

CYPRESS COLLEGE – FALL 2008

STUDENT SERVICES

ADMISSIONS AND RECORDS

The Admissions and Records Office admits and registers all students, maintains and retrieves various types of records. The Office evaluates and distributes records, evaluates certificate and graduation applications, insuring the accuracy of each student's permanent record. The Office is responsible for certifying and reporting enrollment and attendance data and provides registration information to the community, student body, faculty and staff. The Admissions and Records Office is located on the first floor of the Student Center. For additional information, call (714) 484-7346.

HOURS OF OPERATION:

MON – THU	8:00am - 7:00pm
FRI	8:00am - 5:00pm
SAT, SUN & HOLIDAYS	CLOSED

ADULT RE-ENTRY PROGRAM

The Adult Re-entry Program recognizes that learning is a lifelong process and is dedicated to meeting the needs of "non-traditional" students. Our Program provides a combination of services to explore career, academic and success issues as you progress on your educational path. Let us help you discover the many opportunities, services and options available. The Program offers counseling, classes, workshops, resources and referrals. The Adult Re-entry Program is located in the Career Planning Center on the second floor of the Student Center. For information, call (714) 484-7120. www.CypressCollege.edu/~cpc

NORMAL HOURS OF OPERATION:

MON – FRI	8:00am - 5:00pm
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ASSESSMENT CENTER

Matriculation is a set of services provided to all students as a means of ensuring their academic success. Assessment is one of the main components of matriculation services offered to each student. The Assessment Center provides a variety of services to determine skill levels in grammar, reading and mathematics. The intent is to place students in courses which match their skills, needs, and goals with College courses, programs, and services.

The Assessment Center is located on the second floor of the Student Center. Please call for any additional information (714) 484-7223.

NORMAL HOURS OF OPERATION:

MON – FRI	8:00am - 5:00pm
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BOOKSTORE

The bookstore is now located in the new Student Center adjacent to parking lot 1.

All textbooks and supplies will be available for purchase in the bookstore at least two weeks before each semester or mid-semester class begins. The Cypress College Bookstore also offers special orders for those books that students cannot find in area stores. Visit our website at www.cypresscollegebookstore.com to purchase textbooks online. Textbook orders can be picked up or delivered for a nominal fee.

The bookstore also offers supplementary educational books and supplies. The supply section offers imprinted Cypress College logo clothing, gifts, greeting cards, snacks, candy, beverages, and general merchandise.

NORMAL HOURS OF OPERATION:

MON – THU	7:45am - 8:00pm
FRI	7:45am - 5:00pm
SAT, SUN & HOLIDAYS	CLOSED

Extended hours for opening week will be posted.

The bookstore is also open the Saturday before and the first Saturday of the Fall and Spring semester. Hours for Summer session and holidays will be posted outside the bookstore as necessary.

BOOKSTORE BUY BACK

Students may sell their textbooks and certain workbooks back to the bookstore, or wholesale buyer, during the first three days of classes and during Spring/Fall Final Exams, and the first two days of mid-semester classes.

NORMAL BUY BACK HOURS:

MON – THU	8:30am - 7:00pm
FRI	8:30am - 2:00pm
SAT, SUN & HOLIDAYS	CLOSED

BURSAR'S OFFICE

The Bursar's Office processes registration payments and registration refunds, accepts deposits and processes requests for expenditures for a variety of areas on campus including Associated Students and all campus clubs, and monitors campus fundraising activities. This office is also responsible for paycheck disbursement and disbursement of scholarship funds. The Bursar's Office is located on the first floor of the Student Center. For information, call (714) 484-7317.

NORMAL HOURS OF OPERATION:

MON – FRI	8:00am - 5:00pm
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CalWORKs (California Work Opportunity and Responsibility to Kids)

The CalWORKs program provides services to Cypress College students who are on public assistance. Through the CalWORKs program, students may be eligible for paid work study opportunities; Child care; academic guidance and counseling; ancillary funds for books and supplies; Work activity progress report form completion; Communication assistance with the Department of Social Services; Workshops to enhance living skills; Networking activities. Staff are not employed by the Social Services Agency (SSA). They are employed by the North Orange County Community College District as advocates of self-sufficiency through education for our students. If you are attending Cypress College and receiving public assistance, please contact the CalWORKs office at (714) 484-7237. The office is located in the Cypress College Complex on the second floor in room 201.

NORMAL HOURS OF OPERATION:

MON – FRI	8:00am – 5:00pm
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CAMPUS SAFETY

The Campus Lost and Found Center will hold items for 90 days. Students should attempt to recover lost items in the area where they believe they were lost, and then check the Lost and Found Center in the Campus Safety Office, located in the CE3 Holder Street Building.

NORMAL HOURS OF OPERATION:

MON – THU	7:30am - 10:30pm
FRI	7:30am - 5:00pm

CARE (COOPERATIVE AGENCIES RESOURCES IN EDUCATION)

The CARE (Cooperative Agencies Resources for Education) program provides additional services and grants to eligible EOPS single parents who are on public assistance. Through CARE, eligible EOPS students receive supplemental educational support services, such as counseling and advisement; group support; peer networking; help from peer advisors; information and referrals to campus and community-based services or agencies; networking activities specifically designed for low-income single parents; and workshops, including self-esteem, parenting, study skills, and time management. Grants and allowances for child care, bus passes, textbooks and school supplies; transportation costs and other educational support; personal computer access; on-campus meal tickets are provided to enhance the retention, persistence, graduation and transfer rates of these highly motivated students.

If you are a single parent and interested in receiving benefits available to you, contact the CARE Coordinator at (714) 484-7237. The office is located in the Cypress College Complex on the second floor in room 201.

NORMAL HOURS OF OPERATION:

MON – FRI	8:00am – 5:00pm
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CAREER PLANNING CENTER

The Career Planning Center offers services designed to assist students and the general public move forward with confidence, new skills and strategies for success. Visit the Career Planning Center to discover your career/major options, target your ideal career, clarify your preferred values, interests and activities, and perfect your job search. The Center offers one-on-one counseling to help with selecting a college major, occupational possibilities, or career goals and alternatives. Also available are career classes, career assessments, workshops, a research library, career-related software programs and much more. The Career Planning Center is located on the second floor of the Student Center. For information call (714) 484-7120. www.CypressCollege.edu/~cpc

NORMAL HOURS OF OPERATION:

MON – FRI	8:00am – 5:00pm
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CENTER FOR INTERCULTURAL UNDERSTANDING

The Center for Intercultural Understanding (CIU) was formed to coordinate the programs of International Students and Multicultural Issues. The mission is to enrich our learning community through intercultural understanding. The goals of the CIU are to:

1. celebrate diversity
2. promote human relations
3. disseminate information
4. provide a forum for dialogue
5. build community relations
6. support globalization/internationalization of curriculum.

Please call for information (714) 484-7049.

COUNSELING CENTER

The College maintains a complete guidance service. Counselors assist students in planning a program of courses and are available to help in other matters affecting the student's progress in college. Conferences may be scheduled to ensure that the student receives maximum benefit from the counseling service. The Counseling Center is located on the second floor of the Student Center. Walk-in counseling is available daily in the Counseling Center or appointments can be made by calling (714) 484-7015.

NORMAL HOURS OF OPERATION:

MON – THU	8:30am – 7:00pm
FRI	8:30am – 5:00pm

DISABLED STUDENTS PROGRAM & SERVICES (DSPS)

Disabled Students Program and Services are available to students with verified disabilities. Typical services include counseling, registration assistance, test-taking assistance, note-takers, interpreters, special equipment, adapted computer services and selected special classes. The High Tech Center is also available to assist students with special technology needs. DSPS is located on the first floor of the Cypress College Complex. Please call (714) 484-7104, or (714) 761-0961 (TTY) for more information.

NORMAL HOURS OF OPERATION:

MON, TUE, THU & FRI	8:00am - 5:00pm
WED	8:00am - 7:00pm

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Extended Opportunity Programs and Services (EOPS) is a state and college funded program designed to assist students with economic, linguistic, and educational challenges (as defined by Title 5) enroll and succeed in higher education. Comprehensive support services are provided to promote access to college and once the student is enrolled, to increase retention and/or transfer to four-year universities and colleges.

These services include:

- Application and Application Assistance
- College Information and Specialized Orientation
- Textbook Services
- Priority Registration
- Specialized Counseling and Advisement Services
- Educational Supplies
- State-of-the-Art Computer Lab with Internet access
- University Application Fee Waivers
- Enhanced Tutoring Services

The CARE (Cooperative Agencies Resources in Education) program provides additional services and grants to eligible single parents who are on public assistance.

The EOPS and CARE staff are composed of dedicated professionals and student workers who are committed to seeing you succeed in college. Services are free of charge to all EOPS eligible Cypress College students.

To find out if you are eligible and to apply for these services, visit our office in the Cypress College Complex, 2nd floor, or call us at (714) 484-7368. You may also visit our website at: <http://www.CypressCollege.edu/eops/>

NORMAL HOURS OF OPERATION:

MON, THU & FRI	8:00am - 5:00pm
TUE & WED	8:00am - 6:00pm

FINANCIAL AID

Student financial aid is available through the college for students who need financial assistance in order to pursue their college education. Students are encouraged to contact the Financial Aid Office located in the Cypress College Complex, 1st floor, or call (714) 484-7114 or visit us online at www.CypressCollege.edu to obtain information and the required forms to receive financial assistance.

Financial Aid Programs Available

- Board of Governors Waiver (BOGW) - covers enrollment fees
- Cal Grant (B and C programs)
- Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work Study (FWS) - part time employment on campus
- Stafford Student Loans
- Extended Opportunity Programs and Services (EOPS)

Required Application Forms

- Submit a "Free Application for Federal Student Aid" (FAFSA)
- Submit a Cal Grant Grade Point Average Verification Form

Application Timeline – Fall 2008 & Spring 2009

Application Period: January 1, 2008 thru June 30, 2009	
FAFSA filing deadline:	June 30, 2009 (date postmarked)
CalGrant filing deadline for initial awards:	March 2, 2008.
For additional community college awards:	September 2, 2008 (date postmarked)

For Information

Cypress College Financial Aid Office
 Cypress College Complex, 1st Floor
 9200 Valley View Street
 Cypress, CA 90630 (714) 484-7114
www.CypressCollege.edu

NORMAL HOURS OF OPERATION:

MON – FRI	8:00am - 5:00pm
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FOOD SERVICES

HARMONY FOODS

(Located in the Humanities Building)

MON – THU	7:00am - 9:00pm
FRI	7:00am - 2:00pm
SAT, SUN & HOLIDAYS	CLOSED

Technical Education III / Health Science

(Located on the first floor)

MON – THU	7:30am - 10:00am and 11:30am - 1:30pm and 4:00pm - 7:00pm
FRI, SAT, SUN & HOLIDAYS	CLOSED

FOUNDATION/SCHOLARSHIPS

In addition to supporting various programs and projects on campus, the Cypress College Foundation awards \$250,000 in scholarships to over 500 students each year. Normally, applications are available at the Foundation office in December and are due back in early March.

NORMAL HOURS OF OPERATION:

MON – FRI	8:00am - 5:00pm
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PLEASE NOTE!

The office hours listed are subject to change. For updated information, please visit our Class Schedule online at: www.CypressCollege.edu.

GUARDIAN SCHOLARS

Guardian Scholars is a program committed to supporting ambitious college bound students exiting the Orange County foster care system. Program benefits include assistance in completing college entrance forms; Financial Aid application assistance, mentoring opportunities, friendship and support. Our program collaborates with Orangewood Children's Foundation. Additional funding may be available to support transfer costs.

If you are an emancipated or former foster youth and interested in receiving benefits available to you, contact Rick Rams at (714) 484-7374. The Guardian Scholar Application period is January to May each year. His office is located in the Cypress College Complex on the second floor in Dean's Suite.

NORMAL HOURS OF OPERATION:

MON – FRI 8:00am - 5:00pm

HEALTH SERVICES

The Student Health Center exists to promote physical and emotional wellness, prevent illness and injury, provide basic outpatient health services, and to educate students toward taking responsibility for their own health.

There is no charge to see the Physician, Nurse Practitioner, Psychologist and/or Nurse. Nominal fees will be assessed for lab tests, immunizations, medications, and special exam procedures. A registered nurse and family nurse practitioner are available at all times. Appointments are recommended to see the nurse practitioner or physician. Emergencies are seen immediately.

All students are covered by an insurance policy which provides coverage for accidents while on campus during required attendance and while using college-sponsored transportation to and from college activities (private insurance is primary).

To make use of health services or to get further information, contact the Health Center located on the first floor of the Gymnasium II Building by calling (714) 484-7361, or stop by the Center.

NORMAL HOURS OF OPERATION:

TUE – WED 8:00am - 7:00pm
THU – FRI 8:00am - 5:00pm

INTERNATIONAL STUDENTS PROGRAM

Cypress College welcomes applications for its International Student Program. Our college is authorized by the United States Department of Homeland Security as an institution of higher learning for non-immigrant F-1 visa students. One of the goals of the program is to provide positive educational opportunities for students in an effort to improve the global community. The staff offers assistance with academic advisement, registration into classes and orienting students to living in Southern California.

Only persons who qualify for F-1 student visas are eligible for admission. Deadlines for the acceptance of applications from international students are July 1 for the fall semester and December 1 for the spring semester.

Applications are available in the program office, which is located in Building 8, Student Activities or visit our website at www.CypressCollege.edu and link to International Students.

NORMAL HOURS OF OPERATION:

MON – THU 8:00am - 5:00pm

LEARNING RESOURCE CENTER (LRC)

Located on the first floor of the Library/Learning Resource Center Building, the Learning Resource Center contains a Language Lab and Tutorial Center. Free tutoring is available for students who need help in writing, English, ESL and other subjects. Over 100 computers are available for access to word processing software and the Internet. Plug-ins and wireless connectivity are available for students with personal laptop computers. Students may also print in black and white or color and may photocopy in the LRC.

The Math/Science Learning Center offers free tutoring in solving math problems or understanding math concepts. Tutoring in Biology, Chemistry and Physics is also available.

NORMAL HOURS OF OPERATION:

MON – THU 8:00am - 9:00pm
FRI 8:00am - 5:00pm
SAT 9:00am - 1:00pm
SUN & HOLIDAYS CLOSED

LIBRARY

The library (located on the second floor of the Library/Learning Resource Building) maintains a collection of approximately 68,000 books, periodical subscriptions as well as videos, CDs, DVDs, cassette tapes, maps and pamphlets. Students may access the World Wide Web, the library catalog and the extensive full-text journal and newspaper article databases, such as NewsBank, EBSCOhost, and the TILT academic research program via twenty-four Internet stations located in the Reference area. Remote access is available from any Internet computer by linking to the library home page and from off-campus with a User ID and password. The library also maintains a textbook reserve collection for students who may need access for a limited time inside the library.

In addition, available resources include individual study spaces, group study rooms, photocopiers and various listening and viewing stations.

NORMAL HOURS OF OPERATION:

MON – THU 8:00am – 9:00pm
FRI 8:00am – 5:00pm
SAT 9:00am – 1:00pm
SUN & HOLIDAYS CLOSED

STUDENT & CAMPUS ACTIVITIES

NORMAL HOURS OF OPERATION:

Student Activities Center	MON – FRI	8:00 am – 5:00 pm
Office	MON – FRI	8:00 am – 5:00 pm
Photo ID	MON – FRI	8:00 am – 5:00 pm

TRANSFER CENTER

The Transfer Center assists students interested in continuing their education at four-year institutions. Students are offered opportunities to meet with representatives from four-year schools for academic advisement, application workshops, and transfer information fairs. Students can access transfer resources including college catalogs, articulation agreements, reference books, degree major programs, and university admission requirements. The Transfer Center is located on the second floor of the Student Center. Please call for any additional information (714) 484-7129.

NORMAL HOURS OF OPERATION:

MON – THU 8:00am - 7:00pm
FRI 8:00am - 5:00pm
SAT, SUN & HOLIDAYS CLOSED

Check our website for more information and up-to-date college visitation details: www.CypressCollege.edu/counsel/transfer.

VETERANS BENEFITS

Cypress College is approved as a degree-granting institution for the attendance of veterans under Title 38, United States Code. This includes the programs covered in Chapters 30, 31, 35, 1606 and 1607. The College is also approved for the attendance of California veterans' dependents under the State program.

Veterans who plan to enroll in the College are urged to contact the Coordinator of Veterans Affairs (Admissions and Records Office) well in advance of registration so the necessary arrangements may be made with the Veterans Administration or the California Department of Veterans Affairs. The Admissions and Records office works closely with academic counseling, the Student Employment/Financial Aid Office, the Student Educational Development Center, and various veterans agencies to provide the veteran with services contributing to a successful educational experience. The Admissions and Records Office is located on the first floor of the Student Center. Call (714) 484-7346 for additional information.

NORMAL HOURS OF OPERATION:

MON – THU 11:00am - 1:00pm
and 2:00pm - 6:00pm
FRI 9:00am - 1:00pm
SAT, SUN & HOLIDAYS CLOSED