Directory of Services

Admissions and Records Office
626-914-8511    Location: SS, First Floor
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)
- Current class schedules
- Important calendar dates and deadlines (fall, winter, spring and summer dates)
- Correction of student records (address changes, etc.)

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

Three locations on campus to serve student needs:

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

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

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

The Owl Bookshop is a retail establishment operated by the Associated Students of Citrus College as a service to students, faculty, management, and staff with the purpose of making available educational materials and related items as economically as possible. The Owl Bookshop operates five days a week with extended hours and days at the beginning of each semester. Profits from its operations are used to fund staff, activities, grants, scholarships, equipment purchases and campus improvements.

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

CalWORKs
626-852-8023    Location: SS, Second Floor
www.citruscollege.edu/stdntsrv/calworks
calworks@citruscollege.edu
Office Hours:
    Mon.-Thurs., 8 a.m.-4:30 p.m.

Students who are receiving TANF (AFDC) benefits may be eligible for a variety of services that are available through the CalWORKs Program. The program helps students to:
- Complete county paperwork
- Find work-study employment
- Enroll in basic skills classes
- Complete child care paperwork
- Receive medical, mental health and legal aid referrals
- Obtain academic and career counseling
- Receive assistance with GAIN
- Submit ancillary requests for books, supplies and fees
- Enroll in short term and long term training programs

Campus Center
626-914-8601    Location: CC
www.citruscollege.edu/stdntsrv/studentaffairs
studentlife@citruscollege.edu
Campus Center Hours:
    Mon.-Thurs., 7 a.m.-8 p.m.
    Fri., 8 a.m.-4 p.m.
The Associated Students of Citrus College, Dean of Students, Student Life, and Student Business offices are located in the Campus Center.

Available are:
- Student activities
- Lounge with free WiFi and large screen TVs
- Campus club information
- Club meeting rooms
- ASCC discount ticket services
- Housing information

**Campus Safety and Parking**
626-914-8611  Location: CS
Ext. 8611, from office phones
http://www.citruscollege.edu/campussafety
security@citruscollege.edu
Office Hours:
- Mon.-Thurs., 7 a.m.-8 p.m.
- Fri., 7 a.m.-4 p.m.

Campus Safety provides:
- Vehicle jump starts
- Vehicle unlocks
- Lost and found
- Overnight parking information
- Parking citation information and appeals

**Career/Transfer Center**
626-914-8639  Location: SS, Second Floor
Fax: 626-914-8544
www.citruscollege.edu/stdntsrv/transcntr
careercenter@citruscollege.edu
transfercenter@citruscollege.edu
Office Hours:
- Mon. & Thurs., 8 a.m.-5 p.m.
- Tues. & Wed., 8 a.m.-7 p.m.
- Fri., 8 a.m.-4:30 p.m.

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

**Transfer Center services include:**
- Individual academic assistance
- Individual appointments with university representatives
- University campus field trips
- Transfer awareness workshops
- Access to university catalogs
- Transfer college fairs
- Computerized college information and transfer resource library
- University of California (UC) Transfer Admission Guarantees (TAG)
  - CSU Transfer Degrees (AA-T and AS-T)
  - UC/CSU cross-enrollment for only $10 per class (fee subject to change)
  - Transfer planning classes for unit credit

**Campus Safety officers patrol the campus 24 hours a day, 7 days a week.** Campus Safety also provides a safety escort on campus for any member of the college community, upon request, from dusk until dawn. During busy periods, callers may experience a 10-minute delay in the arrival of the officer. Escorts are provided for safety, not convenience.
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       Location: SS, First Floor
626-914-8896          www.citruscollege.edu/finance/fiscal/cashier
cashier@citruscollege.edu
Office Hours:
Mon. & Thurs., 8 a.m.-5 p.m.
Tues. & Wed., 8 a.m.-7 p.m.
Fri., 8 a.m.-4 p.m.

Visit the Cashier for student related transactions such as payment of:
• Citations
• Pay class fees by cash
• Pay debts and outstanding obligations
• Many other student related issues

Bursar’s Office       Location: ED, 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
• Disburse payroll checks
• Other District related issues

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

Center for Teacher Excellence
626-857-4006          Location: SS, Second Floor
Fax: 626-914-8544       www.citruscollege.edu/stdntsrv/cfte
cte@citruscollege.edu
Office Hours:
Mon. & Thurs., 8 a.m.-5 p.m.
Tues. & Wed., 8 a.m.-7 p.m.
Fri., 8 a.m.-4:30 p.m.

Citrus College’s Center for Teacher Excellence prepares future teachers by offering:
• Teacher preparation workshops
• Academic advising and counseling for future teachers

A supportive learning environment
Help with university transfer applications
CBEST prep workshops

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

Main Computer Lab
Location: IS 107
Lab Hours: Call 626-852-6450

Math Science Computer Lab
Location: MA 127
Lab Hours: Call 626-914-8796

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

Testing Center (For testing purposes only)
Location: ED 258
Lab Hours: Call 626-857-4035

Counseling and Advisement Center
626-914-8530          Location: SS, Second Floor
Fax: 626-914-8618       www.citruscollege.edu/stdntsrv/counsel
counseling@citruscollege.edu
Office Hours:
Mon. & Thurs., 8 a.m.-5 p.m.
Tues. & Wed., 8 a.m.-7 p.m.
Fri., 8 a.m.-4:30 p.m.

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

Disabled Students Programs & Services (DSP&S)
626-914-8675    Location: SS, First Floor
www.citruscollege.edu/stdntsrv/dspss
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—notetaking, testing, tutoring, campus/community liaison, sign language interpreting, reader services, adapted physical education, textbooks in alternate format and more
- Computer access for students with disabilities through instruction in adaptive technologies
- Specialized academic counseling designed for the student living with a disability

Extended Opportunity Programs & Services/Cooperative Agencies Resources for Education (EOP&S/CARE)
626-914-8555    Location: SS, Second Floor
www.citruscollege.edu/stdntsrv/eops
eop&s@citruscollege.edu
Office Hours:
   Mon. & Thurs., 8 a.m.-5 p.m.
   Tues. & Wed., 8 a.m.-7 p.m.
   Fri., 8 a.m.-4:30 p.m.

EOP&S helps students from educationally and economically disadvantaged backgrounds succeed in completing their educational goal. EOP&S provides:
- Academic and career counseling
- Self development workshops
- Student supplies and peer support
- Book services for students who qualify
- Priority registration

EOP&S also coordinates the CARE program (Cooperative Agencies Resources for Education), which provides support services to EOP&S students who participate in TANF/CalWORKs, and are single heads of household with at least one child under 14 years of age. In addition to EOP&S services, CARE students will receive:
- Additional assistance with school supplies and textbooks
- Meal tickets
- CARE grants, if eligible

Financial Aid
626-914-8592    Location: SS, First Floor
www.citruscollege.edu/stdntsrv/finaid
financialaid@citruscollege.edu
Office Hours:
   Mon.-Thurs., 8 a.m.-5 p.m.
   Fri., 8 a.m.-4:30 p.m.

Services include:
- Assistance with FAFSA application for processing
- BOGW fee waivers
- Scholarships
- Loans
- Grants

International Student Center
626-914-8549    Location: SS, First Floor
www.citruscollege.edu/stdntsrv/international
internationalstudents@citruscollege.edu
Office Hours:
   Mon. & Thurs., 8 a.m.-5 p.m.
   Tues. & Wed., 8 a.m.-7 p.m.
   Fri., 8 a.m.-4:30 p.m.

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

International Student Center services include:
- Application and enrollment assistance
- SEVIS I-20 issuance
- F-1 Student Visa and immigration issues
- Academic/Personal counseling
- Living arrangements/Homestay information
- Activities and events
Directory of Services

**Learning Center**
626-914-8570  Location: ED 215
www.citruscollege.edu/lc
learningcenter@citruscollege.edu

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

Free tutoring is available for most subject areas by appointment. Students interested in online tutoring should call for information. Tutoring jobs are also available.

**College Success Center**
626-914-8570, Ext. 5930  Location: ED 224
www.citruscollege.edu/success

The College Success Center is open to all Citrus College students who need academic support and to English 98 students who need to complete their required lab hours. The Center offers scheduled activities including grammar-based clinics, student-centered study groups, college success workshops, and reading groups. A Citrus College ID card is required.

**ESL Lab**  Location: ED 231

The ESL Lab is an interactive language learning center that promotes cross-cultural education. Students can participate in activities such as pronunciation and conversation classes, reading clinics, and study groups. A Citrus College ID is required.

**Math Success Center**
626-857-4085  Location: MA 130

The Math Success Center provides drop-in tutoring for math students at any level. Textbooks are available for use in the Center. Lab staff or faculty are available to provide assistance. No appointment is necessary. Student log-on is required.

**STEM Center**
626-852-6436  Location: MA 129s
http://www.citruscollege.edu/stem

The STEM Center is a math and science resource center available to all students. Activities include Supplemental Instruction in math and science, access to science materials and texts, and study groups. STEM counselors are conveniently located nearby in MA 123.

**The Writing Café**  Location: ED 224

The Writing Café is open to all Citrus College students who need English tutoring and/or help with essays, research papers, lab reports, or any other writing assignment. One-on-one writing consultations are limited to two, 45 minute appointments per week. A Citrus College ID is required.

**Testing Center**
626-857-4035  Location: ED 125
testingcenter@citruscollege.edu

Test administration, proctoring for online exams, make-up tests for traditional classes and assessment testing services are offered. Consult the Citrus College website for assessment testing times. All other testing is done on a drop-in basis (except adapted testing for students requesting a reader, scribe, large print or Braille, which requires an appointment to be made at least five days in advance). Students must present a photo ID and official documentation of their Citrus College ID number to use the service.

Students who require accommodations may arrange to take their course exams through adapted testing. Typical accommodations provided by adapted testing include extended time, large print, distraction free exam space and adapted computer equipment. Adapted testing is available in the Testing Center.
Library
626-914-8640 Location: LI
www.citruscollege.edu/library
library@citruscollege.edu
Hours: Call 626-914-8640
Photo ID Hours: Call 626-914-8640

Virtual Library
http://libguides.citruscollege.edu/library

The Virtual Library provides options to:
- Search the library catalog
- E-mail a librarian
- Chat online with a librarian during open hours
- Text-Reference 626-600-CREF (2733) during open library hours

Featured Databases:
- Gale Virtual Reference Library: Keyword search in 220 encyclopedias
- EBSCO: Articles in over 5,000 magazines and journals and over 20,000 full-text searchable e-books
- Gale Literature Resource Center: Includes literary criticism and works from all time periods
- Films on Demand Digital Educational Video: View Streaming videos by subject areas

Noncredit Counseling
626-914-8530 Location: SS, Second Floor
Fax: 626-914-8618
Office Hours:
   Mon. & Thurs., 8 a.m.-5 p.m.
   Tues. & Wed., 8 a.m.-7 p.m.
   Fri., 8 a.m.-4:30 p.m.

Noncredit student support services are available to students enrolled in noncredit classes (i.e. ESL) and include:
- Academic advisement
- Student Educational Plan (SEP)
- Personal counseling
- College campus and resource assistance
- Transition assistance to degree/certificate programs

Owl Café
626-914-8615 Location: CC, Lower Level
www.citruscollege.edu/stdntsrv/owlcafe
stuffedowl@citruscollege.edu

Cafeteria Hours:
   Mon.-Thurs., 7:30 a.m.-1:30 p.m.
Vending Service Hours:
   Mon.-Thurs., 7:30 a.m.-8:30 p.m.

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

School Relations and Outreach
626-857-4162 Location: SS, Second Floor
www.citruscollege.edu/stdntsrv/highschool
Office Hours:
   Mon.-Thurs., 8 a.m.-4:30 p.m.

The Office of School Relations is responsible for coordinating high school outreach and recruitment activities for Citrus College. Our services include:
- Visits to local high schools to provide information on programs and services available at Citrus College
- Establishing connections with parents and prospective students
- Presentations and workshops
- Early Decision Day activities
- Parent Information Night
- Campus Tours
- Welcome Day
- Student Ambassador Program
Directory of Services

Student Health Center
626-914-8671   Location: SS, First Floor
www.citruscollege.edu/stdntsrv/healthcntr
Office Hours:
   Mon.-Thurs., 8:30 a.m.-2 p.m.
   Tues. until 6:30 p.m. by appointment only
   Please call before visiting.
   Hours subject to change without notice.

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

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

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

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

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

Get That Job!
The Citrus College Student Employment Center currently has a variety of job announcements and postings. There are on-campus, off-campus, full-time, part-time, permanent and temporary positions available. This service is FREE for Citrus College students and alumni.

Citrus College Student Employment Center
Office of Human Resources, ED 102
626-914-8596
www.citruscollege.edu/stdntsrv/ses
to view current job postings.

Student Employment Services
626-914-8596   Location: ED 102
www.citruscollege.edu/stdntsrv/ses
jobplacement@citruscollege.edu
Office Hours:
   Mon.-Thurs., 8 a.m.-5 p.m.
   Fri., 8 a.m.-4 p.m.