

STUDENT SERVICES AND STUDENT LIFE

Admissions and Records Program

The Admissions and Records Program, located on the first floor of the Student Services Building, is the gateway to Citrus College. The program processes academic petitions, applications for admission, graduation/certificate applications, grades, registration, residency, transcripts and enrollment verifications.

The Admissions and Records Program is the official custodian of student records, which include but are not limited to demographic information, academic history, and data mandated by the California Community Colleges Chancellor's Office and other government agencies.

Athletics

Citrus College is a member of the Western State Conference and Southern California Football Association. Intercollegiate sports include basketball, football, golf, cross country, water polo, soccer, baseball, softball, swimming and volleyball. In accordance with Equity in Athletics Disclosure Act of 1994, for information concerning Citrus College intercollegiate athletic programs contact the Citrus College athletic director.

Competitive Athletics Eligibility

All student-athletes prior to their first season of competition at Citrus College must have official high school and college transcripts on file in the Admissions and Records Office to receive final eligibility certification. The California Community College Athletic Association governs Citrus College's athletic eligibility rules. To be eligible, a student-athlete must:

1. Enroll in a minimum of 12 units during participation in a sport. Nine of these units must be in academic courses. Class attendance is required.
2. In order to be eligible and remain eligible a student athlete has to successfully complete at least 6 units during the preceding academic term in which the student is enrolled as full-time student with a cumulative 2.0 GPA.
3. Second-season student-athletes must pass 24 semester units, 18 of which must be in academic courses, before participating in their second season of sport. A 2.0 GPA (cumulative) is required.

Student-athletes who transfer and have participated in intercollegiate athletics at another college are required to:

1. Complete 24 semester units, 18 of which must be in academic courses;
or
Complete 36-quarter units, 27 of which must be in academic classes, before being eligible for a second season of participation. A 2.0 GPA (cumulative) is required.
2. Student-athletes transferring from a California community college who participated in intercollegiate athletics must complete 12 units in residence prior to the beginning of the semester of competition.
3. Student-athletes transferring from an out-of-state community college must be eligible to participate in the upcoming season if they were to remain at that institution.

Student-athletes who plan to transfer to a four-year college must follow specific transfer eligibility requirements. An athletics counselor is available to advise student-athletes to ensure they follow the athletic academic plan, established by the Counseling and Advisement Center.

Bookstore, Coffee, Dining & Other Retail Services

Enterprise Services

Enterprise Services supports the Citrus College mission by ensuring access to affordable materials, supplies, services, and sustenance necessary for learning and teaching excellence. Enterprise Services consists of three categories separated into contract, district, and retail. Contract includes all contracted services with beverage, bookstore, catering, concessions, dining, and vending. District includes all district services for Automotive, Cosmetology, and Esthetician sales, and the instructional and athletic components of the Golf Range, the Mail Room and Reprographics. Retail includes all retail services at the Art & Coffee Bar, Cosmetology/Esthetician Spa, and Range Pro Shop. Enterprise Services' goal is to provide a safe, friendly, accessible environment where students, alumni, faculty, staff and visitors may optimize their academic, career, and cultural development. Enterprise Services provides access to materials and services necessary for increasing student success and completion, creating an inviting place to experience, shop, eat, and safely spend time between classes, and providing premier customer service and focused individual assistance to customers with specialized needs. Services are available to the entire campus and local community.

Campus Enterprise retail services consist of the following:

Art & Coffee Bar

Located on the first floor in the Student Services building, the Art & Coffee Bar (<https://www.citruscollege.edu/owlcafe/Pages/default.aspx>) offers Starbucks brewed coffee, pastries, sandwiches, salads, snacks, and student created art.

Cosmetology & Esthetician Spa

Located on the first floors of the PC and TC buildings at the east end of campus, students can make appointments in room TC118 or call (626) 335-1234 for their hair and skin needs. Hair and skin care products are also available for sale to spa customers.

Golf Range

The Range (<https://www.citruscollege.edu/golf/Pages/default.aspx>) at Citrus, a non-profit golf practice center, features some 30 tees with two hitting surfaces - natural grass (available Tuesday and Friday) and mats - along with various targets and markers, a chipping area with a bunker, and a 2,500 sq. ft. putting/chipping green. The Range offers small, medium, and large size buckets of Srixon golf balls. The well-lighted golf driving range offers a well-stocked pro shop and snack bar to provide added convenience. The Range at Citrus is an instructional facility and will be open to the public as often as resources and availability permit.

Owl Bookshop

Located at the center of campus adjacent to the Campus Center offering a one stop shop, visit the Owl Bookshop in person or online (<https://www.bkstr.com/citruscollegestore/home/>). New, used, digital 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 (<https://www.bkstr.com/citruscollegestore/home/>) also carries educational and office supplies, trade books, sundries, gifts, greeting cards, electronics, apparel, imprinted merchandise, snacks, drinks, and gift cards.

Owl Café

The Owl Café (<https://www.citruscollege.edu/owlcafe/Pages/default.aspx>), located downstairs from the Campus Center, offers a wide range of food selections and a place to meet and eat. Online order and pay (<https://owlcafecitrus.kwickmenu.com/>) is now available. Wireless access is also available. Many breakfast items are offered and standard grill items and deli sandwiches are available for lunch. The Owl Café also offers catering services (<https://www.citruscollege.edu/owlcafe/Pages/default.aspx>).

Vending

- Pepsi® beverage machines are available throughout campus.
- Snack vending machines are available throughout campus, specifically:
 - first floor in the Student Services (SS) Building
 - between the Performing Arts (PA) Building and the Administration (AD) Building
 - between the Professional Center (PC) Building and Technology Center (TC) Building
 - upper-level patio Campus Center (CC) Building
 - in the dining hall on the lower level of the Campus Center (CC) Building

CalWORKs

California Work Opportunity and Responsibility for Kids (CalWORKs) is the state's welfare-to-work program for families with children that are receiving Temporary Aid for Needy Families (TANF). The Citrus College CalWORKs Program works in collaboration with the Department of Public Social Services to assist students with education, training, and job skills. Citrus College provides short-term training programs to help CalWORKs students enhance their skills and/or develop new skills in order to find employment and become self-sufficient.

CalWORKs students receive assistance with completion of county paperwork, childcare documentation, work-study job placement, and referrals to community resources. Additionally, CalWORKs students have the opportunity to establish education and career paths, which will help them as they transition off of cash aid. CalWORKs counselors are available to provide students with academic, career and personal counseling. CalWORKs counselors also assist students with communicating with their county social worker, understanding time limits for benefits, and preventing county sanctions.

The CalWORKs office is located on the second floor of the Student Services Building (SS 236). The office phone number is (626) 852-8023.

The CalWORKs webpage may be found at www.citruscollege.edu/stdntsrv/calworks (<http://www.citruscollege.edu/stdntsrv/calworks/>).

Campus Safety

Campus Safety ensures the safety of students, faculty, staff and visitors while they are on campus property or involved in college-sponsored programs and activities, as well as protects district property and facilities.

Campus Safety officers patrol the campus 24 hours a day, 7 days a week. According to the Education Code, Campus Safety is the liaison with local law enforcement agencies in all criminal action cases. Therefore, in the event of an emergency, individuals should promptly report the incident to Campus Safety. It is Campus Safety's responsibility to contact police agencies.

Campus Safety has the authority to enforce the sections of the Penal Code, California Vehicle Code, Education Code, Board Policies and Administrative Procedures, and the Standards of Conduct. Any action which is a violation of the Penal Code of the State of California must be reported to the local police.

Campus Safety also provides safety escorts for any member of the college community. These escorts are for safety, not convenience. Please refer to Campus Safety Policies and notices (<http://catalog.citruscollege.edu/college-policies-notice/#Campus-Safety>).

Career/Transfer Center

The Career/Transfer Center (CTC) provides career counseling services and transfer guidance to assist students in the acquisition of their academic, transfer, and career goals.

The CTC provides a variety of support services, resources, and activities to assist students with their transfer and career development needs, including:

- Articulation agreements between Citrus College and universities
- Career counseling 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
- Job and internship search strategies
- 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

Cashier

See Cashier/Bursar's Offices (<http://catalog.citruscollege.edu/campus-facilities-learning-resources/#Cashier>) on the Campus Facilities and Learning Resources page.

Citrus College Promise Program

The Citrus College Promise program prepares new first time students who participated in the college's Early Decision program to be successful college students and complete their educational goals.

Hours:

Monday - Thursday 8:00 – 5:00 p.m.

Friday 8:00 a.m. – 4:30 p.m.

Location:

Second floor of Student Services building, SS 214

Services:

- Scholarship opportunities
- Registration assistance
- Financial aid assistance

- Student Success workshops
- Coaching and follow-up services

Counseling & Advisement Center

The Counseling and Advisement Center is located on the second floor of the Student Services Building. Academic counselors and educational advisors are available to assist students in their educational, vocational and personal matters. Consistent use of counseling and advisement is recommended due to frequent changes in requirements for colleges and universities as well as new developments in career opportunities.

Students are encouraged to meet with a counselor after completing 15 semester units of degree applicable course work or prior to the end of the second semester to develop a student education plan (SEP). The SEP will outline the courses needed to complete your educational goal. In addition, courses in career exploration, college success, and transfer preparation are taught by counselors to assist students.

Disabled Student Programs and Services (DSPS)

DSPS provides support to students who have a verifiable disability that limits one or more major life activities. Students with a physical disability, visual or auditory impairment, mental health condition, permanent or temporary health concerns, or a learning disability can receive assistance from specialized personnel. Services and instructional support may include:

- Adapted physical education
- Adapted testing
- Adaptive computer technology
- Alternative media (Braille, electronic text, large print)
- Assistive technology training
- Campus and community referrals
- Computer Assisted Real Time (CART) captioning services
- Disability Management Training
- Educational Assistance Courses (EAC)
- Instructor liaisons
- Learning disability assessment
- Note taking assistance
- Registration assistance
- Sign language interpreting

New students should upload disability verification and complete the online DSPS application. Enroll as early as possible to allow sufficient time to arrange for requested services. The DSPS Office (<http://www.citruscollege.edu/stdntsrv/dsp/>) may be reached at 626-914-8675 or at dsp@citruscollege.edu.

EOP&S/CARE/NextUp

Extended Opportunity Programs & Services/Cooperative Agencies Resources for Education/NextUp (EOP&S/CARE/NextUp) helps community college students from economically and educationally disadvantaged backgrounds achieve their academic and career goals. The EOP&S/CARE/NextUp Program is a counseling program designed to provide information and assistance in admissions, enrollment, financial aid, and selecting a major and/or a career.

EOP&S also provides:

- Support services such as priority registration, textbook purchase assistance, career test fee waivers, tutoring and self-development workshops.
- Counselors who provide academic, career and personal counseling.
- Peer advising designed to retain students using mentors and positive role models.
- Outreach to high schools, community-based organizations and agencies.
- Referrals to other services available on campus and in the community.
- A six-week Summer Bridge Program where potential students from local high schools attend class, learn college success strategies and visit local universities.

The CARE Program, established by the California Legislature (AB 3103), assists EOP&S students who are single parents on public assistance with at least one child.

Students participating in CARE receive supplemental educational support services, such as counseling, advisement and peer networking activities specifically designed for low-income, single parents. In addition, CARE provides grants and allowances for child care, transportation, textbooks, and supplies to ensure strong retention, persistence, and transfer rates among their students as they work to achieve their educational objectives.

The NextUp Program provides support services to EOP&S students who were in foster care on or after their 13th birthday and are younger than 26. In addition to EOP&S services, NextUp students may receive:

- Frequent/In person contact
- Independent Living and Financial Literacy skills support
- Book/supply/unmet need grants
- Work-study awards
- Emergency loans
- Childcare and transportation assistance
- Food security resources (meal tickets or grocery gift cards)
- Health and mental health services payment assistance

EOP&S/CARE/NextUp is located on the second floor of the Student Services Building (SS 236). The office phone number is (626) 914-8555. The EOP&S/CARE/NextUp webpage may be found at www.citruscollege.edu/stdntsrv/eops (<https://www.citruscollege.edu/stdntsrv/eops/>).

Financial Aid Department

See Financial Aid page (<http://catalog.citruscollege.edu/admission-registration/financial-aid/>).

International Student Center

The International Student Center (ISC), located in SS 164 in the Student Services building, provides programs and services for international students. The ISC also monitors student's progress and compliance with federal regulations to maintain their F-1 student status. Citrus College's international students represent countries all over the world, further enhancing the diversity of the campus. The interaction and networking among all students has proven to be an invaluable experience for all students of Citrus College.

The International Student Center also coordinates orientation and access to support programs, ensuring students' completion of their objectives.

Refer to the International Student Admissions section (<https://isc.citruscollege.edu/>) for more information about registration and enrollment.

Student Employment Services

Citrus College offers a variety of opportunities for part-time student employment. On-campus employment provides a practical way for students to earn money, gain valuable work experience, and learn time management skills.

Students are hired as Student Aides at an hourly rate equal to the minimum wage for the State of California and may be assigned to a variety of locations throughout the campus engaged in a range of assignments from working in campus safety, the library, or administrative offices, to name a few.

See the Student Employment page (<http://www.citruscollege.edu/hr/ses/>) for more information on applying.

Student Government and Student Affairs

The Associated Students of Citrus College (ASCC) is recognized by the Board of Trustees as the official student government organization and is open to all student body members meeting minimum requirements.

ASCC's responsibilities include administering a budget of more than \$300,000, as well as planning and implementing many social, cultural, and co-curricular programs. Most importantly, ASCC board members represent the interests of the student body on all campus-wide shared governance committees.

Student Activities and Organizations

All students are encouraged to become involved in student clubs and organizations. Club activities include business meetings, lectures, discussions, field trips, publications, exhibits, and special events of interest to the general student body and the community. To coordinate club activities and provide more student representation in school government, the Inter-Club Council, represented by student members, holds bi-weekly meetings.

The list of active clubs and organizations changes each term. For a comprehensive list of student clubs and organizations, contact the Student Life and Leadership Development Office at studentlife@citruscollege.edu or call (626) 852-6444. The Student Life and Leadership Development Office is located in the Ross L. Handy Campus Center.

Veterans Success Center

The Veterans Success Center (<https://www.citruscollege.edu/stdntsrv/veterans/Pages/default.aspx>) provides academic support and a variety of other services for student veterans. It provides a one-stop location where students can receive assistance with GI benefits processing, obtain educational counseling, mental health support, connect with a Veterans Affairs (VA) representative, obtain referrals for various transitional needs, access services such as tutoring, peer support, or receive information about the VA work-study program. Student veterans and/or members of the armed forces are eligible to receive priority registration with the

required verification, using either their active duty military ID card or DD 214.

The Veterans Success Center is located in the IC Building, between the ED building (to the west) and the LB building (to the east).