

# Student Services

The Student Services Center (Bldg. 9B) houses many of the services listed in this section. Some are located in Modular Buildings 16C, 16E and 16F. Student Life & Associated Students offices are located in the Student Life Center (Bldg. 9C). Health Services is located in Bldg. 67B.

## **Admissions & Records, Modular 16F Ext. 4415**

The Admissions and Records office provides comprehensive admissions/registration services for all credit students, processes student requests for transcripts, enrollment verifications, general education (transfer) certifications, and graduation evaluations. Special services are provided for international (F-1 Visa) students. Assistance is available in English, Spanish, Vietnamese and Chinese.

## **Advising Center, Bldg. 9B Ext. 4293**

Students may receive assistance in developing an educational plan and obtain articulation information related to transfer. Educational advisors and university representatives are available to meet with students on an appointment basis. Call ext. 5660 for appointments.

## **Assessment Center, Modular 16C Ext. 4265**

Students may complete required English, reading, and math placement testing in the Assessment Center. Career and personality assessments are provided based on a referral from a member of the faculty. Assistance in reviewing basic skills course placement is also provided.

## **Bridge Program, Bldg. 9B Ext. 5392**

The Bridge Program offers several learning communities designed to increase students' academic and personal success through the structuring of the learning environment. Students participating in a learning community are enrolled in linked or clustered classes that are taught in a cooperative environment among instructors. There are four different learning communities offered: Summer Bridge, Math Bridge, English Bridge and Pre-Nursing/Health Bridge. Each learning community focuses on a specific academic need and has an assigned counselor to assist students.

The Bridge Program is perfect for students who are underprepared academically, are economically disadvantaged, and need additional support in their first year at Mt. SAC.

**This *Schedule of Classes* is available in alternate formats (braille, enlarged text, e-text, etc.) upon request. Please contact Disabled Student Programs & Services at (909) 594-5611, ext. 4290.**

## **Bursar's/Photo ID Office, Bldg. 9A Ext. 4960**

The Bursar's Office, in Building 9A, manages the collection of credit registration fees and other campus fees, including parking permits, transcripts, enrollment verification, and production cards. The office also processes photo ID cards and refunds for credit classes.

## **Career Placement Services & Transfer Center, Bldg. 9B Ext. 4510**

Career Placement Services assists students and alumni in developing the necessary job-seeking skills to successfully acquire part-time and/or full-time employment. These services enable students to continue college as well as prepare them to successfully enter their chosen career field.

### **Services Include:**

Job referrals • Internships • Resume Assistance • Interviewing Techniques • Internet Job Search • Career Oriented Materials/Books • Job fairs • Job/Career Acquisition Skills Workshops

**Website:** <http://placement.mtsac.edu>

## **Counseling Center, Bldg. 9B Ext. 4380**

Counselors provide career and personal counseling, assisting students in making critical college and life decisions. Counselors also provide assistance in the development of educational plans outlining the courses needed for students to complete their career and/or transfer goal. Services are available in English, Spanish and Chinese.

## **Disabled Student Programs and Services (DSP&S), Bldg. 9B Ext. 4290**

The DSP&S Office provides students who have verified disabilities which present barriers in education with programs and services based on disability-related needs. Some of the services include counseling, evaluation of special needs, registration assistance, interpreters/note-takers, classroom and testing accommodations, and mobility assistance. Specialized classes are offered to address disability-related needs. A High Tech Center with specialized computer support is available for DSP&S students.

# Student Services

## **Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE), Bldg. 9B Ext. 4500**

EOPS provides support services to students with academic and financial disadvantages. Services include counseling, educational planning, peer advising, tutoring, book services, and priority registration. **Mt. SAC's CARE program is designed to recruit and assist single parents who are heads of household with children age 13 and under and who are CALWORKs recipients attending community college.**

**To meet eligibility requirements for CARE, either the student or dependent child must receive cash aid.** CARE students receive additional support through counseling, tutoring, assistance with books and supplies, and grants. Contact the EOPS/ CARE office for more information.

## **CalWORKs (California Work Opportunities and Responsibility to Kids) Bldg. 9B, Ext. 4755**

The CalWORKs program provides services to students who are recipients of TANF/CalWORKs (cash aid) for themselves and their children. The CALWORKs students receive assistance in complying with their 32/35 hour a week GAIN requirement, counseling, educational advising/planning, case management, ancillary requests, progress reports, training verifications, work study and childcare referrals. The CalWORKs office serves as a liaison between the student and the GAIN office. The CalWORKs program is housed in the EOPS/CARE office and our programs work together closely to ensure that students receive maximum support services.

## **Financial Aid, Ext. 4450, Modular 16E**

The Financial Aid Office helps students apply for state and federal financial assistance, including grants, loans, scholarships, fee waivers and work study. Students must complete the FAFSA (Free Application for Federal Student Aid) form. The College's priority filing date is April 15 of each year for the following academic year. Information and applications for scholarships are also available throughout the year in the Financial Aid Office.

## **Health Services, Bldg. 67B Ext. 4400**

Medical, personal counseling, chiropractic, nursing, and health education services are provided. Additional services include laboratory tests, tuberculosis screening, limited prescription medications, immunizations, pregnancy testing, and referrals. All credit students who are currently enrolled and attending classes are eligible. Part-time faculty and others may be eligible for select services. Some fees may apply. Professional health services are provided primarily on an appointment basis. Same-day

appointments are also available; call between 8:00 and 8:30 a.m. First aid services are provided for all students, employees and guests of the College.

## **High School Outreach, Ext. 5906, Modular 16C**

This office coordinates the College's outreach efforts to area high schools. Staff provide regular visitations and specialized presentations to high school students, parents, and high school staff. Matriculation information and assistance are provided to high school students enrolling as new freshmen.

## **Student Life/Student Activities Student Life Center, Bldg. 9C Ext. 4525**

The Student Life Office is responsible for student involvement and leadership programs, and serves as the hub of student activities at Mt. SAC. The LEAD (Leadership Education and Development) Program offers leadership workshops throughout the year and students who complete the program requirements earn a leadership certificate. Students' complaints, student rights, and due process procedures related to student discipline and academic grievances are handled through this office. The Associated Students (AS) Government serves as the representative voice for students, while providing students with an opportunity to develop leadership skills. The Student Activities Fee funds many AS sponsored events and initiatives which support student programs, projects and services throughout the year. Inter-Club Council represents over 45 student clubs and is comprised of one representative from each student club. The Student Life Center provides a relaxing area to access free wireless internet with your laptop, watch TV, play foosball, ping pong or a variety of board games. Students who are involved in co-curricular activities are encouraged to complete the Activities Transcript (available online), which compliments your academic transcript and verifies your leadership and service experiences. The Bursar's Office (Bldg. 9A) sells AS discount amusement park and movie tickets. Student Life also oversees an off-campus Housing Referral Program, and Lost and Found (all unclaimed items for the previous year are auctioned off each September).

## **Veterans Affairs, Ext. 4520**

The Veterans' Service Center is available to assist veterans and eligible dependents on all matters relating to veteran benefits. Opportunities for veterans and dependents include:

- A. Assistance in preparing and processing requests for Veterans' Administration educational benefits;
- B. Referral assistance for vocational and personal counseling;
- C. Tutorial program referral.