Superintendent/President’s Message

Dear Citrus College Students:

What resources are available to help Citrus College students succeed? All of them! Your success is our #1 goal. Whether you are a new student beginning your educational path or a continuing student approaching degree completion, I encourage you to learn about the resources that are available to help you achieve your academic and career goals.

Citrus College has received many honors for helping students succeed academically and personally. The college consistently ranks among the nation’s top 100 associate degree producers; is among the top community colleges in the nation for awarding associate degrees to Hispanic students; is frequently recognized as a Military Friendly School; and more. Citrus College has earned these accolades because the college community creates connections with students that enable them to succeed.

Citrus College’s faculty will inspire you to achieve your academic and career goals. College staff offers the assistance you need to complete your educational journey. Co-curricular activities provide the peer connections and opportunities for involvement that invigorate your education and enrich your life.

Citrus College has transformed lives by providing academic opportunities for all members of the communities we serve. This Student Resource Guide is designed to help you make the most of your college experience. I am confident that this institution will provide you with wonderful chances to learn and grow, and connect you to success.

Best wishes for a productive and excellent learning adventure with your friends at Citrus College.

Sincerely,

Geraldine M. Perri, Ph.D.
Superintendent/President
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citruscollege.edu/stdntsrv
Student Experience Roadmap

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2. Apply for Financial Aid
3. Submit College Transcripts
4. Set-up Student Email Account
5. Complete New Student Orientation
6. Student Educational Plan
7. Counseling Services
8. View Registration Appointment
9. Register on WingSpan
10. Attend Welcome Day
11. Review the College Catalog

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- Concurrent Enrollment
- Early Decision
- Noncredit High School Courses

Pre-Enrollment Activities

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- Study Abroad

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- Bookstore
- Campus Safety
- Cashier’s Office
- Food Services
- Grievance/Complaint/Title IX
- Health Services
- Parking/Transportation
- School Records
- Student Employment
- Student Technology

Dreams to Reality
Express your potential. Create your future.
1. Apply for Admission
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Academic Support
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Student Services
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- Citrus College Promise
- Counseling Services
- DSPS
- EOP&S
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- Academic Achievement Awards
- Graduation
- Transfer Services

Student Engagement
- Athletics
- Clubs and Student Organizations
- Co-Curricular Programs
  (e.g., Citrus Singers, Logos Magazine)
- Student Activities

College Services
- Academic Support
- Student Services
- Completion Activities
- Student Engagement
- College Services
Transfer Checklist

The Career/Transfer Center provides you with a variety of services, resources and activities designed to support you with your transfer and career development needs. Follow the steps below to ensure you make your transfer goals a reality. For more information, stop by the Career/Transfer Center located on the second floor of the Student Services Building, visit them online at www.citruscollege.edu/stdntsrv/transcntr and follow them on Facebook at www.facebook.com/citruscollegectc.

Make an appointment with a counselor at least once every semester. Create and update your student educational plan (SEP) with a counselor and receive important transfer updates.

Take a counseling course at Citrus College. COUN 158, Transfer Planning, is a CSU-transferable course designed to help students transfer successfully.

Visit the Career/Transfer Center resource room to learn about transfer resources. Use transfer-related web resources and college catalogs to research universities, majors and career choices.

Make appointments with visiting university representatives. Get all your questions answered in an appointment at the Career/Transfer Center! Ask for a copy of the current university representative visit schedule.

Attend as many transfer-related workshops and events as possible. Transfer awareness events and workshops are designed to make you aware of your options for transfer.

Know where you want to transfer to and what major(s) interest you.

• Take the classes you need to prepare for your major – this saves you time, energy and money.

• Visit www.assist.org for more information on major preparation for both UCs and CSUs.

• Undecided about your major? Schedule an appointment with a career counselor – they can help!
Apply and renew your financial aid application at www.fafsa.gov.edu or www.csac.ca.gov/california-dream-act. Filing your FAFSA or California Dream Act application before March 2 will ensure a better chance of receiving money for college.

CSU transfer students: obtaining an associate degree for transfer (ADT) could give you an edge! Check the website for current majors.

UC transfer students: you may qualify for a transfer admission guarantee (TAG). Receive priority consideration by filing your TAG application with one of six participating UCs. TAG applications must be submitted between Sept. 1 and Sept. 30 one year prior to your intended transfer date. Watch for TAG information workshop offerings.

Apply online and apply early. Visit these websites for application filing periods:

- CSU – www.calstate.edu/apply
- UC – www.universityofcalifornia.edu/admissions
- Private – www.aiccu.edu

Once your acceptance letters come in, comply with any additional requirement by university. Check your email or university personal portal FREQUENTLY.

Send transcripts. Make sure to send transcripts whenever the university requests them. You must request and submit transcripts from each college you previously attended.

- If you are requesting a general education certification (CSUGE or IGETC), make sure to indicate this when you are requesting your final Citrus College transcripts.

CONGRATULATIONS, YOU DID IT!

Let’s celebrate your acceptance to a four-year college or university at the Citrus College Transfer Achievement Reception in June!
Guide to Applying for Financial Aid

Applying for federal and state financial aid may seem overwhelming. Just like assembling furniture, the key is to complete each step along the way. Do not let the process scare you. If you need help, the Financial Aid office is here to assist you. Each year, the Financial Aid office awards thousands of dollars in grants, loans and scholarships that make education affordable for students.

Starting the financial aid process early increases your chances of maximizing the amount of aid you receive. To make sure you meet important financial aid deadlines, keep track of all deadlines and keep required documentation organized. Familiarize yourself with the financial aid process and the various policies and procedures by reviewing the financial aid website at www.citruscollege.edu/stdntsrv/finaid. Hands-on assistance is available for completing the Free Application for Federal Student Aid (FAFSA) and the California Dream Act Application (CADA) at scheduled workshops or by attending the annual Cash for College workshop held each fall semester. Visit the online financial aid event and workshop calendar for workshop dates and times.

1. **File your FAFSA online** at [https://fafsa.gov](https://fafsa.gov) as soon as possible starting Oct. 1 and before March 2 of each year. Be sure to include the Citrus College code 001166.

   - Check your email for your Student Aid Report (SAR) after you file your FAFSA. The SAR lists all your FAFSA information. Citrus College will receive the same information and will email you a document tracking letter in early spring. Follow the instructions in your email to ensure your file is properly processed and completed. All required forms can be found on the financial aid website.
2. **AB 540 students should file their CADA online** at [www.csac.ca.gov/dream_act.asp](http://www.csac.ca.gov/dream_act.asp) as soon as possible after Oct. 1 and before March 2 each year to qualify for the most aid. Be sure to include the Citrus College code 001166.

   - You will receive an acknowledgement email from the California Student Aid Commission (CSAC) and from the Financial Aid office in early spring. Follow the instructions in your email to ensure your file is properly processed and completed. All required forms can be found on the financial aid website.

3. **Submit your high school or college GPA** to the CSAC by the March 2 deadline for consideration for a Cal Grant. Citrus College will automatically submit GPAs for all students who have completed at least 16 degree-applicable or transfer units at Citrus College. You can read more information about submitting a GPA by visiting the CSAC website at [www.csac.ca.gov/doc.asp?id=1177](http://www.csac.ca.gov/doc.asp?id=1177).

4. **Apply for the California College Promise Grant (CCPG)** online at [www.citruscollege.edu/stdntsrv/finaid/pages/ccpg.aspx](http://www.citruscollege.edu/stdntsrv/finaid/pages/ccpg.aspx) to determine whether you qualify to have your tuition waived. If you complete the CCGP application and do not qualify for any of the available methods, you may still be eligible by completing the FAFSA or CADA, as the FAFSA and CADA allow for higher income. Keep in mind that you should complete the FAFSA or CADA even if you already completed the CCGP application so you can be considered for more financial aid.

5. **Current and former foster youth** should complete the Chafee grant application online at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov). The college’s homeless youth and foster youth liaison, who works in the Financial Aid office, is specifically trained to assist homeless students and current and former foster youth students with applying for financial aid.

6. **Apply for Citrus College Foundation Scholarships** online each spring semester. Visit the Citrus College Foundation scholarship website at [www.citruscollege.edu/stdntsrv/finaid/pages/citruscollegescholarships.aspx](http://www.citruscollege.edu/stdntsrv/finaid/pages/citruscollegescholarships.aspx) for application dates and instructions.
7. **Although loans are recommended** as a last resort, students interested in applying for a federal Direct Loan should download and complete the student loan application and submit it to the Financial Aid office after receiving their award letter. First-time borrowers are required to complete online entrance counseling.

8. **Students interested in the Federal Work-Study (FWS)** program must have a FAFSA on record with Citrus College. Students must complete their financial aid file by submitting any requested documents to the Financial Aid office. Students can view their required financial aid documents on their portal account at my.citruscollege.edu. After all required documents have been submitted, students should contact the Financial Aid office to ask if any FWS funds are available. Funds are limited and awarded on a first come, first served basis. Visit the federal work study website at [www.citruscollege.edu/stdntsrv/finaid/pages/fwshiring.aspx](http://www.citruscollege.edu/stdntsrv/finaid/pages/fwshiring.aspx) for more information.

9. **Students will be sent an award email** in early spring to their student email accounts. Be sure to thoroughly read all of the information in the award email. Pay close attention to the section called “Terms of Offer.” This section discloses important information concerning financial aid eligibility. Make a note of the disbursement information so you know when to expect to receive your financial aid refund.

   • Please note: some financial aid, like the Student Success Completion Grant (SSCG) are incentive grants that have additional requirements, such as enrolling in a specific number of units. Review all financial aid programs to ensure you maximize the amount of financial aid you receive.
10. If a student receiving federal aid withdraws from his/her course(s), a calculation called “Return to Title Four (R2T4)” is performed to determine if the student owes a repayment of all or part of the financial aid to the U.S. Department of Education or to Citrus College. Read the R2T4 policy online at www.citruscollege.edu/stdntsrv/finaid/documents/returnoftitleivfunds.pdf (PDF) for more information.

11. Financial aid eligibility is contingent on students maintaining satisfactory academic progress. Read these standards online at www.citruscollege.edu/stdntsrv/finaid/documents/sap_policy.pdf (PDF) to fully understand the requirements to continue to receive financial aid.

12. Increase your financial literacy by signing up for CashCourse, a free online financial educational tool to help you make informed financial choices. Register for a free account at www.cashcourse.org.

13. Students must apply every year to receive financial aid. The FAFSA and CADA is available every year on Oct. 1. Students should make sure they select the correct school year for which they are applying for financial aid. For example, if you plan to attend college between July 1, 2019, and June 30, 2020, you should complete the 2019-2020 application.

14. Remember, financial aid staff is ready to help you with any questions you may have. Call 626-914-8592 or stop by the lobby of the Student Services Building. You can also get answers to many of your financial aid questions 24/7 by asking our ChatBot at www.citruscollege.edu/stdntsrv/finaid or by watching short Financial TV videos on the financial aid website at https://citruscollege.financialaidtv.com.
## Guide to Applying for Financial Aid

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td><strong>AmeriCorps Service Award</strong></td>
<td>Students earn a stipend through service performed in a community service program. The award can be used to pay current educational expenses.</td>
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<tr>
<td><strong>Bureau of Indian Affairs (BIA)</strong></td>
<td>Scholarships for enrolled members of a federally recognized tribe.</td>
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<tr>
<td><strong>Cal Grant A or B Community College Transfer Entitlement Award</strong></td>
<td>Cal Grant A pays tuition. Cal Grant B pays tuition and book and supplies.</td>
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<tr>
<td><strong>Cal Grant B</strong></td>
<td>Provides grant funds to help pay for the cost associated with attending college.</td>
</tr>
<tr>
<td><strong>Cal Grant C</strong></td>
<td>Provides grant funds to help pay for book and supplies.</td>
</tr>
<tr>
<td><strong>California College Promise Grant (CCPG; formally known as the Board of Governor’s Fee Waiver)</strong></td>
<td>A tuition fee waiver program that does not require repayment.</td>
</tr>
<tr>
<td><strong>Student Success Completion Grant (SSCG)</strong></td>
<td>An incentive grant designed to encourage students to maintain full-time enrollment status in order to graduate or transfer within two years.</td>
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<tr>
<td><strong>California National Guard Education Assistance Award Program (CNG EAAP)</strong></td>
<td>A state-funded grant designed as an educational incentive to improve skills, competencies and abilities for up to 1,000 service members who remain active in the National Guard, the California State Military Reserve or the Naval Militia. This grant is based on merit, not on financial need.</td>
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<tr>
<td><strong>Chafee Grant</strong></td>
<td>A federally funded grant program designed for undergraduate students who are current or former foster youth.</td>
</tr>
<tr>
<td><strong>Citrus College Foundation Scholarships</strong></td>
<td>Scholarships awarded based on need, merit and other criteria.</td>
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<tr>
<td>PROGRAM</td>
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<tr>
<td>Direct PLUS Loans</td>
<td>A federal loan for parents of dependent students.</td>
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<tr>
<td>Direct Subsidized Loans</td>
<td>A federal subsidized loan for students enrolled at least half-time. The interest is paid by the federal government during the repayment grace period and deferment periods.</td>
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<tr>
<td>Direct Unsubsidized Loans</td>
<td>A federal loan for which interest is charged during all periods after the loan is disbursed.</td>
</tr>
<tr>
<td>External Scholarships</td>
<td>Scholarships awarded based on need, merit and other criteria.</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (FSEOG)</td>
<td>A grant for students with exceptional financial need.</td>
</tr>
<tr>
<td>Federal Work-Study (FWS)</td>
<td>An award earned through work. The award provides part-time employment to students who have financial need. Jobs are usually available both on and off campus. The program allows the student to gain work experience and pay for a portion of their educational expenses.</td>
</tr>
<tr>
<td>Pell Grant</td>
<td>A federal grant for undergraduate students with financial need.</td>
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</tbody>
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Successfully Navigating College

Achieving success at Citrus College requires that students do well in the classroom and successfully navigate a complex set of processes outside the classroom. Although the college informs students of important deadlines and requirements, mostly via students’ college email, students are expected to understand and complete those requirements on their own. When a student misses an important deadline or skips a step, a typical question posed to the college is, “Why was I not told?” Most likely, the information is in the catalog and on the college website. Therefore, Citrus College encourages you to review the college catalog at www.citruscollege.edu/catalog and become familiar with the important processes and deadlines described below.

New Students

- **Apply for admission** – you can apply for summer session and fall semester beginning Jan. 1, and for winter session and spring semester beginning Sept. 1.  
  www.citruscollege.edu/ar/pages/applyingforadmission.aspx

- **Apply for financial aid** – review the step-by-step guide to apply for financial aid.  
  https://fafsa.ed.gov

- **Submit college and high school transcripts** – request official college transcripts from all colleges previously attended to be sent to the Admissions and Records office. It is recommended that high school and college transcripts are on file prior to your registration appointment and before your appointment with a counselor or educational advisor.

- **Check your college email account** – visit the Student Email Accounts website for information on how to access your account. Students should check their college email at least once a day.  
  www.citruscollege.edu/tecs/studentemail

- **English, math and ESL placement** – all applicants will receive an email regarding their placement into English and math. Students who took English and/or math at another college need to submit their official college transcript(s) to the Admissions and Records office for proper placement. Students with questions about their placement level should meet with a counselor.
New Students (continued)

• **Complete orientation** – students applying to Citrus College must complete orientation. Registration will be withheld from students who do not complete orientation. The orientation deadline date for summer/fall applicants is Oct. 31, and the deadline date for winter/spring applicants is June 30.

• **Complete an abbreviated student educational plan (SEP)** – meeting with a counselor is an important part of student success. The SEP lists courses that pertain to the identified course of study, and it is required for participation in many programs on campus. Check with the counseling and advisement center or appropriate counseling office in which you are eligible to receive services for available SEP services. [www.citruscollege.edu/stdntsrv/counsel](http://www.citruscollege.edu/stdntsrv/counsel)

All Students

• **View your registration appointment** – classes fill up quickly, so it is important that students register on their registration appointment date or as soon as possible thereafter. View your registration appointment date on the [my.citruscollege.edu](http://my.citruscollege.edu) portal. Appointments for summer and fall are available in mid-April, and appointments for winter and spring are available in mid-October.

• **Register for your classes** – on your registration date, visit [my.citruscollege.edu](http://my.citruscollege.edu) and click on “Register or Add/Drop Classes.” Registration for summer and fall begins in mid-May and registration for winter and spring beings in mid-November.

• **Pay for classes or apply for financial aid** – be prepared to pay for your classes when you register to avoid being dropped for non-payment. Drop for non-payment deadlines vary by term. Pay close attention to when fees post. For spring semester, fees do not post until January. For fall semester, fees do not post until July. If you register prior to the fee posting day, you will need to go back once fees post to make a payment and avoid being dropped. If you are applying for financial aid, make sure your financial aid is processed by the Financial Aid office before the next scheduled drop for non-payment date. The FAFSA application takes approximately two weeks to process. [https://fafsa.ed.gov](https://fafsa.ed.gov)
• **Obtain a Class Pass sticker and purchase a parking permit** – students who are currently enrolled in at least one credit unit qualify for a Class Pass (electronic sticker) offering unlimited rides on Foothill Transit local and silver streak buses (not including express lines). Visit the Ross L. Handy Campus Center (CC) and show your student ID for your Class Pass. Students wishing to park on campus must obtain a parking permit. Purchase your permit online and print a temporary 10-day pass – the parking permit sticker will be mailed to you. A daily permit may be purchased for $5 at the Campus Safety building or from one of the automated pay station (APS) machines. The APS machines accept cash, coins and credit cards. [https://citruscollege.thepermitstore.com](https://citruscollege.thepermitstore.com)

• **Attend your classes** – if you enroll in a class and miss the first meeting, the instructor may give your place to a waiting student.

• **Review drop deadlines** – if you need to drop a class, it is your responsibility to drop your class online, not the instructor’s. Pay close attention to various deadlines, such as the last day to drop with a refund, the last day to drop with no record and the last day to drop with a “W,” which will appear on your academic transcript. Drop/withdrawal deadlines vary by class. [www.citruscollege.edu/ar/pages/importantdatesroll-outdates.aspx](www.citruscollege.edu/ar/pages/importantdatesroll-outdates.aspx)

• **Complete a comprehensive SEP** – make sure you declare the current program/major you are pursuing. You can update your major online on the [my.citruscollege.edu](http://my.citruscollege.edu) portal. Make an appointment with the Counseling and Advisement Center to complete a comprehensive SEP (multi-semester plan) after completing 15-degree applicable units or prior to the end of the third semester. [www.citruscollege.edu/stdntsrv/counsel](www.citruscollege.edu/stdntsrv/counsel)

• **Monitor your academic progress** – Degree Works is a free degree audit program and an educational planning tool designed to help students understand the degree requirements for their course of study/major. [www.citruscollege.edu/degreeworks](www.citruscollege.edu/degreeworks)
All Students (continued)

- **Use campus resources** – Citrus College has many programs open to all students, such as the Writing Center, which provides writing assistance, and the Hayden Memorial Library, which provides students with the use of study rooms. Support programs include EOP&S and STEM/TRiO, which offer tutoring and textbook resources for qualified students. Review the programs and services directory to make sure you do not miss out on the many opportunities available to you.

- **Get involved on campus** – engaging in student activities can be a rewarding component of your education. Citrus College offers a variety of opportunities for you to become involved with student life and create a sense of campus community. Get to know your fellow Owls and join an organization, club, performing arts group or competitive athletics team. Visit the website for information about student activities, campus clubs and student government, as well as to learn about upcoming activities. [www.citruscollege.edu/stdntsrv/studentaffairs](http://www.citruscollege.edu/stdntsrv/studentaffairs)

- **Get a job on campus** – Citrus College offers a variety of opportunities for part-time student employment. On-campus employment provides a practical way for students to earn income, gain valuable work experience and learn time management skills. [www.citruscollege.edu/hr/ses](http://www.citruscollege.edu/hr/ses)

- **Follow Citrus College on social media** – The college is on Facebook, Twitter and Instagram. In addition to the official Citrus College accounts, some programs, such as Visual and Performing Arts and the Hayden Memorial Library, have their own social media accounts, which provide valuable information.
  - Facebook: [www.facebook.com/citruscollege](http://www.facebook.com/citruscollege)
  - Twitter: [www.twitter.com/citruscollege](http://www.twitter.com/citruscollege)
  - Instagram: [www.instagram.com/citrus.college](http://www.instagram.com/citrus.college)

- **Apply for graduation** – graduating students must file a graduation application with the Admissions and Records office to receive a degree, certificate and/or skill award. Before you submit your graduation application, you are encouraged to meet with a counselor once a year to ensure you are on track to graduate and monitor progress toward completion by using Degree Works. [www.citruscollege.edu/ar/pages/certificates.aspx](http://www.citruscollege.edu/ar/pages/certificates.aspx)
Resources for Students in Need

College students have many responsibilities as they balance personal obligations with homework, class schedules, fees and books. Because they are pulled in so many different directions, many students experience increased levels of stress or anxiety. Citrus College provides the resources listed below in an effort to ease some of these pressures.

Food Pantries
Citrus College has a modest food pantry on campus for students who suffer from food insecurity. It is located in the Ross L. Handy Campus Center (CC), and it is open to all students.

Campus Showers
Currently enrolled students can use the college shower facilities during all academic terms when school is in session.

Physical Education Building (PE)
Men Showers – PE 102B
Women Showers – PE 136
Monday through Friday
8 a.m. to 3 p.m.

Homeless Youth and Foster Youth Liaison
The homeless youth and foster youth liaison, who works in the Financial Aid office, is specifically trained to assist homeless students and former foster youth students with applying for financial aid and to provide information about available services.

Financial Aid Office
626-914-8592, ext. 8584
Personal Counseling
Students who may need personal counseling services can make an appointment at the Student Health Center for free. Students are allowed a maximum of six individual counseling appointments per semester. If they require additional visits, they will be referred to outside agencies.

Student Health Center
SS 148
626-914-8671
By appointment only

Free Medicine
Students who are sick can visit the Student Health Center free of charge for treatment of acute illnesses, as well as to get free non-prescription medicine for colds, allergies and indigestion. The Student Health Center also provides a variety of other free services to students, including visits to see the nurse practitioner or physician. Some tests, medications and procedures require a minimal fee.

Foothill Transit Bus Pass
Students who are currently enrolled in at least one credit-unit qualify for a Class Pass (electronic sticker) offering unlimited rides on Foothill Transit local and silver streak buses (not including express lines). Visit the Ross L. Handy Campus Center (CC) and show your student ID for your Class Pass.

Additional Support Services
If you need support services outside of the areas listed above, call the 211 Directory. This is a confidential service that connects people with free resources in their local area, such as food, clothing, shelter, counseling or medical care. Simply dial “211” from any phone and let the operator know your general location and what services you need.
Careers in Teaching

The national shortage of teachers has been a constant headline in the news, and the need for teachers in the areas of math, science and career technical education is particularly strong. In California, there are over 30,000 annual job openings for teachers. To put this number in perspective, approximately 20,000 students take classes at Citrus College every year.

The median annual wage for teachers in the Los Angeles area varies from $59,032 to $78,890. More significant than salary are the benefits of the teaching profession. A teacher can:

- **Improve the quality of education** – Teachers can positively impact the education system. There is a lot of work to be done, but it is the collective effort of thousands of dedicated teachers that will make the most difference.

- **Give back to the community** – Teaching is one of the most direct ways to make a difference in a meaningful way. If you are driven by the desire to help those around you, being a teacher is an invaluable contribution.

- **Change the lives of students** – Teachers do more than teach, and their influence extends far beyond the classroom. As a teacher, you are more than just an educator – you are a mentor, a confidant and a friend. One of the best reasons to become a teacher is to make a difference in the lives of as many students as you can.

- **Experience job variety** – You will never be bored as a teacher because no two days are ever alike. The different people you come in contact with, the daily challenges and the unique discoveries all combine to make teaching an engaging adventure.

- **Be a lifelong learner** – Teachers never stop learning and growing, and they earn pay increases with education and professional development credits.

- **Enjoy a family-friendly work schedule** – The daily schedule and school holidays will allow you to spend quality time with your family, pursue advanced education, engage in hobbies and other work, and enjoy leisure time.
To assist you with accomplishing your goal of becoming a teacher, Citrus College has developed resources and support activities through the Teacher Preparation Pipeline project, including:

• Structured degree pathways
• Pre-service teacher engagement activities
• Teaching-specific transfer workshops
• Work-based learning experiences
• Assistance with the teacher credential process, which may include prepping for examinations and financial assistance for CBEST exam fees

For more information about the Citrus College Teacher Preparation Pipeline, visit [www.citruscollege.edu/stem/tpp](http://www.citruscollege.edu/stem/tpp) or stop by the Institute for Completion (SS 172).
Degree Works

Degree Works is an online degree audit program and a student educational planner tool designed to help students understand the degree requirements for their course of study offered at Citrus College. To access Degree Works, visit [http://dw.citruscollege.edu](http://dw.citruscollege.edu).

**Audit Worksheet**

You are encouraged to use the Degree Works audit worksheet as a guide when planning your progress toward completion of course of study requirements. The audit is not your academic transcript, and it is not an official notification of course of study completion for a certificate or degree. You must officially apply for a certificate or a degree. Visit the appropriate counseling office to schedule an appointment for assistance in interpreting this plan.

**Student Educational Plan**

This Student Educational Plan (SEP) is a term-by-term plan that lists the courses in a recommended sequence as advised by your counselor or advisor. However, if you, the student, create an SEP, it will not be official until you meet with a counselor or advisor. An official SEP will meet the matriculation and enrollment priority requirements. Use this SEP as a guide for tracking your progress toward completion of your selected course of study. Please visit the appropriate counseling office to update your SEP and schedule an appointment for assistance in interpreting this plan.

*Note: your catalog rights determine your eligibility for degrees and certificates. It is important that you speak with a counselor regarding the course of study that applies to you.*

**Other College Transcripts or Foreign Transcripts**

At this time, other college transcripts or foreign transcripts will not be reflected automatically in the Degree Works tool. If you are a student with other college transcripts, you must submit official transcripts to the Admissions and Records office and request an official coursework evaluation online with the Admissions and Records office.
Credit by Exam
To receive credit for credit by examination (AP, IB, CLEP), you must submit official scores to the Admissions and Records office and request credit by examination credit online with the Admissions and Records office.

Technical Support
For assistance with Degree Works, email dwhelp@citruscollege.edu.
Tips for Taking Online Courses

Many students do well in an online environment. However, taking an online course requires adequate internet access, basic computer skills and time management. California’s Online Education Initiative (OEI) provides videos and tutorials to assess preparedness to take an online or hybrid course. For more information, visit www.ccconlineed.org/student-success-resources/readiness.

Several tutorials are developed by OEI and posted through 3C Media Solutions at http://apps.3cmediasolutions.org/oei. Tutorial topics include Introduction to Online Learning, Getting Tech Ready, Organizing for Online Success, and Online Study Skills and Managing Time.

Students will gain an understanding of the necessary planning that is needed to succeed when taking online and hybrid courses. Here are general guidelines to success:

• **Contact your instructor** (email, phone or in person) a few days before the class begins to determine if there are on-campus requirements or assignments to be aware of for the first two weeks.

• **Create a time-management schedule** for each week of the semester. Plan to take/submit exams, quizzes and papers at the beginning of the due-date window – do not wait until the last hour of the window as technical difficulties may be experienced when submitting assignments.

• **Plan to spend the same amount of time working on your online course** as you would for a face-to-face class.

• **Have access to a laptop or desktop computer**, especially when submitting exams, quizzes, papers or large projects. Do not submit these items on your phone. There are desktop computers that you can use on campus if you do not have access to one at home (the Hayden Memorial Library and IS 107).
• Alert your instructor right away if you are having technical difficulties, or if you are having a hard time following the “course routine” or weekly requirements for the course.

• Contact Canvas support staff for help with questions regarding using/navigating Canvas.

• Contact the Citrus College Help Desk if you have log-in or account issues. They are available during normal business hours (8 a.m. to 5 p.m.) Monday through Friday in IS 103; in the Student Services Building, first floor, from 10 a.m. to 2 p.m.; or by calling 626-857-4100 or ext. 4357 (HELP) from an on-campus phone.
Academic Divisions

Career, Technical and Continuing Education
Programs:
• Continuing Education
• Cosmetology
• Public Services
• Technology and Engineering
Location: TE 147
Hours: Monday to Friday, 7:30 a.m. to 5 p.m.
Phone: 626-852-6402

Counseling
Programs:
• Counseling
• Disabled Student Programs
Location: SS 279
Hours: Monday and Thursday, 8 a.m. to 5 p.m.;
Tuesday and Wednesday, 8 a.m. to 7 p.m.;
Friday, 8 a.m. to 4:30 p.m.
Phone: 626-914-8541

Kinesiology and Athletics
Programs:
• Competitive Athletics
• Kinesiology
Location: PE 112
Hours: Monday to Friday, 8 a.m. to 5 p.m.
Phone: 626-914-8650

Language Arts and Library
Programs:
• English
• English as a Second Language
• Foreign Languages
• Speech and Communications
Location: CI 217
Hours: Monday to Friday, 8 a.m. to 4:30 p.m.
Phone: 626-914-8856
Mathematics and Business
Programs:
• Business
• Engineering
• Mathematics
Location: CI 208
Hours: Monday to Friday, 8 a.m. to 5 p.m.
Phone: 626-914-8792

Natural, Physical and Health Sciences
Programs:
• Health Sciences
• Natural Sciences
• Physical Sciences
Location: PS 114
Hours: Monday to Friday, 7:30 a.m. to 5 p.m.
Phone: 626-914-8789

Social and Behavioral Sciences
Programs:
• Behavioral Sciences
• Social Sciences
Location: CI 120
Hours: Monday to Friday, 8 a.m. to 5 p.m.
Phone: 626-914-8860

Visual and Performing Arts
Programs:
• Performing Arts
• Visual Arts
Location: VA 121
Hours: Monday to Friday, 8 a.m. to 5 p.m.
Phone: 626-914-8580
Programs and Services

Admissions and Records
Area: Enrollment Services
Location: Student Services Building (SS), first floor
Website: www.citruscollege.edu/ar
Phone: 626-914-8511
Email: admissions@citruscollege.edu
Hours: Monday and Thursday, 8 a.m. to 5 p.m.; Tuesday and Wednesday, 8 a.m. to 7 p.m.; Friday, 8 a.m. to 4:30 p.m.
Extended hours during first week of classes

Description: The Admissions and Records office is the gateway to Citrus College. It processes applications, registrations and grades. The office is the official keeper of student records and provides services for students, including enrollment verification, requests for Citrus College transcripts, and applying for degrees and certificates.

Services:
• Academic renewal – improve GPA based on recent good performance
• Admissions application
• Credit by exam
• Enrollment verification
• Evaluation of degrees, certificates and certifications
• External transcript evaluation
• Registration services
• Residency reclassification
• Student petitions
• Transcript requests

Athletics
Area: Student Engagement
Location: Physical Education Building (PE), room 112
Website: www.citrusowls.com
Phone: 626-914-8650
Hours: Monday to Friday, 8 a.m. to 5 p.m.
Closed when school is not in session
Athletics (continued)

Description: Participation in varsity sports is available to students who perform at the highest level of athletic proficiency. The athletics program develops the student athlete both in competition as well as in the classroom. Teams teach student athletes the value of discipline, loyalty, hard work, health and sportsmanship. The ultimate goal for each student athlete is to graduate with an associate degree after two years at Citrus College and transfer to a four-year college or university. Participation in the college’s 16 varsity teams includes competition against other California community colleges. Students can participate in sports for up to two years.

Services:
- Athletic eligibility
- Priority registration
- Registration services
- Student educational plans for student athletes

Bookstore and Enterprise Retail Services
Area: College Services
Location: Ross L. Handy Campus Center (CC), lower level; Owl Bookshop (BK); Student Services Building (SS), first floor; Golf Driving Range (GR); Technology Center (TC), room 118
Website: www.owlbookshop.com
Phone: 626-914-8620
Email: bookstore@citruscollege.edu
Hours: Hours vary at each location and are reduced when school is not in session, and during both summer and winter sessions
Visit www.owlbookshop.com for current operating hours

Description: Bookstore and Enterprise Retail Services consist of the Art & Coffee Bar, Owl Bookshop, Owl Café & Grill, Golf Driving Range Pro Shop, Cosmetology/Esthetician Spa, and vending to provide access to course materials necessary for learning excellence. In addition, these facilities provide an inviting place to shop, eat and safely spend time between classes.

Services:
- Course materials
- Gifts and clothing
- Food and drink services
- Supplies
Programs and Services

CalWORKs
Area: Student Services
Location: Student Services Building (SS), second floor
Website: [www.citruscollege.edu/stdntsrv/calworks](http://www.citruscollege.edu/stdntsrv/calworks)
Phone: 626-852-8023
Email: calworks@citruscollege.edu
Hours: Monday to Friday, 8 a.m. to 4:30 p.m.
Closed when school is not in session

Description: The California Work Opportunity and Responsibility to Kids (CalWORKs) program at Citrus College is responsible for providing support services to students who are recipients of Temporary Assistance to Needy Families (TANF). Through collaboration and advocacy with college and community partners, the program prepares a segment of California’s workforce by promoting the economic self-sufficiency of CalWORKs students through the attainment of a higher education.

Services:
- Academic, personal and career counseling
- Ancillary requests for textbooks, supplies and fee reimbursement
- Case management
- Child care, mental health services, housing and legal aid referrals
- Completion of county paperwork
- Priority registration
- Work study and job development
- Workshops and support groups
Campus Safety
Area: College Services
Location: Campus Safety Building (CS)
Website: www.citruscollege.edu/campussafety
Phone: 626-914-8611
Email: campussafety@citruscollege.edu
Hours: Monday to Thursday, 7 a.m. to 8 p.m.;
Friday, 7 a.m. to 5 p.m.
Officers are available on-campus 24 hours every day of the year

Description: The Campus Safety Department strives to ensure the safety of students, employees and visitors while they are on campus property or are involved in college-sponsored programs and activities. Campus Safety officers are first responders to all incidents on campus and have the authority to enforce sections of the California Penal Code, Vehicle Code, Citrus College Board Policies and Administrative Procedures, and Standards of Conduct.

Services:
• Investigate crimes and district policy violations, report injuries and accidents, and document the information in daily logs and incident reports
• Respond to all incidents/emergencies on campus 365 days a year
• Parking enforcement
• Provide a safe, secure and friendly working and learning environment by having uniformed officers patrol all campus buildings and grounds on foot or in marked vehicles 24 hours a day
• Provide safety escorts, vehicle unlocks, vehicle jumpstarts, lock cuts, and lost and found services
• Provide training and education to the campus community regarding personal safety, crime prevention and emergency preparedness
Career/Transfer Center

Area: Completion Activity
Location: Student Services Building (SS), second floor
Website: www.citruscollege.edu/stdntsrv/ctcenter
Phone: 626-914-8639
Hours: Monday and Thursday, 8 a.m. to 5 p.m.; Tuesday and Wednesday, 8 a.m. to 7 p.m.; Friday, 8 a.m. to 4:30 p.m.

Description: The Career/Transfer Center (CTC) serves students’ career development and transfer needs. The CTC assists students in identifying a major, career choices and occupations through individual appointments, career classes, workshops, online resources and career assessments, including the Myers-Briggs Type Indicator (MBTI), the Strong Interest Inventory (SII) and Focus 2. The CTC also assists students in accomplishing their academic and transfer goals. It provides students with individual transfer planning assistance, transfer-related courses, workshops, transfer resource library, university visits and appointments with various university representatives.

Services:
• Career assessments
• Career workshops
• College fairs
• Counseling courses with a focus on career and transfer
• Major and career exploration
• Transfer awareness workshops
• Transfer fairs
• University representative appointments
• University transfer application assistance
• University visits
Cashier’s Office

Area: College Services
Location: Student Services Building (SS), first floor
Website: www.citruscollege.edu/finance/fiscal/cashier
Phone: 626-914-8896
Email: cashier@citruscollege.edu
Hours: Monday and Thursday, 8 a.m. to 5 p.m.;
      Tuesday and Wednesday, 8 a.m. to 7 p.m.;
      Friday, 8 a.m. to 4 p.m.
Closed when school is not in session

Description: The Cashier’s Office collects cash payment for class registration fees and outstanding obligations. The Cashier’s Office also provides a variety of services for students, including discount movie and amusement park tickets. It also collects club dues and fundraising deposits, processes payment of the international student application, and distributes payroll paychecks.

Services:
- Process student payments on student accounts

Community Education

Area: Campus Services
Location: Lifelong Learning Center (LL)
Website: www.citruscollege.edu/ce
Phone: 626-852-8022
Email: conted@citruscollege.edu
Hours: Monday to Thursday, 8 a.m. to 9 p.m.;
       Friday, 8 a.m. to 12 p.m.
Closed when school is not in session

Description: Community Education classes provide a learning opportunity for people in all stages of life. Classes and workshops are fee-based courses, not for credit. A class can meet for just one day or it can meet for several weeks. Most classes are offered during the evening and on weekends. Community Education classes are taught by experts in their field who bring hands-on, practical information to the classroom. Classes are open to all adults in the community. During the summer months, additional programming is added for teens and children.

Services:
- Community education course proposals
- Community education registration services
- General community education inquiries
Concurrent Enrollment
Area: Pre-Collegiate Activity
Location: Student Services Building (SS), first floor
Website: www.citruscollege.edu/ar/documents/concurrentenrollment.pdf (PDF)
Phone: 626-914-8511
Email: admissions@citruscollege.edu
Hours: Monday and Thursday, 8 a.m. to 5 p.m.;
Tuesday and Wednesday, 8 a.m. to 7 p.m.;
Friday 8 a.m. to 4:30 p.m.
Extended hours during first week of classes

Description: Concurrent enrollment, also known as dual enrollment, allows K-12 students the opportunity to enroll in college courses at Citrus College. Review the Admissions and Records website for detailed information on requirements for K-12 students to enroll. K-12 students do not pay enrollment fees.

Services:
- K-12 students can enroll to take college classes for college credit

Counseling Services
Area: Student Services
Location: Student Services Building (SS), second floor
Website: www.citruscollege.edu/stdntsrv/counsel
Phone: 626-914-8530
Hours: Monday and Thursday, 8 a.m. to 5 p.m.;
Tuesday and Wednesday, 8 a.m. to 7 p.m.;
Friday: 8 a.m. to 4:30 p.m.
Closed when school is not in session

Description: The Counseling and Advisement Center provides educational, vocational and personal counseling, orientations, academic advisement, course planning, and review of academic program requirements.
Counseling Services (continued)

Services:
- Assist students in assessing, planning and implementing short- and long-range academic goals
- Assist students in navigating personal, family or other social concerns
- Crisis intervention services for students in emotional distress
- Evaluation and interpretation of placement test results
- Orientation services
- Registration assistance

DSPS
Area: Student Services
Location: Student Services Building (SS), room 133
Website: www.citruscollege.edu/stdntsrv/dbps
Phone: 626-914-8675
Fax: 626-857-0687
Email: emadrid@citruscollege.edu
Hours: Monday to Thursday, 8 a.m. to 5 p.m.;
Friday, 8 a.m. to 4:30 p.m.
Closed weekends and holidays

Description: Disabled Student Programs and Services (DSPS) is committed to providing students with disabilities an accessible educational environment that allows each student the opportunity to reach his or her academic goals and participate in a full range of campus programs and services. The DSPS program offers services and instruction that assist students with disabilities to fully participate in activities, programs and classes offered by the college.
Programs and Services

DSPS (continued)

Services:
- Adapted testing accommodations
- Adaptive equipment
- Alternate media
- American Sign Language (ASL) interpreting
- Braille and electronic text
- Campus and community liaisons
- Closed and real-time captioning
- Computers with adaptive technology
- DSPS courses
- Equipment loans
- High Tech Center
- Priority registration
- Specialized academic counseling
- Telecommunication devices for deaf (TDD)

Early College

Area: Pre-Collegiate Activity
Location: Student Services Building (SS), room 212
Website: www.citruscollege.edu/stdntsrv/highschool/contactinformation
Phone: 626-857-4162
Hours: Monday to Friday, 8 a.m. to 4:30 p.m.

Description: The Early College program enables students to complete their high school diploma and earn college credits simultaneously through a partnership between the high school and Citrus College. School Relations and Outreach assists in providing a smooth enrollment process for students. Students interested in the Early College program should contact their high school counselor.

Services:
- College courses in high school
- Registration assistance
Early Decision
Area: Pre-Collegiate Activity
Location: Student Services Building (SS), room 212
Website: www.citruscollege.edu/stdntsrv/highschool
Phone: 626-857-4162
Hours: Monday to Thursday, 8 a.m. to 5 p.m.;
Friday, 8 a.m. to 4:30 p.m.

Description: School Relations and Outreach coordinates outreach and recruitment activities for Citrus College. The team works with high school students to assist them in completing all necessary admissions and enrollment steps needed to become a registered Citrus College student.

Services:
• Admissions application
• Orientation
• Campus tours
• College fairs
• Priority registration

EOP&S and CARE
Area: Student Services
Location: Student Services Building (SS), second floor
Website: www.citruscollege.edu/stdntsrv/eops
Phone: 626-914-8555
Email: eopands@citruscollege.edu
Hours: Monday and Thursday, 8 a.m. to 5 p.m.;
Tuesday and Wednesday, 8 a.m. to 7 p.m.;
Friday: 8 a.m. to 4:30 p.m.
Closed when school is not in session

Description: Extended Opportunity Programs and Services (EOP&S) is a counseling program designed to provide access and retain students from educationally and economically disadvantaged backgrounds. The Cooperative Agencies Resources for Education (CARE) program provides additional services to eligible students who are parents receiving TANF/CalWORKs. These services are specifically tailored to help students balance their academic, work and family commitments.
EOP&S and CARE (continued)

Services:
• Academic, career, transfer and personal counseling
• Application and testing fee waivers
• Book services (subject to funding)
• CARE additional assistance with school supplies and textbooks
• CARE grant and transportation assistance (if eligible)
• CARE meal tickets
• Financial aid and enrollment assistance
• Outreach services
• Self-development workshops
• Tutoring

Financial Aid
Area: Student Services
Location: Student Services Building (SS), first floor
Website: www.citruscollege.edu/stdntsrv/finaid
Phone: 626-914-8592
Email: financialaid@citruscollege.edu
Hours: Monday and Thursday, 8 a.m. to 5 p.m.;
Tuesday and Wednesday, 8 a.m. to 7 p.m.;
Friday, 8 a.m. to 4:30 p.m.
Open until 7 p.m. the first three days of each semester

Description: The Financial Aid office assists eligible students with their educational expenses while they pursue an eligible educational program that leads to a certificate, degree or transfer.

Services:
• Administer Federal Work-Study aid
• Award and package student aid
• Award scholarships
• Provide financial aid outreach and information
• Provide services to former foster youth
• Provide services to homeless students
• Verify student eligibility for financial aid
**Food Services**

*Area:* College Services  
*Location:* Ross L. Handy Campus Center (CC), lower level  
*Website:* [www.citruscollege.edu/standtsrv/owlcafe](http://www.citruscollege.edu/standtsrv/owlcafe)  
*Phone:* 626-914-8615  
*Email:* bookstore@citruscollege.edu  
*Hours:*

Owl Café & Grill (located below CC):  
Monday to Thursday, 7:30 a.m. to 6 p.m.  
(7:30 a.m. to 2:30 p.m. during summer and winter sessions)  
*Closed Fridays for catering*

Owl’s Nest Mobile Gourmet Food Grill  
(located between MA and PC):  
Monday to Thursday, 8 a.m. to 5 p.m.  
*Closed during summer and winter sessions*

*Description:* The goal of Food Services is to provide healthy, affordable foods and snacks at facilities where students and staff can relax, study and visit with friends.

*Services:*
  - Catering/concessions  
  - Owl Café & Grill  
  - Owl’s Nest Mobile Gourmet Food Grill

*Other food and drink locations on campus:*
  - Art & Coffee Bar (Student Services Building)  
  - Golf Driving Range Pro Shop  
  - Owl Bookshop  
  - Vending machines located throughout campus

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**Foster/Kinship Education Resource and Programs**

*Area:* Student Services  
*Location:* Integrated Success Center (IC), room 180  
*Website:* [www.citruscollege.edu/fkce](http://www.citruscollege.edu/fkce)  
*Phone:* 626-857-4028  
*Email:* fkce@citruscollege.edu  
*Hours:* Monday to Thursday, 7:30 a.m. to 5 p.m.; Friday, 7:30 a.m. to 4:00 p.m.  
*Occasional Saturday events*  
*Closed when school is not in session*
Foster/Kinship Education Resource and Programs (continued)

Description: Foster/Kinship Education Resource and Programs is a campus program for foster/kinship students to ensure college completion. The Foster and Kinship Care Education program provides quality education and support services to foster youth attending Citrus College, foster/kinship families and the foster youth in their home.

Services:
- Counseling
- Financial resources
- Lounge and computer stations
- Priority registration
- Student supplies

Graduation
Area: Completion Activities
Location: Student Services Building (SS), first floor
Website: www.citruscollege.edu/ar/pages/certificates.aspx
Phone: 626-914-8511
Email: admissions@citruscollege.edu
Hours: Monday and Thursday, 8 a.m. to 5 p.m.; Tuesday and Wednesday, 8 a.m. to 7 p.m.; Friday, 8 a.m. to 4:30 p.m.
Extended hours during first week of classes

Description: Graduating students must file a graduation application with the Admissions and Records office to receive a degree, certificate and/or skill award. The application allows students to apply for multiple awards at the same time. Filing deadlines can be found online on the “Important Dates” page or in the current class schedule. One commencement ceremony is held in June for students who graduated the preceding summer, fall, winter and spring terms. Summer graduates may request to participate in the preceding/prior June graduation if they file a petition for graduation by the spring graduation deadline, meet all graduation requirements for summer graduation at the time of evaluation, and are enrolled in only one or two classes for a total of nine or fewer units in summer. For more information on participating in the graduation ceremony, visit www.citruscollege.edu/stdntsrv/grad.
Honors Transfer Program

Area: Academic Support  
Location: Technology Center (TC), room 129  
Website: [www.citruscollege.edu/academics/honors](http://www.citruscollege.edu/academics/honors)  
Phone: 626-914-8686  
Email: honors@citruscollege.edu  
Hours: Monday to Friday, 8 a.m. to 4 p.m.

Description: The Honors Transfer Program is designed for highly motivated students who are planning to transfer and want to participate in an enriched academic environment that promotes close interaction with outstanding faculty and other honors students. Honors courses are designed to meet transfer requirements for University of California (UC) or California State University (CSU) campuses, as well as many private institutions.

Services:
- Honors application
- Honors counseling
- Honors identification on transcript
- Priority registration
- Scholarship opportunities
- Small class sizes
- Special recognition at graduation
- Transfer Alliance Program (TAP)

International Student Center

Area: Student Services  
Location: Student Services Building (SS), room 164  
Website: [http://isc.citruscollege.edu](http://isc.citruscollege.edu)  
Phone: 626-914-8549  
Email: isc@citruscollege.edu  
Hours: Monday to Thursday, 8 a.m. to 5 p.m.; Friday, 8 a.m. to 4:30 p.m.

Description: The International Student Center provides the services needed to admit and retain international students with F-1 visas.

Services:
- Assist students with adjusting to their new environment
- Coordinate counseling and advising
- Cultural enrichment opportunities
- International student orientation workshops
- Registration assistance
Programs and Services

I Will Complete College
Area: Student Services
Location: Student Services Building (SS), room 214
Website: www.citruscollege.edu/stdntrsv/iwcc
Phone: 626-852-6471
Email: iwcc@citruscollege.edu
Hours: Monday to Thursday, 8 a.m. to 5 p.m.; Friday: 8 a.m. to 4:30 p.m.

Description: The I Will Complete College program prepares new first-time college students who assess at, or below, college level in English and/or math to be successful college students and complete their educational goals.

Services:
- Counseling appointments
- Follow-up services
- Referral to support services
- Registration assistance
- Priority registration

Library Services
Area: Academic Support
Location: Hayden Memorial Library (LI)
Website: http://libguides.citruscollege.edu/library
Phone: 626-914-8644
Email: library@citruscollege.edu
Hours: Monday to Thursday, 8 a.m. to 8 p.m.; Friday: 8 a.m. to 4:30 p.m.

Description: Faculty and staff members assist students, staff and community members in accessing information resources and library facilities in order to foster a productive learning environment. Assistance is offered face-to-face, by phone, and online via chat and text messaging. Faculty librarians teach information competency skills in library instruction sessions. Students have access to computers, individual and group study rooms, printers, quiet reading areas, and a library instruction classroom.
Library Services (continued)

Services:
• Access computers and printers
• Access online articles and ebooks, and stream media collections 24/7
• Attend course-specific library instruction
• Borrow print books and periodicals
• Borrow textbooks on reserve (for in-library use)
• Charge mobile devices at charging stations
• Get a photo identification card
• Get technical support for campus logins and more
• Reserve study rooms online up to one week in advance
• Schedule individual research consultations with librarians

Noncredit Education
Area: Academic Activity
Location: Lifelong Learning Center (LL)
Website: www.citruscollege.edu/ce
Phone: 626-852-8022
Email: conted@citruscollege.edu
Hours: Monday to Thursday, 8 a.m. to 9 p.m.;
        Friday, 8 a.m. to 12 p.m.
Closed when school is not in session

Description: The Noncredit Education program offers tuition-free courses through Citrus College’s Continuing Education Department. Noncredit courses are intended for students who want to gain general knowledge, learn a new skill or upgrade existing skills. Noncredit Education assists students in achieving their personal and professional goals while also serving as a point of entry for students transitioning to credit instruction. Noncredit classes are NOT applicable toward a degree. However, upon completion of a series of required classes, students may earn a noncredit certificate of competency or completion.

Services:
• Noncredit admissions application
• Noncredit counseling
• Noncredit registration services
Programs and Services

Open Computer Lab
Area: Academic Support
Location: Information Systems Building (IS), room 107
Phone: 626-914-8570
Hours: Monday through Thursday, 1 p.m. to 8 p.m.

Description: The Open Computer Lab provides access to computers and printers for Citrus College Students completing school-related assignments. Bring your ID card to scan in and out when using the lab. The lab is only available when classes are in session, excluding finals week.

Services:
• Open Computer Lab

Parking Services
Area: College Services
Location: Campus Safety Building (CS)
Website: www.citruscollege.edu/campussafety
Phone: 616-914-8611
Email: campussafety@citruscollege.edu
Hours: Monday to Thursday, 7 a.m. to 8 p.m.; Friday, 7 a.m. to 5 p.m.
Campus Safety officers are on-campus 24 hours a day, 365 days a year

Description: Parking on campus is by permit only. Student semester parking permits may be purchased online. Upon purchase, parking permits will be mailed to the address provided. Daily permits may be purchased from Campus Safety for $5 Monday through Thursday from 7 a.m. to 8 p.m. and Friday from 7 a.m. to 4 p.m. Campus Safety is located at the main entrance of the college, off Citrus Avenue and Foothill Boulevard. Permits may also be bought from the automated pay station (APS) machines located in the S1, S2, S3, S4, S5, S6, S8 and S9 parking lots. Vehicles not displaying a valid parking permit will be cited.
**STEM Center**

**Area:** Academic Support  
**Location:** Mathematics/Science Building (MA), room 129  
**Website:** www.citruscollege.edu/stem/stemcenter  
**Phone:** 626-914-8723  
**Hours:** Monday to Thursday, 9 a.m. to 7 p.m.; Friday, 9 a.m. to 2 p.m.  
**Closed when school is not in session**

**Description:** In the STEM Center, students can study with peers, join study groups, and have math and science questions answered by qualified tutors. Tutoring is available for all Citrus College students on a drop-in basis, as well as course-specific study sessions. Current math and science textbooks as well as resources are available for use in the center.

**Services:**
- Course-specific study sessions  
- Open computer lab  
- Peer mentoring  
- STEM textbooks on reserve (for in-STEM use)  
- STEM tutoring

**STEM TRiO**

**Area:** Academic Support  
**Location:** Center for Innovation (CI), room 102  
**Website:** www.citruscollege.edu/stemtrio  
**Phone:** 626-857-4026  
**Email:** marsmith@citruscollege.edu  
**Hours:** Monday to Thursday, 9 a.m. to 5 p.m.; Friday, 9 a.m. to 4:30 p.m. (SS 172 and CI 107)

**Description:** The STEM TRiO program is designed to assist first-generation, low-income, and/or disabled students majoring in STEM (science, technology, engineering and mathematics) and allied health fields (e.g., nursing, EMT, etc.) by offering a variety of services tailored to meet individual needs. All STEM TRiO services are free to active program participants.

**Services:**
- Coaching/mentoring  
- Field trips and cultural experiences  
- Financial aid assistance and planning  
- Math/science tutoring
Programs and Services

Student Health Center
Area: College Services
Location: Student Services Building (SS), first floor
Website: www.citruscollege.edu/stdntsrv/healthcntr
Phone: 626-914-8671
Hours: Monday to Thursday, 8:30 a.m. to 5 p.m.;
Friday, 8:30 a.m. to 3:30 p.m.
Monday until 6:30 p.m. by appointment only – call before visiting

Description: The Student Health Center is funded by student health fees and provides ambulatory care services, including pap smears, laboratory services, immunization clinics, sexually transmitted infection testing, physical examinations and mental health counseling, as well as prescription and over-the-counter medications. Students are referred to off-campus health care providers for treatments that are not provided by the Student Health Center. There is no consultation charge for currently enrolled students. Some procedures require a minimal fee, including tests and medications. All students must provide a copy of their student identification card with a current sticker or a photo identification and a copy of their current registration in order to be seen. Make an appointment by calling 626-914-8671 or visit the center during regularly scheduled walk-in hours.

Services:
• Condoms and personal hygiene items
• Family planning services
• Laboratory testing (e.g., blood, urine and pregnancy tests)
• Plan B emergency contraception
• Short-term personal counseling

Student Life
Area: Student Engagement
Location: Ross L. Handy Campus Center (CC), room 106
Website: www.citruscollege.edu/stdntsrv/studentaffairs/activities
Phone: 626-852-6444
Email: studentlife@citruscollege.edu
Hours: Monday to Thursday, 8 a.m. to 5 p.m.;
Friday, 8 a.m. to 4:30 p.m.
Description: The Student Life and Leadership Development office plans and implements social and cultural activities, as well as other personal developmental programs for students. Student Life includes the Associated Students of Citrus College (ASCC), led by an executive board of 19 student leaders, 11 of whom are elected and eight of whom are appointed. ASCC represents the interests of students on college committees and advocates for students at local and state levels. Student Life administers a comprehensive student activities program of social, cultural and professional development experiences. Student Life also manages the Ross L. Handy Campus Center (CC) facility, the Class Pass bus program and the campus food pantry.

Services:
- Basic needs
- Campus activities
- Campus clubs
- Campus food pantry
- Class Pass

Study Abroad
Area: Academic Activity
Location: Center for Innovation (CI), room 116
Website: www.citruscollege.edu/studyabroad
Phone: 626-914-8560
Email: studyabroad@citruscollege.edu
Hours: Monday to Friday, 8 a.m. to 4:30 p.m.

Description: Study Abroad allows students to make normal progress toward their undergraduate degrees while utilizing foreign resources and cross-cultural experiences. The program immerses students in other cultures. As students live in and learn to understand different cultures, they are challenged to re-examine themselves, their attitudes and their studies. Semester-length programs are offered in Rome, Italy (2020), and London, England (2021), during the fall; and Seville (2020) and Madrid, Spain (2021), during the spring. Students may also study in Costa Rica (winter 2020) and Oslo, Norway (summer).

Services:
- Scholarship workshops and assistance
- Study abroad registration and enrollment assistance
Programs and Services

Testing Center
Area: Academic Support
Location: Various locations
Website: www.citruscollege.edu/lc/testing
Phone: 626-914-8570
Email: testingcenter@citruscollege.edu
Hours: Check the website for hours of operation. Closed when school is not in session

Description: The Adapted (DSPS) Testing Center provides administration and proctoring of exams in P1 109 for students registered with DSPS who require testing accommodations. Typical accommodations provided for adapted (DSPS) testing include extended time, large print, distraction-reduced exam space and adapted computer equipment. Check the website for hours of operation. Remember to bring your student ID card.

The Online Education Testing Center proctors tests in IS 107 for students in online education courses at the instructor’s request. Remember to bring your student ID card.

Services:
• Proctoring of adapted (DSPS) tests
• Proctoring of online education tests

Title IX – Reporting of Sexual Misconduct
Area: College Services
Location: Administration Building (AD), first floor
Website: www.citruscollege.edu/titleix
Phone: 626-914-8830
Email: bfink@citruscollege.edu

Description: Title IX of the Education Amendment Act of 1972 is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees in educational institutions that receive federal financial assistance. Questions regarding Title IX, as well as concerns and complaints of non-compliance, may be directed to Brenda Fink at 626-914-8830 or bfink@citruscollege.edu.
**Tutoring**

**Area:** Academic Support  
**Location:** P1 109  
**Website:** [www.citruscollege.edu/lc/tutor](http://www.citruscollege.edu/lc/tutor)  
**Phone:** 626-914-8570  
**Hours:** Monday to Thursday, 8 a.m. to 6:45 p.m.; Friday, 8 a.m. to 2 p.m.  
**Closed when school is not in session**

**Description:** Tutorial services, a College Reading and Learning Association Level II Certification center, offers free drop-in tutoring for a variety of subjects for currently registered Citrus College students. Remember to bring your student ID card.

**Services:**  
- Tutoring

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**Veterans Success Center**

**Area:** Student Services  
**Location:** Integrated Success Center (IC)  
**Website:** [www.citruscollege.edu/stdntsrv/veterans](http://www.citruscollege.edu/stdntsrv/veterans)  
**Phone:** 626-852-6421  
**Email:** veterans@citruscollege.edu  
**Hours:** Monday to Thursday, 7:30 a.m. to 7 p.m.; Friday, 7:30 a.m. to 1 p.m.  
**Winter hours:** Monday to Thursday, 7:30 a.m. to 5 p.m.; Friday, 7:30 a.m. to 1 p.m.  
**Summer hours:** Monday to Thursday, 7:30 a.m. to 6 p.m.; Friday, 7:30 a.m. to 1 p.m.  
**Closed when school is not in session and all holidays**

**Description:** The Veterans Success Center provides a one-stop location for student veterans to receive assistance with GI Bill educational benefits and support services. Staff members certify eligibility, process benefits, verify that coursework meets eligibility requirements, make counseling appointments, provide academic counseling and referrals, pull transcripts, assist with priority registration, and meet with professors to ascertain whether failing grades are the result of non-completion.
Programs and Services

Veterans Success Center (continued)

Services:
• Academic counseling
• Assistance with technology
• Certification of benefits
• Consultation with U.S. Department of Veterans Affairs representatives
• Financial aid assistance
• Food pantry
• Mental health counseling
• Residency reclassification
• Transitional counseling
• Tutoring
• Verify student veteran benefits
• Veteran education benefit enrollment
• Veterans Club

Writing Center
Area: Academic Support
Location: P1 109
Website: www.citruscollege.edu/success/writingcafe
Phone: 626-914-8570
Hours: Monday to Thursday, 8 a.m. to 6:45 p.m.;
Friday, 8 a.m. to 2 p.m.
Closed when school is not in session

Description: The Writing Center provides assistance to all currently registered Citrus College students requesting English and ESL tutoring, as well as students seeking help with essays, research papers, lab reports or any other writing assignment. Remember to bring your student ID card.
Writing Center (continued)

Services:
• Assistance with reading comprehension and strategies for note taking
• Drop-in writing consultations
  One-on-one writing consultations available Monday to Thursday from 2 p.m. to 6:30 p.m. and Friday from 8 a.m. to 2 p.m. A sign-up sheet for one-on-one appointments is available for same day appointments at 8 a.m.
• English and ESL tutoring
• Writing assistance in any subject