



LEARNING RESOURCES AND STUDENT SERVICES

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Learning Resources

City College Learning Resources provide equitable access and instructional support to facilitate academic achievement and personal growth. The faculty and staff are available to answer all inquiries into resources, and to provide assistance and instruction in their use.

The College Library

Library services are available at the Ocean Campus and every center throughout the district. The CCSF Library has print and media resources in excess of a quarter million items; it licenses Ebook, Reference resources, Streaming Video and Periodical databases which can be accessed on or off campus through the web. The Library supports the college curriculum in order to foster student success and envisions itself as the primary location, physically and remotely, for supporting students, staff and faculty in their information needs. Library users may refer to its website for current and complete information on locations, services, collections, instruction, exhibitions and programs. See: www.ccsf.edu/en/library.

Library Locations:

The **Claude and Louise Rosenberg Library & Learning Resource Center** is located on the Ocean Campus. In addition to holding the largest general collection, the Rosenberg also houses the Diego Rivera Collection and College Archives. The **Language Center** and **Media Center** share space in Rosenberg 403. Audio-active stations, video and language learning software offer students of American Sign Language and foreign languages a variety of activities to enhance their language study. Foreign Language instructors may arrange class visits to a traditional audio language classroom, located in, Rosenberg 205E. The Media Center houses non-print materials for class assignments or for personal use and enjoyment. The **Media Center** is closely affiliated with the **Audio Visual Department**, located on the 3rd floor of the Rosenberg building, which provides services for classroom instruction. The **Alice Statler Library**, on the lower level of the Statler Wing of Smith Hall, provides resources tailored for instructional programs in Culinary Arts and Hospitality Studies.

Library Services support the development of program pathways for certificate and degree earners at locations throughout the city. The **Airport Center**, located at San Francisco International Airport, is served by a librarian assigned on a regular basis and additionally as needed. Collections supporting programs in Aircraft Maintenance Technology and Fire Science are available electronically and through delivery. The **Chinatown-North Beach Center** library is located on the 2nd and 3rd floors at 808 Kearny Street, near Portsmouth Square. The library houses a significant collection of Chinese Language materials and emphasizes ESL, child development and basic education. The **CCSF Civic Center Library**, located on the 1st floor at 1170 Market Street, houses collections supporting programs in Business, ESL, Labor Studies, LGBTQ, and Transitional Studies. The **Downtown Center Library**, located on the 2nd floor at Fourth and Mission Streets, houses collections supporting programs in ESL, business and careers, and computer technology. The Downtown Center library also supports media collections and a foreign language lab. The **Evans Center Library** is located at 1400 Evans Avenue, 2nd Floor Room 223. The collection supports programs in automotive, basic skills, construction, custodial, ESL, fashion, motorcycle, solar, upholstery and woodworking. The Fort Mason site, located in Building B of Fort Mason Center

in the Golden Gate National Recreation Area, is served by a librarian present on a regular basis and additionally as needed. Collections supporting courses in Art and Health Care Technology are available electronically and through delivery. The **John Adams Library** is located at 1860 Hayes Street, Room 204. The collection has a strong emphasis on Allied Health fields, ESL, business and careers, computing, child development and basic education. The **Josephine Cole Library** at the **Southeast Center** is located on the 5th floor at 1800 Oakdale Avenue. The collection emphasizes African American studies, Transitional Studies, ESL, technology and trade skills. The library holds a media collection and equipment for student use. The **Mission Center Library** is located on the fourth floor of 1125 Valencia Street. Its collections and exhibitions reflect the history and cultural significance of its location in the Mission District. The Mission Center Library houses media and audio visual resources as well as a language lab.

The **Tutorial Center** provides one-to-one and small group tutoring in mathematics, chemistry, physics, accounting, economics, psychology, anatomy, physiology, statistics, music, nursing, 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 drop in daily to meet with tutors after a short registration process. Limited online tutoring is available for students taking online courses, and courses at a variety of Centers.

The **Writing Success Project** links with English and ESL composition sections to provide weekly group study sessions. Additional services, including workshops, student grants, help with scholarship and transfer applications, and counseling, are available to TRIO-eligible students. Services are intended for US citizens and residents who meet federal criteria based on family income, parent education, and/or disability.

The **LAC at Mission Center** offers tutoring and computer lab support for students taking credit courses at that campus in Room 401



Tutorial and Academic Support Programs

City College offers a variety of tutorial and academic support programs. Students should visit the program for further information.

| Subject | Description | Program | Room |
|----------------------|---|--|-----------------------------|
| ESL | Computer tutorials for ESL | ESLCLAD | MU149 |
| English | Computer programs and Web sites to strengthen writing, reading, and researching skills. | English Reading and Writing Center | A265 and R205 Southeast 402 |
| ESL and English | Tutoring, small groups, and workshops for ESL and English students | Writing Success Project LAC @ Mission Center | R231 MIS401 |
| ESL and English | Computer tutorials for English | English Reading & Writing Center Learning Assistance Center LAC @ Mission Center | R205 MIS401 |
| Reading | Technology, workbooks, tutors, and reading groups to strengthen reading comprehension | Reading Lab | R205 |
| Math | Tutoring and small groups for algebra and calculus | Math Area: Learning Assistance Center LAC @ Mission Center | R207 Mission Center 401 |
| Math | Tutoring and Computers for arithmetic, geometry, and algebra | Math Tutoring Lab LAC @ Mission Center | B604 Mission Center 401 |
| Foreign Languages | Tutoring for each language | Learning Assistance Center | R207 |
| Foreign Languages | Audio, video and computers for foreign languages | Language Center | R403 |
| Sciences | Tutoring for anatomy, biology, chemistry, physics, and physiology | Learning Assistance Center | R207 |
| Biology | Materials and tutoring for biology students | Biology Resource Center | S350 |
| Nursing | Materials and tutoring for nursing students | Nursing Skills Lab and Media Center | C343 R403 |
| Business | Tutoring for acct, econ, and statistics | Learning Assistance Center | R207 |
| Speech | Assistance for students in speech courses | Communication Lab | C 208B |
| Misc. Subjects | Audio and visual materials | Media Center | R403 |
| College Success | 1–3 Unit “College Success Courses” and workshops | Learning Assistance Center | R207 |
| Basic Skills and GED | Tutoring and diagnostics for adult basic ed. students | Adult Learning and Tutorial Center | 31 Gough |

College Success Classes are offered through the Learning Assistance Department (LERN 50 and LERN 51) 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 in college. 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. Drop-in college success workshops are also available.

The Learning Assistance Center Computer Lab located in Rosenberg Library, R207 offers open access to a 100 computers with Internet, email, MS Office and a wide variety of educational software programs for all CCSF students. Laser black and white printing, scanners and 14 laptop stations equipped with power strips and local wireless access point are available. Laboratory assistants help students in selecting and using the laboratory's hardware and software.

The Academic Computing and Resource Center in Batmale Hall room 301 continues to support students in Computer Science, Computer Networking Information Technology, Multimedia, and there are specialized software to support students from Broadcasting, Graphic Communications, Photography and Cinema. In addition, the lab is open to all CCSF students who need Internet access, Microsoft applications or wireless Internet connectivity.

The lab houses 168 workstations including 122 Windows PCs, 40 Macs and 6 Linux stations. Software includes programs for Introduction to Macintoshes, cross platform Multimedia (Graphic Design, Audio/Video Editing, DVD Authoring, 3-D modeling and Post-Production), Linux with its dedicated subnet, Microsoft Office, web development and programming (C, C++, C#, Java, PHP, Perl, Oracle, SQL, etc.).

36 Windows PCs and 8 Macintoshes are available to CCSF students who require Internet connectivity and Microsoft Office applications. Wireless Internet connectivity is also available in the lab.

The ACRC is open M – Th 9:00 a.m. to 9:00 p.m., F 9:00 a.m. – 3:00 p.m. Call (415) 239-3492.

The Biology Resource Center is a study hall specifically designed to meet the learning needs of biology students. The Biology Resource Center is located in Science Hall, Room 350 and contains a variety of instructional materials for the biological sciences, which can be used in coordination with specific courses or as supplementary materials. The collection includes reference books, videotapes and self-instructional CD ROMS. The Biology Resource Center also contains anatomical and organismal models, charts, specimens, microscopes and slides. Instructors and qualified student tutors staff the laboratory. Hours of operation are posted at the laboratory and on the biology department website.

The Communication Lab (operated by the Speech Communication Program) located in Cloud Hall, room 208B, provides one-to-one tutoring for students enrolled in a Speech class. Staffed by Speech Instructors, the Lab offers students help in all stages of the speech-making process as well as assistance in understanding interpersonal communication concepts and group dynamics theories. In particular, the Lab provides support in anxiety reduction, topic selection, thesis writing, main point construction, outline development, beginning and ending speeches, delivery and visual aids. Computers are available for

research, the creation of PowerPoint presentations and outline writing. Drop-in or call 239-3390 for Lab hours.

The Math Lab (operated by the Mathematics Department), housed in Bungalow 602 on the Ocean Campus, offers an array of services for students. Drop-in tutoring for basic mathematics (MATH E1 and MATH E3), pre-algebra (MATH 35), elementary algebra (MATH 40), and applied geometry (MATH 50) is provided in Bungalow 602. Students can also use the computers in Bungalow 602 to view videos and use software in these subject areas. The basic mathematics classes (MATH E1 and MATH E3) that use the individualized and small group lecture formats meet in Bungalow 603.

The Nursing Skills Laboratory, located in Cloud 343, is a supervised open laboratory where Registered Nursing Students may complete and/or reinforce their course work. The Laboratory provides a collection of Audio-Visual References. A registered nurse serves as a resource person for nursing students to answer questions, direct independent studies, and give workshops on skill procedures.

The Transitional Studies Department Adult Learning and Tutorial Center The mission of the Adult Learning and Tutorial Center (ALTC) is to provide an environment where adults who are learning basic skills can thrive and build strong academic and vocational foundations. Group and individualized classes with tutor support are offered in beginning literacy, math, and writing as well as in preparation for the GED exams.

Program and Services-The ALTC is an open entry program offering clusters of morning, afternoon, and evening classes to meet adults' scheduling needs. The intake/orientation process includes preliminary assessment of reading levels and administration of official GED practice tests as appropriate. More in depth diagnostic tests are offered by a faculty reading specialist. A disabilities counselor assists with adaptations and GED accommodations.

While the majority of students have English as their first language, English speaking adults from many countries also study at the ALTC. Volunteer tutors come from Project Read, The Volunteer Center, San Francisco State University, Project 20, Pretrial Diversion, City College of San Francisco credit classes, and from among the ALTC's alumni and retirees. The Center has a student mentor, student workers, and active student council, a computer lab, an annual book of student writings, and an annual GED graduation/all-level student awards ceremony. Telephone (415) 920-6042 for more information.

Student Services

Counseling Services

See the surrounding text for more detailed information on Counseling Services or contact the individual department for information on workshops available to help you succeed.

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| Academic Counseling Department (NSCD) Conlan 205 | 239-3296 | <i>Are you a new student to City College with less than 24 units? Do you need help with academic and career planning?</i> |
| Academic Counseling Services (CSCD) Arts 201/Cloud 207/Multi-Use Bldg-Mezzanine | 452-5235 | <i>Do you need an Educational Plan, degree or transfer information?</i> |
| Extended Opportunity Programs and Services (EOPS) EOPS Bldg. | 239-3561 | <i>Are you educationally disadvantaged, low income, eligible for BOG fee waiver and taking 12 units?</i> |
| International Student Counseling Program (ISCP) Multi-Use Building 101 | 239-3942 | <i>Are you a new or continuing International student here on an F-1 Visa? Do you need specialized assistance and orientation?</i> |
| Latino Services Network (LSN) Cloud 364 | 452-5335 | <i>Are you interested in bilingual and bicultural (Spanish-English) programs and support services?</i> |
| African American Scholastic Programs (AASP) Rosenberg Library 209 | 452-5315 | <i>Are you interested in programs for African Americans and the Diaspora, Black College tours and transfer assistance?</i> |
| Asian Pacific American Students Success Program (APASS) Batmale 208 | 452-5620 | <i>Are you interested in bilingual and bicultural counseling (Cantonese, Mandarin, Tagalog, and Vietnamese), programs, and support services?</i> |
| Tulay/Filipino American Student Success Program Cloud 363 | 452-5195 | <i>Are you interested in bilingual and bicultural (Tagalog-English) programs and support services?</i> |
| Career Counseling Multi-Use Bldg 39 (on the Mezzanine) | 239-3117 | <i>Are you undecided about your educational or career interests and goals or looking for job placement information?</i> |
| Transfer Center Science 132 | 239-3748 | <i>Are you interested in programs to help students transfer including transfer admission guarantees? Need information to transfer or apply to a university?</i> |
| Psychological Services/Student Health Center Student Health Services HC 100 | 239-3110 | <i>Been feeling kind of down lately? Having concerns of a personal nature? Stop by the Health Center for assistance.</i> |
| Veteran's Educational Transition Services (VETS) Cloud 333 | 239-3486 | <i>Do you qualify for Veteran's benefits? Come to the Veteran's Office for assistance.</i> |
| Disabled Student Programs and Services (DSPS) Rosenberg 323 | 452-5481 | <i>Do you need an accommodation due to a medical, physical, or psychological condition or learning disability?</i> |
| Lesbian/Gay/Bisexual/Transgender Counseling (LGBT) Cloud 207 | 452-5249 | <i>Want information about student activities, scholarships, support services, counseling, courses and programs for LGBT students?</i> |
| Athletic Counseling Services Well 139 | 239-3260 | <i>Are you a member of a City College intercollegiate athletic team? Do you need academic, career, or personal counseling?</i> |
| Homeless At-Risk Transitional Students (HARTS) Cloud 205 | 452-5355 | <i>Are you homeless and in need of special services such as transportation, food, books, and housing?</i> |
| Financial Aid Counseling Cloud 324 Centers | 239-3576 239-3576 | <i>Are you concerned about financing your education? Are you interested in financial aid? Are you eligible for CalWorks? Do you want to apply for a scholarship?</i> |
| Civic Center Counseling 750 Eddy Street, Room 105 | 561-1878 | <i>Do you hope to study English as a Second Language? Are you interested in citizenship, how to use computers, or communications?</i> |
| Chinatown/North Beach Counseling 808 Kearny Street, Room 119 | 395-8611 | <i>Are you interested in Asian American Studies, Business, Child Development, Health Education, Sign Language, or ESL?</i> |
| Downtown Center Counseling 800 Mission Street, 1st Floor | 267-6503 | <i>Are you interested in Computer Studies, ESL, Food Technology or Business? Are you an entrepreneur seeking the support of our Small Business Development Center?</i> |

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| Gateway to College Science | 452-5773 | <i>Are you between the age of 16-20 and have dropped out of high school in SF or may not graduate? Do you want to earn credit towards your high school diploma and a college degree or certificate at the same time?</i> |
| Evans Center Counseling 1400 Evans Avenue, Room 104 | 550-4409 or 550-4506 | <i>Looking for assistance in entering vocational programs? Interested in apprenticeship programs and cooperative work experience?</i> |
| Gough Street Center 31 Gough Street, Room 29 | 241-2300 | <i>Looking for the Adult Learning and Tutorial Center? Literacy Education? Transitional Studies or GED Preparation?</i> |
| John Adams Counseling 1860 Hayes Street, Room 142 | 561-1925 | <i>Are you interested in the health professions, Child Development, computer training, Consumer Education, ESL or GED preparation?</i> |
| Mission Center Counseling 1125 Valencia Street, First Floor | 550-1130 | <i>Are you interested in Digital Printing, Office Technology, GED (in Spanish), or a Working Adults Degree Program? Are you interested in ESL studies?</i> |
| Southeast Center Counseling 1800 Oakdale Street, Room 201 | 550-4320 | <i>Are you interested in GED preparation or ESL courses, certificate programs or our Working Adults Degree Program?</i> |

Student Counseling Services

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

The **Multicultural Retention Services Department (MRSD)** was established in January 2010 and consists of four (4) academic retention programs, providing support services to underrepresented students.

The four programs are the **African American Scholastic Programs (AASP)**, the **Asian Pacific American Student Success (APASS)** program, the **Latino Service Network (LSN)** and **TULAY (Tagalog for "BRIDGE")/Filipino American Student Success program**, which are detailed below. For more information, you may contact the department chairperson at 415-452-5625.

African American Scholastic Programs

The goals of African American Achievement Program (AAAP) are to increase students' ability to understand developments in the world, to think critically; to express thoughts clearly orally and in writing, and to make informed decisions.

The four components that drive the program are:

1. Early registration in certain English and Math courses
2. College Success courses
3. Library 10-Information Resources
4. Counseling Services

The counseling services component is an integral part of the instruction, which helps students acquire personal development skills. Both the instruction and counseling components are integrated. Intensive individual and group sessions provide students with educational, career and personal counseling to assist them in making appropriate choices in meeting their respective goals.

The AAAP program helps students to identify learning styles, effectively use informational resources and develop sound study habits.

The African American High School/College Program: In partnership with San Francisco Unified School District, the African American Scholastic Programs provide high school students with the opportunity to:

- Earn high school credits to complete high school graduation requirements.
- Earn college units towards an Associate in Arts Degree while still attending high school.
- Earn units which may begin to satisfy admissions requirements to a Baccalaureate Degree granting institution.

Each semester a variety of courses are offered in English, Math, History, Psychology, and Interdisciplinary Studies.

High school juniors and seniors are enrolled each semester with a recommendation from their high school principal or counselor. A program application is required and can be obtained from a participating SFUSD high school or from Rosenberg 209 at CCSF. Please see your high school counselor for more information.

The Summer Bridge Program is designed to assist high school students in the transition from high school to college. This program allows students to matriculate in the summer and enroll in college credit courses. The Summer Bridge Program is a six week summer program and students are eligible to enroll in a maximum of seven (7) units. Courses are pre-selected for program participants based on an English and Math placement exam prior to the beginning of the Summer semester. Other support services that are provided are an orientation to college, a financial aid workshop, a campus tour, group and individual counseling sessions and the development of an educational plan.

After the successful completion of the Summer Bridge Program, participants are considered continuing students who will receive an early registration date for the following Fall semester.

There is no fee to graduating high school seniors; however, students must purchase required class text books and materials.

The Historically Black College/Universities (HBCU) Transfer Program is designed to provide CCSF students the opportunity to attend and graduate from CCSF, then transfer as a junior to an HBCU of their choice. CCSF/HBCU transfer students will participate in a collaborative learning environment while earning a General Education Associate Degree and completing transfer requirements. The program provides a variety of support services that include individual and group counseling and student mentoring.

The Peer Mentoring Program provides peer mentoring for high school and CCSF students enrolled in African American Scholastic Programs. Students enrolled in the CCSF/High School program are mentored by college students making a successful transition from high school to college.

The Peer Mentoring Program provides CCSF students and SFUSD elementary students, grades 2-6, the opportunity to interact and develop positive relationships, to encourage younger students to stay in school and understand the benefits of a college education.

Counseling Services: AASP provides academic, career and personal counseling to all students who utilize AASP programs and services. Students meet with academic counselors on a regular basis to create educational and career plans and monitor their progress. Counselors are available by appointment or drop in sessions. Counselors' schedules are available in Rosenberg 209.

APASS: Asian Pacific American Student Success Program

APASS offers services to Asian and Pacific Islander (A/PI) and all students in pursuit of academic success through early intervention and effective support services.

Our counseling services include:

- Academic, career, and personal counseling
- Bilingual/ bicultural counselors (Cantonese, Mandarin, Tagalog, and Vietnamese)
- Student educational plans
- Assistance with financial aid appeals
- Early alert referrals by instructors of APASS classes
- Referrals to campus and community services

APASS Center offers:

- Support services to students who are either on academic or progress probation
- Early registration in certain English, Math and other courses
- Study groups and tutoring
- Computer lab
- APASS and Mosaic (basic skills) Scholarships
- Bilingual/bicultural staff and student workers
- Outreach to A/PI high school and college students

The APASS Center is located in Batmale Hall, Room 208. For more information, call (415) 452-5620 or visit our website at www.ccsf.edu/apass

Latino Services Network (LSN)

The Latino Services Network (LSN) is dedicated to the development and implementation of effective support services and programs to meet the academic, vocational, and career needs of the Latino student community.

Our services include:

Bilingual (Spanish and English) Counseling

- Academic, personal, and career
- Goal setting, educational plan development
- Graduation, certificate, and transfer information
- Bilingual (Spanish and English) college orientations
- AB 540 Counseling Services
- Workshops
- Outreach to SFUSD High Schools

The LSN CLASS Project

- Targeted sections for LSN students in English and Math classes. (Course offerings vary by semester). English courses address multicultural issues.
- Collaboration between students, counselors and instructors.

The LSN Learning Center

- Computer laboratory use for homework and research
- A friendly place to meet other students and study
- Educational and cultural events and workshops
- Assistance with financial aid
- Advocacy and referrals to campus and community services
- Book Loan Program
- Mosaic Scholarships

For more information, please call us at (415) 452-5335, email us at latino@ccsf.edu, visit our website at www.ccsf.edu/lsn, or come visit us in Cloud Hall, Room 364.

TULAY (BRIDGE) Filipino-American Student Success Program

The TULAY Program is a learning community with a Filipino-American experience & student success theme. TULAY provides counseling & mentoring services, and offers linked courses in English, Math, College Success & Philippine Studies. The Tulay Ate/Kuya Peer Mentor Project pairs you with a student peer that can help you navigate through classes and life at CCSF. The Faculty/Staff/Community Mentors volunteers provide academic support and career advising. Some services also available in Filipino (Tagalog). Our services include:

- Computer/Study Lab
- Academic & Personal Counseling
- Ate/Kuya (Big Brother/Big Sister) Peer Mentoring
- Faculty/Staff/Community Mentors
- Support in Math & English
- Community Service Opportunities
- Bilingual Services
- Private Study Room
- Philippine Studies, FAA, PEACE, UPASA, and Fill-Am Community Scholarships
- Early registration in certain English, Math and other courses
- Learning community in Philippine Studies and PEP (Pilipino/a Educational Partnerships) courses
- Recommended courses: IDST 50, PHST 30, IDST 45, IDST 42, PHST 20, Hits 37, Pil 10A, Pil 1, Psych 22, IDST 37, IDST 36

The TULAY Program is located in Cloud Hall, Room 363. For additional information call (415) 452-5922.

Academic Counseling Services

CCSF's Academic Counseling (CSCD) addresses the needs of students at City College of San Francisco. Students can work with counselors to discuss their academic goals, and develop or revise edu

cational plans. They can also discuss the requirements needed for a certificate, a degree, or transfer to a 4-year institution. counselors make referrals to helpful support services on and off campus and provide specialized workshops including probation, transfer planning, and Internet resources. Academic Counseling offers both express counseling for short questions, and counseling by appointment for educational plans and more complicated academic planning issues. Students may call 452-5235 to make a counseling appointment. Counselors are available Monday-Friday. Counselors are available on the Ocean Campus in A201, C207 and Multi-Use Building Mezzanine.

City College of San Francisco's New Student Counseling Department (NSCD) completed in the following ways: 1) Orienting the student to their educational choices, 2) assisting students in the decision making process needed to begin their academic life on campus, 3) discuss requirements for CCSF certificates, graduation, transfer to public and private institutions, 4) support them in their academic life and career achievement goals, 5) offer information regarding access to campus resources and student support services, 6) through counseling, educational planning, workshops and classes, teach students about skills and strategies that support their academic success, 7) support students problem resolution through appropriate counseling and referrals to personal counseling services as needed to enhance their success in college. Our services include orientation to the college workshops, retention intervention classes for general and Basic Skills students, educational planning, student growth/development classes and short personal counseling sessions leading to appropriate referrals. Our goal is supporting student success.

Students are expected to go through the matriculation process as mandated by Title V of California Ed Code or waive their participation when they begin their studies here at CCSF. This process is comprised of the following steps:

1. Applying to the college
2. Taking a placement test or waiving testing appropriately
3. Attending an orientation workshop or doing online orientation
4. Seeing a counselor to assist with course selection
5. Registering for classes

City College of San Francisco offers counseling services at the following locations: Ocean Campus, Civic Center, Chinatown, Downtown Center, Evans Center, John Adams Center, Mission Center, and Southeast Center.

The Ocean Campus office is open Monday - Friday. To reach the Campus please call (415)239-3296 for current hours. Call the main switchboard at (415)239-3000 for other locations' counseling department numbers and contact each location directly for their office hours. Please see the City College of San Francisco map for campus locations.

You may view our New Student Counseling Department website at the following address: www.ccsf.edu/nscd

International Student Counseling Program

Counseling services are available for International Students (F-1 Visa students). Counselors will assist new and continuing International Students with their academic, career, personal issues, and assist with understanding F-1 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 Program is located in MUB 101. For more information call 239-3942.

Additional Counseling Services

The 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, Bisexual and Transgender Students

Academic, career, and personal counseling is available with gay and lesbian identified counselors in the Academic Counseling Department (C207), as well as in the Disabled Student Programs and Services Department (DSPS), the Career Development and Placement Center (CDPC). For more information, please call Counseling in C207 at 452-5249, or the Queer Resource Center, B201, at 452-5919.

Career Counseling Services

The Career Center (part of the General Counseling Department) provides career planning and job information services to students and alumni who want to best utilize their college/educational experience and prepare for their future careers/jobs. For a full description of the Career Center and its services online, visit the website: www.ccsf.edu/CareerCenters.

Help for Non-Majors (Undecided) or Career Changers: Students who have not yet chosen careers or majors, or who wish to change their careers or majors may obtain assistance with these decisions from the career counselors. Through individual or group counseling, career assessment and exploration, labor market information, career workshops and career success courses (CRER 60, Career Success and Life Planning; 61, Orientation to Career Success; 62, Successful Job Search Techniques; 63, Career Counseling for Work Experience; 64, Financial Planning for Academic/Career Success; and 68, Career Coaching; and 1062, Job Skills, students will develop personal awareness and information essentials in making sound careers and major choices.

Disabled Students Programs and Services (DSPS)

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), City College of San Francisco is committed to making programs, services and activities accessible for students with disabilities. DSPS provides reasonable accommodations and support services for students with verified disabilities. Services may include, but are not limited to, counseling, advocacy, priority registration, testing accommodations, classroom relocation, learning disability assessments, hearing screenings, sign language interpreters, real-time captioning, assistive listening devices, note takers, alternate formats (Braille, electronic text, Audio Books) for reading material, lockers, scooters, adaptive technology, adaptive furniture and special classes. Emphasis is given to those services which allow the student with a disability to fully participate in academic and vocational programs for which they are otherwise qualified. Students wishing to receive services through DSPS should schedule an appointment to meet with a counselor. Services are confidential. Students with disabilities who need to bring an animal on campus, other than a service animal as defined in law, such as a guide dog, need to check with the DSPS office.

The DSPS Accessible Computer Labs are designed for students with disabilities, but are open to all City College students, regardless of ability. The DSPS Accessible Computer Labs offer free non-credit instruction in adaptive computer software and/or hardware and tutorial software for the development of academic, vocational and daily living skills. City College has two DSPS Accessible Computer Lab locations: one on the Ocean Campus in Batmale Hall, Room 231, and the other at the John Adams Center, Room 104.

The DSPS Strategy Lab located on the Ocean Campus in Batmale Hall, Room 231, provides special classes with small group instruction on learning strategies. The classes (DSPS M and DSPS O, Diagnostic Learning) are designed for students with disabilities. The instructor and trained instructional aides assist students in applying learning strategies as they work on homework assignments.

DSPS has offices on the Ocean campus, John Adams, Mission and Chinatown Centers. DSPS services are also available at other centers by appointment. For further information, for office hours or to request an appointment, call or visit one of the offices. The Ocean Campus DSPS office is located in the Rosenberg Library, Room 323, (415) 452-5481. The DSPS office at the John Adams Center is in Room 106, (415) 561-1001(voice). To reach the Mission Center DSPS office in Room 161, call (415) 920-6038. To reach the Chinatown Center DSPS in Room 104, call (415) 395-8611. Hearing impaired students may contact DSPS by email at deafserv@ccsf.edu. A Sorenson public Video Phone is available for students who are deaf and use American Sign Language. It is located inside the Rosenberg Library on the 3rd Floor near the restrooms.

To view the Campus Access Guide and updated accessibility information, the DSPS Student Handbook, policies and procedures or Ocean and John Adams office hours, please visit the DSPS website at www.ccsf.edu/dsp. Should you have questions or encounter difficulty regarding access, please contact the DSPS at (415) 452-5481.

Extended Opportunity Programs and Services (EOPS)

The Extended Opportunity Programs and Services (EOPS) assists low-income, educationally disadvantaged students who are eligible for BOGW (part A, B or C with EFC \$0) by providing support services that are over, above, and in addition to those provided by the College as a whole. A state-funded program, EOPS provides counseling, priority registration, orientation to college, financial aid advising, book services, transfer workshops, and CSU and UC transfer application fee waivers, and other services. EOPS coordinates its resources with other CCSF departments and programs to enhance student success. In addition, eligible EOPS/TANF students may participate in the Cooperative Agencies Resources for Education (CARE), a program which provides counseling and advising to EOPS students who are single head of household with dependent(s) less than 14-years-old. Noncredit and international students are ineligible for EOPS services. Students must have earned less than 70 degree applicable units from all higher education institutions, in addition to meeting other eligibility criteria. Please note that EOPS services for eligible EOPS students are limited to 6 terms or up to completing 70 degree applicable units, which ever comes first. The Extended Opportunity Programs and Services offices are located in the EOPS Center adjacent to Smith Hall. Go to our webpage at <http://www.ccsf.edu/Services/EOPS> for more information on eligibility criteria or call (415) 239-3561.

Student Health Services

Student Health Services 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 Services

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

Services include nursing assessment and treatment of common acute illnesses and infections, TB tests, vision tests, blood pressure screening, selected lower cost immunizations (MMR, Td, Tdap, TwinRix, HepA, HepB, influenza), reproductive health care, and referrals to specialists

by appointment. Family Planning and Sexually Transmitted Infections (STI) services for men and women are available to those who qualify for the State Family P.A.C.T. Program, which includes PAP testing, STI screening, breast exam, and birth control methods.

Smoking cessation counseling and treatment are offered, as well as multiple health promotion programs. Nurse practitioners are available for consultation with faculty regarding their students and a part-time physician director serves as a consultant for the nurse practitioners. For appointments and hours of operation call (415) 239-3110. Most services are without additional charge though some, such as lab tests, are charged a discounted fee.

When further evaluation or treatment is needed, students are referred to their primary health care provider or a community health agency. Students are financially responsible for all of their off-campus health care charges. For additional information see our website at www.ccsf.edu/Services/Student_Health.

Psychological Services

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

The goal of Psychological Services is to support student retention and contribute to the psychological well-being of the campus community. As such, our services include short-term psychotherapy for individuals and couples, crisis intervention, assessment, information, referrals, and consultation with faculty regarding student concerns. Each semester staff conducts groups on topics such as procrastination, relationship problems, managing anxiety and panic attacks, stress reduction, and meditation. Appointments can be scheduled at Student Health Services (HC 100), or by calling (415) 239-3110.

HIV/STI Prevention Studies

HIV/STI Prevention Studies is a program in the Health Education Department. We serve the CCSF campus to deliver prevention activities, services, and advocacy through the Gender Diversity Project and Project SAFE (ICC clubs).

The program offers a certificate “**Infectious Disease Prevention in Priority Populations**” that reflects the emerging area of front line community health training in infectious disease prevention and management; primarily HIV, STI’s, Hepatitis and TB.

The **Link Center** is a student resource center providing free condoms and safer sex supplies as well as information and referrals for HIV and STI testing. The link Center also provides computers, mentoring/tutoring and meeting space for students.

The link Center and HIV/STI Prevention Studies is located in MUB 301 with hours on Monday-Thursday 10am-5pm. Telephone (415) 452-5070 or (415) 452-5202.

Teacher Prep Center

The Teacher Prep Center at City College of San Francisco is located in the Multi-Use Bldg. on Phelan Ave. Room 249 on the Ocean Campus. A program of the Child Development and Family Studies Department, the Center provides resources, workshops, counseling, advising, career planning and job information, coursework, outreach and support to future teachers. Current programs include the Metro Academies Program and information on the certificates, permits and credentials required in the field. Co-located with the Early Childhood Professional Development Project, which assists all future and current ECE staff in San Francisco, Teacher prep staff provide assistance to students and community members interested in entering the field of ECE, T-K, elementary, secondary, or CTE teaching. Call (415) 452-5605, PDP or (415) 239-3890, Teacher Prep, for additional information or visit the web at: www.ccsf.edu/Departments/Child_Development.

Transfer Center

Transfer Center is located in Science Hall, Room 132. Telephone: 415-239-3748. Website: www.ccsf.edu/transfer.

The Transfer Center is the core of the most current information to assist students to transfer to a baccalaureate institution. We work closely with CCSF’s Articulation Officer to ensure transfer information is accurate and up-to-date. The Transfer Center provides students with transfer options and strategies. We endeavor to impart on students a distinction between meeting minimum transfer requirements vs. being a competitive transfer applicant. Special programs the Transfer Center oversee include the UC Transfer Admission Guarantee Program (TAG), UCLA’s Transfer Alliance Program (TAP), and the “Degree with a Guarantee” – Associate Degree for Transfer (ADT) to CSU’s. Check our website for a robust calendar of special events and visits from university representatives who come to meet directly with students for pre-admissions advising. Come to the annual Transfer Day/College Fair in October at Smith Hall Cafeteria on the Ocean Campus. Representatives from over 45 colleges and universities attend to meet CCSF students and discuss transfer opportunities and requirements. In addition, the Transfer Center offers an array of workshops for students on specialized transfer topics, for example, TAG, ADT, UC Personal Statement, and College Admission Applications.

Additional Student Programs And Services

Alumni Relations Program

You are an alumnus of CCSF if you graduated, transferred, received a degree or certificate, or just attended a few classes. The Alumni Relations Program engages in a variety of activities to meet your needs.

Specifically, the Alumni Relations Program maintains an ongoing relationship with alumni by: informing alumni of important services the College offers to them, such as free access to the Career Development and Placement Center; alerting alumni to College and department activities and other professional development opportunities; tracking alumni success stories; and offering opportunities for alumni to contribute their time, talent, and resources to help other students succeed and realize their educational goals.

If you wish to receive periodic news and updates or share your success story via e-mail, send a note to alumni@ccsf.edu or visit www.ccsf.edu/alumni. For more information, call (415) 452-4711.

Child Care Services

The Child Development & Family Studies Department administers child development centers in San Francisco at Mission Center and at the Ocean Campus for children of CCSF students and other low income families. These centers function as lab-schools for child development students. The centers feature subsidized child care and development services and are full time at two locations. Children between the ages of 3-5 years are eligible for services and are admitted on a low income priority basis. Care for toddlers is only available at the Orfalea Family Center at the Ocean Campus. Parents can learn about how to enroll their children by calling (415) 561-1895. The Department also features Parent/Child Observation courses at 7 sites throughout the city for parents who wish to participate in adult education opportunities. For further information on specific classes operated by the Department, please call the main office at Ocean Campus, Multi-Use Bldg., Room 249 (415) 239-3172 or visit our website at: www.ccsf.edu/Departments/Child_Development.

Lactation Center

The Child Development & Family Studies Dept. operates “Effie’s Room” in the Orfalea Family Center (OFC 200) on the Ocean Campus.

The room provides access to new breastfeeding moms who need to use a private lactation area. Baby-changing facilities, a refrigerator and privacy are available during the day. The area is open on a first-come, first serve basis during the school year and is generally open between 9-4 daily. Funded by the Orfaea Foundation, the lactation center provides support to new breast-feeding moms who are working or attending school. Employees and students are invited to use the facility.

HARTS Program

The Homeless/At Risk Transitional Students Program (HARTS) serves particularly needy students. A recent referral letter from a local agency along with our application is all that is needed to apply. We assist with enrollment, financial aid, transportation, clothing, and cafeteria food. Advocacy for academic or administrative problems is provided, and personal issues are given an empathetic hearing. Advising in all these matters is essential to maintain students in programs and keep up their grades. Referrals are provided for shelters, low income housing, meals, and other food resources away from the College. Mentoring from other students in similar situations provides the benefit of experience to those unable to cope affectively with their daily needs. Student Union MLK Center, Ocean Campus. thehartsprogram@gmail.com. Ph. 415 452-5355.

Math Bridge Program

The purpose of this two-semester program is to assist students in the successful completion of transfer-level statistics and to increase the number of transfers to baccalaureate colleges and universities. The program targets African American, Latino, Filipino, and Native American students, however, all students are welcome to apply.

Math Bridge begins each fall semester and finishes at the end of the following spring semester. Interested students must attend an orientation and submit an application during the prior spring semester in order to enter the program the following fall semester. The schedule for orientations is posted at math.ccsf.edu/bridge.

Math Bridge is not a remedial program. The program provides City College students an opportunity to take Preparation for Statistics (MATH 45) and Probability and Statistics (MATH 80) in a cohort community, with attention to affective issues that often impact students' success in math courses.

Contact mathbridge@ccsf.edu 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, Counseling Development, and through New Student Counseling.

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, and general campus information. The Peer Advisors are located in the Information Center on the second floor of Conlan Hall. For more information call (415) 239-3296.

Peer-Mentoring and Service-Learning

The Office of Mentoring and Service-Learning offers two types of programs to increase student success and transfer, and enrich the college

experience with hands-on application of classroom learning. In the Peer-Mentoring program, a student is matched with a peer mentor. The peer-mentor is a student who has experience in a particular course or program, and who provides information, advice, support and encouragement. The peer-mentor is selected by a Project Sponsor for the course or program. Mentors are currently available to students taking specific courses in science, social science, liberal arts, and vocational programs.

In the Service-Learning program, students enrolled in courses offering service-learning are placed in the community, where they apply both academic and practical skills for the benefit of society. Service-Learning integrates community service, and civic engagement with academic instruction and campus-community outreach so that each strengthens the other, and provides time for reflection and critical thinking while making significant contributions to individuals, organizations, and neighborhoods. For example, students taking biology courses may contribute to habitat restoration. In Project SHINE (Students Helping in the Naturalization of Elders), students in political science, psychology, sociology, foreign languages, and health prepare elders to take the citizenship exam.

Students involved in service-learning or volunteer opportunities may enroll (when available) in IDST 12 - Reflection on Service-Learning to share their experiences with other students (see course description). For more information about mentoring or service-learning opportunities, call (415) 239-3771.

Project SURVIVE

Project SURVIVE is a peer education program dedicated to promoting healthy relationships and ending sexual violence, especially rape and/or abuse in intimate relationships. For more information call (415) 239-3899. Located in Cloud Hall, Room 402.

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 instructor and a counselor. The program is open to all interested students. For more information call Gregoria Cahill-Nova (415) 920-6065.

Dr. Betty Shabazz Family Resource Center (FRC)

The Family Resource Center (FRC) at CCSF is a multicultural center with members from all backgrounds, ethnicities, sexual orientations and cultures. Although all students are welcome, the mission is to provide a safe and supportive place for student parents to receive the support and resources they need to reach their educational goals. The center provides information about on and off-campus resources, a child-friendly computer lab, a supervised child activity room for drop-in and the Parent Exchange Program (PEP). The PEP program provides students with children up to 9 hours a week of free child care while they attend classes. For further information, come to the Student Union, Room 201, or call (415) 239-3109.

Queer Resource Center

The Queer Resource Center seeks to empower the lives of LGBTQI (lesbian, gay, bisexual, transgender, queer, questioning, intersex) students at CCSF by uniting the diverse individuals in the community across gender, race, age and economic standing, religion, and ability differences. It provides access to a support system of peers and allies and strengthens the LGBTQI community at CCSF. In addition, the QRC acts as a center of education for and about the queer commu

nity through peer-led teachings, workshops, and other such events. The Queer Resource Center is a safe place for queer and transgender students and all, welcoming the opportunity to outreach to its community. For further information, come to Bungalow 201, or call (415) 452-5723.

Students Supporting Students (S Cube or S³)

Students Supporting Students is the only student-initiated peer mentoring program on the Ocean Campus. S³ Peer mentors help students navigate their way through CCSF by providing vital information on topics such as financial aid, academic support, campus clubs/organizations, and other campus resources through a variety of ways including workshops and campus-wide events. The program's unique student perspective provides a welcoming environment for students who may feel uncomfortable going to other resources on campus. S³ was established through the advocacy and organizing of students affiliated with underrepresented communities at CCSF. Students Supporting Students' goal is to increase the transfer rates of these communities to 4-year universities and empower them during their time at CCSF. For further information, visit the Student Union, Room 203, or call (415) 239-3660.

Veterans Services

The VETS OFFICE is located in Cloud Hall, room 333. The Veterans Resource Center is located next door in Cloud Hall, room 332. Please go to the college *website at www.ccsf.edu* for more information about Veterans Services.

Veterans, veterans' dependents and eligible persons may apply online for benefits directly to the VA at www.gibill.va.gov for application and complete details.

Students must also apply for admission to City College of San Francisco online at www.ccsf.edu, for assistance contact the Office of Admissions and Records, Conlan Hall, Room E107.

Available Benefits:

1. GI Bill – Active Duty Educational Assistance Program (Chapter 30)
2. Vocational Rehabilitation, Veterans with Service Connected Disabilities (Chapter 31)
3. Post 9/11, (Chapter 33) Detailed chapter 33 information is online at www.gibill.va.gov. Students who believe they may be eligible for chapter 33 should review chapter 33 online and call the Education Call Center (1-888-442-4551) with any questions.
4. Survivors and Dependents of Veterans' (who are either 100% disabled or died due to service-related conditions) Educational Assistance Program (Chapter 35)
5. Selected Reserve Educational Assistance Program (Chapter 1606)
6. Reserve Educational Assistance Program (REAP) Chapter 1607

Please inquire at the VA Web site (www.gibill.va.gov) or at the Veterans Educational Transition Services Office (VETS) for further details regarding benefits.

Eligible disabled veterans may qualify for Chapter 31 Vocational Rehabilitation Benefits. Disabled veterans are encouraged to contact the main DVA Regional Office for more information at 1-800-827-1000.

Credit for Military Training. City College will grant six semester units of credit and waive the Physical Skills graduation requirement (Area G2) for students who present to the Office of Veterans Educational Benefits official documentation showing that they have completed one year or more of active duty in any of the Armed Forces of the United States. Veterans who have completed military-training courses may be

awarded up to a maximum of ten additional units. These are based on the recommendations made by the American Council of Education. Students may use such credit in partial unit 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.

Academic Progress Policy for Veteran Students. 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, he or she will have their veteran's education benefits terminated. Appeals to the termination of veteran's educational benefits must be submitted and addressed to the Dean overseeing the Veterans Benefits Office. All appeals will be reviewed on a case-by-case basis.

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 nearly 1,000 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 (415) 239-3112. Located in Smith Hall, Room 103-104.