

ADMISSIONS AND RECORDS

2000 Bldg, 1st Floor – <https://admissions.fullcoll.edu/>

The **Admissions and Records Office** assists prospective, new, current/continuing, returning, and alumni students with the following services:

Admission and residency determination of all students including specific student populations i.e., AB540, Veteran, EOPS, DSS, Foster Youth, Promise, special admit/concurrent enrollment, dual enrollment, and student athletes.

Registration services including priority registration, registration/myGateway assistance, registration set up, student coding for special populations, and mass communications to students. Assist in the development of the class schedule and college catalog, provide reports and technical support to students, faculty, staff, and other district personnel.

Retrieve, maintain accuracy, and distribute student records including student transcripts, verifications of enrollment, incoming other college transcripts, high school transcripts, subpoena requests, petitions, grades, verify athletic eligibility, state mandated compliance audits, and report attendance data to appropriate state/federal agencies.

Evaluation of graduation requirements, awarding of AA/AS/ADT degrees, evaluation of incoming college transfer coursework towards graduation, course substitutions, course repeat adjustments, academic renewal, and the ordering and distribution of graduation diplomas.

In compliance with local, state, and federal regulations Admissions and Records interprets and ensures adherence to regulations i.e.; Title 5, Education Code standards, FERPA and all other regulations related to student privacy.

Provides information, guidance, and support to students, faculty, campus staff, administrators, North Orange County Community College District staff and administrators, and the community at large.

We promote a sense of community and embrace and value the diversity of our entire community. We commit to equity for all we serve.
