

REGISTRATION

Registration windows are opened for each student based on enrollment priorities and the date and time the student submitted the online admission application. Although students can register when or after registration window opens assigned date and time, registering on the date and at the time their registration window opens provides a better selection of classes; however, enrollment is not guaranteed into any class.

A registration email is sent to all new, returning and continuing students. The email indicates the when their registration window opens, which is earliest date and time the student can register for classes. Students can also view their registration date and time by clicking on the Registration Appointment link in the left margin of myGateway.

Certain registration and admission deadlines must be established. These deadlines are necessary in order to comply with state attendance laws and must be followed by faculty and students. Failure to comply with these deadlines may mean that the student will not be allowed to attend or receive credit for classes.

New Students: To be eligible for priority registration, students must meet the following requirements:

- complete the **assessment process** — Guided self-placement for math and English and/or ESL placement tests,
- complete an **orientation** session (online), and
- complete a **one semester education plan** by meeting with a counselor

Any student who does not complete all three activities will receive a registration date and time, but it will not be a priority registration date.

Returning Students: To be eligible for priority enrollment, students must meet the following requirements:

1. complete the **assessment process** — Guided self-placement for math and English and/or ESL placement tests,
2. complete an **orientation** session (online), and
3. complete a **one semester education plan** by meeting with a counselor

In addition, returning students must:

- be in good academic and/or progress standing
- not have been placed on academic dismissal and not on probationary status for three consecutive terms
- have completed 75% or more units with A, B, C, CR, and P and,
- not have earned more than 100 degree-applicable units (at Cypress and Fullerton), excluding basic skills courses.

Any student who does not meet - the above requirements will receive a registration date and time, but it will not be a priority registration date.

Continuing Students: Are given priority registration based on the number of units completed and the following criteria:

- Must be in good academic and/or progress standing — not have been placed on academic dismissal and not on probationary status for two consecutive terms,
- Have completed 75% or more units with A, B, C, CR, and P,

- Have not earned more than 100 degree-applicable units (at Cypress and Fullerton), excluding basic skills courses.

Any student who does not meet the above requirements will receive a registration date and time, but it will not be a priority registration date.

Placement information for English, ESL, and Math: English and math assessments are no longer required. Instead, Cypress College uses Guided Placement.

The Guided Placement is a quick 5-10-minute questionnaire that helps transfer and degree seeking students select the best English, ESL, and/or math options. Cypress College uses "Multiple Measures", including your major, overall high school GPA, and some quick information about math courses you took in high school. For English, ESL, and/or math course options please visit our site at Guided Placement.

Students seeking certificates may not need English, Math, or other General Education courses, which you can check using Program Mapper.

If you have additional questions, you may make an appointment with a counselor through our Counseling Center.

Counseling/Orientation: Students are strongly advised to meet with a counselor before registering for classes. Counselors are well informed in various fields of study and can assist students in long-range planning for specific educational plans. New and returning students are required to attend an orientation to receive important information on offered programs, policies, and registration procedures. Orientation can be completed online via myGateway. Students can attend an in-person orientation by calling the Counseling Center to schedule an orientation time.

myGateway: **myGateway:** The web portal that enables students to see when their registration window opens, class schedules, grades, academic history, added or dropped classes, and provides access to a variety of useful resources. A student ID number and Personal Identification Number (PIN) are needed to log into myGateway which can be accessed from the college website.

Website:
myGateway
