

Student Services Directory

Admissions & Records Office

626-914-8511

www.citruscollege.edu/ar

admissions@citruscollege.edu

Regular Office Hours:

Mon. & Thurs., 8 a.m.-5 p.m.

Tues. & Wed., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

Location: AD, First Floor

Information and assistance is available for:

- Admissions and WingSpan registration
- 15 computers for student use to apply and register
- Transcript request and enrollment verification
- Residency assistance
- Records information (grades, posting of degrees, receipt of other college transcripts and posting prerequisites)
- Current class schedules
- Important calendar dates and deadlines (Fall, Winter, Spring and Summer dates)
- Correction of student records (address changes, etc.)

Bookstore

626-914-8620

Shop online at www.owlbookshop.com

bookstore@citruscollege.edu

Rush Hours: Posted in the store and online

Hours:

Mon.-Fri., 8 a.m.-8 p.m.

Closed weekends and school holidays

Location: BK (adjacent to the Campus Center)

Students are required to purchase books and supplies needed for their courses. To meet this need, the Owl Bookshop is owned and operated by Citrus College as a service to students, faculty and staff with the purpose of making educational materials and related items available at an economical cost. Profits from its operation are used to fund staff, activities, grants

and scholarships, equipment purchases and campus improvements.

Effective fall 2010, information about required textbooks for each class will be available for students to access through the online class schedule. For more information call 626-914-8620.

Prices and information on educational materials are subject to change at any time. Citrus College and the Owl Bookshop cannot assume any responsibility for errors on listed information unless the books purchased in error are purchased from the The Owl Bookshop. Such purchases are subject to the normal Owl Bookshop return policy. Please be careful how you use the information on our web pages.

The Owl Bookshop sells new and used textbooks at a price designed to cover the costs of operating the bookstore and meeting all other required financial obligations. This price includes all expenses associated with bookstore operations and personnel. (AB 1548)

The Owl Bookshop accepts MasterCard, VISA, Discover, American Express, cash, ATM or personal check with valid California Driver's License. Books and supplies may also be purchased online at www.owlbookshop.com

The bookshop is located adjacent to the Campus Center; hours of operation and textbook information are listed at www.owlbookshop.com.

Refund Policy

Books purchased for any current semester session may be returned for refund as indicated on the refund policy received at the time of purchase. The books must be in the same condition as when originally purchased. Do not mar, damage

or write in your books. A cash register receipt, proof of registration and student ID are required for all refunds.

Students are encouraged to sell their books back during finals through "BUY BACK." A used book company purchases books needed by the bookstore at a percentage of the new book price.

The company also buys other books with a current market value at a wholesale price. Proof of registration and student ID are required. The bookstore cannot guarantee the buy back of any book.

The Owl Bookshop also provides:

- School supplies and study aids
- Snacks, drinks and sundries
- Art supplies
- Computer hardware and software
- Phone cards, gift cards and stamps
- Papyrus cards and gifts
- Citrus College clothing and imprinted items

CalWORKs

626-852-8023

www.citruscollege.edu/stdntsrvc/calworks

calworks@citruscollege.edu

Office Hours:

Mon.-Fri., 8 a.m.-4:30 p.m.

Location: LL

Students who are receiving TANF (AFDC) benefits may be eligible for a variety of services that are available through the CalWORKs program. The program helps students to:

- Complete county paperwork
- Find work-study employment
- Enroll in basic skills classes
- Complete child care paperwork
- Receive medical, mental health and legal aid referrals
- Obtain academic and career counseling
- Receive assistance with GAIN
- Submit ancillary requests for books, supplies and fees

- Enroll in short term and long term training programs

Campus Center

626-914-8601

www.citruscollege.edu/stdntsrsv/studentaffairs/campuscenter@citruscollege.edu

Campus Center Hours:

Mon.-Thurs., 8 a.m.-6:30 p.m.

Fri., 8 a.m.-4:30 pm.

Location: CC

The Associated Students of Citrus College, Student Affairs, and Student Business offices are located in the Campus Center.

Available are:

- Student activities
- Lounge with free WiFi and flat screen TVs
- Campus club information
- Club meeting spaces
- ASCC discount ticket services
- Housing information
- Video games

Campus Safety and Parking

Campus Safety's direct line is 626-914-8611.

www.citruscollege.edu/stdntsrsv/security/security@citruscollege.edu

Office Hours:

Mon.-Thurs., 7 a.m.-8 p.m.

Fri., 8 a.m.-4 p.m.

Location: CS

The department of Campus Safety provides:

- Vehicle jump starts
- Vehicle unlocks
- Lost and found
- Overnight parking information
- Parking citation information and appeals

The Department of Campus Safety also provides a safety escort on campus for any member of the college community, upon request, from dusk until dawn. During busy periods, callers may experience a 10-minute delay in the arrival of the officer. Safety escorts are provided for safety, not convenience.

Career/Transfer Center

626-914-8639

Fax: 626-914-8544

www.citruscollege.edu/stdntsrsv/transcntr

careercenter@citruscollege.edu

transfercenter@citruscollege.edu

Office Hours:

Mon.-Thurs., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

Location: ED 129

Career Center services include:

- Individual career counseling and testing
- Interviews with professionals in your chosen career field
- Job search strategies and workshops
- Computerized career guidance and career library
- Career development classes for unit credit

Transfer Center services include:

- Individual academic assistance
- Individual appointments with university representatives
- University campus field trips
- Transfer awareness workshops
- University catalogs access
- Transfer college fairs
- Computerized college information and transfer resource library
- University of California (UC) Transfer Admission Guarantees (TAG)
- UC/CSU cross-enrollment for only \$10 per class (fee subject to change)
- Transfer planning classes for unit credit

Cashier's (Bursar) Office

626-914-8896

www.citruscollege.edu/finance/fiscal/cashier

cashier@citruscollege.edu

Office Hours:

Mon. & Thurs., 8 a.m.-5 p.m.

Tues. & Wed., 8 a.m.-7 p.m.

Fri., 8 a.m.-4 p.m.

Location: AD, Second Floor, East Stairwell

The Cashier's Office (also known as the Bursar) provides a variety of financial services for students, staff, faculty and the public.

A photo ID is required for all transactions.

Services include:

- Campus parking citation payments
- Class fee payments
- Debts and outstanding obligations
- Disburse payroll checks
- Refunds
- 1098T replacements

Center for Teacher Excellence

626-857-4006

Fax: 626-914-8544

www.citruscollege.edu/stdntsrsv/cfte

cfte@citruscollege.edu

Office Hours:

Mon.-Thurs., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

Location: ED 129

Citrus College's Center for Teacher Excellence prepares future teachers by offering:

- Academic advising and counseling for future teachers
- A supportive learning environment
- Help with university transfer applications
- Teacher preparation workshops
- CBEST prep workshops

Child Development Center

626-914-8501

www.citruscollege.edu/cdc

cdc@citruscollege.edu

Office Hours:

Mon.-Fri., 8 a.m.-6:30 p.m.

Enrollment Hours:

Mon.-Fri., 7:30 a.m.-4:30 p.m.

Center Hours:

Mon.-Fri., 6:30 a.m.-6:30 p.m.

The Orfalea Family Children's Center provides a developmental program for children from 2 1/2 to 5 years old.

Enrollment is on a first-come, first-served basis and/or income priority set by the State of California. There may be a waiting list, so early registration is recommended. After acceptance into the program, allow approximately two weeks for processing. Fees are based on a sliding scale and vary according to family income and available funding.

The center is accredited by The National Association for the Education of Young Children (NAEYC).

Computer Labs

Several open computer labs are available to Citrus College students. A Citrus ID is needed to use the labs. A student login is necessary each session.

Main Computer Lab

Location: IS 107

Lab Hours: Call 626-914-8810

Math Science Computer Lab

Location: MA 127

Lab Hours: Call 626-914-8796

Library Computer Commons

Location: Library Floors 1 & 2

Hours: Call 626-914-8640

Closed Sat., Sun. and holidays

Counseling & Advisement Center

626-914-8530

Fax: 626-914-8618

www.citruscollege.edu/stdntsrvcounsel

counseling@citruscollege.edu

Office Hours:

Mon. & Thurs., 8 a.m.-5 p.m.

Tues. & Wed., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

Location: AD, First Floor

Counseling & Advisement assists students with:

- Academic and transfer advising
- Declaring a major and career counseling
- Developing a Student Educational Plan (SEP)
- New student assessment and orientation, probation, and Early Alert/college success workshops
- Over-the-counter advising for students with brief questions
- Registration assistance
- Veterans counseling
- Honors counseling
- Personal counseling

Disabled Students Programs & Services (DSP&S)

626-914-8675, Voice/TDD

TDD, 24 hours 626-914-8675

www.citruscollege.edu/stdntsr/dsps

jmcleod@citruscollege.edu

Office Hours:

Mon.-Thurs., 8 a.m.-5 p.m.

Fri., 8 a.m.-4:30 p.m.

Location: ED 212, Second Floor

DSP&S provides:

- Specialized assessment and diagnosis of learning disabilities.
- Academic accommodations for students with disabilities— notetaking, testing, tutoring, campus/community liaison, sign language interpreting, reader services, adapted physical education, textbooks in alternate format and more.
- Computer access for students with disabilities through instruction in adaptive technologies.
- Specialized academic counseling designed for the student living with a disability.

Extended Opportunity Programs & Services/Cooperative Agencies Resources for Education (EOP&S/CARE)

626-914-8555

www.citruscollege.edu/stdntsr/eops

eops@s@citruscollege.edu

Office Hours:

Mon., Tues., 8 a.m.-5 p.m.

Wed., Thurs., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

Location: ED 233

EOP&S helps students from educationally and economically disadvantaged backgrounds succeed in completing their educational goal.

EOP&S provides:

- Academic and career counseling
- Self Development Workshops
- Student supplies and peer support
- Book services for students who qualify
- Priority registration

EOP&S also coordinates the CARE program (Cooperative Agencies Resources for Education), which provides support services to EOP&S students who participate in TANF/CalWORKs, and are single heads of household with at least one child under 14 years of age.

In addition to EOP&S services, CARE students will receive:

- Additional assistance with school supplies and textbooks
- Meal tickets
- CARE grants, if eligible

Financial Aid

626-914-8592

www.citruscollege.edu/stdntsr/financialaid

financialaid@citruscollege.edu

Office Hours:

Mon.-Thurs., 8 a.m.-5 p.m.

Fri., 8 a.m.-4:30 p.m.

Location: ED 102

Services include:

- Assistance with FAFSA application for processing in English and Spanish
- BOGW fee waivers
- Scholarships
- Loans
- Grants
- Federal School Code: 001166
- Veterans education benefits assistance in Veterans Center

High School Relations and Outreach

626-857-4162

www.citruscollege.edu/stdntsr/highschool

Office Hours:

Mon.-Fri., 8 a.m.-4:30 p.m.

Location: ED 255

The Office of School Relations is responsible for coordinating high school outreach and recruitment activities for Citrus College. Our services include:

- Visits to local high schools to provide information on programs and services available at Citrus College
- Establishing connections with parents and prospective students
- Presentations and workshops

- Early Decision Day activities
- Parent Information Night
- Campus Tours
- Welcome Day
- Student Ambassador Program

International Student Center

626-914-8549

www.citruscollege.edu/stdntsrv/international
internationalstudents@citruscollege.edu

Office Hours:

Mon.-Thurs., 8 a.m.-5 p.m.

Fri., 8 a.m.-4:30 p.m.

Location: ED 236

The International Student Center provides services and support for current and prospective international students at Citrus College.

International Student Center services include:

- Application and enrollment assistance
- SEVIS I-20 issuance
- F-1 Student Visa and immigration issues
- Academic/Personal Counseling
- Living arrangements/Homestay information
- Activities and events

Learning Center

626-914-8570

www.citruscollege.edu/lc

learningcenter@citruscollege.edu

Office Hours:

Mon.-Thurs., 9 a.m.-8 p.m.

Fri., 9 a.m.-4 p.m.

Location: ED 216

Tutorial Services (ED 216)

626-914-8570

www.citruscollege.edu/lc

Free tutoring is available for most subject areas by appointment. Students interested in online tutoring should call for information. Tutoring jobs are also available.

College Success Center

(ED 224/231)

626-914-8570, Ext. 5930

www.citruscollege.edu/success

Multimedia, online and networked labs are available for students to complete lab requirement. Lab staff are available to provide guidance

and help with learning outcomes as well as assistance with the use of the equipment and programs. Student log-on is required.

Language Lab (ED 231)

626-914-8799

The Language Lab is a fully integrated, digitized audio lab open for use by ESL students. Interactive software and VCRs are also available.

Math Success Center (MA 130)

626-857-4085

Drop-in tutoring is available for math students in any level. Textbooks are available for Center use; lab staff or faculty are available to provide assistance. No appointment necessary. Student log-on is required.

STEM Center (MA 129)

626-852-6436

The STEM Center is a resource center available for students in math and science. Activities include online tutoring, Supplemental Instruction, access to science materials and texts, university representatives, STEM career workshops, guest speakers, study groups.

Testing Center (ED 215)

626-857-4035

testingcenter@citruscollege.edu

Test administration, proctoring for online exams, make-up tests for traditional classes and assessment testing services are offered. Please consult the Citrus College website for assessment testing times. All other testing is done on a drop-in basis (except adapted testing for students requesting a reader, scribe, large print or Braille, which requires an appointment to be made at least five days in advance). Students must present a photo ID and official documentation of your Citrus College ID Number to use the service.

Students who require accommodations may arrange to take their course exams through adapted testing. Typical accommodations provided by

adapted testing include extended time, large print, distraction free exam space and adapted computer equipment. Adapted testing is available in the Testing Center.

Computerized instruction is available for students who want to strengthen their basic math, reading and writing skills.

Library

626-914-8640

www.citruscollege.edu/library

library@citruscollege.edu

Hours: Call 626-914-8640

Closed Saturdays, Sundays
and holidays

Location: LI

Photo ID Hours: Call 626-914-8640

Noncredit Counseling

Noncredit Counseling

626-914-8530

Fax: 626-914-8618

www.citruscollege.edu/stdntsrv/counsel/ncounsel

Office Hours:

Mon. & Thurs., 8 a.m.-5 p.m.

Tues. & Wed., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

Location: AD, First Floor

Noncredit student support services are available to students enrolled in noncredit classes (i.e. - ESL, College Success Lab) and include:

- Academic advisement
- Noncredit Student Educational Plan
- Personal counseling
- College campus and personal resources assistance
- Transition assistance to degree/certificate programs

Student Health Center

626-914-8671

www.citruscollege.edu/stdntsrv/healthcntr

Hours of Services:

Mon.-Thurs., 8:30 a.m.-4:30 p.m.

Mon. until 6:30 p.m. by

appointment only

Fri., 8:30 a.m.-12 p.m.

- The Health Center is not open weekends or campus holidays.
- Services are available only when classes are in session.

- Hours subject to change without notice.
 - Please call before visiting.
- Location: HH

All currently enrolled students who pay the student health fee are eligible to receive health care services from the Student Health Center. Many of the services provided by the Citrus College Student Health Center are free of charge. Some tests, medications, and procedures require a minimal fee.

Health Care Services include:

- Treatment of acute illness/ambulatory care
- Immunizations
- Tuberculin skin tests
- Over the counter (non-prescription) medications
- Condoms and personal hygiene items
- Commonly used low-cost medications (prescribed by the campus healthcare providers)
- Family planning services
- Plan B emergency contraception
- Hearing and vision screening
- Off-campus referrals as needed
- Short term personal counseling
- Laboratory testing (blood, urine and pregnancy tests)

Stuffed Owl Café

626-914-8615

www.citruscollege.edu/stdntsr/owlcafe
stuffedowl@citruscollege.edu

Cafeteria Hours:

Mon.-Fri., 7:30 a.m.-2 p.m.

Vending Service Hours:

Mon.-Fri., 7:30 a.m.-8:30 p.m.

Location: CC, Lower Level

Located on the lower level of the Ross L. Handy Campus Center, the Citrus College cafeteria offers a wide range of food selections, vending machines and a place to meet and eat. Wireless service is also available. Many breakfast items are offered. Standard grill items, fresh pizza, fresh salads tossed to order, deli sandwiches, a taco, burrito and tostada bar, and entrees of the day are available for lunch.

Vending Service is also available at various locations on campus.

Student Employment Services

626-914-8596

www.citruscollege.edu/stdntsr/ses
jobplacement@citruscollege.edu

Office Hours:

Mon.-Thurs., 8 a.m.-5 p.m.

Fri., 8 a.m.-4:30 p.m.

Location: ED 102

Services include:

- A job board listing on-and off-campus job openings
- Resume and interview preparation assistance
- Mock interviews
- Co-operative Work Experience Education
- New-hire processing of on-campus student workers

Transfer Center

626-914-8639

Fax: 626-914-8544

www.citruscollege.edu/stdntsr/transctr
transfercenter@citruscollege.edu

See Career/Transfer Center for more information.

Office Hours:

Mon.-Thurs., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

Veterans Center

626-914-8516

Fax: 626-335-3159

veteranscenter@citruscollege.edu

Office Hours:

Mon.-Fri., 8 a.m.-4:30 p.m.

Location: ED 248

Services include:

- Lending Library
- Computer Access
- Study/Homework Haven
- Veterans Network Meetings
- Mini USO
- Counseling/employment information
- VA Representatives
- Boots to Books, transition course
www.bootstobooks.org
- GI Bill Information



Get That Job!

The Citrus College Student Employment Center currently has a variety of job announcements and postings. There are on-campus, off-campus, full-time, part-time, permanent and temporary positions available. This service is **FREE** for Citrus College students and alumni.

Citrus College
 Student Employment Center
 Educational Development Building,
 Room 102, 626-914-8596

Go to
www.citruscollege.edu/stdntsr/ses
 to view current job postings.