

Make A Splash This Summer!



Continuing Education Class Schedule

*Take a Look Inside - Something for Everyone!
The Young and The Young at Heart!*

Summer 2009 Session begins June 15, 2009

Welcome to Continuing Education

We realize that education doesn't end when you leave high school or college. It's a lifelong process. Citrus College Continuing Education provides different types of workshops, classes, seminars, activities and events to help you continue learning throughout your life. You can attend classes that will help you develop your professional skills, grow your business, enrich your cultural experiences, improve your life and relationships, or just be entertained. Citrus College doesn't give college credit for these classes. However, a few classes offer continuing education credits that are required in some professions.

New Classes

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Continuing Education Office

Tel: 626-852-8022

Hours: Mon.-Thurs., 8:00am-9:00pm
and Sat., 8:00am-4:00pm

James Lancaster	Dean
Debbie Vanschoelandt	Supervisor
Kathie Garcia	Secretary
Linda Reed	Clerk
Carol Christian	Clerk

*Coming Soon -
Online Registration -
Fall 2009*



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Citrus College Mission Statement

Citrus College delivers high quality instruction that empowers students to compete globally and to contribute to the economic growth of today's society.

We are dedicated to fostering a diverse educational community and cultural learning environment that supports student success in pursuit of academic excellence, economic opportunity, and personal achievement.

La Misión de Citrus College

Citrus College ofrece instrucción de alta calidad que capacita a los estudiantes para que puedan competir a nivel mundial y contribuir al crecimiento económico de la sociedad de hoy en día. Estamos comprometidos a promover una comunidad educativa con diversidad y un ambiente cultural de aprendizaje que apoye el éxito estudiantil en su excelencia académica, oportunidades económicas y logros personales.

Citrus College Continuing Education

Summer 2009

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*Parking Permits are required.
 Parking Regulations: See page 40.*

Citrus College publications are available in an alternate format upon request by persons with verifiable disabilities.

Community Education Fee-Based Classes

Community Education classes are supported by your class fees, not state funds. We determine fees based on length of class, instructor's salary, administrative and operating costs, course materials, minimum enrollment and rental factors. Fees don't include textbooks or supplies. The class descriptions indicate those classes that have an extra charge for materials.

Register in Advance

You must pre-register for Community Education classes. Pre-registering secures your space in a class you want to take. (Some classes have limited enrollment.) It helps us determine if a class will be held or canceled, and it allows us to notify you if a class is canceled. All classes are subject to change and/or cancellation at the discretion of the department.

You can register any time after you receive this schedule. You don't need an appointment to register. You will not be able to register in the classroom without prior approval of the Community Education Office.

When Are Classes Offered?

Community Education classes are flexible. You can take a class that meets just one day or a class that meets for several weeks. Most classes are offered evenings and weekends. You'll also find special all-day workshops and seminars.

Summer 2009 Session begins June 15 and ends August 28.

However, class start and end dates vary throughout the semester. Be sure to check class dates listed in the schedule carefully, so you don't miss the class that you want to take.

Summer 2009 Session Holidays

Classes will not meet on the following dates:

July 3-5 Fourth of July

Where Do Classes Meet?

Most classes meet on the Citrus College campus. You can find the location of the building where your class meets on the map in the back of this schedule. A few classes are held in local communities. Addresses are given for the classes that meet off campus.

Who Teaches the Classes?

Classes are taught by experts in their fields who bring hands-on, practical information to the classroom. They present class materials in a format that is appropriate to the audience served.

Who Can Enroll?

Community Education classes are open to all adults in the community. Children and teens can take classes through College for Kids, which is offered during the summer.

Want to Know More?

Check out our web site at www.citruscollege.edu/ce or call us at 626-852-8022.

CITRUS COLLEGE • 1000 WEST FOOTHILL BOULEVARD • GLENDORA, CALIFORNIA 91741-1899 • (626) 963-0323
Compliance Statements | Accessibility Policy

Community Education courses are presented for your information and enjoyment. They do not necessarily reflect the views or policies of Citrus College. Citrus College does not endorse any person or product. The Citrus Community College District Board of Trustees reserves the right to change courses, programs or instructors.

All classes in this schedule are subject to change without notice by the college.

*Parking Permits are required.
Parking Regulations: See page 40.
Registration Form: See page 37.*

Four Easy Ways To Register For Fee-Based Classes

1 By Mail

Just fill out the quick and easy registration form found on page 37. Please print clearly and provide all of the information requested on the form to ensure quick processing of your registration. Be sure to include your VISA or MasterCard information, or a check or money order payable to Citrus College, and mail to:

Community Education Office
Citrus College
1000 W. Foothill Blvd.
Glendora, CA 91741-1899

2 By Phone

You can register by phone using your VISA or MasterCard. Have the class information and your credit card ready, and call 626-852-8022 Monday through Thursday from 8:00 am to 9:00 pm, and Saturday from 8:00 am to 4:00 pm.

3 By Fax

For 24-hour service, you can fax your registration form any time using your VISA or MasterCard. Complete the registration form found on page 37 and fax to 626-852-8028.

4 In Person

You can register in person throughout the semester at the Community Education Office, located in the Lifelong Learning Center, Monday through Thursday from 8:00 am to 9:00 pm, and Saturday from 8:00 am to 4:00 pm.

Don't Miss Out

Enroll early. Many classes fill up quickly. We'll accept your registration as long as there's room. Community Education classes may be canceled before the first class meeting if the minimum class size isn't met. If a class is canceled, you'll receive a refund.

Getting a Refund

Full refund

If a class is filled before we receive your registration or if we cancel a class, you'll receive a full refund.

Partial refund

If you're unable to attend a class, notify the Community Education Office at least 3 days before the class begins. Your registration fee less a \$5 service charge will be refunded. If you've purchased a parking permit, you must return it with your refund request. **No refunds on the day of class.**

Please allow 4 - 6 weeks to receive your refund.

If you don't cancel at least 3 days before the class begins and you don't attend the class, you'll be charged the entire fee. We will not issue any refunds after the class begins.

Want to Know More?

Check out our web site at www.citruscollege.edu/ce regularly for more new or added classes.

- *Parking Permits are required.
Parking Regulations: See page 40.
Registration Form: See page 37.*

Create A Class

Do you see a need for a class that hasn't been offered or do you have a special interest that you think others might like to learn?

Send your course proposal to us along with your name, daytime phone number and address to:

Continuing Education Office
Citrus College
1000 W. Foothill Blvd.
Glendora, CA 91741-1899

or fax your ideas to us at
626-852-8028.



More than 250 online courses **ed2go**



> Instructor-Facilitated Online Learning

All instructor-facilitated online courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Courses Start as Low as:

\$79

Enroll Now!

Give us a call

(626) 852-8022

or follow the easy steps below

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2go.com/citrus
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with the username and password you selected during enrollment.

Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Citrus College

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology:

A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel

Work faster and more productively with Excel's most powerful tools.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Introduction to Microsoft Access

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to Dreamweaver

Harness the broad range of capabilities Dreamweaver brings to Web development.

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

**MORE COURSES AVAILABLE
AT OUR ONLINE INSTRUCTION CENTER.**

www.ed2go.com/citrus

● **\$Money-making\$ Using Your Computer**

Did you know that there are more than 120 different businesses that you can run from your computer? You don't need a big investment to start any of these businesses—just the information in this seminar. In this seminar, you'll learn which businesses are hot and how you can take advantage of them including information on businesses based on:

- the skills you have
- the skills you can teach yourself
- software and/or hardware you can purchase
- the skills that require formal training and/or talent

This seminar includes training on how to expertly set up and operate a legally compliant home-based business that will allow you to make money your own way.

	Instructor:	Nancy Miller		
9705	Mon.	6:30pm-9:30pm	6/15	LL
<hr/>				
	FEE: \$45 (Plus \$30 materials fee payable to instructor)			

● **Become a Mystery Shopper and Other Fun Ways To Earn Money**

Would you like to get paid to go shopping? Do you like to eat out, go to the movies, buy flowers, and play golf? Mystery shopping is used by hundreds of well-known businesses to ensure top quality service for their customers. Learn how mystery shopping works, how to avoid the scams, what types of reports are used, the do's and don'ts of getting hired and how you can get into the “shopper's network.” During this class you will receive a comprehensive workbook which includes hundreds of legitimate resources for mystery shopping plus other types of assignments which will enable you to earn part-time income that fits into your own personal schedule.

	Instructor:	Elaine Moran		
		<i>Author of How to Become a Mystery Shopper, nominated as one of the top three mystery shoppers in the country.</i>		
9706	Wed.	6:30pm-9:00pm	7/8	LL
<hr/>				
	FEE: \$45 (Plus \$20 materials fee payable to instructor)			

● **An Introduction To Voice Acting—How To Earn A Living With Your Voice**

Have you ever wondered whose voice you are listening to on TV and radio commercials? You too can become a professional voice actor! This fun and informative seminar will teach all the fundamentals of entering a successful career as a professional voiceover artist. In this seminar we'll discuss the many details of the voiceover industry, our philosophy of marketing, the importance of your voiceover demo, and much more. Everyone will get to make a recording of his or her voice in the classroom. You'll learn all the ins and outs of this huge and lucrative industry. Come ready to laugh, learn and be inspired.

	Instructor:	Voices for All, LLC		
9707	Sat.	11:00am-1:00pm	6/13	LL
<hr/>				
	FEE: \$45			

Computers

● Microsoft Word 2007

In this hands-on computer lab workshop, you'll learn where the NEW features of Microsoft Word 2007 and where the new ribbon interface is located. The class covers topics including the fundamentals of Word and the advanced concepts in creating, editing, formatting and printing documents, certificates and labels. Learn how to use mail merge and tables. The class includes lecture, hands-on lab time and useful tips and tricks for the savvy Word user. The student should be familiar with Windows and the use of a mouse.

	Instructor:	Thomas Gerfen		
9712	Wed.	6:30pm-9:30pm	6/17-7/8	IS 110
	FEE: \$65			

● Microsoft Excel 2007

In this hands-on computer lab workshop, you'll learn where the NEW features of Microsoft Excel 2007 and where the new ribbon interface is located. From the fundamentals of Excel to the advanced concepts of a spreadsheet, this class is best suited for students who understand basic formulas. You'll have the opportunity to apply Excel concepts in the planning and creation of spreadsheets and graphs/charts presentations. Learn how to move data from Excel to Word and import data from other applications. The class includes lecture, hands-on lab time and useful tips and tricks for the savvy Excel user. The student should be familiar with Windows and the use of a mouse.

	Instructor:	Thomas Gerfen		
9713	Wed.	6:30pm-9:30pm	7/15-8/5	IS 110
	FEE: \$65			

● What happened to my file? An Introduction to Microsoft Windows

If you've ever saved a file and not been able to find it, this class is for you. The course will review the Windows file structure and other features of Windows. The class is lecture and hands-on, plus you will practice creating folders and files. Knowing the Windows file structure is a must in your toolbox for a job search. Knowing where files are saved and retrieving files makes you an efficient employee for the company. The student should be familiar with the use of a mouse.

	Instructor:	Joyce Miyabe		
9714	Wed.	6:00pm-9:00pm	6/3-6/24	LB 201
	FEE: \$65			

● Introduction to Microsoft Outlook

Microsoft Outlook is a comprehensive tool to use for email and for organizing your schedule, to do list, and address book. This course will cover the basics of Microsoft Outlook and how to use it to meet your unique needs.

	Instructor:	Joyce Miyabe		
9715	Wed.	6:00pm-9:00pm	7/1-7/22	LB 201
	FEE: \$65			

• **Beginning Rubber Stamping I**

Create beautiful greeting cards using rubber stamps. Students will learn the fundamentals of rubber stamping, how to use a paper trimmer to cut and score cardstock, how to choose colors using a color wheel for layering and how to select ink pads. Students will make a variety of cards using pastels and markers and will embellish with ribbons and glitter using techniques learned in class. Class is hands-on. Students must bring a portable 12-inch Fiskars paper trimmer to class.

9723	Instructor: Yolanda Rizzardi Sat.	9:00am-1:00pm	6/13	LL
<hr/>				
FEE: \$29		(Plus \$20 materials fee payable to instructor)		

• **Beginning Rubber Stamping II**

Students will have a short review on the use of the paper trimmer and use of the color wheel for layering. New techniques will be introduced such as embossing and using watercolor crayons. Students will learn how to make favors, gift boxes and toppers for parties using rubber stamps. Class is hands on. Students must bring a portable 12-inch Fiskars paper trimmer to class.

9724	Instructor: Yolanda Rizzardi Sat.	9:00am-1:00pm	6/27	LL
<hr/>				
FEE: \$29		(Plus \$20 materials fee payable to instructor)		



Cool Off This Summer
At The
Citrus College Pool

Recreational Swim

June 15 - August 20, 2009
Monday - Thursday • 3 p.m. - 4:45 p.m.

- \$1 daily
- \$25 child pass
- \$30 adult pass
- \$65 family pass

**For more information, call the
Continuing Education Office
at (626) 852-8022.**

Languages

• Conversational Russian – Beginning

Begin with the alphabet and learn to read, write and speak basic conversational Russian. This class is designed for students without prior knowledge of the Russian language.

Instructor: Zoia Sproesser
 9725 **Sat.** 12:00pm-2:00pm 6/6-7/18 LL

FEE: \$99 (Plus \$10 materials fee payable to instructor)

• Basic Japanese – Conversation I

A beginning conversational course for students who wish to understand, listen, and speak basic Japanese.

Instructor: Yasuko Inoue
 9726 **Tues./Thurs.** 6:00pm-7:00pm 6/2-6/11 LL

FEE: \$45 (Plus materials fee payable to instructor)

• Basic Japanese – Conversation II

An intermediate course for students who wish to continue their study of conversational Japanese.

Instructor: Yasuko Inoue
 9727 **Tues./Thurs.** 6:00pm-7:00pm 6/16-6/25 LL

FEE: \$45 (Plus materials fee payable to instructor)

• Basic Japanese – Conversation III

An advanced course for students who wish to continue their study of conversational Japanese.

Instructor: Yasuko Inoue
 9728 **Tues./Thurs.** 6:00pm-7:00pm 6/30-7/9 LL

FEE: \$45 (Plus materials fee payable to instructor)

Center for International Trade Development & California-Mexico Trade Assistance Center
 of
Citrus College

The Center for International Trade Development (CITD) can help you expand your business into international markets.

Free or low-cost technical assistance and consulting in:

- exporting and importing
- market research
- logistics
- training
- trade regulations
- trade leads
- trade missions

For more information call 626-334-0484 or visit www.citd-citruscc.com

Money Management

- **Rescore Your Personal and Business Credit**

Raise your credit score by erasing every legally defective entry before you buy a house, car, start a business or apply for a job. Credit bureaus trick you into paying for what federal law gives you free. Use current federal law to stop collection agent abuse, erase defective entries, protect and restore your identity and get the credit respect you deserve.

	Instructor:	Gene Konstant		
9729	Sat.	9:30am-4:30pm	6/6	LL
FEE: \$85 (Plus \$20 materials fee payable to instructor)				

Recreation

- **Practical Pilates-A New Approach for A New Body**

This a practicum class utiizing the principles of Josef Pilates, responsible for developing physique restructuring through intense “core” work. Major emphasis is placed on strengthening the abdominals, then stretching and precisely toning the structural muscles. Extensive practice of Pilates technique results in decreased back pain and improved posture and alignment. Instruction is taught in a fun and relaxed atmosphere.

	Instructor:	Griffin Gunderson		
9730	Tues./Thurs	5:30pm-6:30pm	6/9-7/16	VT323
FEE: \$110				

- **Swimming And Diving Lessons**

Private or special group swimming and diving lessons are available throughout the year for infants through adults.

Fee: \$135 Private, \$85 Semi-private (3), \$55 Group (5-6)

Call the Community Education Office for more information: 626-852-8022 or refer to page 23.

Retirement Planning

• Retirement Planning Today

Due to recent and ongoing tax law changes, an uncertain future for Social Security and the shift toward employee-directed retirement plans, the need for sound financial strategies has never been greater. In straightforward language, this class explains time-tested strategies that help you to make informed financial decisions. Whether your objective is to build a nest egg, protect your assets or preserve your lifestyle throughout retirement, this class helps you plan your future with confidence. Unlike financial seminars that focus on a specific topic, this comprehensive course helps you see the “big picture.” It examines many aspects of personal finance and how they can work together to create and integrated retirement plan. This class is educational and non-commercial. No specific financial products are discussed or sold.

Instructor: Edward Yoon

*Registered representative and registered investment advisor
affiliated with First Allied Securities, Inc., member FINRA/SIPC*

9731 Sat. 9:00am-12:00pm 7/25 & 8/1 LL

FEE: \$49

Self-Improvement

• Unclutter Your Mind

According to the National Science Foundation, the average person thinks about twelve thousand thoughts per day. Our minds never sleep, functioning 24/7, dreaming even when the body must rest. We know that our minds chatter with undisciplined and untrained thoughts. And most of our thoughts focus on fear, survival and helplessness. We believe we ‘*can’t help it.*’ Yet the reality is we *can* help it. We can *always* choose to change our minds. In this class, you’ll learn how to let go and:

- understand that the power of decision is your one remaining freedom
- use simple exercises to unclutter and retrain your mind
- breathe and meditate to calm your body allowing the mind to refocus and be still
- practice appreciation, compassion, and forgiveness for yourself and others

When our mind is silent, uncluttered, and calm, we send peace to everything and everyone around us, influencing them deeply including ourselves.

Instructor: Margaret Pappas, MLS

Life strategies coach, professional organizer, Quantum Touch practitioner, attitudinal healing facilitator

9732 Wed. 6:30pm-9:30pm 6/3 LL 101

FEE: \$45 (Plus \$10 materials fee payable to instructor)

• **Self-Hypnosis Stress Reduction and Relaxation Techniques**

Designed to fit the lifestyle needs of the 21st century, you will learn self-hypnosis and other relaxation techniques for managing daily stressful situations. Whether you are working on the job or at home, the techniques you learn can enhance your relationships and improve your health physically, mentally, spiritually and financially.

	Instructor:	Jethro Carter, C.C.Ht.		
9733	Sat.	12:00pm-3:00pm	6/6	LL
FEE: \$45 (Plus \$15 materials fee payable to instructor)				

• **NEW! Stop Smoking with Self-Hypnosis**

The power of hypnosis for stopping smoking is mentioned in the 1989 Surgeon General’s Report on Smoking: “Hypnosis removes the craving for smoking even if you have been a smoker most of your life.” You will learn the Genco Hypno-Tech Method, which incorporates the latest and most powerful techniques. You can walk in a smoker and walk out a non-smoker.

	Instructor:	Jethro Carter, C.C.Ht.		
9734	Sat.	12:00pm-3:00pm	7/11	LL
FEE: \$45 (Plus \$15 materials fee payable to instructor)				

• **NEW! Beauty Makeover on a Budget**

Do you have a drawer full of expensive cosmetic mistakes? You will leave this hands-on workshop with many new ideas to help erase the years and help you present a new you without spending a fortune! Learn techniques to assist with personal facial anti-aging skin care and contour your makeup to your best advantage. Restore your youthful look with guidance in selecting the right season color palette for you. Also included is personal hair care and style. Bring your questions, enjoy a fun afternoon and leave feeling good about the new younger you!

	Instructor:	Betty Nethery <i>Former fashion and photographic model and makeup artist, president of Uniquely You, a national image consulting firm.</i>		
9735	Sat.	10:00am-2:00pm	8/15	LL
FEE: \$30				

Writing

• **Self Publishing for the Clueless**

Want to be published? Now? Inexpensively? In this informative and entertaining seminar you’ll learn everything you need to know to create your own books, booklets, and other products. You’ll learn how to:

- write a book in 30 days or less and tip booklets in one day
- create audio products in two weeks
- create different kinds of books you can self-publish
- obtain ISBN and bar codes
- obtain copyright and trademark protection for your work!

	Instructor:	Mike Rounds		
9736	Mon.	6:30pm-9:30pm	6/15	LL
FEE: \$45 (Plus \$30 materials fee payable to instructor)				

Swimming & Diving Lessons

Class Descriptions

• Infants - Water Babies (6 months to 1 ½ years)

There must be an adult with the child in the water at all times. Goals: develop high comfort level in and around water; develop breath control; work on basic swimming and survival skills; progress to a readiness to swim.

• Water Babies (1 ½ to 3 years)

See class description for Infants - Water Babies.

• Tiny Tots (3 - 5 years)

A fun introduction to water with emphasis on safety and basic swimming skills; water entry; water adjustment; breath control; front and back floating; jumping in; front and back kick; basic arm action.

• Super Tots (3 - 5 years with Tiny Tot skills)

Water adjustment; water entries; breath control; extended front and back float with kick; rhythmic breathing; underwater exploration; basic arm action; jumping into shallow and deep water; basic safety skills.

• Level I: Introduction to Water Skills (6-13 years)

Enter and exit water safely; open eyes underwater; pick up submerged object; swim on front and back using arm and leg actions; submerge mouth, nose and eyes; float on front and back; basic water safety rules; exhale underwater through mouth and nose; explore arm and hand movements; use a life jacket.

• Level II: Fundamental Aquatic Skills (6-13 years)

Enter water by stepping or jumping from side; open eyes underwater; pick up submerged object; roll over from front to back, back to front; swim on front and back using combined strokes; move in water using life jacket; exit water safely using ladder or side; float on front and back; swim on side; tread water using arm and leg motions; submerge entire head; perform front and back glide.

• Level III: Stroke Development (6 - 13 years)

Jump into deep water from side; bob with head fully submerged; perform survival float; perform the HELP and Huddle position; change from horizontal to vertical position on front and back; dive from kneeling or standing; use rotary breathing in horizontal position; perform front and back crawl; perform a reaching assist; submerge and retrieve an object; perform front and back glide; butterfly-kick and body motion; use Check-Call-Care in an emergency.

• Level IV: Stroke Improvement (6 - 15 years)

Perform shallow dive or dive from stride position; open turns on front and back using any stroke; swim underwater; tread water using sculling arm motions and kick; feet-first surface dive; safe diving rules; compact jump from height while wearing life jacket; perform throwing assist; care for conscious choking victim; front and back crawl; elementary backstroke; breaststroke; butterfly; swim on side.

• Level V: Stroke Refinement (6 - 15 years)

Tread water with two different kicks; survival swimming; rescue breathing; standing dive; tuck surface dive; backstroke flip turn; breaststroke; shallow dive, glide two body lengths and begin front stroke; pike surface dive; front and back crawl; elementary backstroke; front flip turn; butterfly; sidestroke.

• Level VI: Swimming and Skill Proficiency (6 - 15 years)

Personal water safety; fitness swimmer; life-guard readiness; fundamentals of diving.

• Beginning Adult (14 years - seniors)

Adjustment to water; breath control; floating on front and back; basic arm and leg movements; breathing in basic strokes; treading water; basic safety skills.

• Intermediate Adult (14 years - seniors)

Develop good stroke technique; ability to swim some distance doing front and back crawl, sidestroke and other survival strokes; breaststroke; and other more advanced swimming skills will be introduced as skill level improves.

#9800 FEE INFORMATION

Group Lessons (5-6 people)\$55
 Semi-private (3 people)\$85
 Private (available any session)\$135

Diving Lessons Available:
 Mon.-Thurs. 2:00pm or 6:30pm
 Sat. Noon

All classes provide Red Cross Certification upon request.

Swimming registration form see page 26.

Session 1

5/30-6/20 Saturday

See Session 3

Please see page 26
 for class descriptions.

	9:00am	9:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	12:30pm	1:00pm	1:30pm	2:00pm	2:30pm	3:00pm	3:30pm	4:00pm	4:30pm	5:00pm	5:30pm	6:00pm	6:30pm	7:00pm	7:30pm
Session 2																						
6/1-6/11 Monday-Thursday																						
Infants-Water Babies	•			•																•		
Water Babies		•													•							•
Tiny Tots	•				•																•	
Level I Introduction																•						
Level II Fundamental Skills																	•					
Level III Stroke Development																		•				
Level IV Stroke Improvement																				•		
Session 3																						
6/27-7/25 Saturday No class 7/4																						
Infants-Water Babies	•																					
Water Babies		•																				
Tiny Tots				•																		
Level I Introduction						•																
Level II Fundamental Skills	•																					
Session 4																						
6/15-6/25 Monday-Thursday																						
Infants-Water Babies	•							•								•						
Water Babies																						•
Tiny Tots	•								•								•				•	
Super Tots		•			•													•				
Level I Introduction																				•		
Level II Fundamental Skills																		•				
Level III Stroke Development				•							•									•		
Level IV Stroke Improvement		•								•										•		
Level V Stroke Refinement											•									•		
Beginning Adult																			•			

Please see page 22 for class descriptions.

	9:00am	9:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	12:30pm	1:00pm	1:30pm	2:00pm	2:30pm	3:00pm	3:30pm	4:00pm	4:30pm	5:00pm	5:30pm	6:00pm	6:30pm	7:00pm	7:30pm
Session 5																						
6/29-7/9 Monday-Thursday																						
Infants-Water Babies																						●
Water Babies																●						
Tiny Tots	●							●									●					
Super Tots		●			●				●								●		●			●
Level I Introduction			●							●								●				
Level II Fundamental Skills		●							●								●					
Level III Stroke Development			●							●								●				
Level IV Stroke Improvement				●							●								●			
Level V Stroke Refinement			●							●								●				
Level VI Skill Proficiency				●							●								●			
Beg. & Intermediate Adult																●						
Session 6																						
8/1-8/22 Saturday																						
Infants-Water Babies	●																					
Water Babies							●															
Tiny Tots		●																				
Super Tots					●																	
Level II Fundamental Skills			●																			
Level III Stroke Development					●																	
Session 7																						
7/13-7/23 Monday-Thursday																						
Infants-Water Babies	●							●									●					
Water Babies																●						●
Tiny Tots																				●		
Super Tots		●			●				●								●			●		●
Level 1 Introduction			●							●								●				
Level II Fundamental Skills	●							●									●					
Level III Stroke Development		●							●									●				
Level IV Stroke Improvement			●							●									●			
Level V Stroke Refinement				●							●									●		
Level VI Skill Proficiency			●							●									●			
Beg. & Intermediate Adult																●						

Please see page 22 for class descriptions.

	9:00am	9:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	12:30pm	1:00pm	1:30pm	2:00pm	2:30pm	3:00pm	3:30pm	4:00pm	4:30pm	5:00pm	5:30pm	6:00pm	6:30pm	7:00pm	7:30pm
Session 8 7/27-8/6 Monday-Thursday																						
Infants-Water Babies											•											
Water Babies		•										•					•					
Tiny Tots	•							•												•		
Super Tots			•							•								•				
Level I Introduction	•			•				•												•		
Level II Fundamental Skills				•						•							•					
Level III Stroke Development	•							•										•				
Level IV Stroke Improvement			•				•										•					
Level V Stroke Refinement				•														•				
Level VI Skill Proficiency		•									•						•					
Beginning Adult																				•		
Intermediate Adult																					•	
Session 9 8/10-8/20 Monday-Thursday																						
Infants-Water Babies																					•	
Water Babies																•						
Tiny Tots																					•	
Level I Introduction																	•					
Level II Fundamental Skills																		•				
Level III Stroke Development																			•			
Level IV Stroke Improvement																					•	

Recreational Swim

● **Recreational Swimming: Open Swim**

Children and adults

9801 M-Th 3:00pm-4:45pm 6/15-8/20 Citrus Pool

FEE: \$1 daily at pool
Summer Pass: \$65 Family—\$30 Adult—\$25 Child

Swimming Lessons Registration Form

Swimming Lessons/Summer 2009

Parental Consent Form
 This form must be properly completed and must accompany the registration application and payment. See classes for specific registration information. Signing indicates parent's understanding and acceptance of rules and regulations for Summer College for Kids.

I give my consent for my son/daughter _____ to participate in the 2009 Summer College for Kids Program, and release the Citrus College Community College District, any instructors and assistants on staff from liability arising from my child's participation in said programs or classes. I understand the college does not provide health and medical insurance for the participants, and release Citrus College from any medical liability incurred as a result of his/her participation. I hereby authorize the staff of College for Kids and the Citrus Community College District, to act for me according to their best judgement in any emergency requiring attention and hereby waive and release College for Kids and staff from any and all liability for injuries or illness incurred while at 2009 Summer College for Kids.

I have no knowledge of any physical impairment that would be affected by the above student's participation in College for Kids.

Signature of Parent/Guardian _____
 Print Name _____
 I give my permission for my child to be photographed in College for Kids classes. His/her photograph can be used in promotional materials, such as catalogs, class schedules and brochures, and other forms of advertising. I understand that no compensation will be paid to me for use of my child's photographs.

Signature of Parent/Guardian _____ Date _____

(please print)

Name (last) _____ (first) _____ Age _____
 Address _____ City _____ State _____ Zip Code _____
 Parent or Guardian _____ Daytime Phone _____ Evening Phone _____
 Emergency Contact Person _____ Daytime Phone _____ Evening Phone _____

► Please List Each Class You Wish To Enroll In

Class Level	Session	Date	Time	Fee
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
Parking Permit Number _____			Parking Fee	\$ _____
			Total Fees	\$ _____

VISA () or MasterCard ()

Card Number _____ Expiration Date _____
 Authorized Signature _____
 Name of Card Holder (please print clearly) _____

PLEASE DO NOT WRITE IN THIS SPACE

DATE _____ RECEIVED BY _____ CK _____ CA _____

College For Kids

College for Kids offers classes that enrich the experiences of children and teens. They learn new skills, make new friends, and develop social skills and self-esteem. Plus, it's fun to "go to college."

Register in Advance

You must register for the classes in advance and enclose a parental consent form with your registration. You can register any time after you receive this schedule. Early registration helps to ensure that your child will have a space in the class. The registration form on page 29 must be completed and signed. Signing indicates parents' understanding and acceptance of the rules and regulations regarding College for Kids.

Please note: Children must be picked up immediately following classes.

See the Community Education section, page 2, for general registration information. See classes for specific registration information.

For information call 626-852-8022 or visit our website at www.citruscollege.edu/ce



Parking Permits are required.
Parking Regulations: See page 40.
College For Kids Registration Form: See page 29.

Citrus College	
2009 High School Summer Program	
Registration for the free high school summer program will be conducted ONLY at the participating high schools. For registration times and dates call the telephone numbers listed below.	
<p>Azusa High School 626-815-5212 Claremont High School 909-624-9053 Duarte High School 626-599-5015</p>	<p>Gladstone High School 626-815-5157 Monrovia High School 626-471-2800</p>
* Subject to funding	

Reading

For an enjoyable activity with lifelong benefits, we recommend one of our eight reading skills programs taught by instructors from the Institute of Reading Development. Classes meet from June 15 through July 15. Classes are available for all age groups and reading abilities!

For information, or to enroll by phone, please call **(800) 964-8888** or visit our website at www.citruscollege.edu/ce/summerread.

Water Sports

• Guardstart: Lifeguarding Tomorrow

Ages 11-16

This course provides a foundation of aquatic and leadership knowledge, attitudes and skills to prepare you for the future. It provides successful completion of the Red Cross Lifeguard Training course.

9802	M - Th	2:00pm-2:30pm	6/15-6/25	Citrus Pool
9803	M - Th	2:00pm-2:30pm	7/13-7/23	Citrus Pool

FEE: \$50


• Water Polo For Kids

Ages 11-16


The basic skills and rules of the game are taught. Child must be able to swim 25 yards.

9804	M - Th	2:30pm-3:00pm	6/15-6/25	Citrus Pool
9805	M - Th	2:30pm-3:00pm	7/13-7/23	Citrus Pool

FEE: \$50



Summer Golf for Juniors & Teens




ITINERARY

Monday:	Fundamentals	Days:	MTuWTh
Tuesday:	Wood and Irons	Dates:	Session 1: 6/15-6/18
Wednesday:	Chip and Putt		Session 2: 6/22-6/25
Thursday:	Rules of the Game and Review		Session 3: 7/6-7/9
			Session 4: 7/13-7/16
		Time:	8:30am-10:00am
		Age:	7-17
		Cost:	\$40.00 per session
		Instructor:	TBA

The Range At Citrus College will provide range balls and golf clubs if needed.

1000 West Foothill Boulevard,
Glendora (*Cross streets Route 66 & Foothill Boulevard*)
626-914-8688 • www.citruscollege.edu



College For Kids Registration Form

College For Kids/Summer 2009

(please print)

Name (last) _____ (first) _____ Age _____

Address _____ City _____ State _____ Zip Code _____

Parent or Guardian _____ Daytime Phone _____ Evening Phone _____

Emergency Contact Person _____ Daytime Phone _____ Evening Phone _____

► **Please List Each Class You Wish To Enroll In**

Course Number	Course Title	Start Date	Fee
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total			\$ _____

VISA () or MasterCard ()

Card Number _____ Expiration Date _____

Authorized Signature _____

Name of Card Holder (please print clearly) _____

PLEASE DO NOT WRITE IN THIS SPACE

DATE _____ RECEIVED BY _____ CK _____ CA _____

Parental Consent Form

This form must be properly completed and must accompany the registration application and payment. See classes for specific registration information. Signing indicates parent's understanding and acceptance of rules and regulations for Summer College for Kids.

I give my consent for my son/daughter _____ to participate in the 2009 Summer College for Kids Program, and release the Citrus College Community College District, any instructors and assistants on staff from liability arising from my child's participation in said programs or classes. I understand the college does not provide health and medical insurance for the participants, and release Citrus College from any medical liability incurred as a result of his/her participation. I hereby authorize the staff of College for Kids and the Citrus Community College District, to act for me according to their best judgement in any emergency requiring attention and hereby waive and release College for Kids and staff from any and all liability for injuries or illness incurred while at 2009 Summer College for Kids.

I have no knowledge of any physical impairment that would be affected by the above student's participation in College for Kids.

Signature of Parent/Guardian _____ Date _____

Print Name _____

I give my permission for my child to be photographed in College for Kids classes. His/her photograph can be used in promotional materials, such as catalogs, class schedules and brochures, and other forms of advertising. I understand that no compensation will be paid to me for use of my child's photographs.

Signature of Parent/Guardian _____ Date _____

○ Noncredit Free Courses

Noncredit education is designed to supplement your continued growth and to enhance your employment opportunities through classes ranging from basic skills and health care to vocational preparation and job retraining. Enrollment in noncredit classes is free and continues throughout the school year. All non-credit classes are subject to budget and attendance.

Registering for Noncredit Courses

Register for noncredit classes in the classroom at the first class meeting or any time during the semester, if space is available. If a class requires preregistration, it will be indicated in the class description.

To register for English as a Second Language (ESL), see page 35.

Who May Attend?

You can enroll in noncredit classes if you are an adult California resident, regardless of where you live.

Minimum Class Size

Noncredit classes may be canceled if sufficient enrollment and attendance are not maintained.

When Are Classes Offered?

Summer 2009 Session begins June 1 and ends August 28

However, class start and end dates vary throughout the session. Be sure to check class dates listed in the schedule carefully, so you don't miss the class that you want to take.

Summer 2009 Session Holidays

Classes will not meet on the following dates:

July 3-5 4th of July

Where Do Classes Meet?

Most classes meet on the Citrus College campus. You can find the location of the building where your class meets on the map in the back of this schedule. A few classes are held in local communities. Addresses are given for the classes that meet off campus.

Summer 2009 Counseling Support Services for Noncredit Classes



- BASIC SKILLS WORKSHOPS & TUTORING**
- Prepare for assessments such as Accuplacer and California High School Exit Examination (CAHSEE)
 - Reading, Writing and Math

COLLEGE SUCCESS WORKSHOPS & COLLEGE LIFE COURSE

- Topics such as Test Taking Skills, Study Skills and Mastering Anxiety
- Gain new skills to succeed in college



- POWER MATH**
- Free eight-day intensive math preparation program utilizing lab, class, tutoring, counseling support and workshops in a fun and supportive environment
 - Opportunity to retake the math portion of the college's math placement test (Accuplacer)
 - Call the Lifelong Learning Center for eligibility and program information



- ASSISTANCE**
- Transition information for AA/AS, transfer and certificate programs–inquire about workshops
 - Academic, personal and career counseling

- ADULT RE-ENTRY SUPPORT GROUP**
- A small group of caring people discussing real life issues for returning adult students
 - Topics include adjusting to new role as a college student, and time management
 - Motivational guest speakers will participate



- PERSONAL ENRICHMENT WORKSHOPS**
- Topics such as managing stress, improving communication skills and relationship building
- CAREER PLANNING**
- Assessment
 - Resources/Library
 - Guidance
 - Workshops

Ask about our Noncredit Counseling Rewards Program

For more information, call (626) 852-8023, stop by the Lifelong Learning Center or visit us at www.citruscollege.edu/ncounsel

Se Habla Español

Counseling Support Services for Noncredit Students

Noncredit counselors provide the guidance you need for setting your goals, planning your educational experience and helping you to succeed! Make an appointment to see a counselor to access the services listed below and get started right away.

- Orientation to services
- Registration assistance
- Adult re-entry support and parenting skills groups
- Noncredit Student Educational Plans
- Career assessment and guidance
- Campus tours
- Individual sessions to plan, implement and evaluate your educational goals
- Basic skills workshops and tutoring in reading, writing and math
- Personal counseling
- Degree transfer, and certificate information
- Variety of academic, career and personal enrichment workshops; including transition from noncredit to college credit program
- POWER Math Program

An orientation session is required of all students enrolling in the Success Center (lab), POWER Math Program, English as a Second Language classes, short term vocational classes and counseling support services.

For more information, orientation schedules and appointments with counselors, please call 626-852-8023 or stop in today.

www.citruscollege.edu/ncounsel

College Success Lab

The lab offers an individualized study plan to help you improve your skills in reading, writing or math. Computer-assisted studies allow you to start at your own level—beginning, intermediate or advanced—and proceed at your own pace. Lab aides will provide guidance throughout the program to help meet your needs. Open-entry/open-exit provides you with the flexibility to work around your class schedule, job and family. The self-directed lab is perfect for individuals returning to college who wish to brush up on a variety of skills and for college students who need assistance in various courses.

- **Reading/Writing**

Improve your writing, spelling, grammar and language skills by writing; improve your reading comprehension and vocabulary by reading. Start at your own level and go at your own pace. Individualized independent study and computer assisted instruction are combined to meet your needs. Open-entry/open-exit; begin any time and continue until you achieve your goals.

- **Math**

Basic math programs fit your schedule and your needs. Learn math fundamentals. Start at your own level and go at your own pace. Computer-assisted instruction to help meet your needs. Open-entry/open-exit; begin at any time and continue until you achieve your goals.

Registration: Students may register in the Lifelong Learning Center anytime throughout the semester. A meeting with a counselor is required.



Health and Fitness

- **After-Stroke Socialization and Communication**

This no-fee program is designed to stimulate independence, and relieve isolation and depression. The center provides a safe and positive environment for the “stroker” to relearn and strengthen a broad range of academic, social, and personal skills. Trained staff and dedicated volunteers provide the guidance and support needed. Our goal is to offer stroke survivors and families every opportunity to regain what was lost. This program is sponsored by Citrus College Continuing Education and Glendora Community Services.

Register in class.

Instructor:	Nancy Gonsalves	
Wed.	9:00am-3:00pm	6/3-8/26
<hr/>		
La Fetra Senior Center, Foothill Blvd., Glendora		

Lapidary

- **Gems and Minerals – Field Trips**

Instructor: C. Bidwell

For more information, contact instructor by email: LarryBme2@aol.com

Field trips: Subject to funding

Painting

- **Watercolor Workshop – Field Trip to Morro Bay**

Instructor: Chris Van Winkle
M-F **9:00am-4:00pm** **6/15-6/19**

For more information, contact instructor Chris Van Winkle by e-mail:
chrisvw@charter.net.

Fee-Based Registration Form

Community Education/Fee-Based Courses Only (please print)

Name _____ Date _____
 Address _____ City _____
 Zip Code _____ Phone: Day () _____ Evening () _____
 Fax () _____ E-mail _____

▶ Please List Each Class You Wish To Enroll In

Class	Course Number	Date	Time	Room	Location	Fee
						\$ _____
						\$ _____
						\$ _____
						\$ _____

Parking Permit Number _____ Date _____ Parking Fee \$ _____
 Received by _____ Total Fees \$ _____

VISA () or MasterCard () CHECK# _____

Card Number _____ Expiration Date _____

Authorized Signature _____

Name of Card Holder _____

4 Easy Ways to REGISTER

1 By Mail

Fill out the registration form and include a check or money order payable to Citrus College. If you're using VISA or MasterCard, include your account number.

Mail to:
 Community Education Office, Citrus College
 1000 W. Foothill Boulevard
 Glendora, CA 91741-1899

2 By Phone

626.852.8022
 Call 626.852.8022 Mon.-Thurs., 8:00am-9:00pm,
 Sat. 8:00am-4:00pm. Have your VISA or MasterCard and course information ready.

3 By Fax

626.852.8028
 Fill out the registration form including your VISA or MasterCard account number and fax it to 626.852.8028, 24 hours a day.

4 In Person

Register at the Community Education Office in the Lifelong Learning Center, Mon.-Thurs., 8:00am-9:00pm, & Sat. 8:00am-4:00pm throughout the semester.

○ Disclosures And Disclaimers/ Divulgaciones y Denegaciones

Schedule Changes

Every effort is made to ensure the accuracy of the information found in this schedule. Citrus College, however, reserves the right to make corrections or changes at any time without prior notice.

Cambios en el Horario de Clase

Citrus College hace todo lo necesario para asegurar la exactitud de la información encontrada en este catálogo. Sin embargo, el colegio se reserva el derecho de hacer cambios, en cualquier momento, sin previo aviso.

Open Enrollment Policy

Unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title 5 of the California Administrative Code.

Sistema de Inscripciones Abiertas

Cada curso, sección o clase, a menos que esté específicamente exento por ley, tendrá inscripciones abiertas para cualquier persona que haya sido admitida al colegio y que cumpla con los requisitos establecidos conforme al Título 5 del Código Administrativo de California.

Nondiscrimination Policy

Citrus Community College District does not discriminate on the basis of race, color, ancestry, national origin, sex, age (over 40), religious creed, marital status, medical condition (including cancer), physical disability (including HIV and AIDS), mental disability, sexual orientation or military status as a Vietnam-era veteran in any policies, procedures or practices. In addition, it is the stated policy of Citrus Community College District that harassment is prohibited and that regular employees shall not be denied family care leave if eligible under the Fair Employment and Housing Act. All of these categories are protected by the following legislation: Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Fair Employment and Housing Act, California Government Code 12900 et seq., and the Americans with Disabilities Act of 1990. Students who have questions or concerns about the nondiscrimination policy can contact the human resources/staff diversity officer, the disabled access officer or the gender equity officer, 626-914-8830.

Ley de No-Discriminación

Citrus Community College District no discrimina a ninguna persona en base a su raza, color, linaje, lugar de origen, sexo, edad (más de 40 años), religión, estado civil, condición médica (incluyendo cáncer), incapacidad mental o física (incluyendo SIDA o 'HIV'), orientación sexual, o estado militar como veterano de la guerra de Vietnam en ninguna de sus reglas, procedimientos o prácticas. Está también estipulado en los reglamentos del distrito que el acoso queda estrictamente prohibido, y que no se le negará permiso de ausencia temporal por razones de familia a los empleados que califiquen bajo la ley de "Fair Employment and Housing Act." Estas categorías están protegidas por la siguiente legislación: Título VI y VII de la ley de Derechos Civiles de 1964, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973, la ley de "Fair Employment and Housing Act," el Código 12900 et seq. del Gobierno del Estado de California, y la ley de "Americans with Disabilities" de 1990. Los estudiantes que tengan dudas o preguntas acerca de la ley de no-discriminación pueden ponerse en contacto con el delegado de "Human Resources/Staff Diversity," el oficial de equidad de sexo, o el oficial de acceso de incapacitado, 626-914-8830.

Student Grievances

The student grievance procedures provide every student with a prompt and equitable means of seeking an appropriate resolution for any alleged violation of his or her rights. The rights protected under these procedures include, but are not limited to, those guaranteed by the established rules and regulations of the Citrus Community College District, the Education Code of the State of California, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Title VII of the Civil Rights Act of 1964. Students are advised that grievances must be filed within 20 school days of the alleged event. The procedures do not apply to the employment rights of students. Citrus College students have the right of protection against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or actions by an employee of the college. Information regarding student grievance procedures may be obtained in college planning classes or from the vice president of student services, Administration Building, first floor, 626-914-8534.

Quejas de los Estudiantes

El procedimiento de quejas estudiantiles provee a cada estudiante con una manera rápida y justa de buscar una solución apropiada a cualquier supuesta violación de sus derechos. Los derechos protegidos bajo este procedimiento incluyen, pero no se limitan a aquellos garantizados por el reglamento de Citrus Community College District, el Código Educativo del Estado de California, el Título IX de la Reforma Educativa de 1972, la Sección 504 de la ley de Rehabilitación de 1973 y el Título VII de la ley de Derechos Civiles de 1964. Se les aconseja a los estudiantes que tengan quejas que las reporten en 20 días escolares del supuesto evento. Este procedimiento no es aplicable a los derechos de empleo de los estudiantes. Los estudiantes de Citrus College tienen el derecho de ser protegidos contra evaluaciones o acciones caprichosas, arbitrarias, irracionales, ilegales, falsas o malintencionadas por parte de cualquier empleado de Citrus College. Información acerca de este procedimiento puede ser obtenida en las clases de preparación para estudios post-secundarios o en la oficina del vice presidente de servicios estudiantiles, en el primer piso del edificio de Administración, 626-914-8534.

Sexual Harassment

It is the policy of the college to provide a workplace and study environment free of sexual harassment. All students should be aware that the college strongly disapproves of any conduct that constitutes sexual harassment and will take disciplinary measures to ensure compliance. All formal complaints will be investigated and appropriate action taken. Complaints should be reported to the human resources/staff diversity officer, 626-914-8830.

Hostigamiento Sexual

Es la política de esta institución el proveer un ambiente de estudio y trabajo libre de hostigamientos sexuales. Todos los estudiantes deben de estar al tanto de que este colegio está en contra de cualquier conducta que constituya un acto de hostigamiento sexual y tomará medidas apropiadas. Cualquier queja debe ser reportada al oficial de "Human Resources/Staff Diversity," 626-914-8830.

Substance Abuse

Citrus Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on college property and as part of any college sponsored or sanctioned activity. The use of tobacco is prohibited in all District buildings and vehicles. (Citrus Community College District Board Policy P-4219, Education Code 87335, Standards of Student Conduct and U.S. Public Law 101-226). Any student or employee in violation of this policy is subject to disciplinary action up to, and including, expulsion from college or termination from employment for violations of the standard of conduct. The decision to take disciplinary action in any such instance rests with the Board of Trustees after consideration of the recommendation of the superintendent/president of the college.

Abuso de Sustancias Químicas

Citrus Community College District prohíbe la posesión o distribución ilegal de drogas y alcohol ilícitos por parte de los estudiantes y empleados dentro de sus dominios y en cualquier actividad patrocinada o sancionada por el colegio. El uso de tabaco queda prohibido en todos los edificios o vehículos del colegio. (Board Policy P-4219, Código Educativo 87335, Reglamento de Conducta Estudiantil, y Ley Pública de los Estados Unidos 101-226.) Cualquier estudiante o empleado en violación de este reglamento está expuesto a acción disciplinaria, incluyendo expulsión del colegio o terminación de empleo, por las violaciones de las normas de conducta. La decisión de tomar acción disciplinaria en cualquier instancia depende del Consejo de Administración (Board of Trustees) después de la consideración de la recomendación del superintendente/presidente del colegio.

Rights & Privacy Policy

Citrus College student records are maintained in accordance with the Family Educational Rights and Privacy Act and the California Education Code. Written student consent is required for access and release of information defined as educational records in the federal and state laws as described in Citrus College Policy 5180. A student's directory information (student's name, address, telephone number, date and place of birth, major field of study, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended) may be released upon request unless the Admissions and Records Office receives written notification that a student reserves the right to authorize in writing, on an individual request basis, the access and release of the directory information. Such a notice of restriction will remain in effect until it is countermanded in writing. Additionally, the law provides that a student may request access to the college records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in the college record. Questions concerning student's rights under the privacy act should be directed to the Admissions and Records Office, 626-914-8511.

Privacidad de los Expedientes Académicos

Los expedientes académicos de los estudiantes en Citrus College son mantenidos en conformidad con "Family Educational Rights and Privacy Act" y el Código Educativo de California. Se necesita el consentimiento, por escrito, del estudiante para permitir acceso o diseminar información sobre el expediente académico definido por las leyes federales y estatales descritas en "Citrus College Policy 5180."

La información contenida en el directorio estudiantil (Nombre, dirección, teléfono, lugar y fecha de nacimiento, programa de estudios, horario de clases, participación en actividades o deportes del colegio, el peso y la estatura de los miembros de equipos atléticos, fechas de asistencia, títulos o premios recibidos) no podrá ser obtenida a menos que la oficina de "Admissions and Records" reciba una notificación por escrito por parte del estudiante, reservándose el derecho a aprobar el acceso a la información contenida en el directorio estudiantil. Esta restricción se mantendrá en efecto hasta que sea contradicha por escrito. Además, la ley indica que un estudiante puede tener acceso a su propio expediente académico y poner a tela de juicio la exactitud o la conveniencia de mantener cierta información en dicho expediente. Cualquier pregunta concerniente a los derechos de los estudiantes bajo la ley de confidencialidad deben ser dirigidas a la oficina de "Admissions and Records," 626-914-8511.

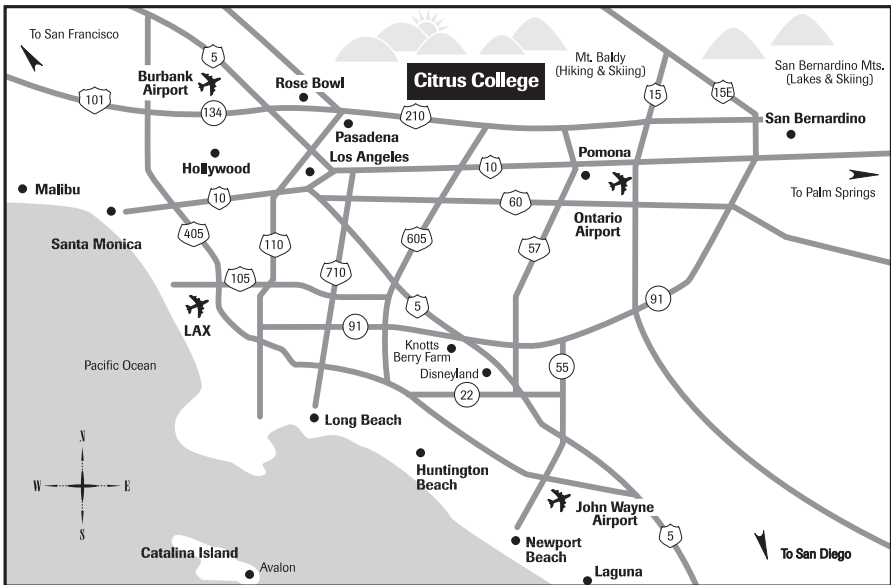
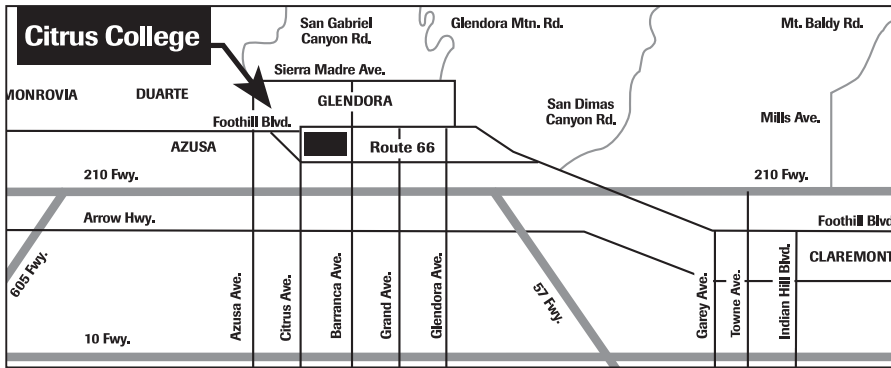
Student Right-to-Know

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the Citrus Community College District and Citrus College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1996, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their transfer rates do not represent the success rates of the entire student population at Citrus College, nor do they account for student outcomes occurring after this three-year tracking period. Based upon the cohort defined above, 28.7 percent attained a certificate or degree or became "transfer prepared" during a three-year period from fall 1996 to spring 1999. Students who are "transfer-prepared" have completed 56 transferable units with a GPA of 2.0 or better. Based on the cohort defined above, 23.6 percent transferred to another postsecondary institution, (UC, CSU or another California community college) prior to attaining a degree, certificate or becoming "transfer-prepared" during a five-semester period from spring 1997 to spring 1999. More information about Student Right-To-Know Rates and how they should be interpreted can be found at the California Community Colleges "Student Right-To-Know Rate Disclosure Website," located at <http://srtk.cccco.edu>

○ Maps/Parking Regulations

Parking permits are required on all vehicles that park on the Citrus College campus. You may purchase:

- ① A term-length parking permit (\$15) at the Continuing Education Office.
- ② A short-term parking permit, valid for the length of the class. The permit costs \$5 per day for the number of days the class meets and is available in the Continuing Education Office.
- ③ A daily permit for \$5 at the information booth, located at the main campus entrance off Citrus Avenue, or from the parking dispenser, located in the Gym Parking Lot off Barranca Avenue.



Citrus College Campus Directory

Citrus Community College District • 1000 West Foothill Boulevard • Glendora, CA 91741-1899 • www.citruscollege.edu



Buildings

- AA.....Automotive Annex
(formerly Tech F)
- AC.....Art Center
- AD.....Administration
- AN.....Annex
- AP.....Adapted Physical
Education Center
- AQ.....Aquatic Center
- BK.....Owl Bookshop
- CC.....Handy Campus Center
- CI.....Center for Innovation
- CP.....Central Plant
- DT 1.....Diesel Technology
& DT 2 (formerly Tech G)
- ED.....Educational Development
Center
- ES.....Earth Science
- GDR.....Golf Driving Range
- HH.....Hayden Hall
- IC.....Infant Center
- IS.....Information Services
(Dan Angel Data
Processing Center)
- LB.....Liberal Arts/Business
- LH.....Lecture Hall
- LI.....Hayden Library
- LL.....Lifelong Learning Center
- LS.....Life Science
- MA.....Mathematics/Sciences
- MO.....Maintenance/Operations
- P1.....Portable #1
- P2.....Portable #2
- P3.....Portable #3
- PA.....Haugh Performing Arts
Center
- PC.....Professional Center
- PE.....Physical Education
(formerly Main Gym)
- PS.....Vaniman Physical Science
- RA.....Recording Technology

- RP.....Reprographics (Printshop)
- SB.....South Bungalow
- NB.....North Bungalow
- TA.....Technology A
- TC.....Technology Center
(formerly Tech C)
- TE.....Technical Building E
- VT.....Video Technology
- WG.....Women's Gym

Services

- Admissions and RecordsAD
- Associated StudentsCC
- AthleticsPE
- AudiovisualLI
- AuditoriumPA
- Board RoomAD
- Box OfficePA
- Business ServicesAD
- CafeteriaCC
- CalWORKsLL
- Career/Transfer CenterED
- CashierAD
- Clarion, Student Newspaper ...TC
- College AdvancementCI
- Community EducationLL
- Computer CenterIS
- CosmetologyTC
- Counseling and Advisement
CenterAD
- Dental AssistingPC
- Disabled Students CenterED
- Distance EducationCI
- EstheticianTA
- EOP&SED
- External RelationsCI
- Facilities RentalAD
- Faculty LoungeCC
- Financial AidED
- Fitness CenterAP
- FLS Language CentresES

- Food ServiceCC
- FoundationCI
- Health CenterHH
- Health SciencesPC
- InformationAD
- Instruction OfficeAD
- International Student Center ...ED
- Learning CenterED
- Little TheatrePA
- Noncredit EducationLL
- Noncredit MatriculationLL
- NursingPC
- Orfalea Family Children's
CenterED
- PersonnelAD
- President's OfficeAD
- Printing, ReprographicsRP
- Public InformationCI
- ReceivingWA
- Receiving, BookstoreBK
- Security OfficeCC
- Student AffairsCC
- Student Employment Services ..ED
- Student Services OfficeAD
- Swimming PoolAQ
- Testing CenterED
- Transfer CenterED
- Vocational Education OfficeP2

All visitors must display a parking permit available for \$5 from the parking vending machine, the information booth or the Security Office. Handicapped parking is available in every lot. To use handicapped parking, you must have a DMV placard or a handicapped parking permit issued by Disabled Students Programs and Services or the Security Office.



1000 West Foothill Boulevard,
Glendora, CA 91741-1899
(626) 852-8022
www.citruscollege.edu/ce

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for Everyone!*

TIME DATED MATERIAL