

## Directory of Services

### Admissions and Records Office

626-914-8511 Location: SS, First Floor

<http://www.citruscollege.edu/ar>

admissions@citruscollege.edu

Office Hours:

Mon. & Thurs., 8 a.m.-5 p.m.

Tues. & Wed., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

Information and assistance available include:

- Admissions and WingSpan registration
- Computers for student use in applying and registering
- Transcript requests and enrollment verification
- Residency assistance
- Records information (grades, posting of degrees, receipt of other college transcripts and posting prerequisites)
- Correction of student records (address changes, course of study changes, etc.)

### Bookstore Services

(626) 914-8620

Shop online at <http://www.owlbookshop.com>

bookstore@citruscollege.edu

Bookstore Services, through the Owl Bookshop, website, Art & Coffee Bar, Golf Range, Vending, and Cosmetology spa retail services, provides a safe, friendly, accessible environment where all students, alumni, staff and community members may optimize their academic, career, and cultural development. Bookstore Services provides access to course materials necessary for learning excellence, properly training student workers to be successful entrepreneurs and/or employees, creating an inviting place to shop, eat, and safely spend time between classes, providing premier customer service, and focused individual assistance to customers with disabilities.

Locations throughout campus to serve student needs:

#### Art and Coffee Bar (West Satellite)

Offers Starbucks drinks, fresh pastries, sandwiches, salads, snacks, fountain drinks, art supplies, and student created art.

Location: SS, Campus Mall Entrance

Hours: Posted on <http://www.owlbookshop.com>

### Cosmetology/Esthetician Spa (East Satellite)

Offers comprehensive hair, skin, and nail services. Discounted beauty products including Bed Head, Blue Oatz, Dermalogica, OPI, Poise, and Redkin are offered for sale. Available spa services are posted on <http://www.owlbookshop.com>

Location: TC 118, First Floor

Hours: Call (626) 335-1234 for appointment availability.

### Golf Range

The [Range](#) at Citrus, a non-profit golf practice center features two hitting surfaces—natural grass and mats—along with various targets and markers, 31 tees, a chipping area with a bunker and a 2,500 sq. ft. putting/chipping green. The Range offers varying size buckets of Srixon 2 Piece golf balls. The well-lighted golf driving range is open seven days a week along with a well-stocked pro shop and snack bar to provide added convenience.

Location: Center of campus between softball & football fields

Hours: Mon-Sat., 8 a.m.-8 p.m.

Sun., 8 a.m.-3 p.m.

### Owl Bookshop (Campus Center)

Offering a one stop shop, visit the Owl Bookshop in person or online at [www.owlbookshop.com](http://www.owlbookshop.com). New, used and rental course materials are available and can be shipped to you or picked up in person. In addition to course materials, the Owl Bookshop also carries educational and office supplies, trade books, sundries, gifts, greeting cards, electronics, beauty supplies, apparel, imprinted merchandise, snacks, sandwiches, drinks, brewed coffee, and gift cards.

Location: BK - adjacent to the Campus Center

Hours: Posted on <http://www.owlbookshop.com>

### Vending (Throughout Campus)

Pepsi machines are located throughout campus and food vending machines are located between PA and AD, between PC and TC, CC north entrance, and inside the Owl Café dining area located below the Handy Campus Center.

## Directory of Services

### CalWORKS

626-852-8023 Location: SS, Second Floor  
<http://www.citruscollege.edu/stdntsrv/calworks>  
[calworks@citruscollege.edu](mailto:calworks@citruscollege.edu)

Office Hours:

Mon.– Friday., 8 a.m.-4:30 p.m.

Students who are receiving TANF (AFDC) benefits may be eligible for a variety of services that are available through the CalWORKS Program. The program helps students to:

- Complete county paperwork
- Find work-study employment
- Complete child care paperwork
- Receive medical, mental health and legal aid referrals
- Obtain academic and career counseling
- Receive assistance with GAIN
- Submit ancillary requests for books, supplies and fees
- Enroll in short term and long term training programs

### Campus Center

626-852-6444 Location: Ross L. Handy  
 Campus Center

<http://www.citruscollege.edu/stdntsrv/studentaffairs/activities>  
[studentlife@citruscollege.edu](mailto:studentlife@citruscollege.edu)

Campus Center Hours:  
 Mon.-Thurs., 8 a.m.– 7 p.m.  
 Fri., 8 a.m.-4:30 p.m.

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

Available are:

- Student activities
- Lounge with free WiFi and large screen TVs
- Campus club information
- Student government information
- ASCC discount ticket services are now located at the SS, First Floor, Room 124
- Good pantry
- Class Pass

### Campus Safety and Parking

626-914-8611 Location: CS  
 Ext. 8611, from office phones  
<http://www.citruscollege.edu/campussafety>  
[campussafety@citruscollege.edu](mailto:campussafety@citruscollege.edu)

Office Hours:

Mon.-Thurs., 7 a.m.-8 p.m.  
 Fri., 7 a.m.-5 p.m.

Campus Safety provides:

- Vehicle jump starts
- Vehicle unlocks
- Lost and Found
- Overnight parking information
- Parking citation information and appeals
- Buy parking permits at [citruscollege.thepermitstore.com](http://citruscollege.thepermitstore.com)

**Campus Safety officers patrol the campus 24 hours a day, 7 days a week.** Campus Safety also provides a safety escort on campus for any member of the college community, upon request, from dusk until dawn. During busy periods, callers may experience a delay in the arrival of the officer. Escorts are provided for safety, not convenience.

### Career/Transfer Center

626-914-8639 Location: SS, Second Floor  
 Fax: 626-914-8544  
<http://www.citruscollege.edu/stdntsrv/ctcenter>  
[ctc@citruscollege.edu](mailto:ctc@citruscollege.edu)

Office Hours:

Mon. & Thurs., 8 a.m.-5 p.m.  
 Tues. & Wed., 8 a.m.-7 p.m.  
 Fri., 8 a.m.-4:30 p.m.

**Career/Transfer Center services include:**

- Articulation agreements between Citrus College and universities
- Associate Degrees for Transfer (ADT)
- Career and transfer planning assistance
- Career development and transfer planning classes for unit credit
- Career and personality assessments
- Career and transfer resource library
- Individual appointments with university representatives
- Interview preparation
- Online career exploration tools
- Resume and cover letter assistance
- Transfer awareness and career development workshops
- Transfer fairs
- Transfer Admission Guarantees (TAG) with participating universities
- University campus visits

## Directory of Services

### Cashier's and Bursar's Offices

The Cashier's and Bursar's offices provide a variety of financial services for students, staff, faculty and the public.

#### Cashier's Office

626-914-8896 Location: SS, First Floor  
<http://www.citruscollege.edu/finance/fiscal/cashier>

cashier@citruscollege.edu

Office Hours:

- Mon. & Thurs., 8 a.m.-5 p.m.
- Tues. & Wed., 8 a.m.-7 p.m.
- Fri., 8 a.m.-4 p.m.

Visit the Cashier for District and student related transactions such as:

- Payment of class fees by cash or check
- Payment of debts and outstanding obligations
- ASCC discount ticket services
- Disbursement of payroll checks
- Other District and student related issues

#### Bursar's Office

Location: AD, Second Floor  
 Office Hours:

Mon.-Fri., 8 a.m.-4 p.m.

Visit the Bursar's Office for District transactions such as:

- Revolving cash reimbursements
- Warrant replacements
- Other District related issues

A photo ID is required at both locations for all transactions.

### Computer Labs

Several open computer labs are available to Citrus College students. A Citrus ID is needed to use the labs. You do not need a Citrus ID to use the library computers. A student login is necessary each session.

#### Main Computer Lab

Location: IS 107

Lab Hours: View <http://www.citruscollege.edu/LC>

#### Library Computer Commons

Location: Library Floors 1 & 2

Hours: Call 626-914-8644

### Counseling and Advisement Center

626-914-8530 Location: SS, Second Floor

Fax: 626-914-8618

<http://www.citruscollege.edu/stdntsrv/counseling@citruscollege.edu>

Office Hours:

- Mon. & Thurs., 8 a.m.-5 p.m.
- Tues. & Wed., 8 a.m.-7 p.m.
- Fri., 8 a.m.-4:30 p.m.

Counseling and Advisement assists students with:

- Academic and transfer advising
- Declaring a course of study and career counseling
- Developing a Student Educational Plan (SEP)
- New Student Orientation Sessions
- Early Alert/College Success Workshops
- Over-the-counter advising and drop-in services for students with brief questions
- Registration assistance
- Veterans counseling
- Honors counseling
- Personal counseling

Career Center services include:

- Individual career counseling
- Personality assessments addressing personality traits, interests, and values
- Interviews with professionals in your chosen career field
- Enhancement of career pathways
- Career development workshops
- Job search strategies and workshops
- Computerized career guidance and library
- Career development classes for unit credit

### Disabled Students Programs & Services (DSP&S)

626-914-8675 Location: SS, First Floor  
<http://www.citruscollege.edu/stdntsrv/dsps>  
 jmcleod@citruscollege.edu

Office Hours:

- Mon.-Thurs., 8 a.m.-5 p.m.
- Fri., 8 a.m.-4:30 p.m.

DSP&S provides:

- Specialized assessment and diagnosis of learning disabilities
- Academic accommodations for students with disabilities—note taking, testing, tutoring, campus/community liaison, sign language interpreting, reader services, adapted physical education, textbooks in alternate format, and more

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DSPS cont.:

- Computer access for students with disabilities through instruction in adaptive technologies
- Specialized academic counseling designed for the student living with a disability

### EOP&S/CARE

#### (Extended Opportunity Programs & Services/Cooperative Agencies Resources for Education)

626-914-8555 Location: SS, Second Floor

<http://www.citruscollege.edu/stdntsrv/eops>

eopands@citruscollege.edu

Office Hours:

Mon. & Thurs., 8 a.m.-5 p.m.

Tues. & Wed., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

EOP&S helps students from educationally and economically disadvantaged backgrounds succeed in completing their educational goal. EOP&S provides:

- Academic and career counseling
- Self development workshops
- Student supplies and peer support
- Book services for students who qualify
- Priority registration

EOP&S also coordinates the CARE program (Cooperative Agencies Resources for Education), which provides support services to EOP&S students who participate in TANF/CalWORKs, and are single heads of household with at least one child. In addition to EOP&S services, CARE students will receive:

- Additional assistance with school supplies and textbooks
- Meal tickets
- CARE grants, if eligible

### ESL Lab

626-857-4035/626-914-8570 Location: P1 105

<http://www.citruscollege.edu/lc/esl>

The ESL Lab is an interactive language learning center that promotes cross-cultural education open to Citrus students who need to complete their required lab hours. The lab offers a variety of activities to help improve English skills including grammar DLAs, vocabulary building games, reading exercises, peer-facilitated study groups, and conversation groups. Check website for hours of operation.

### Financial Aid

626-914-8592 Location: SS, First Floor

<http://www.citruscollege.edu/stdntsrv/financialaid>

[financialaid@citruscollege.edu](mailto:financialaid@citruscollege.edu)

Office Hours:

Mon. & Thurs., 8 a.m.-5 p.m.

Tues. & Wed., 8 a.m.-7 p.m.

Fri., 8 a.m.-4:30 p.m.

English and Spanish

Federal School Code: 001166

Services include:

- Assistance with FAFSA and Dream Act application processing
- Help with... The California Collee Promise Grant (formerly known as the BOG fee waiver)
- Scholarships
- Federal and State Grants
- Loans

### International Student Center

626-914-8549 Location: SS 164

<https://isc.citruscollege.edu>

internationalstudents@citruscollege.edu

Office Hours:

Mon., Tues., Wed. & Thurs., 8 a.m.-5 p.m.

Fri., 8 a.m.-4:30 p.m.

The International Student Center provides services and support for current and prospective international students at Citrus College.

International Student Center services include:

- Application and enrollment assistance
- SEVIS I-20 issuance
- F-1 Student Visa and immigration issues
- Academic/Personal counseling
- Living arrangements/Homestay information
- Activities and events

### Learning Center

626-857-4035/626-914-8570 Location: P1 109

<http://www.citruscollege.edu/lc/>

The Learning Center is open to all Citrus students with a Citrus ID card seeking academic support. Check website for hours of operation and scheduled workshops.

## Directory of Services

### Library

Location: LI

<http://libguides.citruscollege.edu/library>

Hours: See library homepage (above)

Call: 626-914-8644

Text: 626-600-2153 (during open hours)

Chat: Via library homepage (during open hours)

Email: [library@citruscollege.edu](mailto:library@citruscollege.edu)

### Resources & Services

Faculty, staff and current students can

- Search the library catalog for over 32,000 print materials, 24,000 ebooks, thousands of articles, 28,000 streaming media and more.
- Access resources from 50 electronic resources 24/7 by setting up a MyLibrary Account
- Enjoy seating for over 500 students and 18 study rooms
- Utilize over 124 student computers
- Print from library computers or wifi — *Please be advised there is a 80-page print limit.*

Featured Databases:

- JSTOR: Scholarly journal article collection covering literature and many other subject areas.
- Kanopy: Watch thousands of award-winning documentaries, theatrical releases and more
- US Newsstream: Newspaper articles published since 1980 from quality news sources

### Noncredit Counseling

626-852-6445 Location: LL 104 and LL 105

Summer 2019 Office Hours:

Mon., 8 a.m.-9 p.m.

Tues., 8 a.m.-11 a.m. and 5:30 p.m.-8:30 p.m.

Wed., 8 a.m.-3:30 p.m. and 5:30 p.m.-8:30 p.m.

Thurs., 8 a.m.-3:30 p.m.

Fall 2019 Office Hours TBD

Noncredit student support services are available to students enrolled in noncredit classes (i.e. ESL) and include:

- Academic advisement
- Student Educational Plan (SEP)
- Personal/career and vocational counseling
- College campus and resource assistance
- Transition assistance to degree/certificate programs

- Multiple Measures Questionnaire

### Owl Café & Grill

626-914-8615 Location: CC, Lower Level

<http://www.citruscollege.edu/stdntsrv/owlcafe>  
[stuffedowl@citruscollege.edu](mailto:stuffedowl@citruscollege.edu)

Café & Grill Hours:

Mon.-Thurs., 7:30 a.m.– 7:00 p.m.

Fri.—catering only.

Owl's Nest Gourmet Mobile Grill Hours:

Mon.-Thurs., 7:00 a.m.– 6:00 p.m. (near PC)

Fri., 7:00 a.m.-2 p.m. (near CC)

Located on the lower level of the Ross L. Handy Campus Center, the Citrus College cafeteria offers a wide range of food selections, vending machines and a place to meet and eat. Wireless service is also available. Many breakfast items are offered. Standard grill items, fresh pizza, fresh salads tossed to order, deli sandwiches, a taco, burrito and tostada bar, and entrees of the day are available for lunch. Vending Service is also available at various locations on campus.

### School Relations and Outreach

626-857-4162 Location: SS, Second Floor

<http://www.citruscollege.edu/stdntsrv/highschool>

Office Hours:

Mon.-Fri., 8 a.m.-4:30 p.m.

The School Relations and Outreach office is responsible for coordinating high school outreach and recruitment activities for Citrus College. Our services include:

- Visits to local high schools to provide information on programs and services
- Establishing connections with parents and prospective students
- Presentations and workshops
- Early Decision Day activities
- Parent Information Night
- Campus Tours
- Welcome Day
- Student Ambassador Program
- I Will Complete College Program
- Early College and College and Career Access Pathways (CCAP) Programs

## Directory of Services

### STEM Center

626-914-8723 Location: MA 129  
<http://www.citruscollege.edu/stem/stemcenter>

#### Office Hours:

Mon-Thur., 9 a.m.-7 p.m.  
 Fri., 9:30 a.m.-1:30 p.m.

In the STEM Center you can study with friends, form study groups, and have your math and science questions answered by highly-qualified tutors. Current math and science textbooks as well as math resources are available for short-term check-out in the STEM Center. For your convenience, the STEM Center is also equipped with computers that support [PLATO](#), [MyMathLab](#) and [WebAssign](#).

### STEM TRiO SSS Program

626-914-8577 Location: SS 172 and CI 107  
<http://www.citruscollege.edu/stemtrio>  
[marsmith@citruscollege.edu](mailto:marsmith@citruscollege.edu)

#### Office Hours:

Mon-Fri., 8 a.m.-5 p.m.

The STEM TRiO SSS 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 (nursing, EMT, etc.) by offering a variety of services tailored to meet their individual needs. The STEM TRiO SSS team focuses on helping students successfully enroll in and complete coursework, access necessary resources, prepare for transfer and build financial literacy to ensure students achieve their educational goals. All STEM TRiO SSS services are free to active program participants.

*The STEM TRiO Student Support Services Project is funded by the U.S. Department of Education, PR# P042A151490.*

### Student Employment Services

626-914-8550 Location: AD, office of HR  
<http://www.citruscollege.edu/hr/ses>

Citrus College offers a variety of opportunities for part-

time student employment. See website for details on how to apply.

### Student Health Center

626-914-8671 Location: SS, First Floor  
<http://www.citruscollege.edu/stdntsrv/healthctr>

#### Office Hours:

#### Summer 2019:

Mon.-Thurs., 8:30 a.m.-2:00 p.m.  
 Fri., 8:30 a.m.-12:00 p.m.

#### Fall 2019:

Mon.-Thurs., 8:30 a.m.-5:00 p.m.  
 Fri., 8:30 a.m.-2 p.m.

Must arrive one hour before closing to be seen by a provider.

The Health Center is not open on weekends or college holidays. Services are available only when classes are in session. A current Citrus College ID card or a current class printout with a picture ID is required to be seen. Hours subject to change.

All currently enrolled students who pay the student health fee are eligible to receive health care services from the Student Health Center. Many of the services provided by the Citrus College Student Health Center are free of charge. Some tests, medications, and procedures require a minimal fee.

#### Health Care Services include:

- Treatment of acute illness/ambulatory care
- Immunizations
- Tuberculin skin tests
- Over the counter (non-prescription) medications
- Condoms and personal hygiene items
- Commonly used low-cost medication - prescribed by the campus healthcare providers
- Family planning services
- Plan B emergency contraception
- Off-campus referrals as needed
- Short term personal counseling
- Laboratory testing (blood, urine and pregnancy tests)

## Directory of Services

### Teacher Preparation Pipeline (TPP)

626-914-8577 Location: SS 172  
 Fax: 626-914-8544  
[monicahernandez@citruscollege.edu](mailto:monicahernandez@citruscollege.edu)  
 Office Hours:  
 Mon. – Fri., 8 a.m.-5 p.m.

Citrus College's Teacher Preparation Pipeline (TPP) program prepares future teachers by offering:

- Teacher preparation workshops and events
- Work-based learning experiences
- CBEST preparation workshops and financial assistance for exam fee
- Individualized support
- Transfer resources

### Testing Center

626-857-4035/626-914-8570  
 Locations: P1 108 (Adapted Testing) and IS 107  
 (Assessment and Online Ed Courses)  
<http://www.citruscollege.edu/lc/testing>  
[testingcenter@citruscollege.edu](mailto:testingcenter@citruscollege.edu)

The Testing Center provides administration and proctoring for exams in the following locations:

P1 108: Disabled Student Programs and Services (DSP&S) students who require accommodations due to disabilities or other circumstances may arrange to take their exams through Adapted Testing. Typical accommodations provided by Adapted Testing include extended time, large print, distraction-reduced exam space and adapted computer equipment. Check the website for hours of operation.

IS 107: The Testing Center functions as a professional, secure, confidential, and quiet environment providing administration and proctoring for online education exams, chemistry diagnostic exams, and assessment testing for ESL placement with counselor referral. Assessment testing is administered through a computerized placement test to determine the student's initial placement into ESL courses. Check the website for hours of operation.

### Tutorial Services

626-914-8570 Location: ED 215  
<http://www.citruscollege.edu/lc/tutor>

Tutorial Services, a College Reading & Learning Association (CRLA) Level II Certification center, provides tutoring on a drop-in basis in most subjects by trained staff free of charge. See Tutorial for subjects offered. Students interested in working with a tutor must sign up for the service and a Citrus ID card is required. Check website for hours of operation.

### Veterans Success Center

626-852-6421 Location: IC  
 Fax: 626-852-6422  
[veterans@citruscollege.edu](mailto:veterans@citruscollege.edu)  
 Office Hours:  
 Mon.-Thurs., 7:30 a.m.-7 p.m.  
 Fri., 7:30 a.m.-1 p.m.

Services include:

- Priority Registration
- Academic Counseling
- Tutoring Services
- Family Support
- New Student Orientation
- Veterans Student Mentors
- Transitional Counseling
- Veterans Club
- Financial Aid Help

### Writing Center

626-857-4035/626-914-8570 Location: ED 231  
<http://www.citruscollege.edu/academics/bridges/writingcafe>  
 Office Hours:  
 Mon.-Thurs., 9:00 a.m.-5 p.m.  
 Fri., 10 a.m.-2 p.m.

The Writing Center provides assistance to all Citrus students requesting English and ESL tutoring, as well as students seeking help with essays, research papers, lab reports, or any other writing assignment. The Writing Center services also include assistance with reading comprehension and strategies for note taking. Consultations by trained staff provide drop-in, one-on-one writing consultations, and scheduled appointments by special arrangement. The Writing Center also offers lectures and specialty workshops covering a variety of topics. A Citrus ID card is required. Check website for hours of operation.