F17), 285C (begin F17)</td>
<td></td>
</tr>
<tr>
<td>PSY 101C (101HC), 120C, 131C (formerly 237C), 139C, 145C (begin S06), 202C, 221C, 222C, 225C, 235C (begin S06)</td>
<td></td>
</tr>
<tr>
<td>SOC 101C (101HC), 102C, 120C, 225C, 237C:250C (begin S06), 275C (begin S05), 277C, 292C (begin S06)</td>
<td></td>
</tr>
<tr>
<td>AREA 5 – PHYSICAL AND BIOLOGICAL SCIENCES</td>
<td></td>
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<tr>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>REQUIREMENT: At least 2 courses, one from Group A and one from Group B, at least one course must include a laboratory (7-9 semester/9-12 quarter units). Group C is a new area that includes science labs that combine lecture and lab or lab only courses.</td>
<td></td>
</tr>
<tr>
<td>![](Check boxes accordingly)</td>
<td></td>
</tr>
<tr>
<td>LEGEND: C=Completed IP=In Progress R=Remaining</td>
<td></td>
</tr>
<tr>
<td>AP CREDIT or OTHER COLLEGE COURSE(S)</td>
<td>C</td>
</tr>
<tr>
<td>5A</td>
<td><strong>GROUP A: PHYSICAL SCIENCES</strong></td>
</tr>
<tr>
<td></td>
<td>Physical Sciences w/lab:</td>
</tr>
<tr>
<td></td>
<td>ASTR 116C/117C (116HC/117HC)</td>
</tr>
<tr>
<td></td>
<td>CHEM 100C (begin F02), 101C (begin F03), 104C (begin F19), 107C+, 111C, 111BC, 201C (begin F14)</td>
</tr>
<tr>
<td></td>
<td>GEDG 102C/102LC</td>
</tr>
<tr>
<td></td>
<td>GEOL 100C/110C+ (100HC+110HC+110C+, 100C+, 115C, 115HC, 115C+/115HC+, 103C, 130C/130C+, 131C/131C+)</td>
</tr>
<tr>
<td></td>
<td>PHYS 104C (begin F19)</td>
</tr>
<tr>
<td></td>
<td><strong>Physical Sciences w/o lab:</strong></td>
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<tr>
<td></td>
<td>ASTR 116C (116HC)</td>
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<tr>
<td></td>
<td>CHEM 103C</td>
</tr>
<tr>
<td></td>
<td>GEDG 102C, 103C/103C+ (begin F13)</td>
</tr>
<tr>
<td></td>
<td>GEOL 100C+ (100HC+), 120C, 125C, 130C, 190C</td>
</tr>
<tr>
<td>5B</td>
<td><strong>GROUP B: BIOLOGICAL SCIENCES</strong></td>
</tr>
<tr>
<td></td>
<td>Biological Sciences w/lab:</td>
</tr>
<tr>
<td></td>
<td>ANTH 101C (101HC), 101LC, 210C (begin F16)</td>
</tr>
<tr>
<td></td>
<td>BIOL 101C+ (101HC+), 111C/112C+, 120C, 122C, 174C, 175C, 210C (begin F09), 220C (begin F19), 230C, 231C (begin S07), 241C (begin S07), 276C (begin F15)</td>
</tr>
<tr>
<td></td>
<td><strong>Biological Sciences w/o lab:</strong></td>
</tr>
<tr>
<td></td>
<td>ANTH 101C (101HC)</td>
</tr>
<tr>
<td></td>
<td>BIOL 102C, 103C, 107C (begin F19), 111C, 113C, 277C (begin F15), 278C (begin F15)</td>
</tr>
<tr>
<td></td>
<td>PSY 221C (begin F18)</td>
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<tr>
<td>5C</td>
<td><strong>GROUP C: PHYSICAL and BIOLOGICAL SCIENCE LABORATORIES</strong></td>
</tr>
<tr>
<td></td>
<td>All science labs that combine lecture and lab or lab only courses:</td>
</tr>
<tr>
<td></td>
<td>ANTH 101LC</td>
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<tr>
<td></td>
<td>ASTR 117C (117HC)</td>
</tr>
<tr>
<td></td>
<td>CHEM 100C (begin F02), 101C (begin F03), 104C (begin F19), 107C+, 111AC, 111BC, 201C (begin F14)</td>
</tr>
<tr>
<td></td>
<td>GEDG 102LC</td>
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<tr>
<td></td>
<td>GEOL 101C, 103C, 115C, 131C</td>
</tr>
<tr>
<td></td>
<td>PHYS 104C (begin F19)</td>
</tr>
</tbody>
</table>

**AREA 6A – LANGUAGE OTHER THAN ENGLISH (LOTE): UC requirement only**

<table>
<thead>
<tr>
<th>REQUIREMENT: Complete one of the following:</th>
</tr>
</thead>
</table>

1. Complete 2 years of high school course work in a language other than English (in the same language) with a grade of "C" or better.
2. Complete course 102C (102HC) or higher level in a foreign language at Cypress College or equivalent courses at another college or university.
3. Completion with "C" or better of 2 years of formal schooling at the 6th grade level or higher at an institution where the language of instruction is not English. Students unable to provide documentation need to have passed one of the exams listed below or take the appropriate college/university.
4. Earn the appropriate score on the SAT II Subject Test in languages other than English. See a counselor for score requirements.
5. Earn a score of 3 or higher on the Advanced Placement Language Other than English Test.
6. A score of 5 or higher on the International Baccalaureate Higher Level Exam in a language other than English.
7. Satisfactory completion of an achievement test administered by a community college, university, or college in a language other than English. The test will have to assess the student’s proficiency at the level equivalent to two years of high school language.
8. An A, B, or C on Language Other than English "O" level exam.
9. Earn a score of 5, 6, or 7 on Language Other than English International "A" Level Exam.
10. Earn a "C" or better in a Defense Language Institute course.

Cypress College courses that meet the proficiency level:

| CHIN 102C | FREN 102C, 203C, 204C |
| JAPN 102C, 203C (begin F05), 204C (begin F05) |
| PORT 102C (begin S06) |
| SPAN 102C (102HC), 201C, 202C, 203C, 204C |

Note: A higher-level language course can be used to meet language proficiency. Examples: FREN 203C or SPAN 202C. Students completing such courses will satisfy both the 3B area and validate the proficiency level requirement. These courses are identified in the 3B area and validated as part of the IGETC.

**CSU GRADUATION REQUIREMENT IN U.S. HISTORY, CONSTITUTION, AND AMERICAN IDEALS**

| (Not part of IGETC, may be completed prior to transfer.) (6 semester units, one course from Group A and one course from Group B) |

| Group A (US-2) U.S. Constitution & Government: |
| POSC 100C (100HC), 101C |

| Group B (US-1) U.S. History: |
| ETHS 101C (begin F04) (formerly 100C) (101HC) (formerly 100HC), 130C, 131C, 152C (begin F16), 160C |
| HIST 170C (170HC), 171C (171HC), 190C (formerly 162AC), 191C (formerly 162BC) |

**LEGEND**

- Check with counselor for credit limitations for applicable courses in these departments: BIOL, CHEM, DANCE, ECON, GEOL, MATH, PHOT, PHYS, PSYCH, SOC and THEA. Specific credit limitation information is available at www.assist.org.
- Note: Certain majors require specific Mathematics course(s). See a Counselor for details.
- ◊ Course may be used to satisfy requirements for one area only.
- ^ The class also may be used to satisfy the Cypress College Associates Degree Cultural Diversity requirement.
- □ Duplicate credit not granted for the same cross-listed courses nor for non-honors and honors classes.
- See CSU graduation requirement in U.S. History, Constitution, and American Ideals.

**NOTE:** Underlining indicates a course is no longer offered at Cypress College. The notations reflected after classes represent either the time a class was approved or ended.

Please check the IGETC Certification list on www.assist.org and confer with a counselor for more information and to discuss your major requirements. See the Cypress College Catalog for information on how to receive an IGETC Certificate of Achievement upon completion of this pattern.
# CYPRESS COLLEGE

## CYPRESS COLLEGE NATIVE (LOCAL) GENERAL EDUCATION REQUIREMENTS

**Student’s Name:**

**ID#:**

**Date:**

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

### Associate Degree Requirements:

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

<table>
<thead>
<tr>
<th>CATEGORY A. LANGUAGE AND RATIONALITY</th>
<th>6-UNIT MINIMUM</th>
<th>AP CREDIT or OTHER COLLEGE COURSE(S)</th>
<th>C</th>
<th>IP</th>
<th>R</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1</strong> WRITTEN COMMUNICATION: 3 Unit Minimum</td>
<td></td>
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</tr>
<tr>
<td>ENGL 100C (100HC)</td>
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<tr>
<td><strong>A2</strong> ANALYTICAL THINKING: 3 Unit Minimum</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>COMM 050C, 100C (100HC), 135C</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>CIB 111C</td>
<td></td>
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<tr>
<td>ENGL 103C** (103HC**), 104C** (104HC**), 106C**, 135C</td>
<td></td>
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<tr>
<td>PHIL 170C, 172C, 175C (begin F17)</td>
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</tr>
</tbody>
</table>

### CATEGORY B. NATURAL SCIENCES AND MATHEMATICS

Mathematics must be completed with a grade of "C" or better.

| **B1** LIFE SCIENCES AND PHYSICAL SCIENCES: 3 Unit Minimum | | | | | |
| ANTH 101C (101HC), 101LC, 210C | | | | | |
| ASTR 116C/117C (116HC/117HC) | | | | | |
| BIOL 101C (101HC), 122C, 160C, 174C, 175C, 210C, 230C, 231C (begin F06), 241C (begin F06), 276C (begin F16), 277C (begin F16), 278C (begin F16) | | | | | |
| CHEM 100C, 101C, 104C, 107C, 111AC, 111BC, 201C (begin F15) | | | | | |
| GEOG 102C/102LC, 140C | | | | | |
| GEOL 100C | | | | | |
| **B2** MATHEMATICS: 3 Unit Minimum (Courses need a prerequisite of Elementary Algebra or higher) | | | | | |
| MATH 030C (begin F09), 038C, 040C, 041C, 100C, 107C | | | | | |
| PSY 161C | | | | | |
| *B2* MATHEMATICS: 3 Unit Minimum (Courses need a prerequisite of Elementary Algebra or higher) | | | | | |
| MATH 030C (begin F09), 038C, 040C, 041C, 100C, 107C | | | | | |
| PSY 161C | | | | | |

### CATEGORY C. ARTS AND HUMANITIES

| **C1** ARTS: 3 Unit Minimum | | | | | |
| ART 100C, 110C, 111C, 122C (112HC), 114C, 120C, 121C (begin F19), 122C (begin F19), 123C, 150C, 151C, 182C, 185C, 194C (formerly 189C), 216C | | | | | |
| DANC | | | | | |
| DANC 120C, 134C, 147C (begin F19), 149C, 151C (begin F19) | | | | | |
| ENGL 125C (125HC) | | | | | |
| MAD 122C (begin F19), 196C, 198C (begin F18) | | | | | |
| MUSA 104C (formerly MUS 122C) | | | | | |
| PHOT 101C-204C (begin F18) | | | | | |
| THEA 100C, 101C, 102C (F95-F10; begin F13), 104C (104HC), 108C (formerly 106C), 120C, 126C, 129C, 132C, 133C, 149C | | | | | |

### CATEGORY C. ARTS AND HUMANITIES

| **C2** HUMANITIES: 3 Unit Minimum | | | | | |
| ANTH 105C (begin F14), 107C | | | | | |
| CHIN 100C, 101C, 202C, 203C | | | | | |
| COMM 220C (220HC) | | | | | |
| ESL 184C, 185C, 186C (begin F18) | | | | | |
| ESLS 184C, 185C, 186C (begin F18) | | | | | |
| ETHS 130C (begin F17), 131C (formerly 141C) (begin F17), 152C (begin F17), 160C (begin F17), 171C (begin F17) | | | | | |
| FREN 101C, 202C, 203C, 204C | | | | | |
| HIST 110C (110HC), 111C (111HC), 160C, 165C, 170C (170HC), 171C (171HC), 270C, 275C | | | | | |
| INDS 100C, 101C | | | | | |
| JAPN 100C, 101C, 102C, 120C, 125C (begin F19), 203C, 204C | | | | | |
| JOUR 110C | | | | | |
| PHIL 100C (100HC), 101C, 110C, 120C, 135C (begin F16), 160C, 201C, 202C, 230C, 240C (begin F17) | | | | | |
| PORT 101C, 102C | | | | | |
| SPAN 101C, 102C, 201C, 202C, 203C, 204C | | | | | |
### Cypress College Graduation Requirements

#### CULTURAL DIVERSITY

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>COURSE(S)</th>
<th>3-UNIT MINIMUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ</td>
<td>160C (begin F17)</td>
<td></td>
</tr>
<tr>
<td>ANTH</td>
<td>121C</td>
<td></td>
</tr>
<tr>
<td>ATC</td>
<td>182C</td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>152C</td>
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</tr>
<tr>
<td>DANC</td>
<td>101C</td>
<td></td>
</tr>
<tr>
<td>ENGL</td>
<td>208C, 293C, 247C, 255C, 256C</td>
<td></td>
</tr>
<tr>
<td>ETHS</td>
<td>101C (formerly 100C) (101HC)</td>
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</tr>
<tr>
<td>HRC</td>
<td>100C</td>
<td></td>
</tr>
</tbody>
</table>

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

#### READING PROFICIENCY

One of the following:

- ENGL 096C, 102C, 102HC, 103C (begin F14), 103HC (begin F16), 104C (begin F14), 104HC (begin F14), 106C

Other ways to meet the requirement include: A satisfactory score on the Cypress College Reading Proficiency Test; Completion of CSU GE Certification, IGETC Certification, or a Bachelor Degree from a U.S. regionally accredited institution. Specific External Exam Credit such as Advanced Placement (AP) may satisfy the requirement.

See a counselor for details.

#### LEGEND

- The Mathematics requirement can also be met by passing a Mathematics Proficiency Examination. Refer to the schedule of classes for time and date of administration of the examination.

- Also meets Reading Proficiency requirement for graduation.

- Also meets Cultural Diversity requirement for graduation.

- Course may be used to satisfy requirements for one area only.

- Duplicate credit not granted for the same cross listed courses, nor for non-honors and honors classes.

**NOTE:** Underlining indicates a course is no longer offered at Cypress College.

To view the current Cypress College Native GE course list on-line, go to the Transfer Center website at [www.cypresscollege.edu/services/transfer/generalEducationPlans](http://www.cypresscollege.edu/services/transfer/generalEducationPlans).

Please confer with a counselor for more information and to discuss your major requirements.
Liberal Arts AA Degree with Area of Emphasis
Cypress College 2019-2020

ARTS & HUMANITIES emphasis

Student’s Name__________________ ID # @ ______________ Date: __________

Major__________________ Transfer To__________________ Counselor__________________

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

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

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

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

<table>
<thead>
<tr>
<th>Liberal Arts AA Degree: ARTS &amp; HUMANITIES emphasis</th>
</tr>
</thead>
</table>

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

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

<table>
<thead>
<tr>
<th>(Check boxes accordingly) Legend: C= Completed  IP=In Progress  R= Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 18 or more units from at least 2 discipline areas:</td>
</tr>
<tr>
<td>ART 100C, 110C, 111C, 112C (112HC), 114C, 120C, 123C, 150C, 151C, 182C, 194C(Formerly 189C), 216C</td>
</tr>
<tr>
<td>ANTH 105,107C,</td>
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<tr>
<td>CHIN 101C, 102C, 203C</td>
</tr>
<tr>
<td>COMM 220C (220HC)</td>
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<tr>
<td>DANC 101C</td>
</tr>
<tr>
<td>ETHS 101C (101HC), 129C,130C, 131C,150C, 151C(Formerly 141C), 152C, 160C, 171C</td>
</tr>
<tr>
<td>FREN 101C, 102C, 200C, 203C, 204C</td>
</tr>
<tr>
<td>HIST 110C (110HC), 111C (111HC), 112C (112 HC), 113C (113HC), 160C, 161C, 163C, 165C, 170C (170HC),171C(171HC),270C,275C</td>
</tr>
<tr>
<td>INDS 100C, 101C</td>
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<tr>
<td>JAPN 101C, 102C, 200C, 203C, 204C</td>
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<tr>
<td>MM 105C</td>
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<tr>
<td>MUS 101C, 113C, 116C, 117C, 118C (118HC), 119C, 120C, 127C</td>
</tr>
<tr>
<td>PHOT 101C, 204C</td>
</tr>
<tr>
<td>PHIL 100C (100HC), 101C, 110C, 120C, 135C, 160C, 201C, 202C, 230C, 240C(Formerly 225C)</td>
</tr>
<tr>
<td>PORT 101C, 102C</td>
</tr>
<tr>
<td>SPAN 101C, 102C, 200C, 201C, 202C, 203C, 204C</td>
</tr>
</tbody>
</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.
HUMAN COMMUNICATION emphasis

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

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

- Completion of Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
- Completion of at least 18 units in an Area of Emphasis from those outlined below. (Note: Where appropriate, courses in the Area of Emphasis may also be counted for a GE area).
- A 2.0 (C) overall GPA and a 2.0 (C) in all courses taken in the Area of Emphasis.
- Effective Fall 2017 - Fulfillment of all graduation requirements, to include local requirements of a minimum of one (1) unit of coursework approved for Physical Activity and Health and three (3) units of coursework approved for 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. Disclaimer: Every effort has been made to ensure the information below is accurate and timely. However, this information is unofficial and should be checked against the official information found on the ASSIST website @ www.assist.org.

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

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<thead>
<tr>
<th>Select 18 or more units from at least 2 discipline areas:</th>
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</thead>
<tbody>
<tr>
<td>COMM 100C (100HC), 135C, 138C, 238C</td>
</tr>
<tr>
<td>ENGL 100C (100HC), 103C (103HC), 104C (104HC), 106C</td>
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<tr>
<td>PHIL 170C, 172C, 175C</td>
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</tbody>
</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 Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC).
- Completion of at least 18 units in an Area of Emphasis from those outlined below. (Note: Where appropriate, courses in the Area of Emphasis may also be counted for a GE area).
- A 2.0 (C) overall GPA and a 2.0 (C) in all courses taken in the Area of Emphasis.
- **Effective Fall 2017 - Fulfillment of all graduation requirements, to include local requirements of a minimum of one (1) unit of coursework approved for Physical Activity and Health and three (3) units of coursework approved for 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: MATH & SCIENCE emphasis**

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

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

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<th>(Check boxes accordingly)</th>
<th>Legend: C=Completed</th>
<th>IP=In Progress</th>
<th>R=Remaining</th>
<th>C</th>
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<td><strong>SELECT 18 OR MORE UNITS FROM AT LEAST 2 DISCIPLINE AREAS:</strong></td>
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<tr>
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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.
Liberal Arts AA Degree with Area of Emphasis
Cypress College 2019-2020

SOCIAL & BEHAVIORAL SCIENCES emphasis

Student’s Name __________________________ ID@ ____________ Date: ____________

Major __________________________________ Transfer To ____________________________ Counselor __________________________

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

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

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

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

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

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

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<th>SELECT 18 OR MORE UNITS FROM AT LEAST 2 DISCIPLINE AREAS:</th>
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<td>COMM 105C,120C</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>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 2019-2020 Academic Year

1. AA-T in Administration of Justice
2. AA-T in Anthropology
3. AA-T in Art History
4. AS-T in Biology
5. AS-T in Business Administration
6. AS-T in Chemistry
7. AA-T in Communication Studies
8. AA-T in Economics
9. AA-T in Elementary Teacher Education
10. AA-T in English
11. AA-T in Film, Television and Electronic Media
12. AA-T in Geography
13. AS-T in Geology
14. AA-T in History
15. AS-T in Hospitality Management
16. AA-T in Journalism
17. AA-T in Kinesiology
18. AS-T in Mathematics
19. AA-T in Music
20. AS-T in Nutrition and Dietetics
21. AA-T in Philosophy
22. AS-T in Physics
23. AA-T in Political Science
24. AA-T in Psychology
25. AS-T in Public Health
26. AA-T in Social Justice Studies: Afrian-American Studies
27. AA-T in Social Justice Studies: Chicana/o Studies
28. AA-T in Sociology
29. AA-T in Spanish
30. AA-T in Studio Arts
31. AA-T in Theater Arts
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

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Total Units

Counselor’s Signature ___________________________________ Student’s Signature ____________________________ Date _______________________

SEP Revised 02/2019
# Cypress College SEP

**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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| | C | I | R |

**ENGLISH/ESL/MATH PREREQUISITES**

1. **A. Language & Rationality (6)**
   - A2.

2. **B. Natural Science & Math (6)**
   - B1.
   - B2.

3. **C. Arts & Humanities (6)**
   - C1.
   - C2.

4. **D. Social Sciences (6)**

5. **E. Phys. Activities & Health (1)**

6. **Cultural Diversity (3)**

7. **Reading Proficiency**

## CERTIFICATE AND/OR MAJOR COURSES

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| | C | I | R |

| | C | I | R |

| | C | I | R |

**C = Completed  I = In Progress  R = Remaining**

**AA/AS Degree**

1. **A. Language & Rationality (6)**
   - A2.

2. **B. Natural Science & Math (6)**
   - B1.
   - B2.

3. **C. Arts & Humanities (6)**
   - C1.
   - C2.

4. **D. Social Sciences (6)**

**CSU General Education**

1. **A. Communications (9)**
   - A2.
   - A3.

2. **B. Scientific Inquiry & Quantitative Reasoning**
   - B1.
   - B2.
   - B3 (*Lab)

**IGETC General Education**

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

2. **2A. Math (3)**

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

4. **4. Social/Behavior Sciences (9)**

   - 5A.
   - 5B.
   - 5C.


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

*Students are strongly encouraged to take classes that double-count (up to 6 units) for CSU graduation requirements; one from Group A - U.S Constitution and American Ideals and one from Group B - U.S History. Refer to CSU General Education pattern for courses that meet this requirement.

*Lab may be included in B1 or B2 course

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

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**SEP Revised 02/2019**

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**Counselor’s Signature** | **Student’s Signature** | **Date**
HOW TO RECEIVE ASSISTANCE

OPTION 1: WALK IN
Walk in hours:
Monday- Thursday: 8 am - 6 pm
     Friday: 8 am - 4 pm

OPTION 2: APPOINTMENT
Schedule an appointment by contacting David Okawa, Student Activities Director, at
(714) 484-7197 or
dokawa@cypresscollege.edu

OPTION 3: VISIT THE EOPS OFFICE
A CalFresh representative will be in the EOPS Office (CC Complex Room 201) every Thursday from 10 am - 2 pm. For questions, contact the EOPS Office at (714) 484-7368

REQUIREMENTS

1. CYPRESS COLLEGE PHOTO ID
2. ENROLLED IN A MINIMUM OF 3 UNITS AT CYPRESS COLLEGE
3. COMPLETE A FOOD BANK FORM TO CONNECT YOU WITH ALL ELIGIBLE SERVICES YOU MAY QUALIFY FOR

FOR ADDITIONAL RESOURCES
CALL/TEXT: (855) 2-FeedOC/ (855) 233-3362
WEBSITE: FeedOC.org/get-help
EMAIL: calfresh@feedoc.org
CYPRESS CHARGERS ATHLETICS

14 Intercollegiate Sports
83 Orange Empire Conference Titles
35 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

What is Supplemental Instruction (SI)?

⇒ Weekly, peer-led study group sessions for students taking historically difficult courses

⇒ Facilitated by trained SI Leaders who have already mastered the course material

⇒ Understand *what to learn* and *how to learn*

⇒ Interactive and Engaging!

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

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

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

Accounting
Biology
Chemistry
Geography
Math
Physics
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 V, 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.

EOPS/CARE/CalWORKs Staff

Dean of Student Support Services: Richard F. Rama, Ed.D.
Director, EOPS/CARE & CalWORKs: Annette Reuter
EOPS Counselors:
- Eva Palomares
- Alain Reza
- Leticia Acosta
- Jacqueline Garcia
- Yvette Martinez
- Yvette Nguyen
EOPS/CARE Coordinator:
- Lili Perez-Stroud
- EOPS Specialist:
- Ashley Berry
- Lidia Matanguihan Rodgers
- EOPS Technician:
- Lisa Hoang
- CalWORKs Counselors:
- Connie Boehler
- CalWORKs Specialist:
- Briodya Maldonado
- Accounting Technician:
- Teresa Johnston

Stay EOPS Strong!
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.

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

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) 484-7323.

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 an 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.ca.gov/dream_act.asp.

4. Obtain Transcripts
   If applicable, obtain previous college transcripts from all colleges attended including Cypress College (may be unofficial).

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.

6. EOPS Orientation
   Attend a scheduled EOPS orientation if your application is approved.

*Please contact the EOPS office for application submission dates.

Not sure if you qualify? Contact us!

EOPS/CARE/CalWORKs Staff
Dean of Student Support Services:
Richard F. Barre, Ed.D.

Director, EOPS/CARE & CalWORKs:
Annie Marie Rootu

EOPS Counselors:
Eva Palomares
Alan Ross
Lesia Acosta
Jacqueline Garcia
Yvette Martinez
Yvette Nguyen

EOPS/CARE Coordinator:
Lih Pena-Stroud

EOPS Specialists:
Ashley Berry
Leilani Manangplantan Rodgers

EOPS Technician:
Lisa Hoang

CalWORKs Counselor:
Comita Bowdler

CalWORKs Specialist:
Brianye Maldonado

Accounting Technician:
Teresa Johnston

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.

What support services are available through EOPS?

Outreach, Recruitment & Enrollment Services:
• Application assistance
• Registration assistance
• Financial Aid application assistance
• Referrals to campus and community resources
• College information & specialized orientation

Retention Services:
• Specialized counseling & advisement
• Priority registration
• State-of-the-art computer lab with internet access
• Enhanced tutoring
• Access to EOPS book loan library for textbooks

Financial Assistance Services (to qualified students):
• Educational supplies
• Textbook service

Transitional Services:
• Transfer assistance
• University application fee waivers

Cooperative Agencies Resources for Education (CARE) Program Services:
• Additional services to eligible single parents who are on public assistance

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

Stay EOPS Strong!

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

Rev. 8/17
What Is Charger Experience Program?
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.

PROGRAM REQUIREMENTS
- Attend Summer Boost (if Applicable)
- Enroll in math and English in the Fall and Spring semesters of your first year.
- Enroll in a counseling course (COUN 140 or COUN 151) in the Fall semester.
- Register for a minimum of 12 units every semester.
- Meet with a Charger Experience Counselor each semester.

Financial Aid or Dream Act application must be completed for FREE tuition eligibility.

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

EDUCATIONAL PLAN

FALL SEMESTER
- Math
- English
- Counseling 140
- GE/Major Class

SPRING SEMESTER
- Math
- English
- Counseling 135 or 151
- GE/Major Class

Visit Us
9200 Valley View St.
Cypress, CA 90630

Call Us
(714) 484 7000
Ext: 48341

Email Us
chargerexperience@cypresscollege.edu
Log in to MyGateway.

Click “Student” on the left hand side.

In the “Student Links” box, click “Cypress College Links.”

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

cypresscollege-csm.symplicity.com

Linking you to great opportunities

cccareerconnect@cypresscollege.edu

(714) 484 -7229
Computing Your Grade Point Average (GPA)

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

How to Determine Your Grade Point Average

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

<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:
   GPA: (Total Earned Quality Points) / 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>COMM 100</td>
<td>3</td>
<td>F</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>16</strong></td>
<td><strong>Totals</strong></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 engage in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.
Characteristics
- Victims are selected at random.
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation

How to Respond: When an Active Shooter is in your Vicinity
1) Evacuate
   - Have an escape route and plan in mind.
   - Leave your belongings behind
   - Keep your hands visible

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

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

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

Providing Information
You should provide the following information to Law Enforcement or 911 operator: (Call 911 when it is safe to do so)
- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number and potential victims at the location

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.
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.
Computing Resources Acceptable Usage Policy

Purpose

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

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

AP 3720 Computer and Electronic Communication Systems

Service Restrictions

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

Policy Violations

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

Campus Computing Centers/Labs

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

Sexual Assault

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

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

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

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

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

https://www.youtube.com/watch?v=fGoWLWS4-kU
Policies and Procedures

Reporting Sexual Assault/Sexual Misconduct

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

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

Tips For Preventing Sexual Violence

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

Be safe while you’re on campus

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

Make sure your home and vehicle are secure

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

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

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

Domestic Violence Hotline
(714) 935-7956

Rape Hotline
(800) 585-6231

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

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

Adult Protective Services
(800) 451-5155

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

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

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

Therapy Referrals and other Victim Services

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

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

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

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

Hospitals

Anaheim Memorial Hospital
(714) 999-5136

Pomona Valley Hospital Medical Center
(909) 865-9500

St Jude Medical Center
(714)871-3280

Shelter

Human Options: (949) 737-5242

Interval House: (714)-891-8121

Laura’s House: (949) 361-3775

Web Resources

http://www.nij.gov/topics/crime/rape-sexual-violence/welcome.htm
http://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.

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

Who has FERPA rights at the postsecondary level?
A student “in attendance” (regardless of age) and former students.

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

What rights does FERPA provide for students?
• Right to inspect and review their education records.
• Right to request to amend their education records.
• Right to limit disclosure of some “personally identifiable information” (information that would directly identify the student or make the student’s identity easily traceable) known as directory information.

What is Considered Directory Information?
Student’s name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student. (NOCCCD BP 5040 effective April 2009)

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

These rights include:

(1) The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

(2) The right to request the amendment of the student’s education record that the student believes is inaccurate.

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

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
BP 5500 Standards of Student Conduct and Discipline

Reference:
Education Code Section 66300 and 66301
WASC/ACCJC Accreditation Standards I.C.8 and 10

1.0 Standards of Student Conduct

For purposes of this policy, the term "District" as used herein means the North Orange County Community College District, Cypress College, Fullerton College, the School of Continuing Education, the Anaheim Campus, and other entities operated by, or property under the control of, the North Orange County Community College District.

Students enrolling in the programs and services of the North Orange County Community College District assume an obligation to conduct themselves in a manner compatible with the function of the colleges and the School of Continuing Education as educational institutions. A student who violates the standards of student conduct shall be subject to disciplinary action including, but not limited to, the removal, suspension or expulsion of the student. Misconduct, which constitutes "good cause" for disciplinary action includes, but is not limited to, the following:

1.1 Disruptive behavior, willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, District personnel, or violating the rights of other students.

1.2 Failure to identify oneself when requested to do so by District officials acting in the performance of their duties.

1.3 Cheating, plagiarism in connection with an academic program (including plagiarism in a student publication), or engaging in other academic dishonesty.

1.4 Dishonesty, forgery, alteration, or misuse of District documents, records, or identification, or knowingly furnishing false information to the District.

1.5 Misrepresentation of oneself or of an organization to be an agent of the District.

1.6 Causing, attempting to cause, or threatening to cause physical injury or physical or verbal abuse or any threat of force or violence, to the person, property, or family of any member of the college community, whether on or off District property as defined above.

1.7 Willful misconduct which results in injury or death to a student or to District personnel, or which results in the cutting, defacing, or other damage to any real or personal property of the District.

1.8 Unauthorized entry into, unauthorized use of, or misuse of property of the District.

1.9 Stealing or attempting to steal District property or private property on District premises, or knowingly receiving stolen District property or stolen private property on District premises.
1.10 Causing or attempting to cause damage to District property, or to private property on District premises.

1.11 Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance listed in the California Health and Safety Code, section 11053 et seq., an alcoholic beverage, or an intoxicant of any kind, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or other State law defining controlled substance while on District property, or at a District function; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in the California Health and Safety Code, section 11014.5.

1.12 Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the District.

1.13 Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous object including, but not limited to, any facsimile firearm, knife or explosive on District property, or at a District function, without prior written authorization of the Chancellor, college president, School of Continuing Education Provost, or authorized designee.

1.14 Engaging in lewd, indecent, or obscene behavior on District property, or at a District function.

1.15 Violation of municipal, state, or federal laws in connection with attendance in programs or services offered by the District, or while on District property or at District-sponsored activities.

1.16 Soliciting or assisting another to do any act (including the purchasing, transporting or consumption of any controlled substance), while under the supervision of a District official, which would subject a student to expulsion, suspension, probation, or other discipline pursuant to this policy.

1.17 Attempting any act constituting cause for disciplinary action as identified in the above sections of this policy.

1.18 Committing sexual harassment as defined by law or by District policies and procedures.

1.19 Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.

1.20 Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment.

1.21 Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or
co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on District property.

1.22 Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the person has demanded that the student cease the pattern of conduct. Violation of a restraining order shall, without more, constitute stalking under this policy.

1.23 Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.

1.24 Engaging in expression which is obscene, libelous, or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District property, or the violation of the lawful administrative procedures of the District, or the substantial disruption of the orderly operation of the District.

1.25 Use of the District’s computer systems or electronic communication systems and services for any purpose prohibited by Administrative Procedure 3720, Computer & Electronic Communication Systems, or for any act constituting cause for disciplinary action as provided in this policy.

2.0 No student shall be suspended from a college or School of Continuing Education program or expelled unless the conduct for which the student is disciplined is related to college, School of Continuing Education or District activity or attendance.

3.0 Any violation of law, ordinance, regulation or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

4.0 The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of law. The procedures shall identify potential disciplinary actions including, but not limited to, the removal, suspension or expulsion of a student.

5.0 The Chancellor shall establish procedures by which all students are informed of the rules and regulations governing student behavior.

See Administrative Procedure 5500

Date of Adoption: January 28, 2003

Date of Last Revision: November 26, 2014 Chancellor’s Staff
September 25, 2012
October 23, 2007
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.

2.12.4 A student placed on suspension from all classes and activities of a College may not be enrolled in any College or program in the District for the period of suspension.

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.
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2.16 **Loss of Privileges**: Disciplinary action involving the loss of certain student privileges, such as eligibility to participate in extracurricular activities, for a stated period of time.

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

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

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

3.0 **Procedures for Implementing Disciplinary Action**

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

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

3.1.2 **Removal From a Facility by an Administrator**: For good cause, an administrator may order a student removed from a facility for the day of the offense and the next day.

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

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

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

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

3.2 Suspension or Expulsion

3.2.1 Except in the case of immediate interim suspension as provided in section 3.3 of these procedures, before implementing disciplinary action to suspend or expel a student, the student shall be provided with a written notice of the conduct warranting the discipline, which shall include:

3.2.1.1 the section(s) of the Standards of Student Conduct the student is charged with violating;

3.2.1.2 a brief statement of the facts supporting the charges;

3.2.1.3 the right of the student to an informal hearing with the Student Discipline Officer or designee to discuss the charges, or to respond in writing; and

3.2.1.4 the nature of the proposed disciplinary action.

3.2.2 The notice shall be provided to the student within thirty (30) days of the date on which the conduct occurred or the date on which an Instructor or other official of the District learned of the conduct; or, in the case of continuous, repeated, or ongoing conduct, the notice shall be provided within thirty (30) days of the date of the most recent occurrence. Within five (5) days of receiving the notice, the student may submit to the Student Discipline Officer a written request for an informal hearing, as provided in section 3.2.1.3. In addition to, or in lieu of requesting an informal hearing with the Student Discipline Officer, the student may submit a written response to the charges. Notice is deemed received as of the date it was personally delivered or three (3) days after it was placed in the United States mail.
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3.2.3 If the student requests an informal hearing as provided in section 3.2.1.3, the Student Discipline Officer shall hold an informal hearing during which the student shall be given an opportunity to respond orally or in writing to the charges.

3.2.4 Within five (5) days after the informal hearing, or within ten (10) days after the student has received the written notice pursuant to section 3.2.1 and has declined or failed to request a meeting, the Student Discipline Officer shall provide the President with a written recommendation regarding the specific disciplinary action to be imposed, if any, which shall include the factual findings regarding the charges and conclusions as to the standards of student conduct that were violated, if those findings and conclusions differ in any material respect from the initial notice.

3.2.5 Within five (5) days after receipt of the recommendation of the Student Discipline Officer, the President shall render a decision regarding the disciplinary action to be implemented, if any, and shall provide written notice of the decision to the student. The President may accept, modify or reject the recommendation of the Student Discipline Officer.

3.2.5.1 Short-Term Suspension or Lesser Disciplinary Action:
Where the decision of the President is to impose short-term suspension or some lesser disciplinary action, the decision of the President shall be final. The written notice to the student of the President's decision shall specify the length of time of the suspension or the nature and duration of the lesser disciplinary action.

3.2.5.2 Long-Term Suspension

3.2.5.2.1 Where the decision of the President is to impose long-term suspension, the student shall have the right to request a formal hearing before the suspension is imposed.

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

3.2.5.2.3 Within five (5) days of receiving the written notice of the President's decision, the student may submit to the President a written request for a formal hearing. Notice is deemed received as of the day it was personally delivered or three (3) days after it
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.

Date Adopted: January 28, 2003

Date of Last Revision: September 14, 2016 Chancellor's Staff
February 23, 2015 District Consultation Council
September 10, 2007 Chancellor's Cabinet
Resolution No. 16/17-18, Support for Students and Privacy of Student Records

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

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

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

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

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

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

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

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

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

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

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

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

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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

Updated March 2012