

## Student Services Directory

### Admissions & Records Office

626-914-8511

[www.citruscollege.edu/ar](http://www.citruscollege.edu/ar)

[admissions@citruscollege.edu](mailto:admissions@citruscollege.edu)

Late Registration Hours:

First Week of Semester:

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

Regular Office Hours:

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

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

Location: AD, First Floor

Information and assistance is available for:

- Admissions and WingSpan registration
- 12 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](http://www.owlbookshop.com)

[bookstore@citruscollege.edu](mailto:bookstore@citruscollege.edu)

Rush Hours: Posted in the store and online

Summer Hours:

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

Closed Fridays, weekends and school holidays

Location: BK (adjacent to the Campus Center)

The Owl Bookshop is a retail establishment operated by the Associated Students of Citrus College as a service to students, faculty, management, and staff with the purpose of making available educational materials and related items as economically as possible. The Owl Bookshop operates five days a week with extended hours

and days at the beginning of the each semester. Profits from its operations are used to fund staff, activities, grants, scholarships, equipment purchases and campus improvements.

The Owl Bookshop services include:

- Textbooks, 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/stdntsr/calworks](http://www.citruscollege.edu/stdntsr/calworks)

[calworks@citruscollege.edu](mailto:calworks@citruscollege.edu)

Office Hours:

Mon.-Thurs., 8 a.m.-5:30 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/stdntsr/studentaffairs](http://www.citruscollege.edu/stdntsr/studentaffairs)

[campuscenter@citruscollege.edu](mailto:campuscenter@citruscollege.edu)

Campus Center Hours:

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

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

### Career/Transfer Center

626-914-8639

Fax: 626-914-8544

[www.citruscollege.edu/stdntsr/transcntr](http://www.citruscollege.edu/stdntsr/transcntr)

[careercenter@citruscollege.edu](mailto:careercenter@citruscollege.edu)

[transfercenter@citruscollege.edu](mailto:transfercenter@citruscollege.edu)

Office Hours:

Mon.-Thurs., 8 a.m.-5:30 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](http://www.citruscollege.edu/finance/fiscal/cashier)  
[cashier@citruscollege.edu](mailto:cashier@citruscollege.edu)

Office Hours:

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

Tues. &amp; Wed., 8 a.m.-7 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/stdntsrvcfte](http://www.citruscollege.edu/stdntsrvcfte)  
[cftc@citruscollege.edu](mailto:cfte@citruscollege.edu)

Office Hours:

Mon.-Thurs., 8 a.m.-5:30 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](http://www.citruscollege.edu/cdc)  
[cdc@citruscollege.edu](mailto: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

**Learning Center College Success Center**

Location: ED 224

Lab Hours: Call 626-914-8750

**Language Lab**

Location: ED 231

Lab Hours: Call 626-914-8799

**Math Science Computer Lab**

Location: MA 129

Lab Hours: Call 626-914-8796

**Library Computer Commons**

Location: Library Floors 1 &amp; 2

Hours: Call 626-914-8640

Mon.-Thurs: 8:00 a.m.-8:00 p.m.

Closed Fri., Sat., Sun. and holidays

**Testing Center** (For testing purposes only)

Location: ED 258

Lab Hours: Call 626-857-4035

**Counseling & Advisement Center**

626-914-8530

Fax: 626-914-8618

[www.citruscollege.edu/stdntsrvcounseling](http://www.citruscollege.edu/stdntsrvcounseling)  
[counseling@citruscollege.edu](mailto:counseling@citruscollege.edu)

Office Hours:

Mon. &amp; Thurs., 8 a.m.-5:30 p.m.

Tues. &amp; Wed., 8 a.m.-7 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/stdntsrvcdsp](http://www.citruscollege.edu/stdntsrvcdsp)  
[jmcleod@citruscollege.edu](mailto:jmcleod@citruscollege.edu)

Office Hours:

Mon.-Thurs., 8 a.m.-5:30 p.m.

Location: ED 212, Second Floor

DSP&amp;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, priority registration 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/stdntsrv/eops](http://www.citruscollege.edu/stdntsrv/eops)  
[eops@s@citruscollege.edu](mailto:eops@s@citruscollege.edu)

Office Hours:

Mon.-Thurs., 8 a.m.-6 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/stdntsrv/financialaid](http://www.citruscollege.edu/stdntsrv/financialaid)  
[financialaid@citruscollege.edu](mailto:financialaid@citruscollege.edu)

Office Hours:

Mon.-Thurs., 8 a.m.-5 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/stdntsrv/highschool](http://www.citruscollege.edu/stdntsrv/highschool)

Office Hours:

Mon.-Thurs., 8 a.m.-5 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](http://www.citruscollege.edu/stdntsrv/international)  
[internationalstudents@citruscollege.edu](mailto:internationalstudents@citruscollege.edu)

Office Hours:

Mon.-Thurs., 8 a.m.-5 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](http://www.citruscollege.edu/lc)

[learningcenter@citruscollege.edu](mailto:learningcenter@citruscollege.edu)

Office Hours:

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

Location: ED 216

### Tutorial Services (ED 216)

626-914-8570

[www.citruscollege.edu/lc](http://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](http://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 127)

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 130)**

626-852-6436

The STEM Center is a resource center available for students in math and science. Activities include on-line 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](mailto: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](http://www.citruscollege.edu/library)[library@citruscollege.edu](mailto:library@citruscollege.edu)

Office Hours:

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

Closed Fridays, Saturdays,

Sundays and holidays

Location: LI

Photo ID Hours: Same as library office hours.

**Noncredit Counseling**

Noncredit Counseling

626-914-8530

Fax: 626-914-8618

[www.citruscollege.edu/stdntsrv/counsel/ncounsel](http://www.citruscollege.edu/stdntsrv/counsel/ncounsel)

Office Hours:

Mon. &amp; Thurs., 8 a.m.-5:30 p.m.

Tues. &amp; Wed., 8 a.m.-7 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

**Campus Safety and Parking**

**Each pay phone on campus allows you to reach the Campus Safety Office by pressing \*11 or dialing 8611 from an office phone. Security's direct line is 626-914-8611.**

[www.citruscollege.edu/stdntsrv/security](http://www.citruscollege.edu/stdntsrv/security)[security@citruscollege.edu](mailto:security@citruscollege.edu)

Office Hours:

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

Location: CC

The Campus Safety Office provides:

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

The Campus Safety Office also provides a security 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. Security escorts are provided for safety, not convenience.

**Student Health Center**

626-914-8671

[www.citruscollege.edu/stdntsrv/healthcntr](http://www.citruscollege.edu/stdntsrv/healthcntr)

Office Hours:

Mon.-Thurs., 8 a.m.-3 p.m.

Tues. until 6:30 p.m. by appointment only

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/stdntsrv/owlcafe](http://www.citruscollege.edu/stdntsrv/owlcafe)[stuffedowl@citruscollege.edu](mailto:stuffedowl@citruscollege.edu)**Cafeteria Hours:**

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

**Vending Service Hours:**

Mon.-Thurs., 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/stdntsrv/ses](http://www.citruscollege.edu/stdntsrv/ses)[jobplacement@citruscollege.edu](mailto:jobplacement@citruscollege.edu)**Office Hours:**

Mon.-Thurs., 7:30 a.m.-5 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/stdntsrv/transcntr](http://www.citruscollege.edu/stdntsrv/transcntr)[transfercenter@citruscollege.edu](mailto:transfercenter@citruscollege.edu)

See Career/Transfer Center for more information.

**Office Hours:**

Mon.-Thurs., 8 a.m.-5:30 p.m.

**Veterans Center**

626-914-8516

Fax: 626-335-3159

[veteranscenter@citruscollege.edu](mailto:veteranscenter@citruscollege.edu)**Office Hours:**

Mon.-Thurs., 8 a.m.-5 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](http://www.bootstobooks.org)
- GI Bill Information