Student Services Directory

Admissions and Records Office
626-914-8511
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.
Location: SSB, First Floor

Information and assistance is available for:
• Admissions and WingSpan registration
• 8 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
Rush Hours: Posted in the store and online.
Hours:
Mon.-Thurs., 8 a.m.-8 p.m.
Fri., 8 a.m.-4 p.m.
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 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 College clothing and imprinted items

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

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
www.citruscollege.edu/stdntsrv/studentaffairs
studentlife@citruscollege.edu
Campus Center Hours:
Mon.-Thurs., 8 a.m.-8 p.m.
Fri., 8 a.m.-4:30 p.m.
Location: CC

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

Available are:
• Student activities
• Lounge with free WiFi and large screen TVs
• Campus club information
• Club meeting spaces
• ASCC discount ticket services
• Housing information
• Video games

Campus Safety and Parking
Each pay phone on campus allows you to reach the Campus Safety Office by dialing 8611 from an office phone. Campus Safety’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., 8 a.m.-4 p.m.
Location: CS

The Campus Safety Office provides:
• Vehicle jump starts
• Vehicle unlocks
• Lost and found
• Overnight parking information
• Parking citation information and appeals

The Campus Safety 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.
Career/Transfer Center
626-914-8639
Fax: 626-914-8544
www.citruscollege.edu/stdntsrv/transctr
careercenter@citruscollege.edu
transfercenter@citruscollege.edu
Office Hours:
  Mon. & Thurs., 8 a.m.-5 p.m.
  Tues. & Wed., Fri., 8 a.m.-7 p.m.
  Fri., 8 a.m.-4:30 p.m.
Location: SSB, Second Floor

Career Center services include:
• Individual career counseling and testing
• Interviews with professionals in your chosen career field
• Job search strategies and work shops
• 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 transfer information and transfer resource library
• University of California (UC) Transfer Admission Guarantees (TAG)
• UC/CSU cross-enrollment for only $10 per class (fee subject to change)
• Transfer planning classes for unit credit

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.-5 p.m.
  Tues. & Wed., 8 a.m.-7 p.m.
  Fri., 8 a.m.-4:30 p.m.
Location: SSB, Second Floor

Citrus College’s Center for Teacher Excellence prepares future teachers by offering:
• Academic advising and counseling for future teachers
• A 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.

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).

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: ED, Second Floor

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

Computer Labs
Several open computer labs are available to Citrus College students. A Citrus ID is needed to use the labs. A student login is necessary each session.

Main Computer Lab
Location: IS 107
Lab Hours: Call 626-852-6450

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 127
Lab Hours: Call 626-914-8796

Library Computer Commons
Location: Library Floors 1 & 2
Hours: Call 626-914-8640
Mon.- Thurs.: 8 a.m.-8 p.m.
Fri., 8 a.m.-4 p.m.
Closed Fri., Sat., Sun. and holidays

Testing Center (For testing purposes only)
Location: ED 258
Lab Hours: Call 626-857-4035

Counseling and Advisement Center
626-914-8530
Fax: 626-914-8618
www.citruscollege.edu/stdntsrv/counsel
counseling@citruscollege.edu
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: SSB, Second Floor

Counseling and Advisement assists 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
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/stdntsrv/dsp
jmcleod@citruscollege.edu
Office Hours:
Mon.-Thurs., 8 a.m.-5 p.m.
Fri., 8 a.m.-4:30 p.m.
Location: SSB, First 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 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/Cooperative Agencies
Resources for Education
(EOP&S/CARE)
626-914-8555
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.
Location: SSB, Second Floor

EOP&S helps students from edu-
cationally and economically disad-
vantaged 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/stdntsrv/finaid
financialaid@citruscollege.edu
Office Hours:
Mon.-Thurs., 8 a.m.-5 p.m.
Fri., 8 a.m.-4:30 p.m.
Location: SSB, First Floor

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 in Veterans Center

International Student Center
626-914-8549
www.citruscollege.edu/stdntsrv/international
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.
Location: SSB, First Floor

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.
Location: ED 216

Tutorial Services (ED 216)
626-914-8570
www.citruscollege.edu/lc

Free tutoring is available for most
subject areas by appointment.
Students interested in online tutoring
should call for information. Tutoring
jobs are also available.
Multimedia, online and networked labs are available for students to complete lab requirements. Lab staff are available to provide guidance and help with learning outcomes as well as 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 a fully integrated, digitized audio lab open for use by ESL students. Interactive software and VCRs are also available.

Math Success Center (MA 127) 626-857-4085
Drop-in tutoring is 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
The STEM Center is a math and science resource center available for students. 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. Consult the Citrus College website for assessment testing times. All other testing is done on a drop-in basis (except adapted testing for students requesting a reader, scribe, large print or Braille, which requires an appointment to be made at least five days in advance). Students must present a photo ID and official documentation of their 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.

Computerized instruction is available for students who want to strengthen their basic math, reading and writing skills.

Library 626-914-8640 www.citruscollege.edu/library library@citruscollege.edu
Hours:
- Mon.-Thurs., 8 a.m.-8 p.m.
- Fri., 8 a.m.-4 p.m.
- Closed Saturdays, Sundays and holidays
Location: LI
Photo ID Hours: Call 626-914-8640

Noncredit Counseling 626-914-8530 Fax: 626-914-8618
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: SSB, Second Floor

Noncredit student support services are available to students enrolled in noncredit classes (i.e. - ESL, R3 Lab) and include:
- Academic advisement
- Noncredit Student Educational Plan
- Personal counseling
- College campus and resource assistance
- Transition assistance to degree/certificate programs

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, 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 Health Center 626-914-8671 www.citruscollege.edu/stdntsrv/healthcntr
Office Hours:
- Mon.-Thurs., 8:30 a.m.-4:30 p.m.
- Mon. until 6:30 p.m. by appointment only
- Fri., 8:30 a.m.-12 p.m.

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: SSB, First Floor

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 medications (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)

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: SSB, First Floor

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
Student Services Building, First Floor, 626-914-8596

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

Services include:
- An on-line job board listing on- and off-campus job openings
- Resume and interview preparation assistance
- Mock interviews
- Co-operative Work Experience Education
- New-hire processing of on-campus student workers

Veterans Center
626-914-8516
Fax: 626-335-3159
veteranscenter@citruscollege.edu
Office Hours:
Mon.-Fri., 8 a.m.-4:30 p.m.
Location: SSB 212

Services include:
- Academic Counseling
- Tutoring Services
- Orientation
- ABB Mentors
- Transitional Counseling
- RAM-ROD (Veterans Club)

Virtual Library Services
www.citruscollege.edu/library

- Search the library catalog
- E-mail a librarian
- Chat online with a librarian during open hours
- Text-Reference 626-800-CREF (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 recently includes over 20,000 ebooks full-text searchable
- EBSCO’s Business Source Premier has 2,300 full text business periodicals
- SIRS Researcher: Controversial issues: selected magazine and newspaper articles, sortable by reading level