

Citrus College

# STUDENT RESOURCE GUIDE

2018-2019



# STUDENT RESOURCE GUIDE

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[citruscollege.edu/stdntsrv](https://citruscollege.edu/stdntsrv)

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# Transfer Checklist



The Career/Transfer Center provides you with a variety of services, resources and activities designed to support you with your transfer and career development needs. Follow the steps below to ensure you make your transfer goals a reality. For more information, stop by the Career/Transfer Center located on the second floor of the Student Services building, visit them online at [www.citruscollege.edu/stdntsrvc/transcntr](http://www.citruscollege.edu/stdntsrvc/transcntr) and follow them on Facebook at [www.facebook.com/citruscollegectc](https://www.facebook.com/citruscollegectc).

-  **Make an appointment with a counselor at least once every semester.** Create and update your student educational plan (SEP) with a counselor and receive important transfer updates.
-  **Take a counseling course at Citrus College.** COUN 158, Transfer Planning, is a CSU-transferable course designed to help students transfer successfully.
-  **Visit the Career/Transfer Center resource room to learn about transfer resources.** Use transfer-related web resources and college catalogs to research universities, majors and career choices.
-  **Make appointments with visiting university representatives.** Get all your questions answered in an appointment at the Career/Transfer Center! Ask for a copy of the current university representative visit schedule.
-  **Attend as many transfer-related workshops and events as possible.** Transfer awareness events and workshops are designed to make you aware of your options for transfer.
-  **Know where you want to transfer to and what major(s) interest you.**
  - Take the classes you need to prepare for your major – this saves you time, energy and money.
  - Visit [www.assist.org](http://www.assist.org) for more information on major preparation for both UCs and CSUs.
  - Undecided about your major? Schedule an appointment with a career counselor – they can help!



**Apply and renew your financial aid application at [www.fafsa.gov.edu](http://www.fafsa.gov.edu).** Filing your FAFSA before March 2 will ensure a better chance of receiving money for college.



**CSU transfer students: obtaining an associate degree for transfer (ADT) could give you an edge!** Check the website for current majors.



**UC transfer students: you may qualify for a transfer admission guarantee (TAG).** Receive priority consideration by filing your TAG application with one of six participating UCs. TAG applications must be submitted between Sept. 1 and Sept. 30 one year prior to your intended transfer date. Watch for TAG information workshop offerings.



**Apply online and apply early.** Visit these websites for application filing periods:

- CSU – [www.calstate.edu/apply](http://www.calstate.edu/apply)
- UC – [www.universityofcalifornia.edu/admissions](http://www.universityofcalifornia.edu/admissions)
- Private – [www.aiccu.edu](http://www.aiccu.edu)



**Once your acceptance letters come in, comply with any additional requirement by university.** Check your email or university personal portal FREQUENTLY.



**Send transcripts.** Make sure to send transcripts whenever the university requests them. You must request and submit transcripts from each college you previously attended.

- If you are requesting a general education certification (CSUGE or IGETC), make sure to indicate this when you are requesting your final Citrus College transcripts.

## CONGRATULATIONS, YOU DID IT!

Let's celebrate your acceptance to a four-year college or university at the Citrus College Transfer Achievement Reception in June!





# Guide to Applying for Financial Aid



Applying for federal and state financial aid may seem overwhelming. Just like assembling furniture, the key is to complete each step along the way. Do not let the process scare you. If you need help, the Financial Aid office is here to assist you. Each year, the Financial Aid office awards thousands of dollars in grants, loans and scholarships that make education affordable for students.

Starting the financial aid process early increases your chances of maximizing the amount of aid you receive. To make sure you meet important financial aid deadlines, keep track of all deadlines and keep required documentation organized. Familiarize yourself with the financial aid process and the various policies and procedures by reviewing the financial aid website at [www.citruscollege.edu/stdntsr/finaid](http://www.citruscollege.edu/stdntsr/finaid). Hands-on assistance is available for completing the Free Application for Federal Student Aid (FAFSA) and the California Dream Act Application (CADA) at scheduled workshops or by attending the annual Cash for College workshop held each fall semester. Visit the online financial aid event and workshop calendar for workshop dates and times.

**1. File your FAFSA online** at <https://fafsa.gov> as soon as possible starting Oct. 1 and before March 2 of each year. Be sure to include the Citrus College code 001166.

- Check your email for your Student Aid Report (SAR) after you file your FAFSA. The SAR lists all your FAFSA information. Citrus College will receive the same information and will email you a document tracking letter in early spring. Follow the instructions in your email to ensure your file is properly processed and completed. All required forms can be found on the financial aid website.



- 2. AB 540 students should file their CADA online** at [www.csac.ca.gov/dream\\_act.asp](http://www.csac.ca.gov/dream_act.asp) as soon as possible after Oct. 1 and before March 2 each year to qualify for the most aid. Be sure to include the Citrus College code 001166.
  - You will receive an acknowledgement email from the California Student Aid Commission (CSAC) and from the Financial Aid office in early spring. Follow the instructions in your email to ensure your file is properly processed and completed. All required forms can be found on the financial aid website.
- 3. Submit your high school or college GPA** to the CSAC by the March 2 deadline for consideration for a Cal Grant. Citrus College will automatically submit GPAs for all students who have completed at least 16 degree-applicable or transfer units at Citrus College. You can read more information about submitting a GPA by visiting the CSAC website at [www.csac.ca.gov/doc.asp?id=1177](http://www.csac.ca.gov/doc.asp?id=1177).
- 4. Apply for the California College Promise Grant (CCPG)** online at [www.citruscollege.edu/stdntsr/finaid/pages/ccpg.aspx](http://www.citruscollege.edu/stdntsr/finaid/pages/ccpg.aspx) to determine whether you qualify to have your tuition waived. If you complete the CCPG application and do not qualify for any of the available methods, you may still be eligible by completing the FAFSA or CADA, as the FAFSA and CADA allow for higher income. Keep in mind that you should complete the FAFSA or CADA even if you already completed the CCPG application so you can be considered for more financial aid.
- 5. Current and former foster youth** should complete the Chafee grant application online at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov). The college's homeless youth and foster youth liaison, who works in the Financial Aid office, is specifically trained to assist homeless students and current and former foster youth students with applying for financial aid.
- 6. Apply for Citrus College Foundation Scholarships** online each spring semester. Visit the Citrus College Foundation scholarship website at [www.citruscollege.edu/stdntsr/finaid/pages/citruscollegescholarships.aspx](http://www.citruscollege.edu/stdntsr/finaid/pages/citruscollegescholarships.aspx) for application dates and instructions.



# Guide to Applying for Financial Aid



- 7. Although loans are recommended** as a last resort, students interested in applying for a federal Direct Loan should download and complete the student loan application and submit it to the Financial Aid office after receiving their award letter. First-time borrowers are required to complete online entrance counseling.
- 8. Students interested in the Federal Work-Study (FWS)** program must have a FAFSA on record with Citrus College. Students must complete their financial aid file by submitting any requested documents to the Financial Aid office. Students can view their required financial aid documents on their portal account at [my.citruscollege.edu](http://my.citruscollege.edu). After all required documents have been submitted, students should contact the Financial Aid office to ask if any FWS funds are available. Funds are limited and awarded on a first come, first served basis. Visit the federal work study website at [www.citruscollege.edu/stdntsr/finaid/pages/fwshiring.aspx](http://www.citruscollege.edu/stdntsr/finaid/pages/fwshiring.aspx) for more information.
- 9. Students will be sent an award letter email** in early spring to their student email accounts. Be sure to thoroughly read all of the information in the award letter. Pay close attention to the section called "Terms of Offer." This section discloses important information concerning financial aid eligibility. Make a note of the disbursement information so you know when to expect to receive your financial aid refund.
  - Please note: some financial aid, like the California Community College Completion Grant (CCCCG) are incentive grants that have additional requirements, such as enrolling in a specific number of units. Review all financial aid programs to ensure you maximize the amount of financial aid you receive.



- 10. If a student receiving federal aid withdraws** from his/her course(s), a calculation called "Return to Title Four (R2T4)" is performed to determine if the student owes a repayment of all or part of the financial aid to the U.S. Department of Education or to Citrus College. Read the R2T4 policy online at [www.citruscollege.edu/stdntsr/finaid/documents/returnoftitleivfunds.pdf](http://www.citruscollege.edu/stdntsr/finaid/documents/returnoftitleivfunds.pdf) (PDF) for more information.
- 11. Financial aid eligibility is contingent** on students maintaining satisfactory academic progress. Read these standards online at [www.citruscollege.edu/stdntsr/finaid/documents/sap\\_policy.pdf](http://www.citruscollege.edu/stdntsr/finaid/documents/sap_policy.pdf) (PDF) to fully understand the requirements to continue to receive financial aid.
- 12. Increase your financial literacy** by signing up for CashCourse, a free online financial educational tool to help you make informed financial choices. Register for a free account at [www.cashcourse.org](http://www.cashcourse.org).
- 13. Students must apply every year** to receive financial aid. The FAFSA and CADA is available every year on Oct. 1. Students should make sure they select the correct school year for which they are applying for financial aid. For example, if you plan to attend college between July 1, 2018, and June 30, 2019, you should complete the 2018-2019 application.
- 14. Remember, financial aid staff is ready to help you** with any questions you may have. Just call 626-914-8592 or stop by the lobby of the Student Services building. You can also get answers to many of your financial aid questions 24/7 by watching short Financial TV videos on the financial aid website at <https://citruscollege.financialaidtv.com>.

# Guide to Applying for Financial Aid



PROGRAM	DESCRIPTION
<b>AmeriCorps Service Award</b>	Students earn a stipend through service performed in a community service program. The award can be used to pay current educational expenses.
<b>Bureau of Indian Affairs (BIA)</b>	Scholarships for enrolled members of a federally recognized tribe.
<b>Cal Grant A or B Community College Transfer Entitlement Award</b>	Cal Grant A pays tuition. Cal Grant B pays tuition and book and supplies.
<b>Cal Grant B</b>	Provides grant funds to help pay for the cost associated with attending college.
<b>Cal Grant C</b>	Provides grant funds to help pay for book and supplies.
<b>California College Promise Grant (CCPG; formally known as the Board of Governor's Fee Waiver)</b>	A tuition fee waiver program that does not require repayment.
<b>California Community College Completion Grant (CCCCG)</b>	An incentive grant designed to encourage students to maintain full-time enrollment status in order to graduate or transfer within two years.
<b>California National Guard Education Assistance Award Program (CNG EAAP)</b>	A state-funded grant designed as an educational incentive to improve skills, competencies and abilities for up to 1,000 service members who remain active in the National Guard, the California State Military Reserve or the Naval Militia. This grant is based on merit, not on financial need.
<b>Chafee Grant</b>	A federally funded grant program designed for undergraduate students who are current or former foster youth.
<b>Citrus College Foundation Scholarships</b>	Scholarships awarded based on need, merit and other criteria.

PROGRAM	DESCRIPTION
<b>Direct PLUS Loans</b>	A federal loan for parents of dependent students.
<b>Direct Subsidized Loans</b>	A federal subsidized loan for students enrolled at least half-time. The interest is paid by the federal government during the repayment grace period and deferment periods.
<b>Direct Unsubsidized Loans</b>	A federal loan for which interest is charged during all periods after the loan is disbursed.
<b>External Scholarships</b>	Scholarships awarded based on need, merit and other criteria.
<b>Federal Supplemental Educational Opportunity Grant (FSEOG)</b>	A grant for students with exceptional financial need.
<b>Federal Work-Study (FWS)</b>	An award earned through work. The award provides part-time employment to students who have financial need. Jobs are usually available both on and off campus. The program allows the student to gain work experience and pay for a portion of their educational expenses.
<b>Full-Time Student Success Grant (FTSSG)</b>	An incentive grant designed to encourage students to maintain full-time enrollment status in order to graduate or transfer in a timely manner.
<b>Pell Grant</b>	A federal grant for undergraduate students with financial need.

# Successfully Navigating College



Achieving success at Citrus College requires that students do well in the classroom and successfully navigate a complex set of processes outside the classroom. Although the college informs students of important deadlines and requirements, mostly via students' college email, students are expected to understand and complete those requirements on their own. When a student misses an important deadline or skips a step, a typical question posed to the college is, "Why was I not told?" Most likely, the information is in the catalog and on the college website. Therefore, Citrus College encourages you to review the college catalog at [www.citruscollege.edu/catalog](http://www.citruscollege.edu/catalog) and become familiar with the important processes and deadlines described below.

## New Students

- **Apply for admission** – you can apply for summer session and fall semester beginning Jan. 1, and for winter session and spring semester beginning Sept. 1.  
[www.citruscollege.edu/ar/pages/applyingforadmission.aspx](http://www.citruscollege.edu/ar/pages/applyingforadmission.aspx)
- **Apply for financial aid** – review the step-by-step guide to apply for financial aid.  
<https://fafsa.ed.gov>
- **Submit college and high school transcripts** – request official college transcripts from all colleges previously attended to be sent to the Admissions and Records office. It is recommended that high school and college transcripts are on file prior to your registration appointment and before your appointment with a counselor or educational advisor.
- **Check your college email account** – visit the Student Email Accounts website for information on how to access your account. Students should check their college email at least once a day.  
[www.citruscollege.edu/tecs/studentemail](http://www.citruscollege.edu/tecs/studentemail)
- **English, math and ESL placement** – all applicants will receive an email regarding their placement into English and math. Students who took English and/or math at another college need to submit their official college transcript(s) to the Admissions and Records office for proper placement. Students with questions about their placement level should meet with a counselor.

## New Students (continued)

- **Complete orientation** – students applying to Citrus College must complete orientation. Registration will be withheld from students who do not complete orientation. The orientation deadline date for summer/fall applicants is Oct. 31, and the deadline date for winter/spring applicants is June 30.
- **Complete an abbreviated student educational plan (SEP)** – meeting with a counselor is an important part of student success. The SEP lists courses that pertain to the identified course of study, and it is required for participation in many programs on campus. Check with the counseling and advisement center or appropriate counseling office in which you are eligible to receive services for available SEP services.  
[www.citruscollege.edu/stdntsrvcounsel](http://www.citruscollege.edu/stdntsrvcounsel)

## All Students

- **View your registration appointment** – classes fill up quickly, so it is important that students register on their registration appointment date or as soon as possible thereafter. View your registration appointment date on the [my.citruscollege.edu](http://my.citruscollege.edu) portal. Appointments for summer and fall are available in mid-April, and appointments for winter and spring are available in mid-October.
- **Register for your classes** – on your registration date, visit [my.citruscollege.edu](http://my.citruscollege.edu) and click on "Register or Add/Drop Classes." Registration for summer and fall begins in mid-May and registration for winter and spring begins in mid-November.
- **Pay for classes or apply for financial aid** – be prepared to pay for your classes when you register to avoid being dropped for non-payment. Drop for non-payment deadlines vary by term. Pay close attention to when fees post. For spring semester, fees do not post until January. For fall semester, fees do not post until July. If you register prior to the fee posting day, you will need to go back once fees post to make a payment and avoid being dropped. If you are applying for financial aid, make sure your financial aid is processed by the Financial Aid office before the next scheduled drop for non-payment date. The FAFSA application takes approximately two weeks to process.  
<https://fafsa.ed.gov>



# Successfully Navigating College



## All Students (continued)

- **Obtain a Class Pass sticker and purchase a parking permit** – students who are currently enrolled in at least one credit unit qualify for a Class Pass (electronic sticker) offering unlimited rides on Foothill Transit local and silver streak buses (not including express lines). Visit the Hayden Memorial Library and show your student ID for your Class Pass. Student wishing to park on campus must obtain a parking permit. Purchase your permit online and print a temporary 10-day pass – the parking permit sticker will be mailed to you. A daily permit may be purchased for \$5 at the Campus Safety building or from one of the automated pay station (APS) machines. The APS machines accept cash, coins and credit cards.  
<https://citruscollege.thepermitstore.com>
- **Attend your classes** – if you enroll in a class and miss the first meeting, the instructor may give your place to a waiting student.
- **Review drop deadlines** – if you need to drop a class, it is your responsibility to drop your class online, not the instructor's. Pay close attention to various deadlines, such as the last day to drop with a refund, the last day to drop with no record and the last day to drop with a "W," which will appear your academic transcript. Drop/withdrawal deadlines vary by class.  
[www.citruscollege.edu/ar/pages/importantdatesroll-outdates.aspx](http://www.citruscollege.edu/ar/pages/importantdatesroll-outdates.aspx)
- **Complete a comprehensive SEP** – make sure you declare the current program/major you are pursuing. You can update your major online on the [my.citruscollege.edu](http://my.citruscollege.edu) portal. Make an appointment with the Counseling and Advisement Center to complete a comprehensive SEP (multi-semester plan) after completing 15-degree applicable units or prior to the end of the third semester.  
[www.citruscollege.edu/stdntsrv/counsel](http://www.citruscollege.edu/stdntsrv/counsel)
- **Monitor your academic progress** – Degree Works is a free degree audit program and an educational planning tool designed to help students understand the degree requirements for their course of study/major.  
[www.citruscollege.edu/degreeworks](http://www.citruscollege.edu/degreeworks)

## All Students (continued)

- **Use campus resources** – Citrus College has many programs open to all students, such as the Writing Center, which provides writing assistance, and the Hayden Memorial Library, which provides students with the use of study rooms. Support programs include EOPS and STEM/TRIO, which offer tutoring and textbook resources for qualified students. Review the programs and services directory to make sure you do not miss out on the many opportunities available to you.
- **Get involved on campus** – engaging in student activities can be a rewarding component of your education. Citrus College offers a variety of opportunities for you to become involved with student life and create a sense of campus community. Get to know your fellow Owls and join an organization, club, performing arts group or competitive athletics team. Visit the website for information about student activities, campus clubs and student government, as well as to learn about upcoming activities.  
[www.citruscollege.edu/stdntsrv/studentaffairs](http://www.citruscollege.edu/stdntsrv/studentaffairs)
- **Get a job on campus** – Citrus College offers a variety of opportunities for part-time student employment. On-campus employment provides a practical way for students to earn income, gain valuable work experience and learn time management skills.  
[www.citruscollege.edu/hr/ses](http://www.citruscollege.edu/hr/ses)
- **Follow Citrus College on social media** – The college is on Facebook, Twitter and Instagram. In addition to the official Citrus College accounts, some programs, such as Visual and Performing Arts and the Hayden Memorial Library, have their own social media accounts, which provide valuable information.  
  
**Facebook:** [www.facebook.com/citruscollege](http://www.facebook.com/citruscollege)  
**Twitter:** [www.twitter.com/citruscollege](http://www.twitter.com/citruscollege)  
**Instagram:** [www.instagram.com/citrus.college](http://www.instagram.com/citrus.college)
- **Apply for graduation** – graduating students must file a graduation application with the Admissions and Records office to receive a degree, certificate and/or skill award. Before you submit your graduation application, you are encouraged to meet with a counselor once a year to ensure you are on track to graduate and monitor progress toward completion by using Degree Works.  
[www.citruscollege.edu/ar/pages/certificates.aspx](http://www.citruscollege.edu/ar/pages/certificates.aspx)

# Student Experience Roadmap



College and Career Access  
Pathways (CCAP)/AB 288 Programs  
Concurrent Enrollment  
Early College  
Early Decision  
Marketing Outreach  
Non-Credit High School Courses  
Off-Campus Outreach Activities  
On-Campus Outreach Activities



Attend Classes  
Class Engagement  
Study Abroad



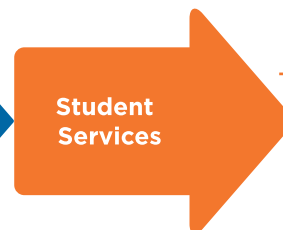
1. Apply for Admission
2. Apply for Financial Aid
3. College and High School Transcripts
4. Student Email Account
5. Assessment Test
6. New Student Orientation
7. Student Educational Plan
8. Counseling Services
9. Registration Appointment
10. Register on WingSpan
11. Attend Welcome Day
12. Review the College Catalog



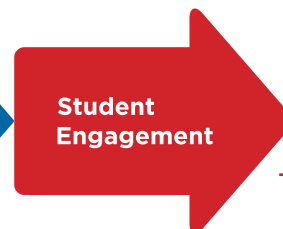
Achievement Recognition  
Bookstore  
Campus Safety  
Cashier's Office  
Continuing Student Marketing  
Discipline/Conduct  
Food Services  
Grievance/Complaint/Title IX  
Health Services  
Parking/Transportation  
School Records  
Student Employment  
Student Technology



Academic Activities  
Library Services  
Summer Research  
Tutoring/Supplemental Instruction



CalWORKs  
CARE  
Counseling Services  
DSPS  
EOPS  
Financial Aid  
ISC  
IWCC  
STEM Trio  
Student Support Services  
Veteran Success Center



Graduation  
Transfer Services



Athletics  
Clubs and Student Organizations  
Student Activities



# Academic Divisions



## Career, Technical and Continuing Education

Programs:

- Continuing Education
- Cosmetology
- Public Services
- Technology and Engineering

Location: TE 147

Hours: Monday to Friday, 7:30 a.m. to 5 p.m.

Phone: 626-852-6402

## Counseling

Programs:

- Counseling
- Disabled Student Programs

Location: SS 279

Hours: Monday and Thursday, 8 a.m. to 5 p.m.;

Tuesday and Wednesday, 8 a.m. to 7 p.m.;

Friday, 8 a.m. to 4:30 p.m.

Phone: 626-914-8541

## Kinesiology and Athletics

Programs:

- Competitive Athletics
- Kinesiology

Location: PE 112

Hours: Monday to Friday, 8 a.m. to 5 p.m.

Phone: 626-914-8650

## Language Arts and Library

Programs:

- English
- English as a Second Language
- Foreign Languages
- Speech and Communications

Location: CI 217

Hours: Monday to Friday, 7:30 a.m. to 4:30 p.m.

Phone: 626-914-8856

## Mathematics and Business

Programs:

- Business
- Engineering
- Mathematics

Location: CI 208

Hours: Monday to Friday, 8 a.m. to 5 p.m.

Phone: 626-914-8792

## Natural, Physical and Health Sciences

Programs:

- Health Sciences
- Natural Sciences
- Physical Sciences

Location: PS 114

Hours: Monday to Friday, 7:30 a.m. to 5 p.m.

Phone: 626-914-8789

## Social and Behavioral Sciences

Programs:

- Behavioral Sciences
- Social Sciences

Location: CI 120

Hours: Monday to Friday, 8 a.m. to 5 p.m.

Phone: 626-914-8860

## Visual and Performing Arts

Programs:

- Performing Arts
- Visual Arts

Location: VA 121

Hours: Monday to Friday, 8 a.m. to 5 p.m.

Phone: 626-914-8580





# Resources for Students in Need



College students have many responsibilities as they balance personal obligations with homework, class schedules, fees and books. Because they are pulled in so many different directions, many students experience increased levels of stress or anxiety. Citrus College provides the resources listed below in an effort to ease some of these pressures.

## Food Pantries

Citrus College has three modest food pantries on campus for students who struggle with food insecurity. They are located in the Veterans Success Center, in the Student Health Center and in the Foster and Kinship Care Education office. All three pantries are open to all students.

## Veteran Success Center

Located in the Integrated Success Center (IC)

## Student Health Center

Located in the Student Services (SS) building, room 148

## Foster Kinship Care Education

Located in IC, room 180

## Campus Showers

Currently enrolled students can use the college shower facilities during all academic terms when school is in session.

### Physical Education Building

Men Showers – PE 102B

Women Showers – PE 136

Monday through Friday

8 a.m. to 3 p.m.

## Homeless Youth and Foster Youth Liaison

The homeless youth and foster youth liaison, who works in the Financial Aid office, is specifically trained to assist homeless students and former foster youth students with applying for financial aid and to provide information about available services.

### Financial Aid Office

626-914-8592, ext. 8584

## Personal Counseling

Students who may need personal counseling services can make an appointment at the Student Health Center for free. Students are allowed a maximum of six individual counseling appointments per semester. If they require additional visits, they will be referred to outside agencies.

### Student Health Center

SS 148

626-914-8671

By appointment only

## Free Medicine

Students who are sick can visit the Student Health Center free of charge for treatment of acute illnesses, as well as to get free non-prescription medicine for colds, allergies and indigestion. The Student Health Center also provides a variety of other free services to students, including visits to see the nurse practitioner or physician. Some tests, medications and procedures require a minimal fee.



## Foothill Transit Bus Pass

Students who are currently enrolled in at least one credit-unit qualify for a Class Pass (electronic sticker) offering unlimited rides on Foothill Transit local and silver streak buses (not including express lines). Visit the Hayden Memorial Library and show your student ID for your Class Pass.

## Additional Support Services

If you need support services outside of the areas listed above, call the 211 Directory. This is a confidential service that connects people with free resources in their local area, such as food, clothing, shelter, counseling or medical care. Simply dial “211” from any phone and let the operator know your general location and what services you need.

# Careers in Teaching



The national shortage of teachers has been a constant headline in the news, and the need for teachers in the areas of math, science and career technical education is particularly strong. In California, there are over 30,000 annual job openings for teachers. To put this number in perspective, approximately 20,000 students take classes at Citrus College every year.

The median annual wage for teachers in the Los Angeles area varies from \$59,032 to \$78,890. More significant than salary are the benefits of the teaching profession. A teacher can:

- **Improve the quality of education** – Teachers can positively impact the education system. There is a lot of work to be done, but it is the collective effort of thousands of dedicated teachers that will make the most difference.
- **Give back to the community** – Teaching is one of the most direct ways to make a difference in a meaningful way. If you are driven by the desire to help those around you, being a teacher is an invaluable contribution.
- **Change the lives of students** – teachers do more than teach, and their influence extends far beyond the classroom. As a teacher, you are more than just an educator – you are a mentor, a confidant and a friend. One of the best reasons to become a teacher is to make a difference in the lives of as many students as you can.
- **Experience job variety** – you will never be bored as a teacher because no two days are ever alike. The different people you come in contact with, the daily challenges and the unique discoveries all combine to make teaching an engaging adventure.
- **Be a lifelong learner** – teachers never stop learning and growing, and you can earn pay increases with education and professional development credits.
- **Enjoy a family-friendly work schedule** – the daily schedule and school holidays will allow you to spend quality time with your family, pursue advanced education, engage in hobbies and other work, and enjoy leisure time.

To assist you with accomplishing your goal of becoming a teacher, Citrus College has developed resources and support activities through the Teacher Preparation Pipeline project, including:

- Structured degree pathways
- Pre-service teacher engagement activities
- Teaching-specific transfer workshops
- Work-based learning experiences
- Assistance with the teacher credential process, which may include prepping for examinations and financial assistance for CBEST exam fees

For more information about the Citrus College Teacher Preparation Pipeline, visit the Institute for Completion (SS 172) or call 626-914-8577.





# Tips for Taking Online Courses



Many students do well in an online environment. However, taking an online course requires adequate internet access, basic computer skills and time management. California's Online Education Initiative (OEI) provides videos and tutorials to assess preparedness to take an online or hybrid course. For more information, visit [www.ccconlineed.org/student-success-resources/readiness](http://www.ccconlineed.org/student-success-resources/readiness).

Several tutorials are developed by OEI and posted through 3C Media Solutions at <http://apps.3cmediasolutions.org/oei>. Tutorial topics include Introduction to Online Learning, Getting Tech Ready, Organizing for Online Success, and Online Study Skills and Managing Time.

Students will gain an understanding of the necessary planning that is needed to succeed when taking online and hybrid courses. Here are general guidelines to success:

- **Contact your instructor** (email, phone or in person) a few days before the class begins to determine if there are on-campus requirements or assignments to be aware of for the first two weeks.
- **Create a time-management schedule** for each week of the semester. Plan to take/submit exams, quizzes and papers at the beginning of the due-date window – do not wait until the last hour of the window as technical difficulties may be experienced when submitting assignments.
- **Plan to spend the same amount of time working on your online course** as you would for a face-to-face class.
- **Have access to a laptop or desktop computer**, especially when submitting exams, quizzes, papers or large projects. Do not submit these items on your phone. There are desktop computers that you can use on campus if you not have access to one at home (the Hayden Memorial Library and IS 107).
- **Alert your instructor right away if you are having technical difficulties**, or if you are having a hard time following the "course routine" or weekly requirements for the course.
- **Contact Canvas support staff for help** with questions regarding using/navigating Canvas.



- **Contact the Citrus College Help Desk if you have log-in or account issues.** They are available during normal business hours (8 a.m. to 5 p.m.) Monday through Friday in IS 103; in the Student Services building, first floor, from 10 a.m. to 2 p.m.; or by calling 626-857-4100 or ext. 4357 (HELP) from an on-campus phone.



# Programs and Services



## Admissions and Records

Area: Enrollment Services

Location: Student Services building, first floor

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

Phone: 626-914-8511

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

Hours: Monday and Thursday, 8 a.m. to 5 p.m.;

Tuesday and Wednesday, 8 a.m. to 7 p.m.;

Friday, 8 a.m. to 4:30 p.m.

*Extended hours during first week of classes*

Description: The Admissions and Records office is the gateway to Citrus College. It processes applications, registrations and grades. The office is the official keeper of student records and provides services for students, including enrollment verification, requests for Citrus College transcripts, and applying for degrees and certificates.

### Services:

- Academic renewal – improve GPA based on recent good performance
- Admissions application
- Credit by exam
- Enrollment verification
- Evaluation of degrees, certificates and certifications
- External transcript evaluation
- Registration services
- Residency reclassification
- Student petitions
- Transcript requests

## Athletics

Area: Student Engagement

Location: Physical Education building, room 112

Website: [www.citrusowls.com](http://www.citrusowls.com)

Phone: 626-914-8650

Hours: Monday to Friday, 8 a.m. to 5 p.m.

*Closed when school is not in session*

## Athletics (continued)

Description: Participation in varsity sports is available to students who perform at the highest level of athletic proficiency. The athletics program develops the student-athlete both on the court/field as well as in the classroom. Teams teach athletes the value of discipline, loyalty, hard work, health and sportsmanship. The ultimate goal for each student-athlete is to graduate with an associate degree after two years at Citrus College and transfer to a four-year college or university. Participation in the college's 15 sport teams includes competition against other California community colleges. Students can participate in sports for up to two years.

### Services:

- Athletic eligibility
- Priority registration
- Registration services
- Student educational plans for athletes

## Bookstore Services

Area: College Services

Location: Student Services building, first floor

Website: [www.owlbookshop.com](http://www.owlbookshop.com)

Phone: 626-914-8620

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

Hours: Monday and Thursday, 7:30 a.m. to 5 p.m.;

Tuesday and Wednesday, 7:30 a.m. to 6 p.m.;

Friday, 7:30 a.m. to 2 p.m.

*Closed weekends and holidays*

*Hours are reduced when school is not in session, and during both summer and winter sessions*

Visit [www.owlbookshop.com](http://www.owlbookshop.com) for current operating hours

Description: Bookstore Services consists of the Art & Coffee Bar, Owl Bookshop, Owl Café & Grill, Cosmetology Spa retail services, and vending to provide access to course materials necessary for learning excellence. In addition, these facilities provide an inviting place to shop, eat and safely spend time between classes.

### Services:

- Course materials
- Food services
- Supplies

# Programs and Services



## Bridge to the Geosciences

Area: Academic Support

Location: Student Services building, room 272

Website: [www.citruscollege.edu/stem/geosci](http://www.citruscollege.edu/stem/geosci)

Phone: 626-914-8577

Email: [mar smith@citruscollege.edu](mailto:mar smith@citruscollege.edu)

Hours: Monday to Friday, 8 a.m. to 5 p.m.

Description: Bridge to the Geosciences is a three-year project funded by the National Science Foundation designed to give Citrus College students an opportunity to explore the possibilities the geosciences hold for all science, technology, engineering and math (STEM) majors. Over the course of a year, each Bridge to the Geosciences cohort will participate in four distinct experiences, or “geomodules,” organized around different subfields of the geosciences, including planetary, atmospheric, ocean and environmental sciences. Participants will have the opportunity to learn and engage in research activities with scientists at:

- Center for Dark Energy Biosphere Investigations (Catalina Island)
- Jet Propulsion Laboratory (Pasadena)
- Oak Crest Institute of Science (Monrovia)
- University Corporation for Atmospheric Research (Boulder, Colorado)

Through these experiences, participants will develop an understanding of critical local, national and global geoscience issues and how higher education, business and government work together to address these issues. The geomodules and on-campus workshops will also provide opportunities for participants to further develop scientific literacy and expand their ability to effectively communicate science ideas to a variety of audiences. All travel expenses are fully covered by the grant, and participants are eligible to receive a year-end stipend.

### Services:

- Experiential STEM education opportunities

## CalWORKs

Area: Student Services

Location: Student Services building, second floor

Website: [www.citruscollege.edu/stdntsrvc/calworks](http://www.citruscollege.edu/stdntsrvc/calworks)

Phone: 626-852-8023

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

Hours: Monday to Friday, 8 a.m. to 4:30 p.m.

*Closed when school is not in session*

Description: The California Work Opportunity and Responsibility to Kids (CalWORKs) program at Citrus College is responsible for providing support services to students who are recipients of Temporary Assistance to Needy Families (TANF). Through collaboration and advocacy with college and community partners, the program prepares a segment of California’s workforce by promoting the economic self-sufficiency of CalWORKs students through the attainment of a higher education.

### Services:

- Academic, personal and career counseling
- Ancillary requests for textbooks, supplies and fee reimbursement
- Case management
- Child care, mental health services, housing and legal aid referrals
- Completion of county paperwork
- Priority registration
- Work study and job development
- Workshops and support groups

## Campus Safety

Area: College Services

Location: Campus Safety building

Website: [www.citruscollege.edu/campussafety](http://www.citruscollege.edu/campussafety)

Phone: 616-914-8611

Email: [campussafety@citruscollege.edu](mailto:campussafety@citruscollege.edu)

Hours: Monday to Thursday, 7 a.m. to 8 p.m.;

Friday, 7 a.m. to 5 p.m.

*Officers are available on-campus 24 hours every day of the year*

Description: The Campus Safety Department strives to ensure the safety of students, employees and visitors while they are on campus property or are involved in college-sponsored programs and activities. Campus Safety officers are first responders to all incidents on campus and have the authority to enforce sections of the California Penal Code, Vehicle Code, Citrus College Board Policies and Administrative Procedures, and Standards of Conduct.

# Programs and Services



## Campus Safety (continued)

### Services:

- Investigate crimes and district policy violations, report injuries and accidents, and document the information in daily logs and incident reports
- Respond to all incidents/emergencies on campus 365 days a year
- Parking enforcement
- Provide a safe, secure and friendly working and learning environment by having uniformed officers patrol all campus buildings and grounds on foot or in marked vehicles 24 hours a day
- Provide safety escorts, vehicle unlocks, vehicle jumpstarts, lock cuts, and lost and found services
- Provide training and education to the campus community regarding personal safety, crime prevention and emergency preparedness

## Career/Transfer Center

Area: Completion Activity

Location: Student Services building, second floor

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

Phone: 626-914-8639

Hours: Monday and Thursday, 8 a.m. to 5 p.m.;

Tuesday and Wednesday, 8 a.m. to 7 p.m.;

Friday, 8 a.m. to 4:30 p.m.

Description: The Career/Transfer Center (CTC) serves students' career development and transfer needs. The CTC assists students in identifying a major, career choices and occupations through individual appointments, career classes, workshops, online resources and career assessments, including the Myers-Briggs Type Indicator (MBTI), the Strong Interest Inventory (SII) and Focus 2. The CTC also assists students in accomplishing their academic and transfer goals. It provides students with individual transfer planning assistance, transfer-related courses, workshops, transfer resource library, university visits and appointments with various university representatives.

## Career/Transfer Center (continued)

### Services:

- Career assessments
- Career workshops
- College fairs
- Counseling courses with a focus on career and transfer
- Major and career exploration
- Transfer awareness workshops
- University representative appointments
- University transfer application assistance
- University visits

## Cashier's Office

Area: College Services

Location: Student Services building, first floor

Website: [www.citruscollege.edu/finance/fiscal/cashier](http://www.citruscollege.edu/finance/fiscal/cashier)

Phone: 626-914-8896

Email: [cashier@citruscollege.edu](mailto:cashier@citruscollege.edu)

Hours: Monday and Thursday, 8 a.m. to 5 p.m.;

Tuesday and Wednesday, 8 a.m. to 7 p.m.;

Friday, 8 a.m. to 4 p.m.

*Closed when school is not in session*

Description: The Cashier's Office collects cash payment for class registration fees, debts and outstanding obligations, and issues ASCC stickers. The Cashier's Office also provides a variety of services for students, including discount movie and amusement park tickets. It also collects club dues and fundraising deposits, and processes payment of the international student application.

### Services:

- Process student payments on student accounts

## Community Education

Area: Campus Services

Location: Lifelong Learning Center

Website: [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce)

Phone: 626-852-8022

Email: [conted@citruscollege.edu](mailto:conted@citruscollege.edu)

Hours: Monday to Thursday, 8 a.m. to 9 p.m.;

Friday, 8 a.m. to 12 p.m.

*Closed when school is not in session*



# Programs and Services



## Community Education (continued)

Description: Community Education classes provide a learning opportunity for people in all stages of life. Classes and workshops are fee-based courses, not for credit. A class can meet for just one day or it can meet for several weeks. Most classes are offered during the evening and on weekends. Community Education classes are taught by experts in their field who bring hands-on, practical information to the classroom. Classes are open to all adults in the community. During the summer months, additional programming is added for teens and children.

### Services:

- Community education course proposals
- Community education registration services
- General community education inquiries

## Concurrent Enrollment

Area: Pre-Collegiate Activity

Location: Student Services building, first floor

Website: [www.citruscollege.edu/ar/documents/concurrentenrollment.pdf](http://www.citruscollege.edu/ar/documents/concurrentenrollment.pdf) (PDF)

Phone: 626-914-8511

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

Hours: Monday and Thursday, 8 a.m. to 5 p.m.;

Tuesday and Wednesday, 8 a.m. to 7 p.m.;

Friday 8 a.m. to 4:30 p.m.

*Extended hours during first week of classes*

Description: Concurrent enrollment, also known as dual enrollment, allows K-12 students the opportunity to enroll in college courses at Citrus College. Review the Admissions and Records website for detailed information on requirements for K-12 students to enroll. K-12 students do not pay enrollment fees.

### Services:

- K-12 students can enroll to take college classes for college credit

## Counseling Services

Area: Student Services

Location: Student Services building, second floor

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

Phone: 626-914-8530

Hours: Monday and Thursday, 8 a.m. to 5 p.m.;

Tuesday and Wednesday, 8 a.m. to 7 p.m.;

Friday: 8 a.m. to 4:30 p.m.

*Closed when school is not in session*

Description: The Counseling and Advisement Center provides educational, vocational and personal counseling, orientations, academic advisement, course planning, and review of academic program requirements.

### Services:

- Assist students in assessing, planning and implementing short- and long-range academic goals
- Assist students in navigating personal, family or other social concerns
- Crisis intervention services for students in emotional distress
- Evaluation and interpretation of assessment and placement test results
- Orientation services
- Registration assistance

## DSPS

Area: Student Services

Location: Student Services building, first floor

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

Phone: 626-914-8675

Email: [emadrid@citruscollege.edu](mailto:emadrid@citruscollege.edu)

Hours: Monday to Thursday, 8 a.m. to 5 p.m.;

Friday, 8 a.m. to 4:30 p.m.

*Closed weekends and holidays*

Description: Disabled Student Programs and Services (DSPS) is committed to providing students with disabilities an accessible educational environment that allows each student the opportunity to reach his or her academic goals and participate in a full range of campus programs and services. The DSPS program offers services and instruction that assist students with disabilities to fully participate in activities, programs and classes offered by the college.

# Programs and Services



## DSPS (continued)

### Services:

- Adapted testing accommodations
- Adaptive equipment
- Alternate media
- American Sign Language (ASL) interpreting
- Braille and electronic text
- Campus and community liaisons
- Closed and real-time captioning
- Computers with adaptive technology
- DSPS courses
- Equipment loans
- High Tech Center
- Priority registration
- Specialized academic counseling
- Telecommunication devices for deaf (TDD)

## Early College

Area: Pre-Collegiate Activity

Location: Student Services building, room 212

Website: [www.citruscollege.edu/stdntsrv/highschool/contactinformation](http://www.citruscollege.edu/stdntsrv/highschool/contactinformation)

Phone: 626-857-4162

Hours: Monday to Friday, 8 a.m. to 4:30 p.m.

Description: The Early College program enables students to complete their high school diploma and earn college credits simultaneously through a partnership between the high school and Citrus College. School Relations and Outreach assists in providing a smooth enrollment process for students. Students interested in the Early College program should contact their high school advisor.

### Services:

- College courses in high school
- Registration assistance

## Early Decision

Area: Pre-Collegiate Activity

Location: Student Services building, room 212

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

Phone: 626-857-4162

Hours: Monday to Thursday, 8 a.m. to 5 p.m.;  
Friday, 8 a.m. to 4:30 p.m.

Description: School Relations and Outreach coordinates outreach and recruitment activities for Citrus College. The team works with high school students to assist them in completing all necessary admissions and enrollment steps needed to become a registered Citrus College student.

### Services:

- Admissions application
- Assessment/orientation
- Campus tours
- College fairs
- Priority registration

## EOPS and CARE

Area: Student Services

Location: Student Services building, second floor

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

Phone: 626-914-8555

Email: [eopands@citruscollege.edu](mailto:eopands@citruscollege.edu)

Hours: Monday and Thursday, 8 a.m. to 5 p.m.;  
Tuesday and Wednesday, 8 a.m. to 7 p.m.;  
Friday: 8 a.m. to 4:30 p.m.

*Closed when school is not in session*

Description: Extended Opportunity Programs and Services (EOPS) is a counseling program designed to provide access and retain students from educationally and economically disadvantaged backgrounds. The Cooperative Agencies Resources for Education (CARE) program provides additional services to eligible students who are parents receiving TANF/CalWORKs. These services are specifically tailored to help students balance their academic, work and family commitments.

# Programs and Services



## EOPS and CARE (continued)

### Services:

- Academic, career, transfer and personal counseling
- Application and testing fee waivers
- Book services (subject to funding)
- CARE additional assistance with school supplies and textbooks
- CARE grant and transportation assistance (if eligible)
- CARE meal tickets
- Financial aid and enrollment assistance
- Outreach services
- Self-development workshops
- Tutoring

## Financial Aid

Area: Student Services

Location: Student Services building, first floor

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

Phone: 626-914-8592

Email: [financialaid@citruscollege.edu](mailto:financialaid@citruscollege.edu)

Hours: Monday and Thursday, 8 a.m. to 5 p.m.;

Tuesday and Wednesday, 8 a.m. to 7 p.m.;

Friday, 8 a.m. to 4:30 p.m.

*Open until 7 p.m. the first three days of each semester*

Description: The Financial Aid office assists eligible students with their educational expenses while they pursue an eligible educational program that leads to a certificate, degree or transfer.

### Services:

- Award and package student aid
- Administer Federal Work-Study aid
- Award scholarships
- Provide financial aid outreach and information
- Provide services to former foster youth
- Provide services to homeless students
- Verify student eligibility for financial aid
- Verify veteran student benefits

## Food Services

Area: College Services

Location: Campus Center, lower level

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

Phone: 626-914-8615

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

Hours:

Owl Café & Grill (located below Campus Center):  
Monday to Thursday, 7:30 a.m. to 7 p.m.;  
Friday, 7:30 a.m. to 2 p.m.  
*Closed Fridays during summer and winter sessions*

Owl's Nest Mobile Gourmet Food Grill  
(located between MA and PC):  
Monday to Thursday, 8 a.m. to 5 p.m.  
*Closed during summer and winter sessions*

Description: The goal of Food Services is to provide healthy, affordable foods and snacks at facilities where students and staff can relax, study and visit with friends.

### Services:

- Catering/concessions
- Owl Café & Grill
- Owl's Nest Mobile Gourmet Food Grill

Other food and drink locations on campus:

- Art & Coffee Bar (Student Services building)
- Owl Bookshop
- The Range at Citrus
- Vending machines located throughout campus

## Foster/Kinship Education Resource and Programs

Area: Student Services

Location: Integrated Success Center (IC), room 180

Website: [www.citruscollege.edu/fkce](http://www.citruscollege.edu/fkce)

Phone: 626-857-4028

Email: [fkce@citruscollege.edu](mailto:fkce@citruscollege.edu)

Hours: Monday to Thursday, 7:30 a.m. to 5 p.m.;

Friday, 7:30 a.m. to 4:00 p.m.

*Occasional Saturday events*

*Closed when school is not in session*



# Programs and Services



## Foster/Kinship Education Resource and Programs (continued)

**Description:** Foster/Kinship Education Resource and Programs is a campus program for foster/kinship students to ensure college completion. The Foster and Kinship Care Education program provides quality education and support services to foster youth attending Citrus College, foster/kinship families and the foster youth in their home.

### Services:

- Counseling
- Financial resources
- Lounge and computer stations
- Priority registration
- Student supplies

## Graduation

**Area:** Completion Activities

**Location:** Student Services building, first floor

**Website:** [www.citruscollege.edu/ar/pages/certificates.aspx](http://www.citruscollege.edu/ar/pages/certificates.aspx)

**Phone:** 626-914-8511

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

**Hours:** Monday and Thursday, 8 a.m. to 5 p.m.;

Tuesday and Wednesday, 8 a.m. to 7 p.m.;

Friday, 8 a.m. to 4:30 p.m.

*Extended hours during first week of classes*

**Description:** Graduating students must file a graduation application with the Admissions and Records office to receive a degree, certificate and/or skill award. The application allows students to apply for multiple awards at the same time. Filling deadlines can be found online on the "Important Dates" page or in the current class schedule. One commencement ceremony is held in the spring for students who graduated the preceding summer, fall, winter and spring terms. A summer graduate may request to participate in the preceding spring graduation if they file a petition for graduation by the spring graduation deadline, meet all graduation requirements for summer graduation at the time of evaluation, and are enrolled in only one or two classes for a total of nine or fewer units in summer. For more information on participating in the graduation ceremony, visit [www.citruscollege.edu/stdntsrvc/grad](http://www.citruscollege.edu/stdntsrvc/grad).

## Honors Transfer Program

**Area:** Academic Support

**Location:** Educational Development Center (ED), room 133

**Website:** [www.citruscollege.edu/academics/honors](http://www.citruscollege.edu/academics/honors)

**Phone:** 626-914-8686

**Email:** [honors@citruscollege.edu](mailto:honors@citruscollege.edu)

**Hours:** Monday to Friday, 8 a.m. to 4 p.m.

**Description:** The Honors Transfer Program is designed for highly motivated students who are planning to transfer and want to participate in an enriched academic environment that promotes close interaction with outstanding faculty and other honors students. Honors courses are designed to meet transfer requirements for University of California (UC) or California State University (CSU) campuses, as well as many private institutions.

### Services:

- Honors application
- Honors counseling
- Honors identification on transcript
- Priority registration
- Scholarship opportunities
- Small class sizes
- Special recognition at graduation
- Transfer Alliance Program (TAP)

## International Student Center

**Area:** Student Services

**Location:** Student Services building, first floor

**Website:** <http://isc.citruscollege.edu>

**Phone:** 626-914-8549

**Email:** [internationalstudents@citruscollege.edu](mailto:internationalstudents@citruscollege.edu)

**Hours:** Monday to Thursday, 8 a.m. to 5 p.m.;

Friday, 8 a.m. to 4:30 p.m.

*Closed holidays*

**Description:** The International Student Center provides the services needed to admit and retain international students with F-1 visas.

### Services:

- Assist students with adjusting to their new environment
- Coordinate counseling and advising
- Cultural enrichment opportunities
- International student orientation workshops
- Registration assistance

# Programs and Services



## I Will Complete College

Area: Student Services

Location: Student Services building, room 214

Website: [www.citruscollege.edu/stdntsrvc/iwcc](http://www.citruscollege.edu/stdntsrvc/iwcc)

Phone: 626-852-6471

Email: [iwcc@citruscollege.edu](mailto:iwcc@citruscollege.edu)

Hours: Monday and Thursday, 8 a.m. to 5 p.m.;

Tuesday and Wednesday, 8 a.m. to 7 p.m.;

Friday: 8 a.m. to 4:30 p.m.

Description: The I Will Complete College program prepares new first-time college students who assess at, or below, college level in English and/or math to be successful college students and complete their educational goals.

### Services:

- Counseling appointments
- Follow-up services
- Referral to support services
- Registration assistance
- Priority registration

## Library Services

Area: Academic Support

Location: Hayden Memorial Library

Website: <http://libguides.citruscollege.edu/library>

Phone: 626-914-8644

Email: [library@citruscollege.edu](mailto:library@citruscollege.edu)

Hours: Monday to Thursday, 7:30 a.m. to 8 p.m.;

Friday: 8 a.m. to 4 p.m.

*Hours vary when school is not in session*

Description: Faculty and staff members assist students, staff and community members in accessing information resources and library facilities in order to foster a productive learning environment. Assistance is offered face-to-face, by phone, and online via chat and text messaging. Faculty librarians teach information competency skills in library instruction sessions. Students have access to computers, group study rooms, photocopiers, printers, quiet reading areas, a library instruction classroom, library workshop space and multipurpose room.

## Library Services (continued)

### Services:

- Circulating print book collection
- Computers
- Course-specific library instruction and career workshops
- Mobile device charging stations
- Online article, ebook and streaming media collections accessible 24/7
- Photo identification and bus passes
- Printers, photocopiers and scanners
- Schedule individual research consultations with librarians
- Study and media rooms
- Technical support for campus logins and Canvas
- Textbooks on reserve (for in-library use)

## Math Success Center

Area: Academic Support

Location: Educational Development Center (ED), room 233

Website: [www.citruscollege.edu/stem/mathsuccess](http://www.citruscollege.edu/stem/mathsuccess)

Phone: 626-914-8723

Hours: Monday to Thursday, 9 a.m. to 7 p.m.;

Friday, 9:30 a.m. to 1:30 p.m.

*Closed when school is not in session*

Description: The Math Success Center is a lab where students can study with peers, form study groups, and have math and science questions answered by qualified tutors. Current math and science textbooks as well as resources are available for use in the center.

### Services:

- Tutoring

## Noncredit Education

Area: Academic Activity

Location: Lifelong Learning Center

Website: [www.citruscollege.edu/ce](http://www.citruscollege.edu/ce)

Phone: 626-852-8022

Email: [conted@citruscollege.edu](mailto:conted@citruscollege.edu)

Hours: Monday to Thursday, 8 a.m. to 9 p.m.;

Friday, 8 a.m. to 12 p.m.

*Closed when school is not in session*

# Programs and Services



## Noncredit Education (continued)

Description: The Noncredit Education program offers tuition-free courses through Citrus College's Continuing Education Department. Noncredit courses are intended for students who want to gain general knowledge, learn a new skill or upgrade existing skills. Noncredit Education assists students in achieving their personal and professional goals while also serving as a point of entry for students transitioning to credit instruction. Noncredit classes are NOT applicable toward a degree. However, upon completion of a series of required classes, students may earn a noncredit certificate of competency or completion.

### Services:

- Noncredit admissions application
- Noncredit counseling
- Noncredit registration services

## Parking Services

Area: College Services

Location: Campus Safety Building

Website: [www.citruscollege.edu/campussafety](http://www.citruscollege.edu/campussafety)

Phone: 616-914-8611

Email: [campussafety@citruscollege.edu](mailto:campussafety@citruscollege.edu)

Hours: Monday to Thursday, 7 a.m. to 8 p.m.;

Friday, 7 a.m. to 5 p.m.

*Campus Safety officers are on-campus 24 hours a day, 365 days a year*

Description: Parking on campus is by permit only. Student semester parking permits may be purchased online. Upon purchase, parking permits will be mailed to the address provided. Daily permits may be purchased from Campus Safety for \$5 Monday through Thursday from 7 a.m. to 8 p.m. and Friday from 7 a.m. to 4 p.m. Campus Safety is located at the main entrance of the college, off Citrus Avenue and Foothill Boulevard. Permits may also be bought from the automated pay station (APS) machines located in the S1, S2, S3, S4, S5, S6, S8 and S9 parking lots. Vehicles not displaying a valid parking permit will be cited.

## STEM TRIO

Area: Academic Support

Location: Educational Development Center, room 255

Website: [www.citruscollege.edu/stemtrio](http://www.citruscollege.edu/stemtrio)

Phone: 626-857-4026

Email: [mar smith@citruscollege.edu](mailto:mar smith@citruscollege.edu)

Hours: Monday to Thursday, 9 a.m. to 5 p.m. (ED 255);

Friday, 9 a.m. to 5 p.m. (SS 270)

Description: The STEM TRIO program is designed to assist first-generation, low-income, and/or disabled students majoring in STEM (science, technology, engineering and mathematics) and allied health fields (e.g., nursing, EMT, etc.) by offering a variety of services tailored to meet individual needs. All STEM TRIO services are free to active program participants.

### Services:

- Book loans
- Coaching/mentoring
- Math tutoring
- Financial aid assistance and planning

## Student Health Center

Area: College Services

Location: Student Services building, first floor

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

Phone: 626-914-8671

Hours: Monday to Thursday, 8:30 a.m. to 4:30 p.m.;

Friday, 8:30 a.m. to 3:30 p.m.

*Monday until 6:30 p.m. by appointment only – call before visiting*

Description: The Student Health Center is funded by student health fees and provides ambulatory care services, including pap smears, laboratory services, immunization clinics, sexually transmitted infection testing, physical examinations and mental health counseling, as well as prescription and over-the-counter medications. Students are referred to off-campus health care providers for treatments that are not provided by the Student Health Center. There is no consultation charge for currently enrolled students. Some procedures require a minimal fee, including tests and medications. All students must provide a copy of their student identification card with a current sticker or a photo identification and a copy of their current registration in order to be seen. Make an appointment by calling 626-914-8671 or visit the center during regularly scheduled walk-in hours.



# Programs and Services



## Student Health Center (continued)

### Services:

- Condoms and personal hygiene items
- Family planning services
- Laboratory testing (e.g., blood, urine and pregnancy tests)
- Plan B emergency contraception
- Short-term personal counseling

## Student Life

Area: Student Engagement

Location: Educational Development Center (ED), room 170

Website: [www.citruscollege.edu/stdntsrsv/studentaffairs/activities](http://www.citruscollege.edu/stdntsrsv/studentaffairs/activities)

Phone: 626-852-6444

Email: [studentlife@citruscollege.edu](mailto:studentlife@citruscollege.edu)

Hours: Monday to Thursday, 9 a.m. to 5 p.m.;

Friday, 9 a.m. to 4:30 p.m.

Description: The Student Life and Leadership Development office plans and implements social and cultural activities, as well as other personal developmental programs for students. Student Life includes the Associated Students of Citrus College (ASCC), led by an executive board of 19 student leaders, 10 of whom are elected and nine of whom are appointed. ASCC represents the interests of students on college committees and advocates for students at local and state levels. Student Life administers a comprehensive student activities program of social, cultural and professional development experiences. Student Life also manages the Campus Center facility.

### Services:

- Campus activities
- Campus clubs

## Study Abroad

Area: Academic Activity

Location: Center for Innovation, room 116

Website: [www.citruscollege.edu/studyabroad](http://www.citruscollege.edu/studyabroad)

Phone: 626-914-8560

Email: [studyabroad@citruscollege.edu](mailto:studyabroad@citruscollege.edu)

Hours: Monday to Friday, 8 a.m. to 4:30 p.m.

Description: Study Abroad allows students to make normal progress toward their undergraduate degrees while utilizing foreign resources and cross-cultural experiences. The program immerses students in other cultures. As students live in and learn to understand different cultures, they are challenged to re-examine themselves, their attitudes and their studies. Semester-length programs are offered in London (fall); and Salamanca, Seville, or Barcelona, Spain (spring). Students may also study in Italy or Costa Rica (winter); and Kyoto, Japan (summer).

### Services:

- Scholarship workshops and assistance
- Study abroad registration and enrollment assistance

## Testing Center

Area: Academic Support

Location: Educational Development Center, room 215

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

Phone: 626-857-4035

Email: [testingcenter@citruscollege.edu](mailto:testingcenter@citruscollege.edu)

Hours:

DSPS Testing (ED 215): Monday to Thursday, 8 a.m. to 5 p.m.

Online Education Testing (IS 107): Monday, Tuesday and Thursday, 10 a.m. to 6:45 p.m.; Wednesday, 10 a.m. to 7:45 p.m.

Drop-in Assessment Testing Check-in (IS 107): Tuesday to Thursday, 8:15 a.m. to 10 a.m.

*Assessment Testing is only available when classes are in session, excluding finals week*

Instructor Test Pick-up/Drop-off (ED 215): Monday to Thursday, 8 a.m. to 5 p.m.; Friday, 8 a.m. to 4 p.m.

# Programs and Services



## Testing Center (continued)

Description: The Testing Center provides administration and proctoring of exams in the following locations:

ED 215: adapted testing for DSPS students who require accommodations may arrange to take their exams through adapted testing. Typical accommodations provided by adapted testing include extended time, large print, distraction-reduced exam space and adapted computer equipment. Check the website for hours of operation.

IS 107: new student assessment testing for English, ESL and math placement. This test is administered through a computerized “smart” placement test to determine students’ initial placement into English, ESL, and math courses. Most assessments are done in block sessions followed by a counseling orientation session. Check website for a current schedule of new student assessment/orientation sessions.

### Services:

- Adapted testing
- Assessment testing
- Online education testing

## Title IX – Reporting of Sexual Misconduct

Area: College Services

Location: Administration building, first floor

Website: [www.citruscollege.edu/titleix](http://www.citruscollege.edu/titleix)

Phone: 626-914-8830

Email: [bfink@citruscollege.edu](mailto:bfink@citruscollege.edu)

Description: Title IX of the Education Amendment Act of 1972 is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees in educational institutions that receive federal financial assistance. Questions regarding Title IX, as well as concerns and complaints of non-compliance, may be directed to Brenda Fink at 626-914-8830 or [bfink@citruscollege.edu](mailto:bfink@citruscollege.edu).

## Tutoring and Supplemental Instruction

Area: Academic Support

Location: Educational Development Center, room 215

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

Phone: 626-914-8570

Hours: Monday to Thursday, 9 a.m. to 6 p.m.;

Friday, 10 a.m. to 2 p.m.

*Closed when school is not in session*

Description: Tutorial services, a College Reading and Learning Association Level II Certification center, offers free drop-in tutoring for a variety of subjects. Remember to bring your student ID card.

### Services:

- Tutoring

## Veterans Success Center

Area: Student Services

Location: Integrated Success Center

Website: [www.citruscollege.edu/stdntsrvc/veterans](http://www.citruscollege.edu/stdntsrvc/veterans)

Phone: 626-852-6421

Email: [veterans@citruscollege.edu](mailto:veterans@citruscollege.edu)

Hours: Monday to Thursday, 7:30 a.m. to 7 p.m.;

Friday, 8 a.m. to 1 p.m.

*Closed when school is not in session and all holidays*

Description: The Veterans Success Center provides a one-stop location for student veterans to receive assistance with GI Bill educational benefits and support services. Staff members certify eligibility, process benefits, verify that coursework meets eligibility requirements, make counseling appointments, provide academic counseling and referrals, pull transcripts, assist with priority registration, and meet with professors to ascertain whether failing grades are the result of non-completion.

# Programs and Services



## Veterans Success Center (continued)

### Services:

- Academic counseling
- Assistance with technology
- Certification of benefits
- Consultation with U.S. Department of Veterans Affairs representatives
- Financial aid assistance
- Food pantry
- Mental health counseling
- Residency reclassification
- Transitional counseling
- Tutoring
- Veteran education benefit enrollment
- Veteran student mentors
- Veterans Club

## Writing Center

Area: Academic Support

Location: Educational Development Center, room 215

Website: [www.citruscollege.edu/success/writingcafe](http://www.citruscollege.edu/success/writingcafe)

Phone: 626-857-4035

Hours: Monday to Thursday, 9 a.m. to 5 p.m.;

Friday, 10 a.m. to 2 p.m.

*Closed when school is not in session*

Description: The Writing Center provides assistance to all Citrus College students requesting English and ESL tutoring, as well as students seeking help with essays, research papers, lab reports or any other writing assignment.

### Services:

- Assistance with reading comprehension and strategies for note taking
- Drop-in, one-on-one writing consultations
- English and ESL tutoring
- Writing assistance in any subject

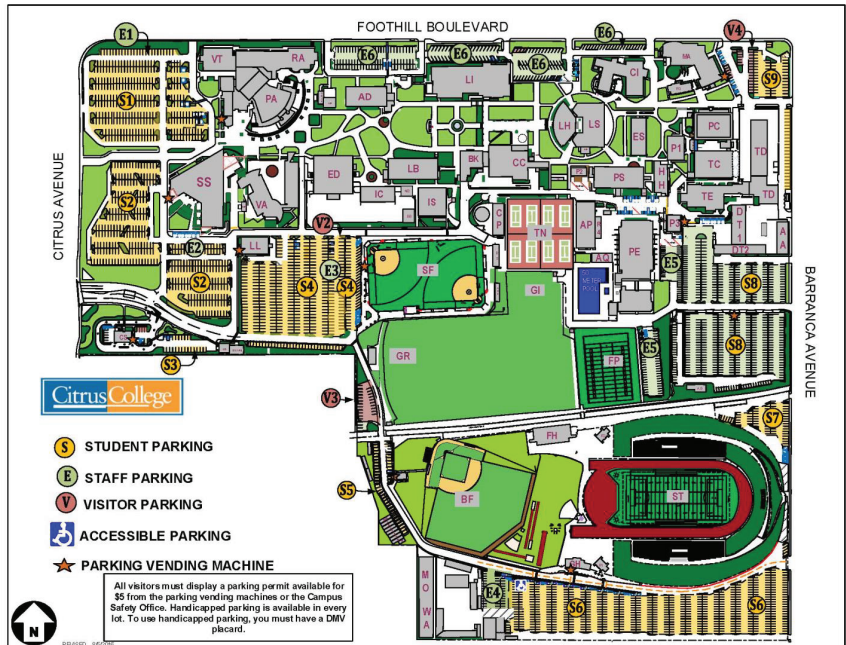




# Campus Map



# Notes



## Buildings

AA.....Automotive Annex	LH.....Lecture Hall
AD.....Administration	LI.....Hayden Library
AN.....Annex	LL.....Lifelong Learning Center
AP.....Adaptive Physical Education	LS.....Life Science
AQ.....Aquatics	MA.....Mathematics/Sciences
BF.....Baseball Field (FLD 2)	MO.....Maintenance/Operations
BK.....Owl Bookshop	NB.....North Bungalow
CC.....Campus Center	P1.....Portable #1
CI.....Center for Innovation	P2.....Portable #2
CP.....Central Plant	P3.....Portable #3
CS.....Campus Safety	PA.....Performing Arts Center
DT 1.....Diesel Technology	PC.....Professional Center
& DT 2 (formerly Tech G)	PE.....Physical Education
ED.....Educational Development Center	PS.....Physical Science
ES.....Earth Science	RA.....Recording Technology
FH.....Field House	RG.....Reprographics (Print shop)
FP.....Football Practice Field (FLD 5)	SB.....South Bungalow
GH.....Gate House	SF.....Softball Field (FLD 3)
GI.....Golf Instruction (FLD 1)	ST.....Student Services
GR.....Golf Driving Range	SS.....Stadium (FLD 4)
HH.....Hayden Hall	TC.....Technology Center
IC.....Integrated Success Center	TD.....Technician Development
IS.....Information Systems	TE.....Technology Engineering
LB.....Liberal Arts/Business	TN.....Tennis Courts
	VA.....Visual Arts
	VT.....Video Technology
	WA.....Warehouse / Purchasing

## Services

Academic Affairs.....AD	FLS Language Center.....P2
Admissions and Records.....SS	Food Service.....CC
Assessment.....SS	Foster Kinship Office.....IC
Associated Students.....CC	Foundation.....AD
Athletics /Kinesiology.....PE	Health Center.....SS
Art and Coffee Bar.....SS	Health Sciences.....PC
Audiovisual.....LI	Human Resources.....AD
Auditorium.....PA	Information.....SS
Board Room.....AD	International Student Center.....SS
Box Office.....PA	Learning Center.....ED
Bursar.....AD	Little Theatre.....PA
Business Services.....AD	Noncredit Education.....LL
Cafeteria - Owl Café.....CC	Noncredit Matriculation.....LL
CalWORKs.....LL	Nursing.....SS
Career/Transfer Center.....SS	Outreach.....SS
Cashier.....SS	Printing, Reprographics.....RG
Clarion, Student Newspaper.....VA	Public Information.....AD
College Advancement.....AD	Receiving.....WA
Community Education.....LL	Receiving, Bookstore.....BK
Computer Center.....IS	Safety Office.....CS
Cosmetology.....PC	Student Affairs.....CC
Counseling and Advisement Center.....SS	Student Employment Services.....AD
Dental Assisting.....PC	Student Services Office.....SS
Disabled Students Center.....SS	Superintendent/President's Office.....AD
Distance Education.....LI	Swimming Pool.....AQ
Esthetician.....TC	Testing Center.....ED
EOP&S.....SS	Transfer Center.....SS
External Relations.....AD	Veteran's Center.....IC
Facilities Rental.....AD	Vocational Education Office.....TE
Faculty / Staff Lounge.....CC	
Financial Aid.....SS	
Fitness Center.....AP	

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**[citruscollege.edu/stdntsrv](https://citruscollege.edu/stdntsrv)**

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