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, program of study changes, etc.)

Bookstore (Owl Bookshop)
626-914-8620
Shop online at http://www.owlbookshop.com
bookstore@citruscollege.edu

Three locations on campus to serve student needs:

Art and Coffee Bar (West Satellite)
Location: SS, Campus Mall Entrance
Hours:  Posted on http://www.owlbookshop.com

Bookshop (Campus Center)
Location: BK - adjacent to the Campus Center
Hours:  Posted on http://www.owlbookshop.com

Cosmetology/Esthetician Spa (East Satellite)
Location: PC, First Floor
Call (626) 335-1234 for appointment availability.

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’s services and products include:
• Textbooks, supplies and study aids
• Snacks, Starbucks coffee, drinks and sundries
• Art supplies and student art
• Computer hardware and software
• Phone cards, gift cards and stamps
• Papyrus cards, gifts and seasonal items
• Beauty supplies
• Citrus College clothing and imprinted items

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
• 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
Directory of Services

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 10-minute 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/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.

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

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

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.
Directory of Services

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:  
• Citations  
• 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.

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

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

Library Computer Commons  
Location: Library Floors 1 & 2  
Hours: Call 626-914-8640

Testing Center (For testing purposes only)  
Location: ED 215  
Lab Hours: Call 626-857-4035

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 major and career counseling  
• Developing a Student Educational Plan (SEP)  
• New student assessment and orientation, probation, and Early Alert/College Success workshops  
• Over-the-counter advising for students with brief questions  
• Registration assistance  
• Veterans counseling  
• Honors counseling  
• Personal counseling
Directory of Services

Disabled Students Programs & Services (DSP&S)
626-914-8675  Location: SS, First Floor
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
• 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

Extended Opportunity Programs & Services/Cooperative Agencies Resources for Education (EOP&S/CARE)
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

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 for 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
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.

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
Directory of Services

**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.

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

Peer tutoring, in most subjects, is available free of charge to all Citrus College students with a Citrus ID card. Students interested in working with a tutor must sign up for the service. Check website for hours of operation.

**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.

**Writing Café**
626-857-4035/626-914-8570  Location: ED 231
http://www.citruscollege.edu/academics/bridges/writingcafe/

The Writing Café is open to all Citrus students who need English tutoring and/or help with essays, research papers, lab reports, or any other writing assignment. The Writing Café can also assist students in reading comprehension and strategies for note taking. One-on-one writing consultations by appointment and drop-in services are available. A Citrus ID card is required. Check website for hours of operation.

**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, and reading exercises. Check website for hours of operation.

**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 Distant Education exams, make-up exams, adapted testing for DSP&S students, chemistry diagnostic, and assessment testing for English and Math placement. Check Citrus website for hours of operation and testing protocols.
Directory of Services

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 library catalog
- E-mail a librarian
- Chat online with a librarian during open hours
- Text-Reference 626-600-CREF (2733) during open library 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
626-914-8530  Location: SS, Second Floor
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.

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 counseling 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. 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.

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.

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
Directory of Services

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)

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.

Veterans Center
626-852-6421  Location: HH 756-758
Fax: 626-852-6422
veteranscenter@citruscollege.edu
Office Hours:
   Mon.-Thurs., 8 a.m.-7 p.m.
   Fri., 8 a.m.-12 p.m.

Services include:
   • Priority Registration
   • Academic Counseling
   • Tutoring Services
   • Orientation
   • ABB Mentors
   • Transitional Counseling
   • Veterans Club

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, ED 102
626-914-8596
www.citruscollege.edu/stdntsrv/ses
to view current job postings.