

STUDENT SUCCESS & SUPPORT PROGRAM SERVICES

Pathway to Success

Student Success & Support Program services are offered at all community colleges. Utilizing our support services will support you from initial enrollment at Cabrillo College through the completion of your educational goals. We provide the following services:

ORIENTATION to college, explaining the services we provide, and the policies in place that support you

ASSESSMENT of academic skills through placement testing in math, English, reading, and English as a Second Language (ESL)

COUNSELING, ADVISING, AND EDUCATIONAL PLANNING so that you enroll in the correct courses and complete your academic program in the shortest period of time

FOLLOW-UP SERVICES when you are having academic difficulties and need some additional support

Your Responsibilities are to:

1. Identify a Career Goal (profession, job)
2. Complete online orientation
3. Complete Assessment for course placement
4. Identify an Educational Goal (A.A. or A.S. degree, certificate, transfer to a four-year college or university, etc.)
5. Identify a Program of Study/Major after completing 15 degree applicable units or 3 semesters
6. Develop an Education Plan reviewed by a counselor

Prerequisites, Co-Requisites, and Hybrid Requisites

Some courses may require that you read, write, or analytically compute at a certain level. These skills or knowledge are usually gained through a course called a prerequisite, co-requisite, or hybrid requisite.

A prerequisite course needs to be successfully completed before enrolling in the desired course. The co-requisite course is taken at the same time as the desired course. A hybrid requisite course may be taken before or at the same time as the desired course. Successfully completing prerequisites, co-requisites, and hybrid requisites is required. See the Catalog or the Schedule of Classes for more information. A counselor can also assist you with information about these requisites.

If you believe you already have the skill level required in the prerequisite, co-requisite, or hybrid requisite course, see the Challenge Process.

The Challenge Process for Requisites

Through the challenge process you can petition the related department for approval to skip a prerequisite or co-requisite course by showing through documentation, academic records, or other verifiable means that you have the skills and/or knowledge required by the prerequisite or co-requisite course. To obtain the form, visit:

go.cabrillo.edu/challenge_requisite

STUDENT SERVICES AND RESOURCES:

Accessibility Support Center (ASC)

ASC helps students with disabilities to function independently in the educational environment. The center is located upstairs in the Library.

Phone: (831) 479-6370, (831) 479-6379

Hearing impaired: (800) 735-2922, (831) 479-6421

Some placement assessment results may indicate the need for further testing for possible learning disabilities. There are excellent resources for these services through Learning Skills.

Phone: (831) 479-6220

Alpha Gamma Sigma (AGS)

AGS is the California Community College Honor Society. This campus club performs community service and fundraising for campus and community programs.

Location: SAC East (Aptos)

Phone: (831) 477-5600

Website: www.agscabrillo.org

Computers for Student Use

Any registered student may use computers in the Computer Technology Center (CTC, Bldg 1400, Aptos) on lower campus, the Library (Bldg 1000, Aptos) on upper campus, or the Integrated Learning Center (ILC) and Watsonville Computer Technology Center at the Watsonville Center. The library also has laptops for students to use. Computers typically have Microsoft Office products and internet access, and are available on a first-come, first-served basis, with no time limits on the use of the computers.

STUDENT SERVICES AND RESOURCES *(continued)*

Counselor Assistance

Counselor assistance is available to help students select courses for specific majors, meet general education requirements, and prepare for transfer. Counselors are available by appointment and on a walk-in basis. Call for appointments and/or information:

Phone: (831) 479-6274 (Aptos)
(831) 786-4734 (Watsonville)

Extended Opportunity Program and Services/Cooperative Agencies Resources for Education (EOPS/CARE)

EOPS serves full-time, eligible students who are economically and educationally disadvantaged. CARE, a sub-component of EOPS, serves EOPS-eligible students who are single, head-of-household with a child under age 14, and are receiving CalWORKS (cash aid/TANF) benefits.

Location: Room 907 (Aptos)
Phone: (831) 479-6305
Website: www.cabrillo.edu/services/eops/

International Student Program

Provides advising and academic counseling for international students with non-immigrant visas.

Location: Room 124 (Aptos)
Phone: (831) 479-6200
Website: go.cabrillo.edu/is

Library

The Robert E. Swenson Library's rich collection of services for students makes it the busiest learning center on campus. We have nearly 100 computers available for student use, a large online database collection for student research, a core book collection covering all campus instruction areas, a large course reserve collection of textbooks and materials required for many classes, and friendly librarians available to help with your information needs. Students may apply for a library card at the Library Circulation Desk, at the Watsonville Integrated Learning Center, or online at go.cabrillo.edu/library.

Student Activity Card-Photo Identification /Benefits Card

The automatically assessed fee of the Student Activity Card (photo ID/Benefits Card) helps both the individual student and the college at large. The fees are budgeted by the Associated Students of Cabrillo College (ASCC) Student Senate to develop and support campus activities, educational

programs, speakers, conferences, and cultural events. Cardholders also receive numerous on and off campus benefits including:

- Free admission to all regular season Cabrillo College athletic events
- Community-wide discounts such as reduced movie admissions, restaurant discounts, and local vendor discounts
- Student Discounts at museums locally, nationally, and abroad (per the guidelines of each museum)
- Student Identification Card

Students may decline the benefits of the Student Activity Card (for a credit to their account) and can do so online through WebAdvisor or by completing a waiver form.

Student Employment

The Student Employment staff serves Cabrillo College students and graduates who are seeking employment in full or part-time positions off campus, resume development, and interview preparation. This center also provides an on-line job board and is responsible for all on-campus jobs including Work Study positions.

Location: SAC West--Street Level (Aptos)
Phone: (831) 479-6413
Website: www.cabrillo.edu/services/jobs/

Student Health Services

Physical and mental health services are available to support the optimal wellness of all registered students. Services include care for minor illnesses and injuries, personal and group counseling, wellness education, preventive care (including many immunizations), and health advocacy.

Location:
Room 912 (Aptos)
Student Resource Center (Watsonville)
Phone (Appointments): (831) 479-6435
Website: www.cabrillo.edu/services/health

Student Resource & Support Network (CalWORKs & WIOA)

The Student Resource & Support Network is a one-stop center providing support services to low income Cabrillo students, students receiving CalWORKs (cash aid/TANF) benefits, and students who are unemployed/underemployed participating in WIOA (Workforce Innovation and Opportunity Act). Services may include academic counseling, help with books

STUDENT SERVICES AND RESOURCES *(continued)*

and registration fees, referrals to community and employment resources, access to public benefits, and financial literacy coaching. Contact the office by phone or in person for eligibility information.

Location: Room 110 SAC West-Street Level (Aptos)

Phone: (831) 479-6344.

Website: www.cabrillo.edu/services/srsn/

Student Senate at Cabrillo College

The Student Senate is the official voice of Cabrillo's students. Through elected representation, student concerns are heard at the local level. The Student Senate also offers a variety of activities that make Cabrillo College a warm, lively, and exciting environment.

For a full list of student organizations visit:

www.cabrillo.edu/associations/icc

For more information about the Student Senate, clubs, and all student activities, contact the Student Activities Coordinator at (831) 477-5115.

Transfer/Career Center

Transfer/Career Center is open to both students and members of the community. The Transfer/Career Center offers transfer and career counseling, classes in career planning, workshops on transfer and career topics, career assessment, online application assistance, campus visits, university representatives, and a full resource library. Staff will also help students individually with Student Planning (electronic Ed Plan).

Location:

Building 100 (Aptos)

Student Resource Center (Watsonville)

Phone:

(831) 479-6385 (Aptos)

(831) 786-4734.(Watsonville)

Website:

www.cabrillo.edu/services/transfercenter/

Tutoring Services—"The Hub"

The HUB: Tutoring and Academic Support, Second Floor, Library (Aptos)

English Learning Center

ESL Room 1060

Reading Room 1064

Writing Room 1059

Math Learning Center Room 1074

Tutoring Center Room 1080A

Watsonville:

Integrated Learning Center (ILC) WatA210



Veterans Information Center

All students receiving veterans' benefits must meet with the certifying official in the Veterans Information Center.

Location: Room 914 (Aptos)

Phone: (831) 479-6110

Website:

www.cabrillo.edu/services/ar/veterans-overview.html

***Admissions & Records
and Financial Aid
are now paperless!***

- Admissions & Records and Financial Aid communicate with students by e-mail only.
- Log-in to WebAdvisor to update your e-mail so you won't miss out on important messages.

***Contact Admission & Records for more
information. (831) 479-6100***

GENERAL INFORMATION

Academic Freedom

Academic freedom of instructors and students is essential to the mission of the college in order to stimulate intellectual curiosity and inquiry, self-questioning and to foster the search for truth. To this end, faculty academic freedom shall be assured, subjected to limitation imposed by law, by the academic standards of the college and the state, by the rights of students to be free from any reprisals, and by the students' rights to an objective presentation of the subject matter.

Bikes, Skates, and Skateboards

Rollerblades, skates, and skateboards are prohibited on any roadway, path, service road or sidewalk at Cabrillo College. Bikes are prohibited on sidewalks. Students who violate this policy may be subject to disciplinary action under the Student Rights and Responsibilities Handbook.

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 with a grade of A, B, C, D, or P(CR). Documented military or medical leave, not exceeding two years, will not be considered an interruption of enrollment. Visit the Catalog online at

www.cabrillo.edu/publications/catalog/current

or purchase a copy from the college Bookstore, or review the Catalog at the Library Circulation desk.

Drug-Free Campus

It is the policy of the Cabrillo Community College District to maintain a campus free of the possession, manufacture, use, or distribution of controlled substances as listed in the federal Drug Free Schools and Communities Act (DFSCA). These include, but are not limited to, alcohol, cannabis (marijuana/hashish), hallucinogens, cocaine/crack, amphetamines, and heroin. More information about Cabrillo's policies, procedures, and resources is available at www.cabrillo.edu/services/health

Nondiscrimination Policy

Cabrillo College does not discriminate on the basis of ethnicity, national origin, religion, age, gender, sexual orientation, race, or physical or mental disability, or any other protected status category in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education programs. For additional information regarding this policy and the procedures involved, contact the Director of Human Resources (831) 479-6217 regarding Cabrillo employees or the Dean of Student Services (831) 479-6525 regarding Cabrillo students.

Open Enrollment

It is the policy of Cabrillo College that, unless specifically exempted by statute, every course, course section, or class that is reported for state apportionment, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites and selection procedures as may be established by Title 5 of the California Administrative Code, commencing with Section 55200.

Parking Regulations and Citations

The California Vehicle Code is enforced on campus. Students must have parking permits to park on campus in student lots. It is recommended that students select a parking permit when they register. A student who does not purchase a parking permit must pay \$4 (exact change only; some machines will accept debit/credit cards only) for a day permit in a student lot. The first day of the semester is a grace period in all of the student lots only. Tickets will be written the first day in all staff lots, specially posted areas, and in the visitor parking meters. Ticketing will begin in all campus lots the second day of classes. Parking citation rates may be adjusted at anytime. For more information, visit:

www.cabrillo.edu/services/studentaffairs

Privacy Rights for Students

Student information is confidential and not released to the public except for information designated as "Directory Information." Directory information is (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. Students who do not want Directory information released

GENERAL INFORMATION *(continued)*

must notify Admissions & Records in writing. The Cabrillo College Catalog describes student record access and privacy rights as required by the Family Educational Rights and Privacy Act (Section 438, Public Law 93-380) in more detail. You can also access this information at:

www.cabrillo.edu/services/ar/family-support.html

Sexual Harassment Policy

It is the policy of the Cabrillo Community College District to provide an educational, employment, and business environment free of unlawful and unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the workplace, or in the educational setting constituting sexual harassment as defined and otherwise prohibited by state and federal statutes. For additional information regarding this policy and the procedures involved, contact the Director of Human Resources (831) 479-6217 regarding Cabrillo employees or the Dean of Student Services (831) 477-3584 regarding Cabrillo students.

Smoking Policy

The Cabrillo Community College District is committed to a healthy and productive educational and work environment. As such, and in light of well-established health risks associated with smoking and exposure to secondhand smoke, Cabrillo Community College District prohibits smoking in all campus areas and locations.

Student-Right-To-Know

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates and campus crime statistics to all current and prospective students. You can get more information at the following link: <http://srk.cccco.edu/index.asp>

Student Rights and Responsibilities

Cabrillo College is committed to the California Community College mission to promote high quality learning and teaching in a supportive environment for all students. To this end, the Student Rights and Responsibilities handbook was produced. It was originally developed with students, faculty, staff, and administration in mind as a guide to protect the individual rights of all students when it is believed these rights may have been violated. This handbook also outlines students' responsibilities to the Cabrillo College community. As the needs of students change, we are committed to making sure

we change with them. Therefore, the current edition was created to evolve with the updates to legislation and policy. For questions and/or comments, contact the Office of the Dean of Student Services, (831) 477-3584. You may access the handbook online: [Student Rights and Responsibilities Handbook](#)