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.

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/stdntsrv/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/campussafety
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

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](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](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://www.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/counsel](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

### Disabled Students Programs & Services (DSP&S)
626-914-8675  Location: SS, First Floor  
[http://www.citruscollege.edu/stdntsrv/dsp](http://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.  

DSP&S provides:  
- Specialized assessment and diagnosis of learning disabilities
Directory of Services

- 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
eop&s@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/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 application processing
- BOGW fee waivers
- Scholarships
- Loans
- Grants

International Student Center
626-914-8549  Location: SS 164
http://www.citruscollege.edu/stdntsrv/international
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.
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/Home stay 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 626-600CREF (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

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. Hardy 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
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

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
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

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

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

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

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 to view current job postings.