



# COUNSELING CENTER

at Fullerton College

Welcome to the Counseling Center!

Once registration begins there is a good likelihood that classes may fill up quickly. Counselors CANNOT put (register) students in classes once the class has closed, only the instructor may add students to the class, and this, by petition. Under the present circumstances, consider the following...

- Register promptly using myGateway on our website ([www.fullcoll.edu](http://www.fullcoll.edu)) on your assigned date/time and anytime thereafter. This information was sent by Admissions & Records via e-mail and through your myGateway account.
- Review the OPEN CLASS LIST on the campus website ([www.fullcoll.edu](http://www.fullcoll.edu)) for class alternatives. Keep checking it several times a day until classes start; seats will become available as students drop classes (withdrawal).
- Refer to the class schedule (purchase at the bookstore for \$1 or view online) for additional information on the course (description, pre-requisite, co-requisite, etc) and use the course number (CRN) to register for the class online.
- Students must take the FC placement test to register for Math, English, ESL, Reading courses or clear the pre-requisite with Advanced Placement OR other college transcripts in the Counseling Center. Prerequisites for other subjects (other than Math, English, ESL, Reading) are cleared in Admissions & Records.
- If the class is closed (computer message "REGISTRATION ADD AUTHORIZATION CODE-INCOMPLETE")
  - Consider getting on the waitlist, if there is one available, for the course of your choice.
  - Try another section of the same class (consider Fullerton College classes taught at the Anaheim campus, or classes taught at Cypress College).
  - Select another class. Advising forms for (transfer) major requirements are available in the Counseling Center; requirement information for general education options are available in the Counseling Center, class schedule and FC General Catalog; and requirement information for certificates and associate degree majors are available in the FC General Catalog.
  - Attend the class on the first day, the instructor MAY take a few additional students (this is not guaranteed, many other students may petition as well). If you get an add code from the instructor, log into your myGateway account, enroll in the class using your add code and pay for it. Students on the waitlist will be given priority to receive add codes.
  - Check if the class is available at Cypress College, our sister campus (select Cypress College in myGateway), or try another community college.
  - \*Register in at least .5 unit (physical education, counseling courses, etc.), this will improve your registration status/priority from "new student" to "continuing student" for the following semester (continuing students register before new students). Students who do not register for any units during their first semester at the college will need to re-apply as new students for the following semester.
    - **\*NOTE: Carefully consider the consequences of enrolling in an English, ESL, Math or Reading class that is of a lower level than what you assessed into. Once you are enrolled in a course in English, ESL, Math or Reading, you must complete the course sequence – you will not be allowed to skip a level, even if you had tested into a higher level course.**

- If you want to enroll in a course that is reserved for a Special Program (i.e. TAP, Puente, ESP, etc.) that you are not a member of, go to the class on the first day to see if a seat is available.
- First semester students will sometimes have difficulty enrolling in 12 or more units (i.e. full time status). However, enrolling in at least .5 units may improve your registration date and or time for the following semester.

During the registration period of each semester, counselors are available for “walk-up” counseling only, no appointments are made during this time - please consider that some students may need to wait for several hours before they are able to speak with a counselor. Particularly during the first few days of the semester, keep in mind that counselors cannot put or register students into classes, and the time spent waiting to see a counselor can otherwise be used to speak with instructors about adding their classes. Once the registration period ends, students will have the opportunity to schedule an appointment with a counselor and develop a much more detailed educational plan for future semesters. Thank you and good luck.

11/10/2010