Planning for Budget Reductions Begins

Information from the state is still missing, but it’s time to move forward.

More than $1 million in on-going expenses have been eliminated from the campus budget since December — when a series of decisions were made to deal with what was projected to be a $1.8 million, current-year budget cut.

But, the reductions of $1,037,565 still fall short, and while attempts are still being made to identify additional on-going cuts, it’s anticipated that at least some contingency funds will be required to cover the full deficit for this year.

While nothing has been finalized in the state Legislature, next year looks to be significantly worse for community colleges.

For 2003-2004, it’s estimated that Cypress College will have to continue with the $1.8 million worth of cuts made this year, plus make additional cuts of between $2.2 and $4.2 million.

The best guess is that the cuts will be a combination of reductions in general fund expenses, including reduced course offerings, and much deeper cuts (up to nearly 50% in some cases) in categorical programs, including Partnership for Excellence.

At the request of the Board of Trustees, a draft of principles to follow in making budget reductions has been developed. This draft is based on principles suggested by Chancellor Hunter, but it has been modified after review by the Management Team, the Planning and Budget Committee, and PAC. It was presented to the Board at the March 11 meeting with the caveat that it might change slightly after further review.

Chancellor Hunter recently addressed the budget situation in the District Quarterly newsletter.

“Everyone is working diligently to identify how we can deal with the budget situation and continue to serve students effectively,” he said. “In short, we are conserving in every possible place where we can identify a savings.”

Title V Grant Application Submitted

Cypress College has recently completed an arduous application process for a Title V grant from the US Department of Education. Led by Steve Donley, the dean of Vocational/Technical and Economic Development, a team of faculty members and grant-writing consultants have been working on the application since last semester, in order to ensure that Cypress College presents the best possible case for receiving the grant money. Staff Development Coordinator Nancy Deutsch also contributed countless hours to the project.

Title V grants were created under the Strengthening Institutions Program, Title III Part A and Title V of the Higher Education Act of 1965. Part A of Title III, known as the Strengthening Institutions Program (awarded to Cypress College four years ago), assists eligible higher education institutions with improving their academic quality, management, and fiscal stability in order to achieve self-sufficiency.

The Title V Developing Hispanic Serving Institutions Program awards grants to Hispanic-Serving Institutions of Higher Education to assist them in expanding their capacity to serve Hispanic and low-income students.

In order to qualify for the Title V grants, institutions must meet the following additional requirements: 1) Have an enrollment of undergraduate full-time equivalent (FTE) students that is at least 25 percent Hispanic students; and 2) assure that not less than 50 percent of its Hispanic students are low-income individuals.

If approved, the grant would provide nearly $1.6 million over five years to help Cypress College enhance instructional and academic support programs, and improve Hispanic student retention, persistence and success. Three specific components are identified to support that goal.
Senior Day Events to Inspire Local Students

Senior Day will be held on campus this Thursday, March 20, from 10 a.m.-1 p.m.

Approximately 1,200-1,400 high school seniors from the local area are expected to attend this annual event, which is the primary outreach effort for the college.

There will be a number of workshops offered throughout the day designed to showcase benefits of particular programs and elements of the Cypress College experience for prospective students, including, “Smooth Transition to Transfer,” “Introduction to Health Sciences Careers,” and “Learning Communities at Cypress College.”

All workshops will be held in the Culinary Arts meeting space.

Despite the dramatic budget cuts proposed by the Governor, there is still a need to generate at least 10,200 FTES in 2003-2004.

Honors Students Present at State Convention

Seven Cypress College Honors Program students had papers selected to present at the Honors Transfer Council of California Annual Research Conference, hosted by UCI on March 1.

The students who presented were Tiffany Monroe of Stanton and Michael Fishman of Cypress (Frankenstein: Innocent or Guilty?); Sharon Suh of Stanton, Eldes Tran of Cypress and Tasneem Motala of La Palma (The Politics of Service Learning: Measure X), Marisol Torres of Hawaiian Gardens (Poetry, Travel, and the Honors Experience) and Scott Milton of Anaheim (Human Genetic Research and Technology). An additional 25 students and 3 honors faculty (Penny Gabourie, Melanie Nabahani and Kathryn Sonne), who served as session moderators, also attended the conference. It was a unique opportunity for honors students from across the state of California to come together in an academic environment that will enhance their future transfer experience.

‘Who’s Who’ List Includes 11 Cypress Students

The 2003 edition of Who’s Who Among Students in American Junior Colleges will include the names of 11 Cypress College students who have been selected as national outstanding campus leaders.

Campus nominating committees and editors of the annual directory have included the names of these students based on their academic achievement, service to the community, leadership in extracurricular activities and potential for continued success.

Students named from Cypress College are: Elsa Garcia, Sandra Garcia, Kourtney Hicks, Juan Hinojosa, Justin Keadle, Jesus Medina, Briana Padilla, Sherry R. Pan, Joyce Proctor, Stephanie Salaz, and Michael Schafer.

Outstanding students like those named above have been honored in the annual directory since it was first published in 1966.

Construction Update: EMS Project Complete

Have you noticed an abundance of dark classrooms and offices around campus? No, it’s not a repeat of the rolling blackouts — it’s just the result of the new campus Energy Management System project.

The system, which has been installed in selected locations across campus, involves motion-detecting lighting. The best part of the system? No longer is the campus energy-conservation effort solely reliant on individuals shutting off light switches when they leave these office or classroom areas — a huge plus in these economically tight times.

The locations of the new lighting systems were chosen by a team of consultants, based on a number of pre-qualifications.
I have been thinking for some time that I would send out information updating the campus on the budget situation, but I have been waiting to get more definitive information from the legislature on at least the proposed mid-year cuts. However, a recent article by Margaret Wheatley in the Link & Learn newsletter convinced me that I should write now. She says, “People deal far better with uncertainty and stress when they know what's going on, even if the information is incomplete and only temporarily correct.” So I have decided to send out this update now even though the information is not complete and may well be wrong by tomorrow.

To recap where we are, the Governor released information in December indicating that the state faced a budget deficit of $34 billion dollars. Along with that announcement he indicated a number of proposed budget cuts for the current year (2002-2003) and reductions for next year (2003-2004). On January 10, he issued his proposed budget for 2003-2004, which included even more severe cuts for both the current year and for next year.

When the legislature reconvened in January, the common wisdom was that it would act fairly quickly on the mid-year cuts, perhaps even by the end of the month. In an attempt to influence these cuts, the Consultation Council, chaired by Tom Nussbaum, the Chancellor of the California Community Colleges, developed a list of alternative budget recommendations, which was approved by the Board of Governors. These alternatives have formed the basis for lobbying efforts conducted by the Chancellor’s Office, the Community College League of California, and various other organizations. The focus of the lobbying efforts has been to influence where the cuts would be made, primarily in maintaining our base apportionment or “general fund” monies and cutting more deeply into categorically funded programs, such as EOP&S, DSP&S, Matriculation, and Partnership for Excellence (PFE). There has also been a strong effort to convince the legislature and the Governor that the proposed cuts for community colleges are much more severe than the cuts proposed for UC, CSU, or K-12.

The legislature actually passed a package of mid-year cuts, but the bill was tied to an increase in the vehicle license fees (VLF), which the Governor announced he would not support. As a result, this legislation has not been forwarded to the Governor. Various attempts are underway to resolve this stalemate, but so far nothing has been agreed to.

Another development occurred last week when it was announced that the community colleges were being hit this year with an additional property tax and student fee shortfall of $38 million. In order to avoid this additional “hit” on community colleges, the Assembly voted to reduce the amount of cuts it had made earlier in a variety of categorical programs. In a sense, it gave us back the $38 million, but it did so by restoring funding in categorical programs, where our discretion to spend according to local campus needs is severely restricted. Many people would have preferred having our base apportionment increased by the $38 million because it is that source of funding that covers most of our expenses.

So this is the situation at the state level. Let me now turn to our local situation.

In response to the budget cuts announced in December, I called an emergency Management Team meeting on December 19, 2002. At that time we indicated
that our priorities were to preserve classroom instruction and whenever possible preserve direct services to students, as well as transition existing full-time staff to vacancies if necessary. The size of the problem for this year (2002-2003) was identified as $1.8 million, which is still the amount of cuts we are trying to make. At that time we made the following decisions:

- Reduce the cash allocation to all programs/departments by 5% (which translated into an 8% cut since we had to reserve funds out of the cash allocation to pay for our utility usage)
- Reduce enrollment targets by 5%
- Reduce the use of substitutes
- Reduce overtime and the use of hourly employees
- Eliminate High School PE Bridge classes
- Cancel low-enrolled classes in the intersession and spring semester
- Fill vacant positions only when approved by President’s staff and Chancellor’s staff
- Reduce PFE hourly and programs by 50% for the spring
- Require that all purchase requisitions (RQ’s) be approved by President’s staff
- Defer all non-essential purchases
- Review and defer to the greatest extent possible the one-time budget requests approved by the Planning and Budget Committee
- Not fill faculty growth positions
- Discontinue all travel except that covered by federal grant funds or personal funds

To date, those efforts have enabled us to achieve on-going reductions of $1,037,565. We are still attempting to identify additional on-going cuts that can be made, but we anticipate having to use at least some of our contingency funds to cover the full deficit for this year.

For 2003-2004, we are estimating that we will have to continue with the $1.8 million worth of cuts made this year, plus make additional cuts of between $2.2 and $4.2 million. Our best guess is that the cuts will be a combination of reductions in general fund expenses, including reduced course offerings, and much deeper cuts (up to nearly 50% in some cases) in categorical programs, including Partnership for Excellence.

At the request of the Board of Trustees, we have developed a draft of principles to follow in making budget reductions (see attached). This draft is based on principles suggested by Chancellor Hunter, but it has been modified after review by the Management Team, the Planning and Budget Committee, and PAC. I presented it to the Board at the March 11 meeting with the caveat that it represented our best thinking at this point but that it might change slightly after further review.

Using these principles as guidelines, this is the process we are following in determining where budget cuts will be made:

- All managers have been asked to meet with the faculty and staff in their areas to discuss the impact of cuts at a 5%, 10%, and 15% level; managers of categorical programs have been asked to develop plans based on the percentage of cuts in the Governor’s proposed budget.
- At a Management Team meeting on March 11, each manager shared the results of the discussions noted above, that is, what the impact would be of the different levels of cuts; there was also discussion of potential reductions throughout the college.
- This information will be reviewed by President’s staff, and a preliminary recommendation regarding cuts will be developed.
- The preliminary recommendation will be shared with the Management Team and the Planning and Budget Committee.
- A forum will be held on April 10 from 2:00-3:00 p.m. to allow for input from the entire campus.
- A final recommendation will be made to PAC by the end of April.

In addition to the process outlined above, we have made some other decisions:

- We will reduce course offerings in order to achieve an FTES target of 10,246 for 2003-2004, compared to the original target for 2002-2003 of 10,854.
• The FTES reduction will be matched by a $600,000 reduction in the extended day budget, meaning we will be offering fewer sections.
• Only one vacant faculty position (Automotive Technology) will be filled. The salaries of three counselors who are currently paid out of Matriculation funds will be charged to the general fund, which means that three counselors we had planned to hire will not be hired. These changes result in 17 replacement faculty positions which will not be filled.
• PAC is recommending that we move forward in hiring a new dean of Science/Engineering/Math, a new dean of Language Arts/Library, a Registrar, and an interim dean of Social Science. This recommendation has been approved by Chancellor’s staff. PAC has delayed a decision on replacing the manager of Maintenance and Operations and the director of Campus Diversity until the end of the semester.
• Three vacant classified positions (Office of Instruction, Counseling, and Admissions and Records) will not be filled. The position of office manager in Dental Hygiene has been filled but was cut back to 10 months.

There is no doubt that the budget crisis we are facing is the worst that any of us have ever seen. There is no doubt that cutting a total of $4 million to $6 million out of our $40 million budget will have a major impact on our students and everyone who works at Cypress College. There is no doubt that, as Margaret Wheatley says in the article cited above, “Uncertainty leads to increased fear. As fear levels rise, it is normal for people to focus on personal security and safety. We tend to withdraw, become more self-serving, and more defensive. We focus on smaller and smaller details, those things we can control. It becomes more difficult to work together, and nearly impossible to focus on the bigger picture.”

There is also no doubt in my mind that Cypress College is uniquely positioned to make it through this crisis with professionalism, compassion, cooperation, and courage. We are a group of educational professionals who are committed to helping our students succeed, and we know that they can succeed only if we keep in mind our Vision—Building a college-wide learning community for student success—and our Mission (see attached). In no way does the fact that we have to reduce our budget diminish the value and importance of the work that we do. We will still have 14,000-15,000 students needing what we provide: an outstanding learning experience and effective and caring student services.

To quote Wheatley once again: “In order to counter the negative organizational dynamics stimulated by stress and uncertainty, we must give full attention to the quality of our relationships. Nothing else works, no new tools or technical applications, no redesigned organizational chart. The solution is each other. If we can rely on one another, we can cope with almost anything.”

Thank you for all you do to make Cypress College a special place. Working together, we will make it through these terribly difficult times.
CYPRESS COLLEGE
PRINCIPLES FOR BUDGET REDUCTIONS

As Cypress College makes budget reductions in coming months, we will keep in mind our vision and our mission:

Vision

Building a college-wide learning community for student success

Mission

Cypress College is committed to promoting student success and contributing to intercultural understanding and the economic development of the surrounding community. The college offers certificate, degree, vocational, and transfer education, as well as developmental and student services programs, in a student-centered learning environment.

The following principles will guide the decisions that are made:

1. Maintain student access to courses/programs/services to the greatest extent possible.
2. Make cuts in ways that have the least negative impact on students, faculty, and staff.
3. Recognize that student services are a critical part of the college mission.
4. Eliminate programs/services rather than reduce them so significantly that their quality cannot be maintained.
5. Eliminate expenditures that are not central to the college mission.
6. Eliminate duplicated programs and services.
7. Consider the long-term impact prior to eliminating full-time positions.
8. Transition existing full-time staff to vacancies if necessary and whenever possible.
9. Utilize all available technology to save money even if there is an initial cost for providing the technology.
10. Make cuts with a global view of the college in mind, rather than focusing on what’s best for a single program, service, or subset of the campus population.
11. Keep an eye on the future and our return to growth that will follow the current budget crisis.

In addition to these principles, the college will increase efforts to obtain external funding in order to provide essential programs and services.
Senior Day 2003 Registration Form

Name: __________________________
Address: ________________________
City/Zip: ________________________
E-mail: _________________________
School: _________________________

To participate in Cypress College Senior Day 2003, complete this form and turn it in to your school counselor’s office.

Picture Yourself at Cypress College!
For nearly a half-million people, Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Come to Cypress College and Go Places!

Cypress College
Dr. Marjorie Lewis, President, Cypress College
Dr. Jerome Hunter, Chancellor; North Orange County Community College District
Board of Trustees: Jeff Brown; Otto J. Lacayo; Leonard L. Lahtinen; Molly McClanahan; Donna Miller; Manuel Ontiveros; Nancy M. Rice; Briana Padilla, Student Trustee, Cypress College; Drew Shah, Student Trustee, Fullerton College
CypressCollege.edu
(714) 484-7000
info@CypressCollege.edu

At Cypress College you can:
• Earn an Associate Degree
• Complete lower division general education and transfer to a four-year university or college
• Complete one of our 73 career-certificate programs

Educational Excellence
A Great Environment
Personal Attention
Value and Quality
A Fun Experience

CYPRESSCOLLEGE.EDU - (714) 484-7199
9200 VALLEY VIEW STREET - CYPRESS, CA 90630

Senior Day 2003
March 20 — 10 a.m. - 1 p.m.
For more information visit our website:
http://CypressCollege.edu/seniorday
Workshops

“Getting Free Money to Fund Your College Education” 9:30 a.m.
“Choosing a College Major” 10:00 a.m.
“Introduction to Health Science Careers” 10:30 a.m.
“Teaching as a Career” 11:00 a.m.
“Smooth Transitions to Transfer” 11:30 a.m.
“Learning Communities at Cypress College” 12:00 p.m.

All workshops will be held in Culinary Arts (adjacent to the Campus Theater).

Welcome to Cypress College!

At Cypress College, we are proud to provide a quality higher education opportunity to all who are interested. It is our mission to offer degrees, certificates, career training and university-transfer education. Additionally, we provide a wide variety of services to help our students succeed. In short, we exist to help our students “Go Places.”

The tremendous track record of California’s community colleges as institutions that provide unparalleled career training is no secret. Perhaps lesser known — but just as important — is why Cypress College maybe the BEST educational option for university-bound students. For people who aren’t familiar with community colleges, it may come as a surprise to learn that 60% of all students who earn bachelor’s degrees at a California State University campus, and more than 32% of those who complete bachelor’s degrees at the University of California, began their higher education at a community college.

Cypress College’s small classes and caring master teachers enhance the success of our students. By completing your first two years of college at Cypress College, you are much more likely to be accepted into the university you select, rather than having to “settle” for a different campus.

At Cypress College, student learning is our highest priority. With that in mind, we offer student services such as study skills classes, tutoring services, computer labs, the Writing Center, the Learning Center, academic and personal counseling and other success-oriented programs.

We look forward to seeing you here at Senior Day 2003.

— Marjorie Lewis, Ph.D. President, Cypress College

Fall 2003 semester courses begin August 18th.

Five Easy Steps to Success

1) Admissions
   Applications accepted beginning March 1

2) Assessment
   English & Math placement tests beginning end of May

3) Orientation
   Scheduled after assessment to receive results of placement tests

4) Counseling
   Assistance in selection of classes

5) Registration
   New student registration beginning late July

Complete your “Gen Ed,” then Transfer to a University as a Junior

Welcome to Cypress College!

Studies Show: Transfer Students have Higher GPAs

No SAT/ACT Scores Required

Fall 2003 semester courses begin August 18th.

Your High School GPA is not a Barrier to Admission at Cypress College

Save $$$ Just $38 per Class
   *For a 3 unit course

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• Earn an Associate Degree
• Complete lower division general education and transfer to a four-year university or college
• Complete one of our 73 career-certificate programs

For nearly a half-million people, Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job.

Come to Cypress College and Go Places!
Cypress College will celebrate Women's History Month with two exciting events:

On Thursday, March 20th, the second annual _DAY OF EXPRESSION_ invites students, faculty, support staff, and administrators from across campus to come together to meet and mingle, and to express themselves on this year's theme, "Women and Peace." Participants are invited to share music, dance, poetry, personal stories, artwork, etc. that celebrates women's connection to peace. Come to learn something new, make new friends, and honor those women who have come before us. This program is co-sponsored by the Isis Club, which works to foster a spirit of community among women on campus, and the Cypress College Center for Intercultural Understanding. The program will be held on Thursday, March 20th from 6-8 p.m. in the Cypress Café. Donations of finger foods are always appreciated.

On Thursday, March 27th, Cypress College continues to celebrate Women's History Month with an evening of stories and songs, _HERSTORY AND MORE_, an event co-sponsored by the Cypress College Center for Intercultural Understanding and the Cypress College Foundation. This event will begin promptly at 7 p.m. in the Fine Arts Building, room 304 at Cypress College, 9200 Valley View Street, Cypress. For this event, nationally known storyteller Angela Lloyd will join acclaimed local storytellers Linda King Pruitt, Leslie Perry, Barbara Wong, Nancy Wood-Conover, Carol Feeney, and Ed Walsh for a special performance of personal stories and folktales about women of courage, kindness, strength, and spirit. This event is free and open to the public, adults and children over 12. Off campus guests will be allowed to park for free in Parking Lot #8.

For more information about either program, contact Mary Forman at x47171 or mforman@cypresscollege.edu.
February 10, 2003

Dear Colleague:

In order to have another successful KinderCaminata, it is important for faculty, staff and students to participate. The KinderCaminata Committee would welcome your involvement in any of the following activities. Thank you for volunteering your valuable time.

Please keep this section as a reminder.

**ACTIVITIES FOR FRIDAY, MARCH 28, 2003:**

- Decorations and Set-up 7:00 am - 8:30 am
- Bus Greeters 8:00 am - 9:30 am
- Career Station Attendants 8:30 am - 11:30 am
- Water Station 8:30 am - 11:30 am
- Snack Assistants 10:30 am - 12:00 pm

To sign up to volunteer, please complete and return the bottom portion of this form to Hortensia Modregon, EOPS Office, by March 10, 2003. If you should have any questions, Hortensia may be reached at Ext. 47368.

**HOPE YOU CAN JOIN US!**

For your convenience, there will be two separate orientation sessions for volunteers. Please select one of the following:

- [ ] Tuesday, March 18
- [ ] Wednesday, March 19

Both sessions will be held from 11:00 am to 12 noon at the Fine Arts Staff Conference Center.

Educational Excellence

Students and staff are proud of the many top-quality academic and vocational programs at Cypress College. Our students say Cypress College is a good place to build skills and connect with others. Many feel their confidence grow. Graduates say that after completing a program at Cypress College, they feel well prepared for their next step, whether that’s a career or the university.

A Great Environment

Students often comment about the warm, personal and friendly experience at Cypress College. They say they feel safe at the college and enjoy the atmosphere. Students like that teachers remember their first names and say “hi” on campus. They also enjoy the casual environment, beautiful grounds and ample parking. And they rave about the relaxing duck pond.

Personal Attention

Cypress College classes are always taught by highly qualified faculty members. Students think their teachers are excellent and willing to go the extra mile for them. Faculty members like Cypress College because they love to teach. The result is personal attention and one-on-one interaction between students and their instructors. Many students say they came to Cypress College for that reason alone.

Value and Quality

Ask a Cypress College student if they’re getting a good deal and you’re likely to hear this response: “My friends are paying a fortune for the same education.” It’s not only the exceptionally low cost of just $11 per unit, either. Students say they know they’re getting a top-quality education and transfer credits, too.

A Fun Experience

You can’t quite call Cypress College a party school. At least not in an official publication. But students say they find lots of opportunity for involvement. The campus has a vibrant arts community and several top-notch athletic programs. Not to mention all the attractions — like Downtown Disney and Knott’s Berry Farm — that are just a stone’s-throw from the campus.
Students who come to Cypress College go places. For nearly a half-million people — including actors, athletes, doctors, executives, mechanics, nurses and teachers — Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College, founded in 1966, provides a quality higher education to more than 16,000 students of diverse backgrounds each semester. More than 25% of Cypress College’s students are Latinos, 18% are Asian, 7% are Filipino, 5% are African American, 38% are Caucasian, and 7% are from other ethnicities or are unidentified. The college serves the Orange County cities of Anaheim, Buena Park, Cypress, Garden Grove, La Palma, Los Alamitos and Stanton, although residents of any city are welcome.

Cypress College is committed to promoting student success and contributing to intercultural understanding, in a student-centered learning environment. Offering 58 university-transfer majors, 107 career-certificate programs, and degrees in 46 areas of study, Cypress College has traditional semesters beginning in January and August, while short-term courses start throughout the year. A Cypress College education costs just $11 per unit, California’s lowest tuition. Financial aid and scholarships also are available to qualifying students.

Cypress College, in sunny Southern California, is in the shadow of major tourist attractions such as Disney’s theme parks and Downtown Disney (about six miles), Knott’s Berry Farm (less than five miles), and The Block entertainment complex (about 10 miles). The campus is 12 miles from the beach and provides quick access to Long Beach and Los Angeles. Located at 9200 Valley View Street in Cypress, the college is easily accessible from several Southern California freeways, including the 5, 91, 605, 22 and 405.

The 110-acre Cypress College campus features a lake, park-like study areas and beautiful weather year-round.