

myGateway Registration Worksheet

Before You Register:

1. Refer to your registration email. Registration appointments can also be viewed on **myGateway**/Registration Tools.
2. Clear all outstanding fees or holds. Non-clearance will delay adding and dropping classes.
3. Take the Guided Placement math, English, ESL, reading classes. Non-placement may delay registration for these courses.
4. Verify your correct name, major, email address, and phone number.
5. Use the Class Planning Sheet (below) or Program Mapper or your student education plan (SEP) in DegreeWorks to prepare your tentative schedule.
6. Verify financial aid eligibility with the Financial Aid Office. Non-verification can result in unexpected fees and being dropped for nonpayment.
7. Read and follow registration instructions in this Class Schedule Resource Guide to assist you with registering for classes.
8. Students should register on their assigned date and time for a better selection of classes; however, enrollment is not guaranteed into any class.

myGateway Available
7 days a week – 24 hours a day

myGateway requires nightly maintenance, which generally occurs from 12-6 a.m.

If you register and attempt to pay your fees by credit card, you may receive a message that your payment cannot be processed. Please return to **myGateway** at a later time and make your credit card payment.

REGISTRATION HELPLINE

Phone: (714) 484-7346

**ADMISSIONS AND RECORDS
HOURS**

See Admissions & Records hours:
www.cypresscollege.edu/admissions-records/

Admissions and Records is located on the first floor of the Student Center.

STEP 1

Go to www.cypresscollege.edu and click on **myGateway** at the top of the page.

STEP 2

LOGGING IN:

- Enter your eight-digit Student Identification Number as printed on your Student ID Card or Schedule/Bill.

- Enter your six-digit PIN (Personal Identification Number).

STEP 3

Click on **LOGIN**.

- **CHANGE PIN:** If you used your date of birth to log in, **myGateway** will require that you change your PIN.
- **SECURITY QUESTION/ANSWER:** **myGateway** may also ask you to enter a security question and answer in the event you forget your PIN.
- **DISABLEDPIN:** If your PIN is disabled due to multiple login attempts, use the Pin Reset feature on the User Login page or contact the Registration Help Line at (714) 484-7346.

STEP 4 REGISTERING FOR CLASSES

SELECTING THE TERM:

- From the **Dashboard**, click **Register for Classes — New College Scheduler** OR **Register for Classes — Classic**.
- Select the term Cypress College/Fullerton College fall 2024 and click **Submit**.

ADDING/DROPPING CLASSES:

A:

- Enter the five-digit CRN (Course Reference Number) from the worksheet below for each class you wish to add and click
- Confirm Your Choices** OR
- Click the **Class Search Button** and enter desired class criteria (subject, hours, days, instructor, etc.), then click **Class Search**.
- Place a checkmark in the box to the left of any classes you wish to add and click either **Add to Worksheet** or **Add Class**.

B:

- If **Add Authorization Code Required** appears, enter the add code issued by your instructor in the field provided and click **VALIDATE**. If the code is approved, click **Submit Changes** and confirm the status of your class.

C:

- After you have added/dropped all your classes and are satisfied with your class schedule as shown on the registration screen, click **Complete Registration**. Print a Schedule/Bill to ensure official adding or dropping of a class.

WAITLIST: If the class is closed but it has a waitlist, you can opt to be placed on the list. The waitlist criteria will be provided by **myGateway**; however, there is no guarantee of enrollment into the class. Refer to the "WAITLIST" page in the Class Schedule for complete waitlist information. Refer to the "How to Add/Drop a Class" page for further details.

CLASS PLANNING SHEET

		CRN (Course Reference No.)					Subject	Course No.	Times	Days	Units
Example: IDEAL CLASS SECTIONS		1	6	0	1	1	POSC	100 C	9:00A-10:20A	MW	3
Example: ALTERNATE CLASS SECTIONS		1	7	5	0	3	POSC	100 C	10:00A-11:20A	TTh	3

STEP 5 OPTIONAL FEES

- Select Campus:** Choose the campus for which you have enrolled in the most units (Fullerton or Cypress) and click **Submit**.
- Select Optional Fees:** Select the optional fees you wish to purchase and click **Submit**. If you do not wish to purchase any optional fees, leave all fees unselected and click **Submit**.
- Confirm Optional Fees:** Verify your selections and click **Confirm Purchase**.

STEP 6 FEE PAYMENT

The amount shown next to your "Account Balance" is due and payable immediately. Cypress College **does not bill for unpaid registrations**. Select either "Credit Card Payments" or "Check or Money Order Payments" and follow the prompts.

Note: If paying by credit card, you must resubmit the term you registered for.

Your **Schedule/Bill** includes a list of your classes, fees and payments, and is proof of your registration. You may use **myGateway** throughout the term to check or print your schedule.

If you decide not to attend any classes you have registered for, it is your responsibility to officially drop within published deadlines.