

# Student Services, Activities, Rights and Responsibilities

## ACADEMIC COUNCIL

Enforcement, interpretation, and waiving of academic regulations are handled by the Academic Council, a standing committee of the Faculty Senate.

The Academic Council makes recommendations on matters which affect the academic standards of the College, including consideration of admission, grading, graduation, and course transfer issues.

A student who wishes exemption from any college requirement shall prepare a petition after consultation with a counselor. The administration will apply policies established by the Council to student petitions.

## CATALOG RIGHTS

Cabrillo College issues a new *Catalog* yearly. The courses required for a specific degree or certificate may change from one catalog to the next, and often change during a student's tenure. For the purposes of meeting graduation requirements based on catalog rights, students may elect to meet the requirements of either:

- (1) The *Catalog* which was in effect at the time the student began his/her course work at Cabrillo, or
- (2) Any *Catalog* that is or has been in effect during the time that the student has maintained continuous enrollment before graduation.

Students maintain catalog rights by continuous enrollment at Cabrillo College. Continuous enrollment is defined as completion of at least one course per academic year. Documented military or medical leave, not exceeding two years, will not be considered an interruption of enrollment.

## COURSE UNAVAILABILITY

A student's academic progress toward a degree or certificate should not be impeded due to course unavailability. Therefore, if a course in a designated field of study has not been taught for three consecutive semesters, the Program Chair, or in her/his absence, the Division Dean, in consultation with the appropriate department representative, will stipulate another course in lieu of the course required for graduation.

## SUBSTITUTION OR WAIVER OF GRADUATION REQUIREMENTS

Cabrillo College recognizes that a disability may preclude a student from demonstrating required math, reading, and writing competencies or from completing course requirements necessary for an A.A. or A.S. Degree in the same manner in which non-disabled students are expected. The College also recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student's course of study and without compromising the integrity of any student's degree. Contact the Disabled Students Programs and Services office at (831) 479-6379 for further information.

## PRIVACY RIGHTS OF CABRILLO COLLEGE STUDENTS: ANNUAL NOTIFICATION

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380) requires that educational institutions insure access to official education records directly related to the student; that the College provide hearing opportunities to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the College obtain student's written consent before releasing personally identifiable records information to previously unspecified persons and agencies; and that these rights extend to present and former students of the College.

1. Education records generally include documents and information related to admissions, enrollment in classes, grades, and related academic information.
2. The Director of Admissions and Records has been designated Records Officer as required by the Act. Education records will be made available for inspection and review during working hours by presently and formerly enrolled students within five days following completion and filing of a request form with the Records Officer.
3. If these informal proceedings do not settle the dispute with the student's records, the student may submit a request in writing to the Designated Officer, the Vice President, Student Services, on forms provided by that office. The Designated Officer will then assign the matter within 10 school days to a Hearing Officer.
4. During the informal proceedings, the Records Officer may make such adjustments or changes not constituting interference of integrity, at the conclusion of which the Records Officer will render a decision to the President of the College, who will make the final decision of action to be taken.
5. The act provides that the College may release certain types of Directory Information unless the student submits in writing to the Records Officer that certain or all such information not be released without the student's consent. Directory Information at this college includes: (a) student name, (b) participation in recognized activities and sports, (c) dates of attendance, (d) degrees and awards received, (e) the most recent previous educational agency or institution attended.
6. A copy of the College Policy, Section 438, (P.L. 93-380) and other pertinent information is available for review and inspection in the Records Officer's office during normal working hours.

## ACTIVITIES AND ORGANIZATIONS

### Student Affairs Office

The operational hub of extracurricular activities on campus is the Student Affairs Office; it also serves as the student-related campus information center.

The Student Affairs Office is fully equipped to assist individual students and student groups in coordinating activities. Located in the Student Activities Center East, (831) 479-6378, this office organizes 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, housing board, student activity card, bus pass and parking permit information.

### Student Senate at Cabrillo College

The Student Senate has two major roles. First, to be the formal, official “voice of the students,” the student group who voices 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 extra curricular activities while attending Cabrillo College. Joining a club—cultural, social, or special interest—is one way to enhance the College experience. Clubs are organized to involve the student in specialized fields of interest allied with his/her academic major, personal interest in a particular activity, or special service to the College or community. For a complete list of Cabrillo College clubs, stop by the Student Affairs Office.

### Students and Shared Governance—Campus Committees

Students are appointed by the ASCC Student Senate to serve on important college 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.

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

### Publications

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

### Alpha Gamma Sigma

Located in Student Activities Center East, Alpha Gamma Sigma, the California Community College Honor Scholarship Society, is a statewide 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 [www.cabrillo.edu/associations/icc/AlphaGammaSigma-GammaPhi.html](http://www.cabrillo.edu/associations/icc/AlphaGammaSigma-GammaPhi.html).

### 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, golf, water polo, basketball, baseball, tennis, soccer, and swimming; and for women in swimming, 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, and San Jose City College.

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

## BOOKSTORE

The Cabrillo College Bookstore is located on the ground level of the Student Activities Center. The new Bookstore carries materials required for courses including a large selection of used textbooks. The expanded selection also includes reference books, supplies, snack and gift items and Apple computers and software. Apple products are sold at great academic pricing discounts. Textbooks are available for purchase at the beginning of each term in store and on the web at: [www.cabrillobooks.net](http://www.cabrillobooks.net).

The Bookstore is open extended hours the first week of school and extended refund periods for textbooks are also posted at the beginning of each semester. Used book buyback happens during finals week of fall and spring semester.

The Watsonville Center bookstore located at 318 Union Street carries textbooks, supplies and snacks.

## CHILDREN'S CENTER

The Cabrillo College Children's Center is accredited by the National Association for the Education of Young Children (NAEYC). The Center provides half- and full-day programs for children ages 6 months through 5 years and their families. The Jack and Elena Baskin Children's Center, the Margo Lynn Trombetta Infant Center, and the Child Development Lab classrooms are integral parts of the Early Childhood Education Department. The five-classroom program offers student, faculty, and staff parents a supportive place to learn, grow, share, and gain support in facing the realities of child rearing in our fast-paced and complex world.

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 accessible, culturally responsive, and high-quality program that serves as a model and observation site for Cabrillo, UCSC, and teachers from around the state. Carefully selected learning activities facilitate intellectual development, self-discovery, and competency for all ages. These programs support children as they explore, learn, and make discoveries about the world in which they live. Together, families and students interact, ask questions, and gain insights into children's behavior, and into the role of adults in supporting them as they grow. Lifetime friendships are often created.

The Children's Center is supported by the College general fund, grants, and parent fees. The California Department of Education Child Development Division provides funding for half- and full-day childcare based on income and need. Families can apply for enrollment at the birth of a child. Applications are valid for one year, are renewable, 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 or mailing.

## 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, Room 955, (831) 479-6313.

## COUNSELING

The Counseling Division'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 Division also provides courses and workshops in college success, career planning, study skills, essay writing, general transfer requirements, and other topics as needed. Counselors provide students with counseling to help them with self-exploration, personal development, decision making, and career/life planning as it relates to their college experience and their educational goals. Counselors help students with transfer admission agreements (T.A.A.s) for some campuses of UC and CSU and private universities. For more information or to set up an appointment, call (831) 479-6274. For the Watsonville Center, call (831) 477-5134. Personal counseling is available on a limited basis. (See Health Services.)

The Division is staffed by professionally trained counselors who provide academic counseling for occupational and two-year degrees, and transfer to four-year colleges. Academic counseling provides students with information about the requirements for the certificates, associate degrees, and occupational programs offered at Cabrillo. Students are encouraged to develop educational plans to help them achieve their goals. Counselors provide students who plan to transfer with information about four-year college admissions and programs. Students and counselors work together to make informed decisions and plans that will take into account student goals, admissions and general education requirements, and important preparation for majors and competitive programs.

## DISABLED STUDENTS PROGRAM AND SERVICES (DSPS)

The Disabled Students Program and Services (DSPS) 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 DSPS Office in Room 810: 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.

## 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, financial assistance, academic skills assessment, personal and vocational counseling, educational and career planning, student advising, tutorial and study skill assistance, and campus resource and community agency referrals. Interested students may contact the EOPS office, Room 907 or 910, 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. These students are eligible for the services mentioned above and more.

## FAST TRACK TO WORK (FTTW)

The Fast Track to Work Program (FTTW) provides support services to students receiving benefits from specific grant programs such as CalWORKs cash aid, the Workforce Investment Act, or the Food Stamps program. FTTW helps students to identify and start on a career track that will lead to a family-supporting income.

The FTTW office is located in Room 802 and is open Monday-Thursday 8:00-5:00 (closed 12:00-1:00 pm), and Fridays 8:00-noon. Eligible students are encouraged to call or drop by for more information. The office provides academic counseling, peer advising, job retention and financial literacy classes, resource and referral information, liaison with the granting agency, and, for CalWORKs students only, childcare funds and work-study jobs. Call (831) 479-6344. See our website and blog at [www.cabrillo.edu/services/fttw/](http://www.cabrillo.edu/services/fttw/).

## 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 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, Academic Competitiveness Grant, or Stafford Student 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 file an Intent to Withdraw form with the Financial Aid and Scholarships Office.

At Cabrillo College a student's withdrawal date is:

- The date the Admissions and 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 attendance in a class 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 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 2009-2010, annual awards range from \$486 to \$5350.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

These funds are awarded to students who have the highest need, have attempted less than 90 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.

### Academic Competitiveness Grant (ACG)

ACGs are federal grants for first and second year students, who are enrolled at least half time (6 or more units), have completed a rigorous secondary school program of study, have not been previously enrolled in a program of undergraduate education, are U.S. citizens or permanent residents of the United States and Pell Grant recipients, will be awarded. First year students are those who have graduated from high school after January, 2006 and second year students are those who have graduated from high school after January, 2005, and have completed 30 units with at least a 3.0 GPA. First year award is \$750; the second year award is \$1,300. Depending on the number of awards, these amounts could be reduced.

## Cal Grants

To qualify for a state Cal Grant A, B, or C, students must be residents of California and file the FAFSA 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 2002-03 or later and meet the eligibility requirements. Awards are offered on a competitive basis to those students who did not receive entitlements. They 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 June 2, 2009. 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 California youths aging out of foster care 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 residents of California 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, at the Scotts Valley Center, in the *Schedule of Classes* 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 eligible students who file by March 2 and awards are made on a first-come first-serve basis. 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 \$6000.

### Federal Stafford Loans

Stafford Loans are a form of financial aid and must be repaid with interest. Students who have demonstrated financial need may apply for a Subsidized Stafford Loan. The federal government pays the interest on subsidized student loans while students are in 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 an Unsubsidized Stafford Loan. The interest on unsubsidized student loans begins immediately and is not paid by the government. The interest rate on the Subsidized loan is fixed at 5.6% and the Unsubsidized Stafford Loan is fixed at 6.8%. To apply for Stafford Loans, students must file a FAFSA, and pass an online Entrance Loan Exam and complete a loan request packet. All Stafford Loan borrowers must be enrolled and attending in a minimum of 6 units. Loan maximum amounts are based on grade level and eligibility. Parents of dependent students may borrow funds from the Parent Loan for Undergraduate Students (PLUS) Program. The interest rate is fixed at 8.5%.

## HEALTH SERVICES

Student Health Services provides a variety of health and education-related services in Room 912, adjacent to the Student Center in the 900 Building at the Aptos campus, and during limited hours at the Student Resource Center at the Watsonville Center. Medical services, including assessment, diagnosis, and treatment, are provided by registered nurses and family nurse practitioners for common illnesses, minor injuries, and monitoring of chronic conditions such as asthma and hypertension. Crisis counseling is available on a walk-in basis with health center nurses, and on-campus appointments for short term personal counseling can be arranged through the Health Center staff.

First aid services, over the counter medications, emergency birth control, and condoms are available on a drop-in basis at the Health Center. Testing services available include low-cost lab services, TB testing, HIV/AIDS testing, pregnancy, and strep tests. Routine immunizations are offered at low cost to students.

Physical exams and wellness assessments are offered to all students, and mandatory entrance screenings are provided for all Allied Health Programs, including Associate Degree Nursing, Radiologic Technology, and the Medical Office Assistant program. Student Health Services provides TB screening for all adults associated with the Cabrillo College Children's Center. In addition, work-related physicals for students with off-campus employment are provided.

Reproductive health services are available at the health center through a contractual relationship with Planned Parenthood Mar Monte, allowing students convenient, low-cost access to these programs.

Health education and wellness enhancement are a major focus of the Health Services staff, not only for students, but for the entire campus community. Health fairs, immunization clinics, screenings, and educational materials are provided to faculty, staff, and students.

Limited hours and services are also available at the Watsonville Center through the Student Resource Center in room 4320. Call (831) 477-5134 for information.

## HONORS TRANSFER PROGRAM

Cabrillo College provides opportunities for student enrichment and recognition through an honors program that: 1) promotes academic excellence; 2) benefits students of exceptional academic preparation, ability, creativity, or motivation; and 3) enhances faculty curriculum development through close involvement in the teaching of such students.

Honors designated coursework shall extend or deepen students' knowledge of a particular field or permit students to pursue learning beyond the scope of existing courses. Thus, honor students will be challenged and encouraged to fully realize their potentials and abilities.

### 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 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 size, faculty mentors, a stimulating environment, membership in an honors transfer community of students, enriched curriculum, and a strong support network.

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 GPA. Verification of writing proficiency, 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 application materials: [www.cabrillohonors.org](http://www.cabrillohonors.org)

### Honors Scholar Designation

To achieve the Honors Scholar designation, students must complete four (4) or five (5) honors courses in a minimum of 15 semester units with a transferable GPA of 3.5 or higher. Each completed honors course is designated as Honors on a student's transcript. Students who 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.

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

## HOUSING

To assist students with housing, the Student Affairs Office posts local housing information on the housing board in the Cafeteria (900 building) and maintains the Housing Website, [www.cabrillo.edu/services/housing/](http://www.cabrillo.edu/services/housing/). Students, staff and community members may advertise available listings. To post a listing: complete a housing information card at Student Affairs or online [www.cabrillo.edu/housing](http://www.cabrillo.edu/housing); this service is free and each listing remains posted for three (3) weeks.

## INSURANCE

All 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 valid and collectible benefits provided by 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 SKILLS PROGRAM

The Learning Skills Program is designed to serve students with specific Learning Disabilities and Attention Deficit Disorder that can effect 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.

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. The list of online resources includes EBSCOhost Academic Search Premier, Ethnic Newswatch, Health Source Nursing/Academic, Literature Resource Center, National Newspapers 5, Historical New York Times, Britannica Online, AccessScience, ArtStor, Grove Music Online, Grove Art Online, Rand California, CountryWatch, CQ Researcher, the Oxford English Dictionary, and access to over 21,000 electronic Books. There are over 4100 video/DVD titles. Smooth access

to all of the resources is available from any one of the more than 45 workstations in the Reference area of the library. Remote access to all of these electronic resources is also available. The library building has wireless access to the Internet and to these online resources.

The library has 11 small group study rooms that seat anywhere from six to eight students. Available on first-come/first-serve basis, these rooms are for small groups of students to work collaboratively on research projects.

Special needs are accommodated in the library by the provision of:

- Three workstations with the Kurzweil 3000 program that enables conversion of print to electronic text which can be read to the user;
- Two workstations equipped with "JAWS" software which reads screens aloud and Zoomtext which enlarges print;
- A CCTV enlarging reader

At the library, students can expand their search for information resources relevant to their studies. Students are aided by librarians to become trained researchers in the complex and changing world of information literacy.

#### **Library hours during fall and spring semesters:**

Monday-Thursday 8:00 a.m.-8:00 p.m.

Friday 11:00 a.m.-4:00 p.m.

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

#### **LOST AND FOUND**

Lost and found articles are turned in to the Student Affairs Office/Reception Desk in the Student Activities Center (East Wing) or 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 prerequisites. The MLC was created not only to help students develop problem-solving skills but also to help them obtain the confidence and ability to tackle math problems on their own. By signing up on a waitlist, students receive help on a first-come/first-served basis. To reduce the waiting time for help, tutors help each student with one or two problems before moving to the next student on the list. Students may sign up on the list as often as needed while they are in the MLC. Typically, students use the MLC's services to get a jump-start on problems they run into while doing their homework.

In addition to drop-in tutoring, students may check out calculators, textbooks, textbook video tapes, and various learning software packages 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, stop by during the first few weeks to register for services. To find out more about the MLC call (831) 477-5696 or visit the website at [www.mlc.cabrillo.edu](http://www.mlc.cabrillo.edu) to see what is happening in the MLC at any time or sign-in for online tutoring..

## MESA

### MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT

MESA is one of the country's oldest and most successful programs to assist students in preparing for careers in math-based fields. Established in California in 1970, MESA programs exist at secondary, university, and community college levels. Cabrillo's MESA Program sponsors the MESA Study Center and provides:

- Academic Excellence Workshops-participating students meet twice a week to sharpen skills and improve understanding for selected math, physics, or engineering courses;
- A study center equipped with computers and a small reference library of science and math textbooks, and videos; and
- Drop-in and group tutoring in math and sciences provided by math and science professionals and by students.

Another benefit available to all students in the MESA Study Center is the opportunity to be a member of a supportive community founded on academics, the setting of high goals, and steady perseverance toward these goals. This sense of community and shared purpose usually has a strong positive effect on retention and success.

Extra services and opportunities are offered to students who qualify for MESA membership. These services and opportunities include:

- Free printing and copying in the Center
- Field trips to industry sites, science museums, and prospectivetransfer universities;
- Academic counseling to establish education plans and ensure successful transfer in science and math majors;
- Scholarships, internships, leadership retreats, summer research programs;
- Long-term calculator, computer, and locker checkouts; and
- Sponsored student travel to professional conferences.

Students intending to transfer in a math or science major who are also eligible to receive financial aid or who are the first in their families to attend college may be eligible for MESA membership. To find out more, come by the MESA Transfer Study Center in Room 714, call (831) 479-6503, or visit the website at <http://www.cabrillo.edu/services/mesa>.

### OPEN ACCESS COMPUTER LAB

Students may use the Open Access Computer labs for word processing, and Internet access. The Open Access Labs are located in the Library, the Aptos CTC (Building 1400) and Watsonville CTC (Room 4510).

### READING CENTER

The Reading Center at Cabrillo 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 Reading Center offers open-entry/open-exit individualized reading and vocabulary labs for those who prefer self-paced work.

Reading Center services are provided at both the Aptos and Watsonville campuses. Reading Center hours will vary. See the *Schedule of Classes* for days and hours, or phone (831) 479-6573 or (831) 479-6442.

## SCHOLARSHIPS

Each year Cabrillo College awards a number of scholarships ranging in amounts from \$500 to \$2500. 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 December. 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.

## 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 Office is also the central office for all on-campus student jobs, including Work Study and Fast Track 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 Office. Workshops on job seeking skills are offered each semester, and individualized assistance with resumes is available by appointment. Phone, fax and computer access to jobs is available to students through the center, which is located in Room 804.

The Student Employment Office enjoys the confidence of a wide range of employers who regularly list job openings and to whom qualified students are referred. The Student Employment service is integrated with the total educational process of the College and works cooperatively with occupational education departments, the College Career Planning Center, Financial Aid Office, and Cooperative Work Experience Education. 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 regulations describing the procedures for student rights and responsibilities are available in the Office of the Dean of Student Services, Room 914.

**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.

## STROKE AND ACQUIRED DISABILITY CENTER

The Stroke and Acquired Disability Center offers a series of special classes for adults with functional loss, and for caregivers, including mobility and fitness skills, independent living skills, speech, hearing, and language skills, and dealing with disabilities. Classes are located in the Stroke Center in Delaveaga Park, Santa Cruz. Transportation is available through Metro ParaCruz. A physician's approval will be required. Call (831) 425-0622 for enrollment information.

## 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 monthly in the Transfer/Career Center events calendar, or to visit the Transfer/Career Center and take advantage of the transfer resource library. Counseling faculty all have strong and recent training in Transfer Advising and preparation for competitive Universities and majors. Staff are available to assist students with applications, research, and access to information. The Transfer/Career Center is also open to both students and community members. Few life decisions are more important than determining how to shape one's future. The Transfer/Career Center staff assists 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 vocational plans leading to entry into career fields, vocational training and transfer to four year universities. The Transfer/Career Center offers professional career counseling and assessment, courses in career planning, workshops on career planning and job seeking skills, interest and personality assessment, a career library, and computer work stations. Career assessment and counseling are offered to the community for a modest fee.

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 4320, or call (831) 477-5134.

## TUTORIAL CENTER

The Tutorial Program offers free group assistance to all Cabrillo College students with special services available to students enrolled in EOPS, Disabled Students Program and Services (DSPS) and certain career majors. All tutorial staff and many tutors are bilingual in Spanish and English. The Tutorial Center offers CG 205L, a corequisite of CG 205 (Academic Survival Skills), where students practice study skills learned in their class. Unit credit is available for this lab (1-3 units).

The Center is open Monday 8:00 a.m.–5:00 p.m., Tuesday-Thursday, 8:00 a.m.–6:00 p.m. and Friday 8:00 a.m.–4:00 p.m. Interested persons may receive more information at the Center, Room 1080, or by calling (831) 479-6470 or (831) 479-6126.

## WATSONVILLE INTEGRATED LEARNING CENTER

Staff at the Integrated Learning Center in room 4410 on the second floor of the Watsonville Center provide tutoring in math, English and other subjects, labs in writing (ENGL 100L, ENGL 290), ESL and reading, and assistance with various learning resources. Students have access to computers, study space for individuals and groups, course reserve materials and a reference collection. Library cards, checkout and return are facilitated on site. Videos for telecourses, language lab materials, and other media are available for viewing and checkout. Hours during the semester are 8 am to 8 pm Monday–Thursday and 8 am–4 pm on Friday. Call (831) 477-5155 for more information.

## WRITING CENTER AND ESL LAB

The Writing Center tutoring staff can help students strengthen their writing and editing skills. Students may sign up for open-entry, individualized labs in grammar, spelling, and writing, and they may drop in for free tutoring when referred by a teacher or counselor (ENGL 502L). The Center also offers ENGL 100L, the ENGL 100 co-requisite lab that focuses on grammar and mechanics. For current hours of service and more information about tutoring services, call (831) 479-6319.

The ESL Lab is part of the Writing Center and provides tutorial assistance to students for whom English is not their primary language. To earn credit on a drop-in basis, the ESL lab offers ESL 200L to 204L. ESL students may also sign up for tutoring support by taking ESL 502 for no credit and at no cost. Please call (831) 479-5790 for more details.

All Writing Center and ESL Lab courses are credit/no credit and open to all Cabrillo students.