LEARNING RESOURCES AND STUDENT SERVICES

LEARNING RESOURCES
City College of San Francisco Learning Resources facilities provide for collections and delivery of information and instructional materials in a wide variety of formats. The following departments and campus libraries provide an extensive collection of books, periodicals, pamphlets, microforms, recordings, software, films and electronic databases. The staff is available to answer inquiries concerning all aspects of these resources, as well as to give assistance in their use. The College Learning Resource facilities include the following:

The College Library
The College Library consists of five collections, two at the Phelan Campus and one each at the John Adams, Southeast, and Downtown Campuses. The print holdings of all the libraries in the system consist of a total of 153,180 volumes. The current number of periodical subscriptions and microfilm is 1,123 titles. Reference librarians provide workshops on the use of the Library collections and services at every campus library. All CCSF students may check out books at any campus library with a valid CCSF student identification card. The inter-campus loan service extends the collections by delivering requested materials from any CCSF campus library to another campus library. Library facilities are located at:

Library Locations:
The Claude and Louise Rosenberg Library/Learning Resource Center is located on the southeastern part of the Phelan Campus. The Library consists of the Circulation, Reserve Book Room, Periodicals, Reference, Acquisitions, and Cataloging Departments. All Library users have access to the collections via the Online Public Access Catalog (OPAC). The OPAC is an electronic database that allows patrons to search for all library materials located in any of the campus libraries/learning resources centers of City College. The OPAC includes descriptive information about the books, non-print materials, full-text periodical databases, an electronic dictionary, gateways to other libraries and access to the Internet via the CCSF Library's web pages. The collections contain 111,505 volumes and subscriptions to over 650 periodicals. Many back-runs of periodicals are maintained on over 10,000 reels of microfilm. An extensive reference and pamphlet collection is also maintained. Copy machines, networked printing for all electronic resources, microform readers and reader-printers, a color photocopier and a fax machine are provided for student use. Over 70 OPACs on the 4th floor provide access to all the electronic resources, some of which are also accessible from off-campus locations. The open stacks give immediate access to almost the entire collection, affording valuable opportunities for independent browsing and research. A handbook, Library Tips, is available at the reference desks. A student computer lab for word processing, e-mail and other applications is located on the 5th floor, R521. A current CCSF ID card with library barcode is required for using the lab.

The Language Laboratory is located in the Library/Learning Resource Center (LLRC) on the second floor. It provides audio-active and video cassette stations where students of foreign languages reinforce and perfect their speaking and aural comprehension skills. Students work individually at their own pace with class-coordinated materials. Attendance is required of students enrolled in lab-coordinated courses. Orientation is required of all students using the Laboratory. A current City College of San Francisco student ID card is also required.

The Media Center, located in the LLRC on the 4th floor, has a large collection of videos and other non-print materials covering a wide range of subjects. Students use the Media Center to listen to or view materials developed or suggested by their instructors. Some courses require laboratory hours in the Center. Individually equipped carrels are provided so that students may progress at their own pace. Students are invited to use the Center for their personal enrichment.

The Alice Statler Library is in the lower level of Statler Wing, next to Smith Hall. It provides access to books, periodicals, pamphlets, videos, software and CD ROMs about the hospitality industry. The collection covers topics such as the history and sociology of food, nutrition, professional and home cooking and baking, the restaurant business and management, the hotel industry and management, tourism and travel, and wine. The Library's printed holdings of 8,527 volumes are included in the Library's OPAC.

The Downtown Campus Library is on the 2nd floor at 800 Mission Street in downtown San Francisco. It houses a book collection with a focus on business and careers, ESL, hospitality, and computer science. The library subscribes to over 90 periodicals and also offers access to computer based information sources. A media lab is located in the library where students can view the library collection of instructional videos or listen to spoken ESL materials on cassette and compact disc players. The library also contains a computer lab with both PC and Macintosh computers connected to the Internet. Current student ID is required for use of both the media and computer labs.

The John Adams Campus Library, located at the School of Health and Physical Education (1860 Hayes Street), Room 204, is a full service facility housing more than 15,000 volumes, over 600 video and audio cassette tapes, and 81 periodical titles. Designed to support the curricula at this campus, the collection is strong in literature, African American studies, health sciences, English as a Second Language, Transitional Studies, Child development/family studies materials, and physical education.

The Josephine Cole Library (Southeast Campus) is located on the fifth floor at 1800 Oakdale Avenue. This collection has an up-to-date core reference section, as well as a strong emphasis in African American studies, English as a second language, basic education and allied health. There are computers and a copy machine available for student use. The book collection contains over 4000 volumes and subscriptions to over 55 periodicals.

The Learning Assistance Center
The Learning Assistance Center and its associated programs assist students in learning their course material, enabling them to become efficient, independent learners. These programs are located in the Rosenberg Library, Room 207.
The Academic Computer Laboratory offers access to the Internet and e-mail for City College students. It also offers educational CD ROM and software programs for students taking identified academic classes such as anatomy, business, GIS, English, ESL, mathematics, and science. Laboratory assistants help students in selecting and using these educational programs.

College Success Classes are offered through the Learning Assistance Department (LERN 50) and through the Interdisciplinary Studies Department (IDST 50). These classes are especially valuable to students attempting to raise their grade-point averages, re-enter college, or succeed as college freshmen. The focus is on life management, learning styles, personal and educational values, instructor-student relations, maintaining health, memory and concentration, lecture notetaking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem solving, and creative thinking.

The Computer Learning Lab offers drop-in computer skills workshops for students in topics such as: Introductory Word, Excel, Internet, E-mail; and choosing a home computer.

The Reading Laboratory assists students who want to improve their reading skills using computer software, self-paced materials, and cassette tape recordings. Tutors assist students with their reading and study techniques when they encounter difficulties in their academic classes. Instructors are available to assist students with material selection.

The Tutorial Center provides one-to-one and small group tutoring in math, English, ESL, chemistry, physics, accounting, economics, psychology, anatomy, physiology, statistics, music, nursing, computer and information science, and foreign language courses. Academic peer tutors are students who received high grades in their courses and recommendations from their instructors. These trained tutors assist students in their weekly assignments as well as with their study techniques. Students sign up daily for tutorial appointments.

The Write Place Computer Laboratory offers word processing facilities for students enrolled in courses that require writing assignments. Instructors and tutors assist students both with word processing programs and composing and editing their compositions for their English classes and for other college courses.

The Writing Laboratory provides tutoring for students taking courses with writing assignments. English and ESL instructors and Learning Assistance Center tutors assist students in composing and editing their essays. Although tutors do not correct student compositions, they point out areas in need of attention and show students how to correct their own mistakes. Students sign up daily for appointments.

The Writing Success Project provides an intensive writing tutorial program for a limited number of students. Those who are accepted into the project make a commitment to complete a minimum number of hours of small group instruction, tutoring, and academic counseling. Successful candidates must meet certain federal requirements.

Additional Learning Resources

The Biology Auto-Tutorial Laboratory, located in Science Hall, Room 307, contains a collection of self-instructional audio-visual materials for the Biological Sciences. Materials can be used in coordination with specific courses or as supplementary materials. The laboratory is staffed by instructors and qualified student aides who guide in the use of the self-instructional materials and offer on-the-spot instructional help. Hours of operation are posted at the laboratory.

The Disabled Students Programs and Services High Tech Center (HTC) is a computer laboratory designed for students with physical and/or cognitive disabilities. The HTC offers a noncredit course introducing adaptive computer equipment and software for development of vocational, academic, and daily living skills. HTCs are located in Room 231 of Batmale Hall and on the John Adams Campus. They are open Monday through Friday.

The Disabled Students Programs and Services Strategy Laboratory provides facilities for classes with small group instruction on learning intervention strategies. These classes (Diagnostic Learning O and M) are designed for students with disabilities. Trained instructional aides assist students in applying learning techniques as they work on classroom assignments. The laboratory is in Room 231, Batmale Hall. Hours are scheduled at the time of enrollment. The lab is open Monday through Friday.

Instructional Computing Laboratories. The Instructional Computing Laboratory, located in Batmale Hall, Room 301, provides access to computer hardware for City College students. CRT's and printing terminals connect to the District's main-frame computers, and three HP 9000 series IBM-PC microcomputers are also available, connected by a VELAN network. Students in a wide variety of disciplines use the equipment to acquire skills in the use of computer languages and hardware, review material and take tests, receive instruction, study independently, perform simulations and use databases and statistical programs. Students may use the machines in conjunction with course work or may apply for personal accounts for individual projects. Manuals are available for reference in the laboratory; a faculty monitor and student aides are available for help with hardware and operating system problems. The COMPUTER USER'S GUIDE, available from the College Bookstore, provides an introduction to the Honeywell's operating system, timesharing, editors, and languages. The Instructional Computing Laboratory located in Science Hall, Room 8 contains Apple Ile and IBM PC microcomputers connected to a Carvis hard disk system. This facility is primarily intended as a work area for applications, rather than support for learning computer languages.

The Mathematics Laboratory, located on the third floor of Batmale Hall, offers two distinct services. One area of the center, the Math Workshop, in Batmale Hall, Room 302B, offers drop-in tutoring in arithmetic, elementary algebra, and geometry. The main area of the Laboratory, Room 302, houses an individualized arithmetic program. Students are tested when they enter, study only the topics where they show weakness and earn credit when they have completed the course work.

The Nursing Skills Laboratory, located in Bungalow 204, is supervised open laboratory where nursing students may complete and/or reinforce their course work. The Laboratory provides a large collection of books, periodicals, pamphlets and an Audio-Visual Reference Center with twenty learning carrels. A registered nurse serves as a resource person for nursing students to answer questions, direct independent studies, and give workshops on skill procedures.
The Speech Lab is located on the third floor, Batmale Hall, Room 321, on the Phelan Campus. It offers one-on-one tutorial services by faculty members for students enrolled in interpersonal, group, and public speaking speech courses. Students can receive assistance on speech outlines, organizational strategies, visual aids, delivery and research methods. Videotaping is available.

The Transitional Studies Adult Learning and Tutorial Center at 31 Gough Street, Room 29, offers free, one-to-one tutorial services, as well as classes, both days and evenings. The Center focuses on adult literacy education and preparation for the GED test. The Center's tutoring services can begin at any time. The GED pre-test, reading and mathematics diagnostic tests are available Monday through Thursday on a drop-in basis. Subjects in which students may be tutored include: GED Preparation; beginning reading and arithmetic (for non-readers to the 4th grade level); preparation for vocational training entrance tests; preparation for employment and civil service tests; and brush-up reading comprehension, grammar, and mathematics. The Center is open Monday through Thursday from 10 a.m. to 7 p.m. Telephone: 241-2300.

STUDENT SERVICES
STUDENT COUNSELING SERVICES
City College is fortunate to have several different types of professional counseling services. They include the following:

General Counseling
The General Counseling Department, located in Conlan Hall, Room 205, telephone 239-3296, provides these services: Academic counseling including course and major selection and development of an educational plan; assistance with decision-making, career, transfer, semi-professional, degree, scholarship and certificate information, and personal counseling. Students are not assigned to individual counselors, but they can make an appointment with the counselor of their choice. Drop-in counseling services for brief questions are provided daily by the Duty Counselor. Daytime academic counseling is available Monday through Friday from 8:00 a.m. to 4:30 p.m. Evening academic counseling is available Monday through Thursday from 4:30 to 7:30 p.m. Orientation Workshops are available to all new students, followed by an individual course planning session between the student and a counselor.

General Counseling services are also provided at the following campuses: Alemany, 561-1878; Chinatown/North Beach, 561-1853; Downtown, 267-6503; Evans, 550-4409; John Adams, 561-1929; Mission, 550-4384; and Southeast, 550-4320.

Other services offered by the General Counseling Department on the Phelan Campus are as follows:

The African American Achievement Program (AAAP) prepares students to successfully complete English courses. Special sections of English 92, 94, 96, and 1A, taught from an Africentric perspective, must be taken. All students who enroll in the AAAP also are required to take Library Orientation 10. Additionally, the program provides individual and group counseling and study skills information. Students also receive graduation and transfer information. For more information, contact the AAAP Coordinator, Conlan Hall, Room 205, telephone 239-3296.

The African American Retention Program is an innovative cooperative project of CCSF and the San Francisco Unified School District. The program is designed to prevent high school drop-out among African American youth and to provide them with opportunities and incentives to go to college. The program provides college classes that are relevant to program participants. Instruction is designed to prepare youth with the skills and knowledge to help them stay in high school and go on to college. For further information, contact the CCSF Program Coordinator, 239-3702.

Athletic Counseling Services (239-3260) provides academic, career, educational planning, and personal counseling to male and female students who are members of City College's intercollegiate athletic teams.

Counseling for Gay, Lesbian, and Bisexual Students is provided on the Phelan campus. Evening counseling is available at the Castro/Valencia Campus (Everett Middle School, 450 Church Street) Monday through Thursday from 6:00 to 9:00 p.m. Informational workshops on various topics which are of importance to gay, lesbian, and bisexual students are offered at the Castro/Valencia campus during the evenings.

The International Students Counseling Program. Specialized counseling services are available for International Students. Counselors will assist International Students with their academic, career, personal issues, and assist with understanding immigration regulations which govern them. Additionally, counselors can assist students in resolving other problems of adjustment to college life and life in the United States. The International Student Counseling Service is located in Cloud Hall, Room 212. For more information call 239-3942.

The Latina/Latino Service Center (239-3945) offers bilingual (Spanish), bicultural counseling services to Latina/Latino students. Services include bilingual college orientation, assistance with financial aid, graduation, certificate and transfer information, academic and career counseling, referrals to campus and community services, bilingual support groups, and bilingual peer advisors.

Career Development Center
The Center provides career planning and job placement services which help a currently-enrolled student best utilize his or her collegiate educational experience and prepare for future careers.

Help for Non-Majors (Undecided). A student who has not yet chosen a career or a major or who wishes to change his or her career or major choice may obtain assistance with such decisions from the counselors at the Career Development Center. Through counseling interviews or group sessions, career assessment surveys, career and labor market information, and career success courses (LEARN 40, 41, 42 and 60), a student may develop the personal awareness and information essential to a sound choice of career or major.

The Center maintains a career resources library which features EUREKA, a computerized system of current, localized career and educational information. Also available for student use is a collection of up-to-date occupational and career information resources.

College Work Study/Lab Placement Office. College aide (college work study and lab aide) and the JobsLine password for qualified students are available at the Career Development
center in Science Hall, Room 127. Final hiring procedures and clearance for WCS and Lab jobs are handled by the Financial Aid Office located in Bungalow 500. Students must show their college work study/lab placement award letters to departments to be hired.

**Job Placement.** Through an automated placement system and on-campus employer recruitment programs, the Career Development Center assists currently enrolled students with securing part-time, temporary and summer jobs as well as full-time career placement. The Career Development Center is located in Science Hall, Room 127.

**Disabled Student Programs and Services**

Disabled Student Programs and Services (DSPS) offers supportive services for students with a wide range of disabilities. Emphasis is given to those services which allow the student with disabilities to fully participate in all regular academic and vocational programs for which they are otherwise qualified.

Students who participate in these programs include those who are: blind/visually impaired, deaf/hard of hearing, learning disabled, physically disabled, speech and language disabled, students with psychological disabilities, students with an acquired brain impairment, and developmentally delayed learners or those with other medical conditions.

Students who have a verified disability, or think they may have a disability and who wish to use Disabled Student Programs and Services need to meet with a DSPS counselor. Due to specific State and Federal guidelines a student may be required to provide medical and/or educational verification of his/her disability in order to receive special services. All DSPS services are provided in compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The offices are open Monday through Friday.

The majority of programs and services are offered at two main locations: the Phelan Campus and the John Adams Campus. Besides offering programs at these locations, additional classes are provided for disabled students at community sites throughout San Francisco.

DSP&S assists in arranging accommodations/academic adjustments such as: priority registration; specialized test arrangements; notetaker arrangements; academic, personal, and employment counseling; sign language interpreters and referral to campus and community resources.

All qualified students with disabilities will receive appropriate classroom accommodations. Accommodation decisions are made on a case by case basis depending on the needs of the individual student. Some services are very specialized and are designed to meet the needs of a particular disability group. Other services, such as Workability III, High-Tech Center and Counseling are available for all disability groups. Students may be enrolled in credit and noncredit classes simultaneously.

In accordance with the Right to Privacy Act, all disability-related contacts with the DSP&S office will be kept confidential and will not be released without the student’s consent unless the college is required to do so by law.

For information about programs and services for students with disabilities on the Phelan Campus: Rosenberg Library, Room 323, or telephone: voice - 452-5481, TTY - 452-5451.

For information about programs and services for students with disabilities at John Adams or other campuses and/or community sites: voice - 561-1001, TTY - 561-1007; John Adams Annex, Room 154.

For disability access information on all campuses: Academic Adjustments/Accommodations Specialist 452-5485.

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

The Extended Opportunity Programs and Services (EOPS) assists low income, educationally disadvantaged students in achieving their educational goals. A state funded program, EOPS provides support services such as counseling, book services, tutoring, priority registration, orientation to college, financial aid advising, and transfer workshops. Program participants are recruited from various community organizations, city agencies, and high schools. EOPS coordinates its resources with the Financial Aid Office, the Learning Assistance Center, the Career Development Center, the Transfer Center, and the Admissions and Records Office, as well as instructional departments to promote student success. At the same time, EOPS provides linkages to under-represented communities throughout the city. The Extended Opportunity Programs and Services offices are located in Bungalows 401, 402 and 403 on the Phelan campus, and may be reached at 239-3560.

**Student Health Services**

The Student Health Service assists students in achieving their educational goals by providing services that address their physical and emotional health needs. Additionally, students are informed of community resources with the goal of becoming more effective health care consumers.

**Medical/Nursing Health Service**

*The following services are only for currently enrolled students taking credit classes.*

Services include campus emergency care, first aid, nursing assessment and treatment of common acute illnesses, TB tests, vision tests, blood pressure screening, selected immunizations (MMR, Td, low cost Hep B), reproductive health care, health promotion programs and referrals to specialists. Nurse practitioners are also available to faculty for consultation. A part-time physician is available on limited bases through appointments and serves as a consultant for the nurse practitioners. Family Planning Clinic and STD services for both men and women, staffed by nurse practitioners, provide services to those who qualify for the State Family P.A.C.T. Program. This service includes PAP testing, STD screening, breast exam, and birth control methods.

Nurse practitioners are available in the Student Health Office in Bungalow 201, Monday through Friday, only during usual class sessions. Most of the services are without additional charge. However, some services such as tests are charged a discounted fee or on a sliding scale basis.

If further off-campus medical evaluation or treatment is needed for injuries or ailments, students will be referred to their private doctor or community health agency. Students are financially responsible for all of their off-campus health care charges.

**Psychological Services**

*The following services are only for currently enrolled students taking credit classes.*
Services include short-term psychotherapy, group psychotherapy, crisis intervention, and faculty consultation. Each semester there are several group sessions that are conducted by staff on such topics as: procrastination, eating disorders, and relationship problems, stress reduction and meditation. Therapists are available in the Student Health Bungalow, B201, Monday through Friday only when classes are in session.

All the services at Student Health Services are for credit students only. The Health Fee paid by credit students each semester supports the Student Health Center. For more information and for service hours, drop by B201 at Phelan campus or call 239-3110/3148.

**HIV/STD Education Services**

A wide variety of HIV/STD services are available to CCSF students, faculty, employees and their significant others through the HIV/STD Education Office’s programs. The office is located in Cloud Hall, Room 404. Office hours are Monday through Friday 8 a.m. – 4:30 p.m. For more information, call (415) 452-5202 or fax (415) 452-5205.

**The HIV/STD Education Office** arranges for peer educators to make HIV/STD prevention presentations to student groups and classrooms throughout the college district. It also provides students with information about CCSF’s professional training and service programs. Call (415) 452-5202.

Other helpful services include:

**Project SAFE (Sexuality, Attitudes, Facts and Education)** provides career and service learning opportunities to students interested in HIV/STD prevention. For more information, telephone (415) 452-5202.

**Project SAFE Peer Activities Room/Club**, located in Cloud Hall, Room 405, provides free condoms and other safe sex supplies, information and referrals related to HIV and STD prevention and treatment. Trained advisors help fellow students create individualized safer sex plans for a richer, safer HIV/STD prevention lifestyle. Office hours are Monday - Friday 10 a.m. - 5 p.m. Hours may change once the semester has started. Telephone (415) 452-5201.

Free and Confidential Oral HIV Testing and Counseling is also available to students Monday - Friday by appointment and is located in Cloud Hall, Room 408, telephone (415) 452-5070.

**HIV+ Support Groups** are available through the General Counseling Department, Phelan Campus, Conlan Hall 205, Telephone (415) 239-3520.

**Transfer Center**

Students seeking to transfer to baccalaureate degree institutions upon completion of lower division course requirements may obtain specialized resources at the Transfer Center located in Science Hall, Room 132, telephone 239-3748. The Center provides numerous workshops on general transfer information, campus specific admissions requirements, application procedures, and tips on writing the personal statement for the University of California. In addition, the Transfer Center hosts several university representatives monthly. Please refer to the Transfer Center’s monthly calendar of workshops and transfer events. Information on various majors is also available through articulation agreements found in the Center. It also maintains a library of college catalogs covering California institutions and Historically Black Colleges and Universities.

**Concurrent Enrollment Program.** This program with CCSF and the University of California, Berkeley, provides qualified students the opportunity to enroll in one free UCB course. Eligible students must have a 2.4 grade point average; be eligible for, enrolled in, or have completed ENGL 1A and maintain 12 semester units including the UCB course. Students who have attended four-year colleges or universities are not eligible. Call 239-3334 for more information.

**ADDITIONAL STUDENT PROGRAMS AND SERVICES**

**Child-Care Service**

The Child Development & Family Studies Department administers 11 child development centers in San Francisco for children of CCSF students and other low income families. The centers feature subsidized child care and development services and are full time at most locations. Children between the ages of 3-5 years are eligible for services and are admitted on a low income priority basis. Parents can place their names on a waiting list by calling (415) 561-1895. Additionally, the Department features Homework Clubs for school-age children at selected sites. These are drop-in services, specifically for CALWORKS/TANF families that serve children from 5-10 years old during the evening hours. The Department also features Parent/Child Observation courses at 14 sites throughout the city for parents who wish to participate in adult education opportunities with their children. For further information on specific Child Development services operated by the Department, please call the office at the John Adams Campus, Rm. 139, 561-1920 or Phelan Campus, B211, 239-3172.

**HARTS Program**

The HARTS (Homeless At-Risk Transitional Students) Program provides access, advocacy, resources, and support for homeless, formerly homeless, and at-risk students within the college, and for those potential students in similar situations who wish to return to the educational setting. For more information call 550-4422.

**The Latino Scholars Institute**

The Latino Scholars Institute is a cooperative program in partnership with the San Francisco Unified School District. The program, designed to encourage students to graduate from high school and enroll in college, provides a course of study to better prepare students academically and motivationally to succeed in high school and in college. Students may earn both high school and college credit in City College classes selected to be relevant to the students’ experience. For further information, contact the CCSF Program Coordinator or the SFSUD Program Liaison in the Office of the Dean of Student Advocacy, Rights and Responsibilities (Conlan Hall, Room 106, 239-3631).
Learning Communities
Learning Communities is a program designed to link two or more courses together so that students have opportunities for deeper understanding and integration of the material they are learning, and more interaction with one another and their teachers as fellow participants in learning. Faculty from different subject areas work together to connect their courses and unify the material under a central theme. Being part of a learning community increases a student’s chance of meeting graduation and transfer requirements, improves chances of completing courses and enhancing grades. Students experience added support from their peers and instructors in an environment that favors collaboration and teamwork. Learning Communities are a welcome addition to the urban commuter college environment. For information on Learning Community courses contact the Learning Communities Office in Science Hall, Room 221 at 239-3342 or see the course offerings in the City College Time Schedule under “Learning Communities.”

Math Bridge
This is a one year long program beginning each fall semester whose purpose is to assist African American, Latino, Pilipino, Native American, and physically disabled students to complete elementary algebra and geometry successfully. However, all students are welcome to apply.

All students must apply to the program. An orientation is given and applications are accepted only during the spring semester. Students enter the program during the fall.

Math Bridge is not a remedial program. The goal of the program is to help students successfully complete mathematics prerequisites offered at City College in order to increase the number of transfers to baccalaureate colleges and universities.

Group and individual counseling, tutoring, and other activities supplement the traditional mathematics lecture. Students also learn to develop skills that will be useful in other college courses. Call 239-3933 for more information regarding admission to the program.

Orientation Classes
To help students receive a more comprehensive understanding of the College, counselors offer Orientation Classes which thoroughly acquaint students to the demands of academic programs, the College’s various services, including the development of personal, career, educational goals including a transfer plan, and obtaining job-seeking skills. Orientation classes are also offered through the Career Development Center and through the Extended Opportunity and Services Program.

Peer Advisors
The Peer Advisors are a group of students who have been trained extensively to offer support toward students’ success at CCSF. They provide numerous services such as assistance with orientation workshops, registration, financial aid forms, general campus information, and campus tours. They are also involved in various outreach programs on campus and in the community. The Peer Advisors are located in the Information Center on the first and second floors of Conlan Hall. For more information call 239-3296.

Project SURVIVE
Project SURVIVE is a peer education program dedicated to promoting healthy relationships and ending sexual violence, especially rape and battery in intimate relationships. For more information call 239-3899.

Puente Program
The Puente Project is an academic and community leadership program designed to increase the number of community college students transferring to four-year colleges and universities. Puente meets this goal through a writing, counseling, and mentoring program taught and conducted by a specially trained English teacher and a counselor. The program is open to all interested students.

Re-entry to Education Program (REP)
REP acknowledges the growing number of adults actively changing their lives through the educational process. Whether one is seeking to enhance his/her knowledge, learn new job skills, or prepare for a professional career, REP seeks to ease the transition for the re-entry student’s return to school. The staff understands that barriers can exist to beginning or re-entering college as well as to completing one’s educational goals. Identifying these barriers and helping students address their resolution is REP’s highest priority.

REP provides the following services to both prospective and currently enrolled students: professional counseling for personal, crisis, academic, and vocational concerns; information on transfer to four-year institutions; parenting/child care; study skills, job training and career opportunities; peer advising for assistance with completing forms, referral to campus and community resources, and the student perspective on campus life. Workshops and support groups are held to assist students in adjusting to college expectations; to discuss issues such as career/life planning, study skills, goal setting, time management, financial aid, final examination preparations, and stress management.

Service Learning - Volunteer Opportunities
Service learning projects offer students opportunities to integrate coursework with experience. Students who are enrolled in courses offering service learning as an option are placed in community work environments, where they apply both academic and practical skills for the benefit of society. The work experience is brought back to the classroom for reflection, evaluation and curricular enrichment. The key idea of service learning is accurately captured in the quote, “Learn to serve; serve to learn.”

Through the OMI (Oceanview-Merced-Heights-Ingleside) project, students provide tutoring and recreational services to young children as well as senior services while connecting their experiences to theory taught in their psychology and sociology courses. Other students design street and storefront facades to assist in neighborhood revitalization while learning about architectural design. Under Project Shine (Students Helping in the Naturalization of Elders), students complement their knowledge gained from their political science, psychology and sociology classes, with experience in preparing senior citizens for the citizenship exam. Students participating in Project SAFE (HIV/STD Prevention) are able to integrate concepts in health with their experience in promoting safe sex through presentations and referrals to health and service
Learning Resources and Student Services

agencies. For those students interested in promoting healthy relationships, Project Survive offers the opportunity for peer education to prevent sexual violence through an interdisciplinary course. For more information about service learning opportunities, call 239-3281.

Dr. Betty Shabazz Family Resource Center

The Dr. Shabazz Family Resource Center, located in the Student Union, empowers students with children through information, resources, and support and builds a stronger student parent community on campus. The student-run center provides the following services: supervised children's activities, use of FRC computers, job referrals, information about CalWORKS, peer mentoring, and support groups. Call 239-3109 for more information.

Veterans Services

City College of San Francisco is approved for the training of veterans, dependents, and eligible persons under applicable federal laws administered by the Department of Veterans Affairs. Effective January 1, 1998, the authority to regulate postsecondary institutions operating in California was transferred by law from the former Council for Private Postsecondary and Vocational Education to the Bureau for Private Postsecondary and Vocational Education (BPPVE), in the Department of Consumer Affairs. The Bureau for Private Postsecondary and Vocational Education is the authority regulating California's private postsecondary institutions and approving educational institutions for veterans under the GI Bill.

The Veterans Educational Benefits Office, located in Conlan Hall, Room E-2, is open daily, Monday through Thursday, from 8:00 a.m. to 4:30 p.m. and Friday, from 8:00 a.m. to 4:00 p.m.

Certifications/Applications. Veterans, veterans' dependents and eligible persons may apply at the Veterans Educational Benefits Office, Conlan Hall, Room E-2, for CERTIFICATION. Students must apply for admission to City College through the Office of Admissions and Records in Conlan Hall, Room E107.

Available Benefits:

1. VEAP (Chapter 32 - Service beginning on or after January 1, 1977, through June 30, 1985).
2. New GI Bill - Active Duty Educational Assistance Program (Chapter 30 - Service beginning after June 30, 1985).
3. New GI Bill - Selected Reserve Educational Assistance Program (Chapter 1606).
5. Vocational Rehabilitation (Veterans with Service Connected Disabilities - Chapter 31, Title 38, U.S. Code).

Entitlement. Under Chapters 30 and 32, Veterans with more than 18 consecutive months of active service are entitled to receive up to a maximum of 36 months of educational benefits. For purposes of receiving veterans' benefits, a student is considered full-time if he/she carries 12 or more units; three-quarter time if he/she carries 9 to 11 units; and half-time if he/she carries 6 to 8 units. During summer terms, a student carrying 6 or more units is considered a full-time student; three-quarter time if he/she carries 4 units and half-time if he/she carries 3 units.

Chapter 35 (Dependents), provides educational assistance allowance to qualifying spouses, surviving spouses and children of certain veterans who died while on active duty or who are totally disabled due to their military service.

A veteran may be eligible for Chapter 31 (Vocational Rehabilitation), benefits if he/she incurred or aggravated a service-connected disability on or after September 16, 1940. This will entitle him or her to DVA disability compensation and/or vocational rehabilitation. Eligible disabled veterans are encouraged to contact the main DVA Regional Office for more information at 1-800-827-1000.

From July 1, 1985, through June 30, 1988, persons who have agreed to serve six or more years in the Selected Reserve may be eligible for benefits under Chapter 1606, Title 10 of the United States Code, otherwise known as the Selected Reserve Educational Assistance Program (GI Bill). Please inquire at the Veterans Educational Benefits Office for further details regarding eligibility and procedures.

A new education program under Title 38 of the United States Code, Chapter 30, established under Public Law 98-525, signed on October 19, 1984, is now being used by eligible veterans. This program is referred to as the New GI Bill.

The Chapter 30 program is focused toward two categories of individuals: Category I. This category includes those individuals who first became members of the Armed Forces or entered on active duty at any time during the 3-year period beginning July 1, 1985, through June 30, 1988. Their military pay will be reduced by $100 each month for the first 12 months of their active duty service. Category II. This category includes those individuals who have Chapter 34 eligibility, have been on active duty without break on and after December 31, 1976, and continue on active duty beyond July 1, 1985. This provision allows these individuals to receive Chapter 30 benefits beginning January 1, 1990. (December 31, 1989 is the latest date that Chapter 34 benefits can be paid.)

Educational benefit under Chapter 34, (Old GI Bill) may not be paid for any education or training after December 31, 1989, the date the Chapter 34 program ended.

Students should inquire at the Veterans Educational Benefits Office, Conlan Hall, Room E-2, for further details regarding eligibility and procedures to initiate claims for these benefits.

Revised Academic Progress Policy for Veteran Students:

Veteran's educational benefits are subject to termination if the student has been on either academic probation or on progress probation or on both academic and progress probation for more than two consecutive semesters.

The following procedures will be implemented commencing with the Spring 2000 School Term for those veterans whose academic history indicates a third semester of progress and/or academic probation.

- A Notice of Change in student Status, VA Form 22-1999b terminating the students' veterans educational benefits will be forwarded to the Veterans Affairs Regional Office in Muskogee. This will have an effective date of the last day of the term in which two consecutive academic and/or progress probation have occurred.
The veteran student will be sent a letter from City College of San Francisco, Veterans Educational Benefits Office, notifying the student of their probation status and subsequent termination of benefits. In addition, the letter will also indicate that the student must meet City College of San Francisco requirements to move out of probation status and must meet with the Veterans Counselor before further certification of veterans educational benefits can be considered for approval.

**Credit for Military Training.** The Office of Admissions and Records is required to evaluate official transcripts of courses completed in the Armed Forces of the United States.

The College will grant six semester units of credit to students who present to the Office of Admissions and Records official evidence showing that they have completed one year or more of active duty in any of the Armed Forces of the United States. Students may use such credit in partial unit satisfaction of the requirements for the degree of Associate in Arts or Associate in Science.

Veterans who have completed military-training courses equivalent to courses offered by City College will be awarded credit on the basis of the recommendations made by the American Council of Education. Appropriate forms to request for these credits from the Army/American Council on Education Registry Transcript (AARTS) are available at the Veterans Educational Benefits Office, Conlan Hall, Room E-2. Soldiers entering active duty in the Army on or after October 1, 1981, are eligible to request for this transcript. Veterans may use a maximum of ten semester units of such credit in partial satisfaction of the requirements for the degree of Associate in Arts or Associate in Science.

Veterans who have completed DANTES courses will receive credit on the basis recommended by the American Council on Education. Veterans may use a maximum of 20 semester units of such credit in partial satisfaction of the requirements for the degree of Associate in Arts or Associate in Science.

Since many universities and colleges do not accept credit that other schools have granted for military service, students who desire to transfer such credit should consult the policy of the school to which they intend to transfer.

**Women’s Resource Center**

The Women’s Resource Center is a safe place that provides information to women about resources available to them both on and off campus. The Center houses a lending library of over 500 books by and about women. It sponsors campus-wide events and hosts various support groups. The Center is run by students who work closely with a faculty advisor from the Women’s Studies department. For more information, call 239-3112.