

# Student Services, Activities, Rights and Responsibilities

## ACTIVITIES AND ORGANIZATIONS

### Student Affairs Office

The operational hub of co-curricular activities on campus is the Student Affairs Office; it also serves as the student-related campus Welcome Center.

Located in the SAC East, (831) 479-6378, this program assists students, staff and faculty with a wide range of activities, events, services, and programs which include but are not limited to the following: student club information, ASCC Student Senate, social and educational programming, leadership development opportunities, flyer and poster approval, online housing board, student activity card, bus pass and parking permit information.

### Student Senate at Cabrillo College

The Associated Students of Cabrillo College (ASCC) Student Senate has two major roles. First, as the formal, official "voice of the students," to voice the needs, wishes, and concerns of the students to the staff, faculty, and administration. Through student representation, students also have their concerns heard at the state level. The second role is to network with clubs and organizations on campus to provide services, programs, and activities for the Cabrillo College student community.

### Campus Clubs and Organizations

All students are encouraged to get the most out of their college experience by participating in extracurricular activities while attending Cabrillo College. Joining a club-cultural, social, or special interest-is one way to enhance the College experience. For a complete list of Cabrillo College clubs, stop by the Student Affairs Office or go to: <http://go.cabrillo.edu/CabrilloClubs>.

### Students and Shared Governance-Campus Committees

Students are appointed by the ASCC Student Senate to serve on important college shared governance committees. If you are interested in serving on a Cabrillo College committee, stop by the Student Affairs Office in the Student Activity Center East, and leave a message for the Student Senate President or Coordinator of Student Activities. First consideration will be given to current members of the ASCC Student Senate.

For more information visit:  
[www.cabrillo.edu/associations/studentsenate/](http://www.cabrillo.edu/associations/studentsenate/).

### Publications

The most frequently issued campus publication is the student newspaper, *The Voice*, produced by students enrolled in journalism classes. It is printed every two weeks during the school year. Students also produce a literary magazine, the *Porter Gulch Review*, which is published once a year.

### Alpha Gamma Sigma

Located in Student Activities Center East, Alpha Gamma Sigma, the California Community College Honor Scholarship Society, is a state-wide organization having chapters in more than 80 community colleges. The Cabrillo College chapter, Gamma Phi, was chartered in 1961 and recruits new members at the beginning of each fall and spring semester from among students who have completed 12 units of community college work with a cumulative grade point average of 3.0 or higher. Life members of CSF as well as those students who earned a cumulative GPA of at least 3.5 in high school may also apply for membership in Alpha Gamma Sigma during their first semester at Cabrillo.

The purpose of Alpha Gamma Sigma is to foster, promote, maintain, and recognize scholarship among community college students. The Gamma Phi chapter expects that members will, in addition to maintaining a GPA of 3.0 or higher, participate in various chapter, college, or community activities of their choice.

More detailed information concerning Alpha Gamma Sigma's activities, membership requirements, and special scholarship opportunities are available from the club's officers, their faculty advisors, or at [go.cabrillo.edu/ags](http://go.cabrillo.edu/ags).

### Athletics

Cabrillo College is a member of the Coast Conference of the California Association of Community Colleges. The College enters into conference competition for men in football, water polo, basketball, baseball, tennis, soccer, and swimming; and for women in swimming, water polo, basketball, soccer, softball, tennis, and volleyball. Members of the Coast Conference are Monterey Peninsula College, Hartnell College, Gavilan College, Ohlone College, Cañada College, De Anza College, Foothill College, Skyline College, Mission College, Cabrillo College, Chabot College, College of San Mateo, City College of San Francisco, West Valley College, Las Positas College, Evergreen Valley College, and San Jose City College.

Intercollegiate athletic competition is governed by the Coast Conference and the California State Community College Athletic Association. Obtaining clearance for athletic eligibility often requires considerable checking of records and Bylaw provisions. These procedures should be started well in advance of the opening of each athletic season. The Division Dean of the Health, Athletics, Wellness, and Kinesiology Division, in consultation with the Athletic Director, will interpret the State Athletic Constitution and Conference regulations for all persons concerned.

Students will be assisted in establishing athletic eligibility.

Recruiting, proselytizing, and soliciting of an athlete who is a non-district resident, by any member of the college or its employees is forbidden.

## ACCESSIBILITY SUPPORT CENTER

The Accessibility Support Center (ASC) offers a variety of services to enable students with disabilities to function independently in the educational environment. The objectives of our services are to integrate and mainstream students with disabilities into general campus programs and activities.

The following services are provided to students enrolled through the ASC: counseling and advising, tutorials, academic support referrals and coordination, interpreters, note takers, special classes, special equipment, on-campus transportation, special parking, priority registration, test proctoring, liaison with local, state and federal agencies, specialized adaptive equipment, and a high-tech center with computer adaptations. For assistance, phone (831) 479-6379 or (831) 479-6370, or fax (831) 479-6393; TTY (831) 479-6421. Located in Library, upstairs.

## BOOKSTORE

The Cabrillo College Bookstore is located on the ground level of the Student Activities Center. It rents and sells new and used textbooks for Cabrillo courses, with rental books saving students up to 60%. Digital versions of the textbooks are available for the majority of textbooks, with savings up to 60%. The bookstore also sells reference books, art supplies, medical supplies, school supplies, snacks, coffee, gifts, and clothing. Textbooks are available for purchase at the beginning of each term in store and on the web at: [www.cabrillo.bncollege.com](http://www.cabrillo.bncollege.com).

The Bookstore is open Monday-Thursday, 7:45a.m.–6:30p.m., Friday, 7:45a.m.–3:00p.m., and extended hours the first week of instruction.

## TEXTBOOKS AND SUPPLIES

Students must furnish their own textbooks, workout clothes for kinesiology classes, locks, and supplies.

## CHILDREN'S CENTER

The Cabrillo College Children's Center provides childcare services for the families of students and faculty and for community families and serves as the demonstration lab school for the Early Childhood Department (ECE). Children and families enrolled in the Center's programs represent a range of cultural, ethnic, economic, and linguistic diversity. Teachers, students, families, and faculty work together to build an inclusive, culturally responsive, and high-quality program that serves as a model and observation site for Cabrillo and UCSC students and for local, state, national, and international ECE educators.

Accredited by the National Association for the Education of Young Children (NAEYC), the Center is also one of only five demonstration sites in California for WestEd's Program for Infant Toddler Care (PITC) of the California State Department of Education. By meeting standards of quality care for the NAEYC and PITC, the Center provides a model setting of current best practices for the ECE department and its students. Carefully selected learning activities facilitate overall development and competency through exploration, discovery, and meaningful interactions for all ages. Together, families, teachers, and students interact, ask questions, and gain insights into children's behavior, and into the role of adults in supporting children as they grow in our fast paced and complex world.

Building partnerships with families is an important aspect of the Center's philosophy, as is valuing diversity and developing a bilingual Spanish/English program. For more information about the Children's Center's philosophy and about its goals visit the Center's website at <http://www.cabrillo.edu/services/childrenscenter/philosophy.html>.

The Children's Center is supported by state, federal and private grants,

and by parent fees. The Margo Lynn Trombetta Infant Center, the Toddler and the Preschool classrooms provide three-quarter-and half-day care for children ages 6 months through 5 years. The California Department of Education Child Development Division provides funding for half-day childcare based on income and need. Families can apply for enrollment at the birth of a child. Applications are available on the Children's Center website and can be obtained through the Children's Center Office in Building 1500, on the ocean side of campus. Call (831) 479-6352 for information.

## COMMUNICATIONS

No telephone messages for students will be accepted by the College, and mail should not be addressed to students in care of the College. To reach students in an emergency, contact the Sheriff's Office, at (831) 479-6313.

## COUNSELING

The Counseling Department's mission is to "promote optimal learning and psychological wellness so that students will ultimately become active, contributing members of society." The comprehensive college counseling program encourages the academic, personal, social, and career development of all students. The Counseling Department provides courses and workshops in college success, career planning, study skills, essay writing, general transfer requirements, and other topics as needed. Counselors help students with self-exploration, personal development, decision making, and career/life planning. Counselors assist students with transfer admission agreements with participating UC, CSU, and private universities. For more information or to set up an appointment, call (831) 479-6274 or (831) 479-6385. For the Watsonville Center, call (831) 786-4734. Personal counseling is available on a limited basis. (See Student Health Services.)

The Department is staffed by professionally trained counselors who provide academic counseling for career and two-year degrees, and transfer to four-year colleges. Academic counseling provides students with information about the requirements for certificates, associate degrees, and career programs offered at Cabrillo and information about four-year college admissions and programs. Students are encouraged to develop educational plans early to help achieve their goals.

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS-CARE)

Extended Opportunity Programs and Services (EOPS/CARE) is a state-funded program for full-time Cabrillo students identified as economically and educationally disadvantaged. Students served include, but are not limited to, re-entry women and men, ethnic minorities, English as a second language speakers, and students with disabilities. Services available to eligible students include Cabrillo College EOPS/CARE orientations, educational plans, priority registration, financial assistance, book vouchers, academic skills assessment, personal and vocational counseling, peer advising, tutorial and study skill assistance, and campus resource and community agency referrals. Interested students may contact the EOPS office, Room 907, or call (831) 479-6305 for more information.

Eligibility for Cooperative Agencies Resources for Education (C.A.R.E.) include: a student must be EOPS eligible, be single head of household, and have at least one dependent child under age 14 and currently receiving CalWORKS cash benefits. Additional services such as meal cards, gas cards, supplies, and financial assistance to offset childcare expenses may be awarded.

## FINANCIAL AID

Financial Aid is administered in compliance with federal and state regulations and district policy. Financial Aid regulations assume parents and students have the primary responsibility for meeting college costs and that financial aid is a resource to bridge the gap between the cost of education and the family's ability to contribute. The expected family contribution (EFC) is determined by a federally approved need analysis methodology that analyzes the family's financial strength. Eligibility is restricted to students who are enrolled in an eligible program and are working toward a degree, certificate of achievement, or in a transfer degree program. In addition, students must be U.S. Citizens or permanent residents of the United States and must maintain the Standards for Satisfactory Academic Progress.

The Financial Aid and Scholarships Office determines the amount of federal financial aid that a student has earned in accordance with federal law. Students who receive federal financial aid (Pell, FSEOG, or Direct Loans) and do not attend any classes will be required to repay all of the funds they received. Students who withdraw from all classes prior to completing more than 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed and will be required to repay any unearned financial aid they received. Students who plan on withdrawing should notify the Financial Aid and Scholarships Office.

At Cabrillo College a student's withdrawal date is:

- The date the Admissions & Records Office or the Financial Aid and Scholarships Office is notified, or
- The midpoint of the semester if the College is not notified, or
- The last date of class attendance as determined by the instructor.

To apply for financial aid programs administered by the College, students must file a Free Application for Federal Student Aid (FAFSA) listing Cabrillo College, Title IV Code #001124, among the colleges to receive the information. Financial aid applications are available online at [www.fafsa.gov](http://www.fafsa.gov) every year beginning in January for the following school year. Students who apply annually by March 2 are given priority consideration by Cabrillo and meet the Cal Grant deadline for state grants. Awards are contingent upon available funds. Cabrillo College participates in the following federal, state, and institutional financial aid programs:

### Federal Pell Grant

Federal Pell Grants are available only to undergraduate students who have not received a bachelor's degree. The grant amount is determined by a formula that considers the student's enrollment status and expected family contribution. For 2015-2016, annual awards range from \$588 to \$5775.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

These funds are awarded to students who have the highest need, have attempted less than 60 graded units, and are eligible for Pell Grants. Students receiving FSEOG funds must be enrolled in at least 6 units per semester at Cabrillo College. Students must file a FAFSA by March 2 to receive priority consideration, as there are insufficient funds to meet the needs of all eligible students. Awards are made on a first-come, first-serve basis to eligible students. The average annual award is \$400.

## Cal Grants

To qualify for a state Cal Grant A, B, or C, students must be a resident of California or be determined to be AB540 by Admissions & Records, and file the Dream Act Application by March 2. An additional deadline of September 2 for community college students allows them to be considered for a second round of competitive awards.

The Cal Grant Program consists of Entitlement and Competitive awards. Entitlement awards are guaranteed to students who have graduated from high school in 2002-2003 or later and meet the eligibility requirements. Competitive awards are offered on a competitive basis to those students who did not receive entitlements and are not guaranteed.

New Cal Grant applicants must mail a certified Cal Grant Grade Point Average Verification Form to the California Student Aid Commission (CSAC) by March 2. Students are advised to submit the GPA Verification Form to the appropriate school at least 10 days in advance of the deadline. Students awarded a Cal Grant A will have their awards put on reserve until they transfer to a four-year California college or university, as these funds are credited toward tuition fees. Students awarded a Cal Grant B receive a stipend to help cover living expenses; if transferring to a four-year California college, students receive tuition assistance in addition to the stipend. Cal Grant C awards are for students who are enrolled in one- or two-year vocational programs and intend to receive a certificate of achievement or A.A. or A.S. Degree at Cabrillo College.

### Child Development Grant

This is a competitive grant for students who intend to teach or supervise in the field of Early Childhood Education. Grant recipients must agree to provide one full year of service in a licensed childcare center for every year grant funding is received and are required to complete a Service Commitment Agreement prior to receiving payment from the program. To be considered for this award students must have filed the FAFSA, be eligible for financial aid, and complete a Child Development Grant Application by May 15, 2015. The annual award is \$1,000 at a community college, \$2,000 at a CSU/UC.

### Chafee Grant

This is a grant program that assists eligible former foster youths with the costs of attending a postsecondary institution. Recipients must be enrolled in a Title IV-eligible program of at least one year in length and have financial need. To be considered for this award, students must complete the FAFSA, be eligible for financial aid, and complete the Chafee Grant Program Application. Online applications are available at [www.chafee.csac.ca.gov](http://www.chafee.csac.ca.gov). The maximum annual award is \$5,000.

**Board of Governors Enrollment Fee Waiver (BOG)**

This is a state program that waives community college enrollment fees. Students must be a resident of California or be determined to AB540 by Admissions & Records, and either meet specified income criteria or be a current recipient or dependent of a recipient of TANF/CalWorks, SSI/SSP or General Assistance, or have a dependent's fee waiver from the Veteran's Affairs Department, or Congressional Medal of Honor or 9-11 dependent, or dependent of a deceased law enforcement/fire suppression personnel killed in the line of duty, or have been determined to be eligible through the FAFSA. The deadline to apply for BOG is the last day of the term. Eligibility continues for the remainder of the terms within the school year. BOG Applications must be completed each academic year beginning in the fall term and are available at the Financial Aid and Scholarships Office, at the Aptos campus or Watsonville Student Resource Center, or online at [www.cabrillo.edu/services/finaid](http://www.cabrillo.edu/services/finaid).

**Federal Work-Study (FWS)**

Work-Study is a federally funded job program. Work-Study awards are earned by working at a job on the Cabrillo campus or with a non-profit or public agency. Payment is made on a monthly basis as earned. Students must file a FAFSA and indicate their interest in Work-Study on the application. Priority is given to returning eligible students who file by March 2 and awards are made on a first-come first-serve basis, up to 3 years total. Students must be enrolled in at least 6 units per semester and making satisfactory academic progress to remain employed under this program. The average annual award is \$5,000.

**SCHOLARSHIPS**

Each year Cabrillo College awards a number of scholarships ranging in amounts from \$500 to \$2,500. Awards are made on a competitive basis using the criteria for selection established by the donors of these scholarships. Consideration is given to scholastic achievement, academic promise, financial need, and community and campus involvement. The application deadline is generally in early February. Additional information regarding application procedures for scholarships may be obtained from the Financial Aid and Scholarships Office, either at the Aptos campus or Watsonville Student Resource Center.

**Extended Opportunity Program and Services (EOPS)**

EOPS grants are awarded through the Financial Aid Office to students with verified exceptional need who qualify under state program guidelines as determined by the EOPS Office.

**Cooperative Agencies Resources for Education (C.A.R.E.)**

C.A.R.E. is a state-funded program for EOPS eligible students who are single heads of household with children up to 14 years of age currently receiving CalWORKS.

**William D. Ford Federal Direct Loans**

Cabrillo College participates in the William D. Ford Federal Direct Loan Program. Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education. The lender is the U.S. Department of Education rather than a bank or other financial institution. Direct Loans are a form of financial aid and must be repaid with interest. Students who have demonstrated financial need may apply for a Direct Subsidized Loan. The federal government pays the interest on subsidized student loans while students are enrolled at least six units and during a grace period afterward. Students who are not eligible for a subsidized loan and do not have financial need as calculated by the Financial Aid and Scholarships Office may apply for a Direct Unsubsidized Loan. The interest on unsubsidized student loans

begins immediately and is not paid by the government. The interest rate on the subsidized loan are announced each year on July 1st. The 2014-2015 interest rates were fixed at 3.4% and the interest rate on the unsubsidized loan is fixed at 6.8%. To apply for Direct Loans, students must file a FAFSA, complete an online Entrance Loan Counseling, sign a Master Promissory Note (MPN), and complete the required loan forms. All Direct Loan borrowers must be enrolled and attending a minimum of 6 units. Loan maximum amounts are based on grade level and eligibility.

**STUDENT HEALTH SERVICES (SHS)**

Student Health Services provides a variety of medical, personal counseling, and public health information services in Room 912 (next to the cafeteria) on the Aptos campus, and during limited hours at the Student Resource Center on the Watsonville Center. For common illnesses, minor injuries, and for the monitoring of select chronic conditions (asthma and hypertension), assessment, diagnosis, and treatment, are provided by registered nurses and family nurse practitioners.

SHS provides brief strength based counseling with the goal of maximizing success. Personal counseling is offered to help students cope with stressors that are affecting their academic, career, or personal goals. Individual, family and group sessions are available. Crisis counseling is available on a walk-in basis with health center nurses or personal counselors. We believe in the 8 dimensions of wellness and that each dimension is interrelated with another; equally vital in the pursuit of optimum health.

First aid services, common over-the-counter medications, emergency birth control, and condoms are available free or at low-cost on a walk-in basis at SHS. Other services include blood tests for sexually-transmitted infections and other conditions; TB, pregnancy, and strep throat testing; and routine immunizations—all at low cost to students.

Wellness assessments are offered to all students, and mandatory screenings are provided for students entering or completing Allied Health programs (Nursing, Radiologic Technology, Dental Hygiene, and Medical Assisting). SHS also provides TB screening for faculty and staff at Cabrillo College. Low-cost, work related physical examinations are available as well.

Health information, safety, and wellness enhancement are a major focus for the SHS staff—not only for students, but for the entire Cabrillo community. An annual health fair, flu immunization clinics, wellness screenings, classroom presentations, and educational materials are provided to faculty, staff, and students. In addition, we are happy to work with faculty on the development of curricula around health-related topics.

For an appointment or for more information about what SHS can do for you, call (831) 479-6435.

**HONORS TRANSFER PROGRAM**

The Cabrillo Honors Transfer Program provides an enriched educational experience through stimulating seminars, sophisticated literature, and outside research. The goal is to encourage Cabrillo students to seek challenges and pursue excellence. We offer an honors learning community that serves the high potential, high achieving students of our county. Universities are looking for outstanding students who have completed more than the minimum transfer requirements. As a result, competitive universities actively pursue honors students.

Honors students will benefit from priority admission and/or a competitive edge in the admissions/transfer process depending upon the college or university to which they apply. They will additionally receive

from Cabrillo the following: scholarship advising and opportunities, research support from the College's award-winning library staff, counseling and transfer assistance, recognition of honors coursework on transcripts, smaller class sizes, faculty mentors, a stimulating environment, membership in an honors transfer community of students, enriched curriculum, and a strong support network. Cabrillo is a member of the UCLA Transfer Alliance Program (TAP). Students who complete all requirements for their specific major at UCLA in the College of Letters and Sciences, and achieve Honors Scholar standing at Cabrillo will be eligible to participate in UCLA's TAP, which gives priority admission into the College of Letters and Sciences.

The minimum qualifications for students applying directly from high school include a minimum 3.5 high school GPA or 1900 SAT or 29 ACT test scores. Students who have completed high school and are enrolled in college (Cabrillo or another college) need a minimum 3.3 cumulative, transferable GPA. Verification of writing proficiency (eligibility for ENGL 1A), one letter of recommendation, and an essay are also required to complete the application for the Honors Transfer Program.

If a student thinks he/she may not presently meet the entrance requirements, he/she may still submit an application for consideration. Visit our website for additional information and the on-line application [www.Go.Cabrillo.edu/honors](http://www.Go.Cabrillo.edu/honors)

### Honors Scholar Designation

To achieve the Honors Scholar designation, students must complete a minimum of 15 semester units of honors courses with a transferable GPA of 3.4 or higher. Students who successfully complete the 15-unit program receive the designation "Honors Scholar" posted on their transcript and their accomplishment is announced at Cabrillo's graduation. Both honors courses and the Honors Scholar designation will stand out on university applications and improve students' chances of being admitted to selective colleges and universities.

Students must be enrolled in the Honors Transfer Program to register for the following honors courses:

ANTHR 1H, ANTHR 2H, AH 11H, AH 13H, COMM 1H, ENGL 1AH, ENGL 1AMCH, ENGL 1BH, ENGL 2H, ENGL 2MCH, HIST 4AH, HIST 4BH, HIST 14H, HIST 17AH, HIST 17BH, HIST 21AH, HIST 21BH, HONRS 1H\*, 2H\*, LIBR 10H, MATH 12H, PHILO 10H, PS 1H, PSYCH 1H, SOC 1H, SOC 2H

*\*Note: HONORS 1H and 2H do not transfer to the UC system.*

A maximum of 6 units from the following coursework may also be counted toward the Honors Scholar designation with a Designated Honors Course Contract:

BIO 9A, BIO 9B, CHEM 1B, CHEM 12A/AL, CHEM 12B/BL, ENGL 30B, ENGL 34, ENGL 46A, ENGL 46B, HIST 2A, HIST 2B, HIST 19B, MATH 6, MATH 7, PSYCH 4, PHYS 4B, PHYS 4C, SPAN 25, SPAN 26

### Honors Course Credit Limitation

Duplicate credit will not be awarded for both the honors and regular versions of a course. Credit will only be awarded to the first course completed with a grade of "C" or better.

For more information contact the Honors Transfer Program, (831) 477-3505 or visit our website at [www.Go.Cabrillo.edu/honors](http://www.Go.Cabrillo.edu/honors)

### HOUSING

To assist students with housing, the Welcome Center/Info Center in SAC East provides a Housing Website at [www.cabrillo.edu/services/housing](http://www.cabrillo.edu/services/housing). Students, staff and community members may advertise available listings. Use at your own risk. Cabrillo assumes no liability.

### INSURANCE

All registered students are insured to provide benefits for accidental injury during regular attendance at the College, while attending college-sponsored activities, and while traveling under college supervision to and from such activities. The cost of this insurance is charged as part of a student health fee. It is paid in addition to enrollment fees and is waived for students with religious objections, and those students enrolled through a recognized apprenticeship program. The benefits are paid after any other insurance plans covering a student, and benefits are paid to the limit of the policy only, and subject to the plan deductible. For more information and to report student accidents and obtain claim forms, call Student Health Services at (831) 479-6435 or Student Services at (831) 479-6317. Individual student health insurance plans are available for purchase. Cabrillo College Student Health Services has information concerning insurance options for students available in Room 912 at the Aptos Campus or at the Student Resource Center in Watsonville.

### LEARNING COMMUNITIES CENTER

Information on Cabrillo College Learning Communities can be found at the Learning Communities Center (LCC) in room 501, open 10:00a.m. to 3:00p.m., Monday through Thursday. This is the primary office for the ACE and STARS learning communities, and referrals and information are provided for other learning community programs and resources. The LCC is also a place where students in learning communities can work together between classes and access computers to enroll in classes or fill out college surveys. For more information, call (831) 477-3340.

### LEARNING SKILLS PROGRAM

The Learning Skills Program is designed to serve students with specific Learning Disabilities and Attention Deficit Disorder that can affect classroom performance, making it difficult for these students to succeed without classroom accommodations, specific compensatory techniques, remedial instruction, assistive technology, and/or other support services.

Students may be self-referred or referred by instructors, counselors, and community agencies. Students requesting a learning disability assessment must first complete the intake process. When appropriate, individual diagnostic testing is then administered. Individualized recommendations and strategies will be based on the results of this assessment. Students may also be eligible for the program if they have current valid documentation from an appropriate outside agency. Instruction in the Learning Skills Program is designed to help students learn techniques to ensure their success in other courses. Interested persons are encouraged to call (831) 479-6220 for further information and appointments.

### LIBRARY

The Robert E. Swenson Library plays a central role in the use of information resources at Cabrillo. With rapid technological change and an expanding array of information resources, information literacy has become an important skill in both higher education and in the workplace. Students are aided by librarians to become effective researchers in the complex and changing world of information literacy.

Librarians help students, faculty, and staff recognize when information is needed and then locate, evaluate, and use the needed information effectively. Approximately 96,000 items (print books, electronic books, and DVDs/videos) are listed in the online catalog in the library.

The library provides a wide selection of full text database subscriptions to support instruction, including EBSCOhost Academic Search Complete, Health Source Nursing/Academic, Literature Resource Center, ProQuest Newspapers, Historical New York Times, ArtStor, Rand California, CountryWatch, CQ Researcher, and others. The library also provides access to over 150,000 electronic books, as well as over 4,100 video/DVD titles. Access to electronic resources is available from any one of the more than 60 workstations in the library, and from off-campus to all current Cabrillo library card holders. The library building has wireless access to the Internet and to all online resources.

The library has 13 small group study rooms that seat from six to eight students, available on a first-come/first-serve basis, for small groups of students to work collaboratively on assignments and research projects.

Special needs are accommodated in the library by the provision of three workstations with the Claread program that converts print to electronic text which can be read to the user, one workstation equipped with screen-reading software and software which enlarges print, and a CCTV enlarging reader for use with any printed sources.

#### **Library hours during Fall and Spring semesters:**

Monday-Thursday 7:45 a.m.-8:00 p.m. Friday 9:00 a.m.-4:00 p.m.

For vacation and summer session hours check the library homepage at <http://go.cabrillo.edu/library>, or call (831) 479-6473. For a librarian's help with information resources, call (831) 479-6163.

#### **LOST AND FOUND**

Lost and found articles are turned in to the Cabrillo College Sheriff's Office in Building 955 (Green Modular building on Cabrillo College Drive). Articles not claimed at the end of each semester are disposed of in accordance with state law.

#### **MATH LEARNING CENTER**

The Math Learning Center (MLC) is a free drop-in math tutoring service for Cabrillo College math students and students taking courses having math pre-requisites. The MLC was created to help students develop an ability to tackle math problems on their own. By logging into the MLC database, students may request and receive help within minutes. Some of the ways in which students receive help are:

- clarifying and applying basic math concepts
- test taking and study skills
- understanding applications
- problem solving skills
- interpreting solutions
- organizing information
- analyzing errors
- connecting new knowledge to existing knowledge
- using resources (books, notes, calculators, Internet, computers and mobile devices)
- building confidence

When requesting help, individual tutors go to where students are studying. There is no line to wait in and students are helped in the order in which they request help. To reduce waiting time, each student is often helped with one or two problems before the tutor moves on to the next student. This gives students an opportunity to apply what they just learned to similar or new problems on their own; however, there is no limit to the number of times students may request help. Students may see how busy the MLC is by visiting the webpage: [mlc.polyhedraldesign.com](http://mlc.polyhedraldesign.com).

In addition to tutoring, students may use their Cabrillo Library Card to check out calculators, laptops\*, textbooks, textbook videos, various learning software packages and a biofeedback system for managing math anxiety. These materials are available for use in the MLC. Also provided are exam review sessions and study sessions when coordinated with the instructor. To use the MLC during the semester, please visit the Center in room 1074 and register for services.

For additional information about the MLC, call (831) 477-5696 or visit the website at [www.cabrillo.edu/services/mlc](http://www.cabrillo.edu/services/mlc).

*\*students must sign an agreement form downstairs in the Library to check-out mobile devices and laptops*

#### **MESA**

##### **MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT**

MESA is a nationally recognized program that has been assisting students in preparing for careers in math-based fields for over 40 years at the high school, university, and community college level throughout California. Cabrillo's MESA Program has its home in the MESA Study Center, located in the STEM Center, Rm 834, on the top floor of the 800 Building. There the following services are provided to ALL Cabrillo students:

- Academic Excellence Workshops where participating students meet twice a week to sharpen skills and improve understanding for precalculus, calculus, and physics courses;
- A study center equipped with computers, science-related software, current textbooks to check out for two hours at a time, and a reference library of additional science and math textbooks;
- Drop-in tutoring in transfer-level math and sciences provided by math and science professionals and by Cabrillo and UCSC students;
- The opportunity to be a member of a supportive community of students all working toward transfer in a science, engineering, or math major; and
- Events throughout the semester to motivate and inspire, such as the Student Science Colloquia and the Transfer and Scholarship Celebrations.

To those students who qualify for MESA membership, there are many more services and opportunities that are offered to ensure their successful transfer in science, engineering, and math majors;

- Academic counseling by our MESA counselor to establish and update education plans,
- Scholarships, internships, leadership retreats, and summer research programs;
- Field trips to industry sites, science museums, and prospective transfer universities;
- Long-term calculator and locker checkouts;
- Sponsored student travel to professional conferences; and
- Free printing and copying in the Center.

To qualify for MESA membership, students must be working toward transfer in a math, engineering or science major; they must be eligible for financial aid and they must have some educational obstacle, such as being the first in their families to attend college. To find out more, come by the MESA Study Center in the STEM Center in the 800 Building, call (831) 479-6503, or use our website shortcut: [www.cabrillo-mesa.org](http://www.cabrillo-mesa.org).

## OPEN ACCESS COMPUTER LAB

Students may use the Open Access Computer labs for word processing, Internet access, and printing. The Open Access Labs are located in the Library, the Aptos CTC (Building 1400), Watsonville CTC (Room WatA310), and the Watsonville ILC (Room WatA210).

## STUDENT RESOURCE & SUPPORT NETWORK (SRSN)

The Student Resource & Support Network is a one-stop center providing support services to low-income Cabrillo students, and students receiving benefits from specific grant programs. The Student Resource & Support Network works with agency partners such as CalWORKS (cash aid), WIOA (the Workforce Innovation and Opportunity Act), CalFresh (food stamps), and the Working Students Success Network (WSSN). The Student Resource & Support Network helps students identify and start on a career track that will lead to a family-supporting income, provides support in accessing public benefits, and provides financial coaching.

The Student Resource & Support Network office is located in Room SAC West 110, street level, and is open Monday-Thursday 8:00a.m.-5:00p.m., and Fridays 8:00a.m.-3:00p.m.. Students are encouraged to drop by for more information. The Network provides study space, academic counseling, peer advising, job retention and financial literacy workshops, resource and referral information, liaison with granting agencies, and program-specific support. Call (831) 479-6344. See our website and blog at [www.cabrillo.edu/services/srsn/](http://www.cabrillo.edu/services/srsn/).

## THE STEM CENTER

The STEM Center is a comprehensive study center for students pursuing majors in the sciences, technology, engineering, and mathematics. It is home to the MESA program, the Physics Learning Center, and the Computer and Information Systems (CIS) Networking Lab.

Students will find computers; faculty available during office hours; drop-in tutoring for mathematics, physics, computer science, engineering, chemistry, biology, and geology; scheduled tutoring for CIS classes; CIS student assistants; workshops; rooms for group study or quiet study; and a community of students working together to progress through their science and math classes. The STEM Center is a resource available free of charge to any student interested in majoring in a STEM field, who is enrolled in a science or transfer-level mathematics class.

## STUDENT EMPLOYMENT

The Student Employment staff actively serves Cabrillo College students and graduates who are seeking employment in full- or part-time positions off campus. The Student Employment Center is also the central office for all on-campus student jobs, including Work Study positions. All on- and off-campus student jobs are listed online on the Student Employment web site. Additionally, all hiring paperwork for on campus student jobs is processed by the Student Employment Center. Individualized assistance with resumes is available by appointment. On-campus activities such as workshops and class presentations are offered throughout each semester.

The Student Employment Center provides phone and computer access to students, and is conveniently located in SAC West, on the street level. The Center enjoys the confidence of a wide range of employers who regularly list job openings and to whom qualified students are referred. Student Employment services are integrated with the total educational process of the College and works cooperatively with occupational education departments, Financial Aid Office, and the Intern-

ships office (Work-Based Learning). Call (831) 479-6413 for additional information.

## STUDENT RIGHTS AND RESPONSIBILITIES

**Student Rights**—The Cabrillo Community College District is committed to the protection of the individual rights of all students. Pursuant to Title VI of the Civil Rights Act, 1964, the protection of these rights is guaranteed in regard to sex, race, color, national origin, language, religion, age, disability, or sexual orientation.

Should the situation arise in which a Cabrillo College student suspects that these rights have been violated in the application of district policies or local, state, or federal law, students will be given the opportunity to seek resolution of further complaint through an established procedure.

Administrative Procedure (AP) 5500 describing the procedures for student rights and responsibilities is available in the Office of the Dean of Student Services, SAC East Room 217. AP 5500 is also available at <http://go.cabrillo.edu/studentrights>

**Student Responsibilities**—All students who register for classes at Cabrillo College have the responsibility of attending class regularly, completing assignments on time, doing their own work (not plagiarizing), demonstrating respect for faculty, administration, staff, and all Cabrillo College community members. All Cabrillo College students have the responsibility of respecting the College campus, equipment, and materials and reporting abuse or vandalism of such to the proper authorities. All Cabrillo College students have the responsibility of demonstrating professional behavior and following the guidelines described in the Student Rights and Responsibilities Handbook, AP 5500.

## STROKE AND DISABILITY LEARNING CENTER

The Stroke and Disability Learning Center offers a series of special classes for adults with physical and/or neurological limitations including mobility, fitness skills, adaptation, problem solving, and oral and written communication skills. Students enrolled in the program do not need to complete the college orientation nor the assessment tests unless they are working towards an academic certificate, degree, or transfer. Classes are held in the Stroke and Disability Center on the Aptos campus. See Special Education and Adaptive Physical Education for course descriptions. A physician's approval will be required. Call (831) 477-3300 for enrollment information or check the website at [www.strokecenter.com](http://www.strokecenter.com).

## TRANSFER/CAREER CENTER

The Cabrillo Transfer/Career Center is designed to provide services to students who plan to transfer to four-year colleges and universities and to encourage and facilitate the transfer of students who have been historically underrepresented in higher education. Students are encouraged to participate in the ongoing Transfer/Career Center services which are published in the Transfer/Career Center events calendar, or to visit the Transfer/Career Center and take advantage of the transfer resource library. Staff are available to assist students with transfer applications, research, and access to information. Counselors assist students in self-assessment of interest, skills, values, limitations, and the exploration of the job market. Based on assessment and personal goals, students receive assistance in evaluating possible careers that lead to success and satisfaction. Career and academic counseling is available to help students develop educational and career plans leading to entry into career fields, occupational training, and transfer to four year universities. The Transfer/Career Center offers professional

career counseling and assessment, courses in career planning, interest and personality assessments during the fall and spring semesters, a career library, and computer work stations. The Transfer/Career Center is located in the 100 Building. For more information, call (831) 479-6385. At the Watsonville Center, Transfer/Career Center resources are available at the Student Resource Center in Room A120, or call (831) 786-4734.

### **Transfer Admission Agreements**

Although eligible students can apply to any private university and/or UC and CSU campuses through the regular admission process, Cabrillo has special transfer admission agreements (TAG/TAA) with a number of these. Students who are eligible may complete a TAG/TAA, which guarantees admission when an agreement is both approved by the university and completed by the student. Students can apply to multiple UC campuses through the regular admission process, however, they are limited to submitting a TAG application to only one UC campus per year. For the UC system, students may begin working on an agreement beginning July 1, 2017 and must submit it online during the month of September for Fall 2018 admission. The Transfer/Career Center has more information on deadlines for the participating CSU and private universities. Contact the Counseling office at (831) 479-6274 or the Transfer/Career Center at (831) 479-6385 for more information.

### **TUTORING CENTER**

The Tutoring Center offers free group assistance to all Cabrillo College students, with special services available to students enrolled with the Accessibility Support Center (ASC) and certain career majors. All staff and many tutors are bilingual in Spanish and English.

The Center is open Monday -Thursday, 8:00 a.m.-5:00 p.m. and Friday 9:00 a.m.-1:00 p.m. Interested persons may receive more information at the Center, Room 1080, or by calling (831) 479-6126.

### **WATSONVILLE INTEGRATED LEARNING CENTER**

Staff at the Integrated Learning Center in room A210 on the second floor of the Watsonville Center provide tutoring in math, English and other subjects, labs in writing (ENGL 100L) and reading, and assistance with various learning resources, including Supplemental Instruction. Students have access to computers and printing, copier, study space for individuals and groups, course reserve materials, exam proctoring, a reference collection, and checkouts for laptops and reading materials. Library cards are facilitated on site, as well as the checkout and return of materials from the Aptos library. DVDs, videos, and other media are available for viewing and checkout. Hours during the semester are 8:00 a.m. to 8:00 p.m. Monday-Thursday and 8:00 a.m.-4:00 p.m. on Friday. Call (831) 786-4755 for more information.

### **WRITING CENTER STUDENT RESOURCE CENTER**

Students can access many services through the Student Resource Center in room A120 of the first floor in the main building (A), right down the hall from the Registration/Financial Aid office. Counseling, transfer information and representatives from four-year institutions, Health Services, assistance with online applications, and information/appointments for many departments are offered here, such as the Accessibility Support Center, Veteran's Services, Learning Skills, Student Resource and Support Network, Learning Communities, EOPS-CARE, and Student Affairs.

### **ENGLISH LEARNING CENTER**

The English Learning Center tutoring staff helps students to strengthen their writing and editing skills. Students can drop in for individualized tutoring (open entry ENGL 502L) on any academic work that requires writing. Tutors work with students to develop effective writing strategies and techniques. The Center offers ENGL 100L, Writing Laboratory, as co-requisite with ENGL 100, Elements of Writing. This one-unit weekly lab focuses on the practice and study of grammar, sentence structure, punctuation, and style in academic writing. ENGL 100L (writing) and ENGL 153 (spelling) labs are both offered in an online format. For current hours and information about tutorial services call (831) 479-6319.

The ESL Lab is part of the English Learning Center and provides tutorial assistance to students whose primary language is not English. ESL students may sign up for tutorial support by taking ESL 502. They may also take individualized language labs, ESL 200L to 204L, which allow students to improve readings, grammar, and listening skills in the lab for credit. Please call (831) 479-6310 for details.

The Reading Lab is also part of the English Learning Center at Cabrillo and provides reading instruction for students of nearly all reading abilities. Courses range from basic reading to transfer level speed reading and critical reading. In addition, the English Learning Center offers open-entry/open-exit individualized reading and vocabulary labs for those who prefer self-paced work.

The English Learning Center services are provided at both the Aptos campus and Watsonville Center. The English Learning Center hours will vary. See the *Schedule of Classes* for days and hours, or phone (831) 479-6167.

The English Learning Center courses (writing, ESL and reading) are credit/noncredit and open to all Cabrillo students.