

# FULLERTON COLLEGE REGISTRATION TIPS



## BEFORE REGISTRATION

### Review your Student Education Plan (SEPP)

It is highly recommended to follow the classes outlined in your SEPP made between you and a Fullerton College Counselor to meet your educational goals efficiently. Don't see a SEPP for the upcoming semester? Meet with a counselor! Ideal months are Feb/March & Sept/Oct. [Fullerton College Counseling Center: https://counseling.fullcoll.edu/](https://counseling.fullcoll.edu/)



### Balance your school, work, and personal schedule

Identify the timeframes dedicated to work, personal responsibilities, ideal study/homework times, etc. Keep these schedules in mind when looking at potential classes.

### Confirm your Registration Appointment

Your registration appointment is the first day and time you can begin registering for classes online through myGateway. Registration appointment times will be emailed and available on myGateway when assigned. Log onto myGateway, go to Registration Tools, click Check Registration Appointment. Students can register and drop courses any time after their appointment, until the add/drop date of the course. It is the student's responsibility to officially register for classes through myGateway.

### Look at the classes on the Online or PDF Schedule prior to registration

Create your ideal class schedule with the courses listed on your SEPP. Have multiple versions of schedules with different time frames in the case a class is closed before your registration appointment. Days and times of classes cannot overlap. You will need to write down the CRN of each class you want to add during the registration process.

View available classes for the semester at <https://www.fullcoll.edu/schedule/>



## DURING REGISTRATION

### Common registration errors

**Holds:** Cannot register due to hold on account? View holds by logging into myGateway and under registration tools, click on "Check for Holds". [If you have questions, contact Admissions and Records https://admissions.fullcoll.edu/](https://admissions.fullcoll.edu/)

**Restricted:** Some courses are restricted to programs or special populations, and usually identified in the description of the course. If you are given an error due to a restriction, please select a different CRN or contact your special program if you were advised to take that course.

**Waitlisted courses:** A waitlist is an electronic list of students who would like to enroll in a closed class. Wait listing does NOT guarantee enrollment into any class and not all classes have waitlists. Waitlisted students must meet all registration requirements, including time conflicts and prerequisite requirements. [Review the how-to waitlist flyer at https://promise.fullcoll.edu/registration](https://promise.fullcoll.edu/registration)



## DURING REGISTRATION

### Review the details of each course carefully

Pay attention to the campus code, the modality of the course (in-person, hybrid, zoom, online) and the start & end dates of the course. Most classes are 16 weeks, but others can range from 2-15 weeks long.

**COUN 151 F** (F = Fullerton , C = Cypress)

**Career and College Success**

**Course Corequisites: NONE**

**3 UNITS**

**Transferability: CSU, UC**

This course is for students who are undecided about their major or career path, are in career transition and/or are looking for ways to achieve academic and career success. This includes an in-depth analysis of one's values, interests, abilities and personality; including goal setting, career research and taking responsibility for one's academic, career and personal success.

CLASS STATUS	CRN	DAY(S)	TIMES OF COURSE	LOCATION OF COURSE	DATE	WEEKS
OPEN	00000	T TH	09:35am - 11:00am	1000 1013	01/24-05/20	16
WAITLISTED	00001	W	4:00pm - 5:10pm	ZOOM ZOOM	03/27-05/18	8
IN PROGRESS	00002		Online Course	Online Course	02/20-05/20	13



### Additional Online Registration Resources:

Review how-to flyers, a walkthrough video, and registration Frequently Asked Questions at <https://promise.fullcoll.edu/registration>

## AFTER REGISTRATION

### Review fees

After clicking "complete registration", you will see a list of optional fees to add to your bill. Review these fees, mark the items you would like to purchase, and click submit. If you are receiving financial aid or the North Orange Promise Program, wait for enrollment fees to be covered. If you are paying for fees, please follow the instructions on the account summary.

### Review Schedule/Bill

Login to myGateway and click on "Print Schedule/Bill". Select the term you would like to view. This is your "official" schedule that can be used to show proof of college enrollment.

### Add class schedule to a planner or calendar (physical or digital) & check your email

A friendly reminder to yourself when classes begin! Attendance is crucial, especially during the first 2 weeks of class to avoid being dropped. Check your email daily for updates from Fullerton College.

## OTHER QUESTIONS?

WE KNOW THIS PROCESS CAN BE DAUNTING - WE ARE HERE TO SUPPORT YOU!



**Admissions and Records - Building 2000, 1st floor - <https://admissions.fullcoll.edu/>**

**Counseling Center - Building 2000, 2nd floor - <https://counseling.fullcoll.edu/>**

**Promise & First Year Support Center - Building 100, Room 119 - <https://promise.fullcoll.edu/>**