

Student Services Directory

Admissions & Records Office

626-914-8511

www.citruscollege.edu/ar

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.

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

bookstore@citruscollege.edu

Winter and Rush Hours: Posted in the store and online

Spring Hours:

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

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

Closed 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 clothing and imprinted items

CalWORKs

626-852-8023

www.citruscollege.edu/stdntsr/calworks

calworks@citruscollege.edu

Office Hours:

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

Location: LL

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

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

Campus Center

626-914-8601

Ticket Information: 626-914-8600

www.citruscollege.edu/stdntsr/studentaffairs

campuscenter@citruscollege.edu

Campus Center Hours:

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

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

Student Affairs Hours:

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

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

Location: CC

Associated Students of Citrus College, Student Affairs, and Student Business Offices are located here along with most other student life activities. 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

careercenter@citruscollege.edu

transfercenter@citruscollege.edu

Office Hours:

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

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

Location: ED 129

Career Center services include:

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

Transfer Center services include:

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

Cashier's (Bursar) Office

626-914-8896

www.citruscollege.edu/finance/fiscal/cashier
cashier@citruscollege.edu

Office Hours:

Mon. & Thurs., 8 a.m.-5 p.m.
 Tues. & Wed., 8 a.m.-7 p.m.
 Fri., 8 a.m.-4 p.m.

Location: AD, Second Floor, East Stairwell

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

A photo ID is required for all transactions.

Services include:

- 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/stdntsrv/cfte
cfte@citruscollege.edu

Office Hours:

Mon.-Thurs., 8 a.m.-7 p.m.
 Fri., 8 a.m.-4:30 p.m.

Location: ED 129

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

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

Child Development Center

626-914-8501

www.citruscollege.edu/cdc
cdc@citruscollege.edu

Office Hours:

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

Enrollment Hours:

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

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

Biology Computer Lab

Location: LS 120

Lab Hours: Call 626-914-8789

Library Computer Commons

Location: Library Floors 1 & 2

Hours: Call 626-914-8644

Mon-Thurs: 8:00 a.m.-9:00 p.m.

Fri., 8:00 a.m.-4:00 p.m.

Closed 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/stdntsrv/counsel
counseling@citruscollege.edu

Office Hours:

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

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

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

Location: AD, First Floor

Counseling & Advisement provides counseling and advisement appointments to assist students with:

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

Disabled Students Programs & Services (DSP&S)

626-914-8675, Voice/TDD
TDD, 24 hours 626-914-8675
www.citruscollege.edu/stdntsr/dsps
jmcleod@citruscollege.edu

Office Hours:

Mon., 8 a.m.-7 p.m.
Tues., Wed., Thurs., 8 a.m.-5 p.m.
Fri., 8 a.m.-4:30 p.m.

Location: ED 212, Second Floor

DSP&S provides:

- Specialized assessment and diagnosis of learning disabilities.
- Academic accommodations for students with disabilities— notetaking, testing, tutoring, campus/community liaison, sign language interpreting, reader services, adapted physical education, textbooks in alternate format, 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 (EOP&S)/CARE

626-914-8555
www.citruscollege.edu/stdntsr/eops
eops@citruscollege.edu

Office Hours:

Mon., Tues., 8 a.m.-5 p.m.
Wed. & Thurs., 8 a.m.-7 p.m.
Fri., 8 a.m.-4:30 p.m.

Location: ED 233

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

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

EOP&S also coordinates the CARE program (Cooperative

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

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

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

Financial Aid

626-914-8592
www.citruscollege.edu/stdntsr/financialaid
financialaid@citruscollege.edu

Office Hours:

Mon.&Thurs., 8 a.m.-5 p.m.
Fri., 8 a.m.-4:30 p.m.

Location: ED 102

Services include:

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

High School Relations and Outreach

626-857-4162
www.citruscollege.edu/stdntsr/highschool

Office Hours:

Mon.-Thurs., 8 a.m.-5 p.m.
Fri., 8 a.m.-4:30 p.m.

Location: ED 255

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

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

- Parent Information Night
- Campus Tours
- Welcome Day
- Student Ambassador Program

International Student Center

626-914-8549
www.citruscollege.edu/stdntsr/internationalinternationalstudents@citruscollege.edu

Office Hours:

Mon.-Thurs., 8 a.m.-5 p.m.
Fri., 8 a.m.-4:30 p.m.

Location: ED 236

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

International Student Center services include:

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

Learning Center

626-914-8570
www.citruscollege.edu/lc
learningcenter@citruscollege.edu

Office Hours:

Mon.-Thurs., 9 a.m.-8 p.m.
Fri., 9 a.m.-4 p.m.

Testing Center only

Sat., 9 a.m.-1 p.m.

Location: ED 216

Tutorial Services (ED 216)

626-914-8570
www.citruscollege.edu/lc
Free tutoring is available for most subject areas by appointment, drop-in tutoring is available for limited subjects. Students can obtain online tutoring via correspondence through email and chat rooms. Tutoring jobs are also available.

College Success Center

(ED 224/231)

626-914-8570, Ext. 5930

www.citruscollege.edu/success

Multimedia, online and networked labs are available for students on a drop-in basis for writing/reading assistance and to complete lab requirement. Lab staff are available to provide 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 open for use by foreign language and ESL students. A fully integrated, digitized audio lab is available to students who wish to practice their foreign language skills. Interactive software and VCRs are also available.

Math Success Center (MA 127)

626-857-4085

Drop-in tutoring 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

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

Test administration, proctoring for online exams, make-up tests for traditional classes and assessment testing services are offered. Please call for assessment testing times. All other testing is done on a drop-in basis (except adapted testing, which requires an appointment). 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, by appointment only. Appointments need to be made at least five days in advance.

Library

626-914-8640

www.citruscollege.edu/librarylibrary@citruscollege.edu

Office Hours:

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

Fri., 8 a.m.-4:00 p.m.

Closed Saturdays, Sundays and holidays

Photo ID Hours: Same as library office hours.

Noncredit Counseling

626-852-8023

www.citruscollege.edu/stdntsrvcounsel/ncounsel

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

Location: Lifelong Learning Center Building

Free noncredit student support services include:

- Preparation for college and lifelong learning goals
- Basic skills preparation in reading, writing and math for college placement tests, CAHSEE, GED, etc.
- College success, career development and personal enrichment workshops

Security and Parking

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

www.citruscollege.edu/stdntsrvc/securitysecurity@citruscollege.edu

Office Hours:

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

Fri., 7 a.m.-4 p.m.

Location: CC

The Security Office provides:

- Vehicle jump starts

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

The Security 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/stdntsrvc/healthcncr

Office Hours:

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

Mon. until 6:30 p.m. by appointment

Fri., 8 a.m.-noon

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 on-campus 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
stuffedowl@citruscollege.edu

Cafeteria Hours:

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

Fri., 7:30 a.m.-1:30 p.m.

Vending Service Hours:

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

Fri., 7:30 a.m.-2 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
jobplacement@citruscollege.edu

Office Hours:

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

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

Location: ED 102

Services include:

- A job board listing on-and off-campus job openings
- Resume and interview preparation assistance
- Mock interviews
- Service Learning
- 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
transfercenter@citruscollege.edu

See Career/Transfer Center for more information.

Office Hours:

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

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

Veterans Center

626-852-6421

626-852-5775

Fax: 626-335-3159

veteranscenter@citruscollege.edu

Office Hours:

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

Location: ED 248

Services include:

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

Get That Job!

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



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

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