

## 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)
- Important calendar dates and deadlines
- 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](http://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.

### CalWORKs

626-852-8023 Location: SS, Second Floor

<http://www.citruscollege.edu/stdntsrv/calworks>

calworks@citruscollege.edu

Office Hours:

Mon.-Thurs., 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
- Enroll in basic skills classes

## Directory of Services

- 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

626-852-6444 Location: CC

<http://www.citruscollege.edu/stdntsrvc/studentaffairs>

studentlife@citruscollege.edu

Campus Center Hours:

Mon.-Thurs., 8 a.m.– 7 p.m.

Fri., 8 a.m.-4 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
- Club meeting rooms
- Housing information
- ASCC discount ticket services are now located at the SS, First Floor, Room 124

### Campus Safety and Parking

626-914-8611 Location: CS

Ext. 8611, from office phones

<http://www.citruscollege.edu/campusafety>

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

Office Hours:

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

Fri., 7 a.m.-4 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](http://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.

### 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 student related transactions such as payment of:

- Pay class fees by cash or check
- Pay debts and outstanding obligations
- Many other student related issues
- ASCC discount ticket services

#### Bursar's Office

Location: ED, Second Floor

Office Hours:

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

Location: ED, Second Floor

Visit the Bursar's Office for district transactions such as:

- Revolving cash reimbursements
- Warrant replacements
- Disburse payroll checks
- Other District related issues

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

## Directory of Services

### Center for Teacher Excellence

626-857-4006 Location: SS, Second Floor

Fax: 626-914-8544

<http://www.citruscollege.edu/stdntsrv/cfte/cfte@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.

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

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

### College Success Center

626-857-4035/626-914-8570 Location: ED 224

<http://www.citruscollege.edu/success>

The College Success Center is open to all Citrus students with a Citrus ID card seeking academic support and to English 098 students who need to complete their required lab hours. The Center offers scheduled workshops on a variety of topics to support student success. Check website for hours of operation and scheduled workshops.

### 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 [citruscollege.edu/LC](http://citruscollege.edu/LC)

#### Library Computer Commons

Location: Library Floors 1 & 2

Hours: Call 626-914-8640

### Counseling and Advisement Center

626-914-8530 Location: SS, Second Floor

Fax: 626-914-8618

<http://www.citruscollege.edu/stdntsrv/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

### Disabled Students Programs & Services (DSP&S)

626-914-8675 Location: SS, First Floor

<http://www.citruscollege.edu/stdntsrv/dsps>  
jmcleod@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

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- 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>  
eops@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 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

### **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/financialaid>  
[financialaid@citruscollege.edu](mailto: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 application processing
- BOGW fee waivers
- Scholarships
- Loans
- Grants

### **International Student Center**

626-914-8549 Location: SS, First Floor  
<http://www.citruscollege.edu/stdntsrv/international>

[internationalstudents@citruscollege.edu](mailto:internationalstudents@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.

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

## Directory of Services

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/>

Located on the second floor of the ED building, the Learning Center provides instructional support services across the curriculum including Tutorial Services, College Success Center, Writing Café, ESL Lab, and Testing Center. The Learning Center is open to all Citrus College students with a Citrus ID card. Check website for schedules and activities.

### Library

626-914-8640 Location: LI  
<http://libguides.citruscollege.edu/library>  
library@citruscollege.edu  
Hours: Call 626-914-8640  
Photo ID Hours: Call 626-914-8640

### Virtual Library

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

The Virtual Library provides options to:

- Search the new library catalog with a single-search of electronic, digital and physical resources
- E-mail a librarian; or chat online or text at 626-600CREP (2733) during open hours

Featured Databases:

- Gale Virtual Reference Library: Keyword search in 220 encyclopedias
- EBSCO: Articles in over 5,000 magazines and journals and over 20,000 full-text searchable e-books
- Gale Literature Resource Center: Includes literary criticism and works from all time periods
- Films on Demand Digital Educational Video: View streaming videos by subject areas

### Math Success Center

Location: MA 130

The Math Success Center provides drop-in tutoring for math students at any level. Textbooks are available for use in the Center. Lab staff are available to provide assistance. No appointment is necessary. Student log-on is required.

### Noncredit Counseling

626-852-6445 Location: Lifelong Learning Center

Office Hours:

- Mon. & Thurs., 8 a.m.-5 p.m.
- Tues., 2 p.m.-7 p.m.
- Wed., 8 a.m.-11:30 a.m.

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

626-914-8615 Location: CC, Lower Level  
<http://www.citruscollege.edu/stdntsrv/owlcafe>  
[stuffedowl@citruscollege.edu](mailto:stuffedowl@citruscollege.edu)

Cafeteria Hours:

Mon.-Thurs., 7:30 a.m.-1:30 p.m.

Vending Service Hours:

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

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

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

### Student Employment Services

626-914-8596 Location: ED 102  
<http://www.citruscollege.edu/stdntsrv/ses>

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

Office Hours:

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

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

### Student Health Center

626-914-8671 Location: SS, First Floor  
<http://www.citruscollege.edu/stdntsrv/healthcntr>

Office Hours:

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

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

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

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)

### Testing Center

626-857-4035/626-914-8570 Location: ED 215  
<http://www.citruscollege.edu/lc/testing>  
[testingcenter@citruscollege.edu](mailto:testingcenter@citruscollege.edu)

The Testing Center provides administration and proctoring for Distance 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.

### Transfer Center

626-914-8639 Location: SS, Second Floor  
Fax: 626-914-8544  
<http://www.citruscollege.edu/stdntsrv/transcntr>  
[careercenter@citruscollege.edu](mailto:careercenter@citruscollege.edu)  
[transfercenter@citruscollege.edu](mailto:transfercenter@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.

## Directory of Services

### Transfer Center services include:

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

### 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  
[veteranscenter@citruscollege.edu](mailto:veteranscenter@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>

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 hours of operation.



### 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**  
Office of Human Resources, AD 144 \* 626-914-8596

[www.citruscollege.edu/stdntsrv/ses](http://www.citruscollege.edu/stdntsrv/ses) to view current job postings.