Directory of Services

Admissions and Records Office
626-914-8511  Location: SS, First Floor
http://www.citruscollege.edu/ar
admissions@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.
Information and assistance available include:
• Admissions and WingSpan registration
• Computers for student use in applying and registering
• Transcript requests and enrollment verification
• Residency assistance
• Records information (grades, posting of degrees, receipt of other college transcripts and posting prerequisites)
• Correction of student records (address changes, course of study changes, etc.)

Bookstore Services
(626) 914-8620
Shop online at http://www.owlbookshop.com
bookstore@citruscollege.edu
Bookstore Services, through the Owl Bookshop, website, Art & Coffee Bar, Vending, and Cosmetology retail services, provides a safe, friendly, accessible environment where all students, alumni, staff and community members may optimize their academic, career, and cultural development. Bookstore Services provides access to course materials necessary for learning excellence, properly training student workers to be successful entrepreneurs and/or employees, creating an inviting place to shop, eat, and safely spend time between classes, providing premier customer service, and focused individual assistance to customers with disabilities.
Locations throughout campus to serve student needs:

Art and Coffee Bar (West Satellite)
Offers Starbucks drinks, fresh pastries, sandwiches, salads, snacks, fountain drinks, art supplies, and student created art.
Location: SS, Campus Mall Entrance
Hours: Posted on http://www.owlbookshop.com

Cosmetology/Esthetician Spa (East Satellite)
Offers comprehensive hair, skin, and nail services. Discounted beauty products including Bed Head, Blue Oatz, Dermalogica, OPI, Poise, and Redkin are offered for sale. Available spa services are posted on http://www.owlbookshop.com
Location: TC 118, First Floor
Hours: Call (626) 335-1234 for appointment availability.

Owl Bookshop (Campus Center)
Offering a one stop shop, visit the Owl Bookshop in person or online at www.owlbookshop.com. New, used and rental course materials are available and can be shipped to you or picked up in person. In addition to course materials, the Owl Bookshop also carries educational and office supplies, trade books, sundries, gifts, greeting cards, electronics, beauty supplies, apparel, imprinted merchandise, snacks, sandwiches, drinks, brewed coffee, and gift cards.
Location: BK - adjacent to the Campus Center
Hours: Posted on http://www.owlbookshop.com

Vending (Throughout Campus)
Pepsi machines are located throughout campus and food vending machines are located between PA and AD, between PC and TC, CC north entrance, and inside the Owl Café dining area located below the Handy Campus Center.
Directory of Services

CalWORKs
626-852-8023   Location: SS, Second Floor
http://www.citruscollege.edu/stdntsrv/calworks
calworks@citruscollege.edu
Office Hours:
  Mon.– Friday., 8 a.m.-4:30 p.m.

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
  • 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

campusafety@citruscollege.edu
Office Hours:
  Mon.-Thurs., 7 a.m.-8 p.m.
  Fri., 7 a.m.-5 p.m.

Campus Safety provides:
• Vehicle jump starts
• Vehicle unlocks
• Lost and Found
• Overnight parking information
• Parking citation information and appeals
• Buy parking permits at citruscollege.thepermitstore.com

Campus Safety officers patrol the campus 24 hours a day, 7 days a week. Campus Safety also provides a safety escort on campus for any member of the college community, upon request, from dusk until dawn. During busy periods, callers may experience a delay in the arrival of the officer. Escorts are provided for safety, not convenience.

Career/Transfer Center
626-914-8639   Location: SS, Second Floor
Fax: 626-914-8544
http://www.citruscollege.edu/stdntsrv/ctcenter
ctc@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.

Career/Transfer Center services include:
• Articulation agreements between Citrus College and universities
• Associate Degrees for Transfer (ADT)
• Career and transfer planning assistance
• Career development and transfer planning classes for unit credit
• Career and personality assessments
• Career and transfer resource library
• Individual appointments with university representatives
• Interview preparation
• Online career exploration tools
• Resume and cover letter assistance
• Transfer awareness and career development workshops
• Transfer fairs
• Transfer Admission Guarantees (TAG) with participating universities
• University campus visits

Campus Center
626-852-6444   Location: ED 170 (during construction)
http://www.citruscollege.edu/stdntsrv/
studentaffairs/activities
studentaffairs
studentlife@citruscollege.edu
Campus Center Hours:
  Mon.-Thurs., 8 a.m.– 7 p.m.
  Fri., 8 a.m.-4:30 p.m.

The Associated Students of Citrus College, Dean of Students and Student Life are located in the Campus Center.

Available are:
• Student activities
• Lounge with free WiFi and large screen TVs
• Campus club information
• Student government information
• ASCC discount ticket services are now located at the SS, First Floor, Room 124

NOTE: The Campus Center will be under construction starting late Spring 2017.

Campus Safety and Parking
626-914-8611   Location: CS
Ext. 8611, from office phones
http://www.citruscollege.edu/campussafety

NOTE: The Campus Center will be under construction starting late Spring 2017.
Directory of Services

Cashier’s and Bursar’s Offices
The Cashier’s and Bursar’s offices provide a variety of financial services for students, staff, faculty and the public.

Cashier’s Office
626-914-8896  Location: SS, First Floor
http://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.

Visit the Cashier for District and student related transactions such as:
  • Payment of class fees by cash or check
  • Payment of debts and outstanding obligations
  • ASCC discount ticket services
  • Disbursement of payroll checks
  • Other District and student related issues

Bursar’s Office
Location: AD, Second Floor
Office Hours:
  Mon.-Fri., 8 a.m.-4 p.m.

Visit the Bursar’s Office for District transactions such as:
  • Revolving cash reimbursements
  • Warrant replacements
  • Other District related issues

A photo ID is required at both locations for all transactions.

Computer Labs
Several open computer labs are available to Citrus College students. A Citrus ID is needed to use the labs. You do not need a Citrus ID to use the library computers. A student login is necessary each session.

Main Computer Lab
Location: IS 107
Lab Hours: View http://www.citruscollege.edu/LC

Library Computer Commons

Counseling and Advisement Center
626-914-8530  Location: SS, Second Floor
Fax: 626-914-8618
http://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.

Counseling and Advisement assists students with:
• Academic and transfer advising
• Declaring a course of study and career counseling
• Developing a Student Educational Plan (SEP)
• New Student Assessment/Orientation Sessions
• Early Alert/College Success Workshops
• Over-the-counter advising and drop-in services for students with brief questions
• Registration assistance
• Veterans counseling
• Honors counseling
• Personal counseling

Career Center services include:
• Individual career counseling
• Personality assessments addressing personality traits, interests, and values
• Interviews with professionals in your chosen career field
• Enhancement of career pathways
• Career development workshops
• Job search strategies and workshops
• Computerized career guidance and library
• Career development classes for unit credit
Directory of Services

Disabled Students Programs & Services (DSP&S)
626-914-8675  Location: SS, First Floor
http://www.citruscollege.edu/stdntsrv/dsp
jmeleod@citruscollege.edu
Office Hours:
Mon.-Thurs., 8 a.m.-5 p.m.
Fri., 8 a.m.-4:30 p.m.

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

EOP&S/CARE
(Extended Opportunity Programs & Services/Cooperative Agencies Resources for Education)
626-914-8555  Location: SS, Second Floor
http://www.citruscollege.edu/stdntsrv/eops
eopands@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.

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. In addition to EOP&S services, CARE students will receive:
- Additional assistance with school supplies and textbooks
- Meal tickets
- CARE grants, if eligible

ESL Lab
626-857-4035/626-914-8570  Location: ED 224
http://www.citruscollege.edu/lc/esl

The ESL Lab is an interactive language learning center that promotes cross-cultural education open to Citrus students who need to complete their required lab hours. The lab offers a variety of activities to help improve English skills including grammar DLAs, vocabulary building games, reading exercises, peer-facilitated study groups, and conversation groups. Check website for hours of operation.

Financial Aid
626-914-8592  Location: SS, First Floor
http://www.citruscollege.edu/stdntsrv/finaid
financialaid@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.
English and Spanish
Federal School Code: 001166

Services include:
- Assistance with FAFSA and Dream Act application processing
- Help with... The California College Promise Grant (formerly known as the BOG fee waiver)
- Scholarships
- Federal and State Grants
- Loans
Directory of Services

International Student Center
626-914-8549  Location: SS 164
https://isc.citruscollege.edu
internationalstudents@citruscollege.edu
Office Hours:
Mon., Wed. & Thurs., 8 a.m.-5 p.m.
Tues., 8 a.m.-7 p.m.
Fri., 8 a.m.-4:30 p.m.

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
626-857-4035/626-914-8570  Location: ED 215
http://www.citruscollege.edu/lc/

The Learning Center is open to all Citrus students with a Citrus ID card seeking academic support. Check website for hours of operation and scheduled workshops.

Library
Location: LI
http://libguides.citruscollege.edu/library
Hours: See library homepage (above)
Call: 626-914-8644
Text: 626-600-2153 (during open hours)
Chat: Via library homepage (during open hours)
Email: library@citruscollege.edu

Resources & Services
Faculty, staff and current students can
- Search the library catalog for over 42,000 print materials, 24,000 ebooks, thousands of articles, 28,000 streaming media and more.
- Access resources from 50 electronic resources 24/7 by setting up a MyLibrary Account
- Enjoy seating for over 500 students, 12 group study rooms and 6 media rooms
- Utilize over 110 student computers
- Scan and photocopy
- Use library printers — Please be advised there is a 200-page print limit.

Featured Databases:
- JSTOR: Scholarly journal article collection covering literature and many other subject areas.
- Kanopy: Watch thousands of award-winning documentaries, theatrical releases and more
- US Newsstream: Newspaper articles published since 1980 from quality news sources

Noncredit Counseling
626-852-6445  Location: Lifelong Learning Ctr
Summer 2018 Office Hours:
Mon., 8 a.m.-7 p.m.
Tues. and Wed., 5:30 p.m.-8 p.m.
Thurs., 8 a.m.-4 p.m.

Fall 2018 Office Hours TBD

Noncredit student support services are available to students enrolled in noncredit classes (i.e. ESL) and include:
- Academic advisement
- Student Educational Plan (SEP)
- Personal counseling
- College campus and resource assistance
- Transition assistance to degree/certificate programs

Owl Café & Grill
626-914-8615  Location: CC, Lower Level
http://www.citruscollege.edu/stdntsrv/owlcafe
stuffedowl@citruscollege.edu

Café & Grill Hours:
Mon.-Thurs., 7:30 a.m.– 8:00 p.m.
Fri., 7:30 a.m.—2 p.m.

Owl’s Nest Gourmet Mobile Grill Hours:
Mon.-Thurs., 7:30 a.m.– 6:00 p.m.

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.
Directory of Services

School Relations and Outreach
626-857-4162  Location: SS, Second Floor
http://www.citruscollege.edu/stdntsrv/highschool
Office Hours:
Mon.-Fri., 8 a.m.-4:30 p.m.

The School Relations and Outreach office 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
- Establishing connections with parents and prospective students
- Presentations and workshops
- Early Decision Day activities
- Parent Information Night
- Campus Tours
- Welcome Day
- Student Ambassador Program
- I Will Complete College Program
- Early College and College and Career Access Pathways (CCAP) Programs

STEM Center
626-914-8723  Location: ED 233 (Summer)
MA 129 (Fall)
http://www.citruscollege.edu/stem/stemcenter

Office Hours:
Mon-Thur., 9 a.m.-7 p.m.
Fri., 9:30 a.m.-1:30 p.m.

The STEM Center is a lab where you can study with friends, form study groups, and have your math and science questions answered by highly-qualified peer tutors. Current math and science textbooks as well as math resources are available for use in the STEM Center. For your convenience, the STEM Center is also equipped with computers that support PLATO, MyMathLab and WebAssign.

STEM TRiO SSS Program
626-914-8577  Location: SS 172
http://www.citruscollege.edu/stemtrio
marsmith@citruscollege.edu

Office Hours:
Mon-Fri., 8 a.m.-5 p.m.

The STEM TRiO SSS 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 (nursing, EMT, etc.) by offering a variety of services tailored to meet their individual needs. The STEM TRiO SSS team focuses on helping students successfully enroll in and complete coursework, access necessary resources, prepare for transfer and build financial literacy to ensure students achieve their educational goals. All STEM TRiO SSS services are free to active program participants.

Citrus College STEM TRiO Student Support Services is funded by the U.S. Department of Education, PR# P042A151490.

Student Employment Services
626-914-8550  Location: AD, office of HR
http://www.citruscollege.edu/hr/SES

Citrus College offers a variety of opportunities for part-time student employment. See website for details on how to apply.

Student Health Center
626-914-8671  Location: SS, First Floor
http://www.citruscollege.edu/stdntsrv/healthcntr

Office Hours:
Summer 2018:
Mon.-Thurs., 8:30 a.m.-2:00 p.m.
Fri., 8:30 a.m.-12:00 p.m.

Fall 2018:
Mon.-Thurs., 8:30 a.m.-4:30 p.m.
Mon. until 6:30 p.m. by appointment only
Fri., 8:30 a.m.-3 p.m.

Please call before visiting.
Hours subject to change without notice.

The Health Center is not open on weekends or college holidays. Services are available only when classes are in session. A current Citrus College ID card or a current class printout with a picture ID is required to be seen.

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

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 medication - prescribed by the campus healthcare providers
- Family planning services
- Plan B emergency contraception
- Off-campus referrals as needed
- Short term personal counseling
- Laboratory testing (blood, urine and pregnancy tests)

Teacher Preparation Pipeline (TPP)
626-914-8577 Location: SS 172
Fax: 626-914-8544
monicahernandez@citruscollege.edu
Office Hours:
Mon. — Fri., 8 a.m.-5 p.m.

Citrus College’s Teacher Preparation Pipeline (TPP) program prepares future teachers by offering:
- Teacher preparation workshops and events
- Work-based learning experiences
- CBEST preparation workshops and financial assistance for exam fee
- Individualized support
- Transfer resources

Testing Center
626-857-4035/626-914-8570 Locations: ED 215 (Adapted Testing) and IS 107 (Assessment and Online Ed Courses)
http://www.citruscollege.edu/lc/testing
testingcenter@citruscollege.edu

The Testing Center provides administration and proctoring for Online Education exams, adapted testing for Disabled Student Programs and Services (DSP&S) students, chemistry diagnostic, and assessment testing for English, ESL, and Math placement. Assessment testing is administered through a computerized “smart” placement test to determine student’s initial placement into English, ESL, and math courses. Most assessments are done in block sessions followed by a counseling orientation sessions. Check website for hours of operation.

Tutorial Services
626-914-8570 Location: ED 215
http://www.citruscollege.edu/lc/tutor

Tutorial Services, a College Reading & Learning Association (CRLA) Level II Certification center, provides tutoring by appointment and drop-in sessions in most subjects by trained staff free of charge. Students are allowed 2 hours of tutoring per subject per week. Online tutoring is available through CCC Confer. See Tutorial Website for subjects offered. Students interested in working with a tutor must sign up for the service and a Citrus ID card is required. Check website for hours of operation.

Veterans Success Center
626-852-6421 Location: IC
Fax: 626-852-6422
veterans@citruscollege.edu
Office Hours:
Mon.-Thurs., 7:30 a.m.-7 p.m.
Fri., 8 a.m.-1 p.m.

Services include:
- Priority Registration
- Academic Counseling
- Tutoring Services
- Family Support
- New Student Orientation
- Veterans Student Mentors
- Transitional Counseling
- Veterans Club
- Financial Aid Help

Writing Center
626-857-4035/626-914-8570 Location: ED 231
http://www.citruscollege.edu/academics/bridges/writingcafe
Office Hours:
Mon.-Thurs., 9:00 a.m.-5 p.m.
Fri., 10 a.m.-2 p.m.

The Writing Center provides assistance to all Citrus students requesting English and ESL tutoring, as well as students seeking help with essays, research papers, lab reports, or any other writing assignment. The Writing Center services also include assistance with reading comprehension and strategies for note taking. Consultations by trained staff provide drop-in, one-on-one writing consultations, and scheduled appointments by special arrangement. The Writing Center also offers lectures and specialty workshops covering a variety of topics. A Citrus ID card is required. Check website for