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.
Location: AD, First Floor

Services include:
• Admissions and WingSpan registration information and online assistance
• 12 computers for student use to apply and register
• Transcript request and enrollment verification information and assistance
• Residency information and assistance
• Records information and assistance (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
Rush Hours: Posted in the store and online
Regular Hours: Mon.-Thurs., 8 a.m.-7 p.m.
Location: BK (adjacent to the Campus Center)

The Owl Bookshop is a retail establishment owned and 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:
• New and used textbooks and supplies
• Snacks and drinks
• Art supplies
• Computer hardware and software
• Phone cards and stamps
• Foothill Transit bus passes

CalWORKs
626-852-8023
www.citruscollege.edu/stdntsrv/calworks
calworks@citruscollege.edu
Office Hours: Mon.-Thurs., 8 a.m.-7 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:
• Buy educational tools and supplies
• Find paid work-study
• Develop basic skills
• Secure child care
• Receive medical, mental health and legal aid referrals
• Academic and career counseling
• Assistance with GAIN

Campus Center
626-914-8601
Ticket Information: 626-914-8600
www.citruscollege.edu/stdntsrv/studentaffairs
campuscenter@citruscollege.edu
Office Hours: Mon.-Thurs., 8 a.m.-8:30 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
• Notary service
• Housing information
• Video games

Career/Transfer Center
626-914-8639
Fax: 626-914-8544
www.citruscollege.edu/stdntsrv/transcntr
careercenter@citruscollege.edu
transfercenter@citruscollege.edu
Office Hours: Mon.-Thurs., 8 a.m.-7 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 classes for unit credit
• Career Development Workshops
Transfer Center services include:
• Individual academic advising
• Individual appointments with university representatives
• University campus tours
• Transfer information workshops
• College catalogs
• College fairs
• Computerized college information
• University of California Transfer Admission Guarantees
• 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.
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
626-914-8639
Fax: 626-914-8541
www.citruscollege.edu/stdntsrv/cfte
cfte@citruscollege.edu
Office Hours: Mon.-Thurs., 8 a.m.-6 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
• CBGT test preparation

Child Development Center
626-914-8501
www.citruscollege.edu/cdc
cdc@citruscollege.edu
Office Hours: Mon.-Fri., 8 a.m.-6:30 p.m.
Enrollment Hours: Mon.-Fri., 7:30 a.m.-4:30 p.m.
Center Hours: Mon.-Fri., 6:30 a.m.-6:30 p.m.

The Orfalea Family Children’s Center provides a developmental program for children from 2 1/2 to 5 years old. Enrollment is on a first-come, first-served basis and/or income priority set by the State of California. There may be a waiting list, so early registration is recommended. After acceptance into the program, allow approximately two weeks for processing. Fees are based on a sliding scale and vary according to family income and available funding. The center is accredited by The National Association for the Education of Young Children (NAEYC).

Computer Labs
Several open computer labs are available to Citrus College students. A Citrus ID is needed to use the labs.

Main Computer Lab
Location: IS 107
Lab Hours: Mon.-Thurs., 8 a.m.-10 p.m.

Learning Center
College Success Center
Location: ED 224/231
Lab Hours: Mon.-Thurs., 8 a.m.-9 p.m.

Language Lab
Location: ED 231
Lab Hours: Mon.-Thurs., 8 a.m.-9 p.m.

Math Computer Lab
Location: MA 129
Lab Hours: Mon.-Thurs., 8 a.m.-8 p.m.

Biology Computer Lab
Location: LS 120
Lab Hours: Call 626-914-8789

Library Computer Lab
Location: Library
Lab Hours: Mon.-Thurs., 7:30 a.m.-9 p.m.
All labs are closed Sundays and all school holidays.

Testing Center (For testing purposes only)
Location: ED 215
Lab Hours: Mon.-Thurs., 8 a.m.-9 p.m.
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.-7 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 orientation, probation, and Early Alert/college success workshops  
• 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/stdntsrv/dspss  
jmcleod@citruscollege.edu  
Office Hours: Mon.-Thurs., 8 a.m.-5 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)  
626-914-8555  
www.citruscollege.edu/stdntsrv/eops  
eop&s@citruscollege.edu  
Office Hours: Mon.-Thurs., 8 a.m.-7 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  
• Workshops, educational tools 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:  
• Transportation assistance and school supplies  
• Meal tickets, CARE grants and additional assistance with textbook purchases

Financial Aid  
626-914-8592  
http://www.citruscollege.edu/stdntsrv/finaid  
financialaid@citruscollege.edu  
Office Hours: Mon.&Thurs., 7:30 a.m.-5 p.m.  
Tues. & Wed., 7:30 a.m.-6:30 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/stdntsrv/highschool  
Office Hours: Mon.-Thurs., 8 a.m.-5 p.m.  
Location: ED 255

The School Relations department is responsible for coordinating High School outreach and recruitment activities for Citrus College. Our services include:  
• Visits to local high schools to provide information on programs and services available at Citrus College  
• Establishing connections with parents and prospective students  
• Presentations and workshops  
• Early Decision Day activities  
• Parent Information Night  
• Campus Tours  
• Welcome Day  
• Student Ambassador Program
International Student Center
626-914-8549
www.citruscollege.edu/stdntsrv/international
internationalstudents@citruscollege.edu
Office Hours: Mon.-Thurs., 8 a.m.-5 p.m.
Location: ED 236

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

International Student Center services include:
• Application and enrollment assistance
• SEVIS I-20 issuance
• F-1 Student Visa and Immigration issues
• Academic/Personal Counseling
• Living arrangements/Homestay Information
• Activities and events

Learning Center
626-914-8570
www.citruscollege.edu/lc
learningcenter@citruscollege.edu
Office Hours: Mon.-Thurs., 8 a.m.-9 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 for limited subjects. Students can obtain online tutoring via correspondence through e-mail 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 requirements. 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.

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. Testing is done on a drop-in basis (except adapted testing). Students must present a Citrus College student ID 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 5 days in advance.

Library
626-914-8640
www.citruscollege.edu/library
library@citruscollege.edu
Office Hours: Mon.-Thurs., 7:30 a.m.-9 p.m.
Closed Sundays, holidays and holiday weekends
Photo ID Hours: Same as library

Noncredit Counseling
626-852-8023
www.citruscollege.edu/stdntsrv/counsel/ncounsel

Office Hours: Mon.-Thurs., 8 a.m.-7 p.m.
Location: Lifelong Learning Center Building
• Assists students to prepare for college and lifelong learning goals
• Assists with basic skills preparation in reading, writing and math for college placement tests, CAHSEE, GED, etc.
• Sponsors attend college success, career development and personal enrichment workshops

Parking & Security
Each pay phone on campus allows you to reach the Security Office by pressing *11. Security’s direct line is 626-914-8611.
www.citruscollege.edu/stdntsrv/security
security@citruscollege.edu
Office Hours: Mon.-Thurs., 7 a.m.-8 p.m.
Location: CC
Security Office
Each pay phone on campus allows you to reach the Security Office by pressing *11. Security’s direct line is 626-914-8611
www.citruscollege.edu/stdntsrv/security
security@citruscollege.edu
Office Hours: Mon.-Thurs., 7 a.m.-8 p.m.
Fri., 7 a.m.-3:30 p.m.
Location: CC
• For emergency assistance press *11 from any pay phone, press 8611 from any office phone
• Vehicle jump starts
• Vehicle unlocks
• Lost and found
• Overnight parking information
• Parking citation information and appeals
• The Security Office provides a security escort on campus for any member of the college community upon request from dusk until dawn. During busy periods, callers may experience a 10-minute delay in the arrival of the officer. Security escorts are provided for safety, not convenience.

Student Health Center
626-914-8671
www.citruscollege.edu/stdntsrv/healthcntr
Office Hours: Mon.-Thurs., 8 a.m.-5 p.m.
Mon. until 6:30 p.m. by appointment
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 costs 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.
Vending Service Hours: Mon.-Thurs., 7:30 a.m.-8:30 p.m.
Location: CC, Lower Level
Located on the lower level of the Ross L. Handy Campus Center, the Citrus College cafeteria offers a wide range of food selections and a cyber place to meet and eat. Many breakfast items are offered, standard grill items are available for lunch, plus fresh pizza, fresh salads tossed to order, deli sandwiches, taco, burrito and tostada bar, and entrees of the day. The Campus Grind offers specialty coffee and pastry service.
Food services include:
• “Home Cooked” nutritious meals
• Deli sandwiches
• Snacks and drinks
• Wireless Internet access
• Concessions
• Vending
Vending Service is available at various locations on campus.

Student Employment Services
626-914-8596
www.citruscollege.edu/stdntsrv/ses
jobplacement@citruscollege.edu
Office Hours: Mon., Wed., Thurs., 8 a.m.-5 p.m.
Tues., 8 a.m.-6:30 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.