Student Services Directory

Admissions and Records Office
626-914-8511
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.
Location: SS, First Floor

Information and assistance available include:
• Admissions and WingSpan registration
• 12 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)
Hours:
Mon. - Thurs., 7:45 a.m.- 5 p.m.
Fri., 8 a.m.-2
Location: SS, Campus Mall Entrance

Bookshop (Campus Center)
Hours:
Mon. - Thurs., 8 a.m.-7 p.m.
Fri., 8 a.m.-4 p.m.
Location: BK
(adjacent to the Campus Center)

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

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

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
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.
Location: CC
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**
You can reach Campus Safety by dialing 8611 from an office phone. Campus Safety’s direct line is 626-914-8611.
www.citruscollege.edu/stdntsrv/security
security@citruscollege.edu

Office Hours:
- Mon.-Thurs., 7 a.m.-8 p.m.
- Fri., 7 a.m.-4 p.m.
Location: CS

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

Campus Safety also provides a security 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. Security escorts are provided for safety, not convenience.

**Career/Transfer Center**
626-914-8639
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 p.m.
Location: SS, Second Floor

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 career library
- Career development classes for unit credit

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

**Cashier’s Office**
626-914-8896
www.citruscollege.edu/finance/fiscal/cashier
cashier@citruscollege.edu

Office Hours:
- Mon. & Thurs., 8 a.m.-4 p.m.
- Tues. & Wed., 8 a.m.-7 p.m.
- Fri., 8 a.m.-4 p.m.
Location: SS, First Floor

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

Visit the Cashier for student related transactions such as payment of:
- Citations
- Pick up parking permits and ASCC stickers
- Pay class fees by cash
- Pay debts and outstanding obligations
- Many other student related issues

**Bursar’s Office**
Office Hours:
- Mon.-Fri., 8 a.m.-4 p.m.
Location: ED, Second Floor

Visit the Bursar’s Office for district transactions such as:
- Revolving cash reimbursements
- Warrant replacements
- Disburse payroll checks
- Many other district related issues

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

**Center for Teacher Excellence**
626-857-4006
Fax: 626-914-8544
www.citruscollege.edu/stdntsrv/cfte
cfte@citruscollege.edu

Office Hours:
- Mon. & Thurs., 8 a.m.-5 p.m.
- Tues. & Wed., 8 a.m.-7 p.m.
- Fri., 8 a.m.-4:30 p.m.
Location: SS, Second Floor
Citrus College’s Center for Teacher Excellence prepares future teachers by offering:
• Academic advising and counseling for future teachers
• A supportive learning environment
• Help with university transfer applications
• Teacher preparation workshops
• 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
Fax: 626-914-8618
www.citruscollege.edu/standtsrv/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.
Location: SS, Second Floor

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

Disabled Students Programs & Services (DSP&S)
626-914-8675
www.citruscollege.edu/standtsrv/dsp
jmcleod@citruscollege.edu
Office Hours:
• Mon.-Thurs., 8 a.m.-5 p.m.
• Fri., 8 a.m.-4:30 p.m.
Location: SS, First Floor

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
www.citruscollege.edu/standtsrv/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.
Location: SS, Second Floor

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
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.
Location: SS, First Floor
Services include:
• Assistance with FAFSA application for processing in English and Spanish
• BOGW fee waivers
• Scholarships
• Loans
• Grants
• Federal School Code: 001166

International Student Center
626-914-8549
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.
Location: SS, First Floor
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
626-914-8570
www.citruscollege.edu/lc
learningcenter@citruscollege.edu
Location: ED 216

Tutorial Services
626-914-8570
www.citruscollege.edu/lc
Location: ED 2816
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
www.citruscollege.edu/success
Location: ED 224/231
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 necessary. Student log-on is required.

STEM Center
626-852-6436
http://www.citruscollege.edu/stem
Location: MA 129
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 (ED 215)
626-857-4035
testingcenter@citruscollege.edu
Location: ED 215
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
www.citruscollege.edu/library
library@citruscollege.edu
Hours: Call 626-914-8640
Location: LI
Photo ID Hours: Call 626-914-8640

Noncredit Counseling
626-914-8530
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.
Location: SS, Second Floor

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
www.citruscollege.edu/stdntsrv/owlfcafe
stuffedowl@citruscollege.edu
Cafeteria Hours:
Mon.-Thurs., 7:30 a.m.-2 p.m.
Vending Service Hours:
Mon.-Thurs., 7:30 a.m.-8:30 p.m.
Location: CC, Lower Level

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
www.citruscollege.edu/stdntsrv/highschool
Office Hours:
Mon.-Thurs., 8 a.m.-4:30 p.m.
Location: SS, Second Floor

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

Student Health Center
626-914-8671
www.citruscollege.edu/stdntsrv/healthcntr
Office Hours:
Mon.-Thurs., 8:30 a.m.-4:30 p.m.
Mon. until 6:30 p.m. by appointment only
Fri., 8:30 a.m.-12 p.m.
Please call before visiting.
Hours subject to change without notice.
Location: SS, First Floor

The Health Center is not open 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 medications (prescribed by the campus healthcare providers)
• Family planning services
• Plan B emergency contraception
• Off-campus referrals as needed
• Short term personal counseling
• Laboratory testing (blood, urine and pregnancy tests)

Student Employment Services
626-914-8596
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.
Location: ED 102

The Range At Citrus College
626-914-8688
Fax: 626-914-8687
Office Hours:
   Mon.-Sat., 8 a.m.-10 p.m.
   Sun., 3 p.m.-10 p.m.
   Golf balls are sold until 9:30 p.m.
Location: South side of campus

• The golf range is open to the public seven days a week
• The range is well lit and has two hitting surfaces – natural grass and mats
• Our pro shop offers merchandise, concessions, and gift certificates
• Lessons are available with our PGA Pro and our golf professionals
• The range is a member of the Southern California Golf Association
• We are available for small group functions such as Scout and club activities

Veterans Center
626-852-6421
Fax: 626-852-6422
veteranscenter@citruscollege.edu
Office Hours:
   Mon.-Thurs., 8 a.m.-7 p.m.
   Fri., 8 a.m.-4:30 p.m.
Location: HH 756-758

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
Go to
www.citruscollege.edu/stdntsrv/ses
to view current job postings.