Learning Resources

City College of San Francisco Learning Resources facilities provide for collections and the delivery of information and instructional materials in a wide variety of formats. The staff is available to answer inquiries concerning all aspects of library resources, as well as to give assistance and instruction in their use.

The College Library

The College Library encompasses seven locations on the Ocean Campus and five centers. The holdings of the entire library system consist of a total of 222,908 volumes. The Library subscribes to more than 400 periodical titles. Online periodical and reference databases, with access to over 20,000 full text publications, can be accessed from off campus as well as from on-campus. Librarians provide workshops on the use of library resources at every center library. All students must have a current CCSF student identification card to check out books or access online resources. San Francisco residents may obtain a community card to gain limited library privileges.

Library Locations:

The Claude and Louise Rosenberg Library/Learning Resource Center is located on the southeastern part of the Ocean Campus. All library users have access to the collections via the Library’s website, http://www.ccsf.edu/Library and will find:

- Online library catalog
- Full-text periodical databases
- Selected websites and search tools
- Guides and useful information about services, resources and research strategies.

Student computers provide access to all library collections, electronic resources, the internet and are configured with word processing and educational software. Wireless access is also available. The open stacks give immediate access to almost the entire collection, affording valuable opportunities for independent browsing and research.

The Language Center shares space with the Media Center in Rosenberg 403. Audio-active stations, video, language learning software, and computers with connection to the Internet offer students of American Sign Language, Chinese (both Cantonese and Mandarin), French, German, Italian, Japanese, Pilipino, Russian, Spanish, and a variety of activities to supplement their language study. The electronic classroom in the English Lab on the second floor offers language instructors and their classes a traditional audio language lab console with 33 stations, multi-standard video player, laser disc player, Code Free DVD player, a video presentation stand, and Macintosh and Windows computers connected to the Internet. Foreign Language instructors should contact the Language Center to reserve the classroom. In addition, the Language Center provides assistance and training to both students and instructors in the use of materials and equipment. A City College of San Francisco ID card is required to use the Language Center.

The Media Center, also located in Rosenberg 403, 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 located in the lower level of the Statler Wing of Smith Hall on the Ocean Campus. The resources are tailored to support the instructional program of the Culinary Arts and Hospitality Studies Department. For more information visit the Statler website: http://www.ccsf.edu/Library/alice/statler.html.

The Chinatown-North Beach Center Library is on the second and third floors at 808 Kearny Street (corner of Washington Street). Approximately 20% of the library’s circulating book collection is in Chinese and 80% in English. The library’s collection emphasizes books on ESL, child development, and basic education. The library has two computer labs with a total of 64 student computers, as well as a library instructional classroom with 27 student computer stations. The library also has three group study rooms available by reservation.

The Downtown Center Library is on the 2nd floor at 88 Fourth Street (corner of Mission Street) in downtown San Francisco. It houses a book collection with a focus on business and careers, ESL and computer technology. Students have access to computers, Internet, audio-visual equipment and wireless Internet. The student media lab features CD, DVD, VHS players as well as cassette tape machines. The student computer lab is equipped with 20 workstations connected to the Internet, and configured with word processing and educational software.

The John Adams Center Library is located at 1860 Hayes Street, Room 204. The collection has a strong emphasis in the allied Health Education, ESL, business and careers, computing, child development and basic education.

The Josephine Cole Library (Southeast Center) is located on the fifth floor at 1800 Oakdale Avenue. This collection has a strong emphasis in African American studies, Transitional Studies, ESL, basic education, computer applications and technology, trade skills and Allied Health Education. It also offers access to computers, copy machines and media viewing and listening equipment available for student use.

The Mission Center Library is located on the fourth floor of 1125 Valencia Street. Some one hundred computers can be used for general research and classroom work. The collection of books and periodicals has been selected for both general research and for the myriad of credit and non-credit courses offered at this center.

The Tutorial Center provides one-to-one and small group tutoring in Basic skills areas, 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.

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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
<th>Program</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL</td>
<td>Computer tutorials for ESL</td>
<td>ESCLAD</td>
<td>MU149</td>
</tr>
<tr>
<td>English</td>
<td>Computer programs and Web sites to strengthen writing, reading, and researching skills.</td>
<td>English Reading and Writing Center</td>
<td>A265 and R205 Southeast 402</td>
</tr>
<tr>
<td>ESL and English</td>
<td>Tutoring, small groups, and workshops for ESL and English students</td>
<td>Writing Success Project</td>
<td>R231</td>
</tr>
<tr>
<td>ESL and English</td>
<td>Computer tutorials for English</td>
<td>English Reading &amp; Writing Center</td>
<td>R205</td>
</tr>
<tr>
<td></td>
<td>Learning Assistance Center</td>
<td>LAC @ Mission Center</td>
<td>MIS401</td>
</tr>
<tr>
<td>Reading</td>
<td>Technology, workbooks, tutors, and reading groups to strengthen reading comprehension</td>
<td>Reading Lab</td>
<td>R205</td>
</tr>
<tr>
<td>Math</td>
<td>Tutoring and small groups for algebra and calculus</td>
<td>Math Area: Learning Assistance Center</td>
<td>R207</td>
</tr>
<tr>
<td></td>
<td>LAC @ Mission Center</td>
<td>Mission Center 401</td>
<td></td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>Tutoring for each language</td>
<td>Learning Assistance Center</td>
<td>R207</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>Audio, video and computers for foreign languages</td>
<td>Language Center</td>
<td>R403</td>
</tr>
<tr>
<td>Sciences</td>
<td>Tutoring for anatomy, biology, chemistry, physics, and physiology</td>
<td>Learning Assistance Center</td>
<td>R207</td>
</tr>
<tr>
<td>Biology</td>
<td>Materials and tutoring for biology students</td>
<td>Biology Resource Center</td>
<td>S350</td>
</tr>
<tr>
<td>Nursing</td>
<td>Materials and tutoring for nursing students</td>
<td>Nursing Skills Lab and Media Center</td>
<td>C343</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>R403</td>
</tr>
<tr>
<td>Business</td>
<td>Tutoring for acct, econ, and statistics</td>
<td>Learning Assistance Center</td>
<td>R207</td>
</tr>
<tr>
<td>Speech</td>
<td>Assistance for students in speech courses</td>
<td>Communication Lab</td>
<td>C 208B</td>
</tr>
<tr>
<td>Misc. Subjects</td>
<td>Audio and visual materials</td>
<td>Media Center</td>
<td>R403</td>
</tr>
<tr>
<td>College Success</td>
<td>1–3 Unit “College Success Courses” and workshops</td>
<td>Learning Assistance Center</td>
<td>R207</td>
</tr>
<tr>
<td>Basic Skills and GED</td>
<td>Tutoring and diagnostics for adult basic ed. students</td>
<td>Adult Learning and Tutorial Center</td>
<td>31 Gough</td>
</tr>
</tbody>
</table>
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 Macintosches, 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 36, Learning Resources and Student Services
## 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.

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Counseling Department (NSCD)</td>
<td>Conlan 205</td>
<td>Are you a new student to City College with less than 24 units? Do you need help with academic and career planning?</td>
</tr>
<tr>
<td>General Counseling Department</td>
<td>Arts 201/Cloud 207/Multi-Use Bldg-Mezzanine 452-5235</td>
<td>Do you need an Educational Plan, degree or transfer information?</td>
</tr>
<tr>
<td>Extended Opportunity Programs and Services (EOPS)</td>
<td>EOPS Bldg. 239-3561</td>
<td>Do you need academic counseling, books, tutoring, and childcare? Come to EOPS to find out how to qualify for services.</td>
</tr>
<tr>
<td>International Student Counseling Program (ISCP)</td>
<td>Multi-Use Building-1st Floor 239-3942</td>
<td>Are you a new or continuing International student here on an F-1 Visa? Do you need specialized assistance and orientation?</td>
</tr>
<tr>
<td>Latino Services Network (LSN)</td>
<td>Cloud 364 452-5335</td>
<td>Are you interested in bilingual and bicultural (Spanish-English) programs and support services?</td>
</tr>
<tr>
<td>African American Scholastic Programs (AASP)</td>
<td>Rosenberg Library 209 452-5315</td>
<td>Are you interested in programs for African Americans and the Diaspora, Black College tours and transfer assistance?</td>
</tr>
<tr>
<td>Asian Pacific American Students Success Program (APASS)</td>
<td>Batmale 208 452-5620</td>
<td>Are you interested in bilingual and bicultural counseling (Cantonese, Mandarin, Tagalog, and Vietnamese), programs, and support services?</td>
</tr>
<tr>
<td>Career Counseling</td>
<td>Multi-Use Bldg 39 (on the Mezzanine) 239-3117</td>
<td>Are you undecided about your educational or career interests and goals or looking for job placement information?</td>
</tr>
<tr>
<td>Transfer Center</td>
<td>Science 132 239-3748</td>
<td>Need information to apply or transfer to a university? Interested in college tours or guaranteed admission agreements?</td>
</tr>
<tr>
<td>Psychological Services/Student Health Center</td>
<td>Student Health Center 239-3148</td>
<td>Been feeling kind of down lately? Having concerns of a personal nature? Stop by the Health Center for assistance.</td>
</tr>
<tr>
<td>Veteran's Educational Benefits Program</td>
<td>Cloud 332 239-3486</td>
<td>Do you qualify for Veteran's benefits? Come to the Veteran's Office for assistance.</td>
</tr>
<tr>
<td>Disabled Student Programs and Services (DSPS)</td>
<td>Rosenberg 323 452-5481</td>
<td>Do you need an accommodation due to a medical, physical, or psychological condition or learning disability?</td>
</tr>
<tr>
<td>Lesbian/Gay/Bisexual/Transgender Counseling (LGBT)</td>
<td>Cloud 207 239-3320 452-7302</td>
<td>Want information about student activities, scholarships, support services, counseling, courses and programs for LGBT students?</td>
</tr>
<tr>
<td>Athletic Counseling Services</td>
<td>Well 139 239-3260</td>
<td>Are you a member of a City College intercollegiate athletic team? Do you need academic, career, or personal counseling?</td>
</tr>
<tr>
<td>Homeless At-Risk Transitional Students (HARTS)</td>
<td>Cloud 205 452-5355</td>
<td>Are you homeless and in need of special services such as transportation, food, books, and housing?</td>
</tr>
<tr>
<td>Financial Aid Counseling</td>
<td>Cloud 324 239-3576</td>
<td>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?</td>
</tr>
<tr>
<td>Civic Center Counseling</td>
<td>750 Eddy Street, Room 105 561-1878</td>
<td>Do you hope to study English as a Second Language? Are you interested in citizenship, how to use computers, or communications?</td>
</tr>
<tr>
<td>Chinatown/North Beach Counseling</td>
<td>808 Kearny Street, Room 119 395-8611</td>
<td>Are you interested in Asian American Studies, business, child development, Health Education, sign language, or ESL?</td>
</tr>
<tr>
<td>Downtown Center Counseling</td>
<td>800 Mission Street, 1st Floor 267-6503</td>
<td>Are you interested in Computer Studies, ESL, Food Technology or Business? Are you an entrepreneur seeking the support of our Small Business Development Center?</td>
</tr>
<tr>
<td>Learning Resources and Student Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Evans Center Counseling**  
1400 Evans Avenue, Room 104  
550-4409 or 550-4506  
Looking for assistance in entering vocational programs? Interested in apprenticeship programs and cooperative work experience?

**Gough Street Center**  
31 Gough Street, Room 29  
241-2300  
Looking for the Adult Learning and Tutorial Center? Literacy Education? Transitional Studies or GED Preparation?

**John Adams Counseling**  
1860 Hayes Street, Room 142  
561-1925  
Are you interested in the health professions, child development, computer training, Consumer Education, ESL or GED preparation?

**Mission Center Counseling**  
1125 Valencia Street, First Floor  
550-1130  
Are you interested in Digital Printing, Office Technology, GED (in Spanish), or a Working Adults Degree Program? Are you interested in ESL studies?

**Southeast Center Counseling**  
1800 Oakdale Street, Room 201  
550-4320  
Are you interested in GED preparation or ESL courses, certificate programs or our Working Adults Degree Program?

**Re-Entry Counseling Services**  
Smith Hall 106  
239-3297  
Are you returning to school after a prolonged absence?

Not sure who to contact? Need general college information? Want information on the many student workshops offered each semester? E-mail your quick questions to the Online Advisor at advisor@ccsf.edu.
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. A series of English courses that include:
   - English 90/91-Basic Composition & Reading 1
   - English 92-Basic Composition & Reading 2
   - English 93-Intro to Academic Writing & Reading
   - English 96-Academic Writing and Reading
   - English 1A-University Reading and Composition
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
- APASS classes: English 91, 92/93 (95), 96, 1A; IDST 45, 50; Math E3, 40, and 60
- 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
- TULAY early registration classes: English 91, English 92, Math E3, Math 40, Math 60
- 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.

**General Counseling Department**
The General Counseling Department (GCD) 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 educational 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. The GCD 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-Thursday from 8 a.m. until 6:00 p.m. Counselors are available on the Ocean Campus in A201, C207 and Multi-Use Building Mezzanine.

**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.

**New Student Counseling Department**
City College of San Francisco’s New Student Counseling Department (NSCD) assists students entering the college with fewer than 24 units 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

**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 General Counseling Department (C207), as well as in the Disabled Student Programs and Services Department (DSPS), the Career Development and Placement Center (CDPC), and Extended Opportunity Programs and Services (EOPS). For more information, please call Sarah Thompson in C207 at 239-3320, or the Queer Resource Center, B201, at 452-5919.

Career Counseling Program
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 (LERN 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, Books on Tape) 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 High Tech Centers (HTCs) are computer lab classes designed for students with disabilities. The HTCs offer 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 High Tech Center locations: one on the Ocean Campus in Batmale Hall, Room 231, and the other at the John Adams Center, Room 104.

The DSPS Strategies 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 (voice) or (415) 452-5451 (TDD). The DSPS office at the John Adams Center is in Room 106, (415) 561-1001 (voice) or (415) 561-1007 (TDD). To reach the Mission Center DSPS office in Room 161, call (415) 920-6038. To reach the Chinatown Center DSPS in Rm 104, call (415) 395-8606. Hearing impaired students may contact DSPS by email at deafserv@ccsf.edu.

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/dspss. Should you have questions or encounter difficulty regarding access, please contact the DSPS Accommodations Specialist at (415) 452-5481.

Extended Opportunity Programs and Services (EOPS)
The Extended Opportunity Programs and Services (EOPS) assists low-income, educationally under-prepared students 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, one-on-one tutorial, priority registration, orientation to college, financial aid advising, book services, transfer workshops, and CSU and UC transfer application fee waivers. 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, advising, and transportation assistance 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. 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, 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 Health Services
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 and infections, TB tests, vision tests, blood pressure screening, selected lower cost immunizations (MMR, Td, Tdap, TwinRix, HepA + HepB), reproductive health care, health promotion programs and referrals to specialists. Nurse practitioners are also available for consultation with faculty regarding their students. A part-time physician is available on limited basis through appointments and serves as a consultant for the nurse practitioners. Family Planning Clinic and Sexually Transmitted Infections (STI) services for both men and women are available to those who qualify for the State Family P.A.C.T. Program. This service includes PAP testing, STI screening, breast exam, and birth control methods.

Nurse practitioners are available at Student Health Services (HC100), Monday through Friday, only when classes are in session. Call
239-3110 for hours of operation. Most of the services are without additional charge. However, some services such as lab 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. 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 aid in student retention and to 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. There are also workshops test anxiety. Appointments can be scheduled at the Student Health Center (HC 100), or by calling (415) 239-3148.

HIV/STI Prevention Studies
The HIV/STI Prevention Studies is a program of the Health Education Department. A wide variety of HIV/STI (Sexually Transmitted Infection) services are available to CCSF students, faculty, employees and their significant others through the HIV/STI Prevention Studies program. The office is located in MUB, Room 301. Office hours are Monday through Friday 10 a.m. – 6 p.m. For more information, call (415) 452-5202 or fax (415) 452-5203.

Center for Linking Learning & Action, located in MUB, Room 301, provides free condoms and other safe sex supplies, information and referrals related to HIV and STI prevention and treatment. Office hours are Monday and Friday 10 a.m. - 2 p.m., Tuesday through Thursday 10 a.m. - 4 p.m.. 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 new 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 CDEV Program, The Youth Worker to Teachers Program and information on the certificate, permit and credentials required in the field. Co-located with the Early Childhood Professional Development Project, which assists all future and current CTE staff in San Francisco, the Center provides assistance to students and community members interested in entering the field of ECE, elementary, secondary, or CTE teaching. Call 452-5605, PDP or 239-3890, Teacher Prep, for additional information or visit the web at: www.ccsf.edu/Departments/Child_Development.

Transfer Center
Students seeking to transfer to baccalaureate degree-granting institutions upon completion of lower division course requirements may obtain specialized resources at the Transfer Center located in the Science Hall, Room 132, Telephone 239-3748. Information concerning academic majors, general education requirements, and transfer admissions policies can be researched through the Center’s reference library, computer lab, and pre-admissions advising with college representatives. Special programs of the Transfer Center include the annual Transfer Day college fair and university campus tours. Please refer to the Transfer Center’s monthly calendar of workshops and events at www.ccsf.edu/Services/Transfer_Center.

Transfer Admission Guarantee (TAG) Programs. TAG programs are designed to facilitate the admissions process for CCSF students prior to submitting an official application to the university. Students can take advantage of guaranteed early admission opportunities with a variety of public and private institutions: UC Davis, UC Irvine, UC Merced, UC Riverside, UC San Diego, UC Santa Barbara, UC Santa Cruz, St. Mary’s College, and University of the Pacific. In most cases, eligible students must be permanent residents of the U.S. who are seeking their first bachelor’s degree. Obtain additional TAG eligibility requirements and applications from the Transfer Center.

Concurrent Enrollment Program. CCSF has this program with Mills College in Oakland and the University of California, Berkeley to provide qualified students the opportunity to experience courses at these institutions. The Mills College program's eligibility requirements are completion of 12 units of CSU or UC transferable course work with a minimum 2.0 GPA, eligible for, enrolled in, or have completed English 1A, and students must be enrolled in 12 units (including the Mills course) during the semester of participation. Students may take one course per semester for a total of four. The UC Berkeley program’s eligibility requirements are completion of 20 UC transferable units with a minimum 2.4 GPA, eligible for, enrolled in, or have completed English 1A, and students must be enrolled in 12 units (including the UCB course) during the semester of participation. Students may take one course per semester for a total of two. Call 415-239-3334 for more information or visit the Transfer Center in Science Hall 132.

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 e-mail 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 for children of CCSF students and other low income families. These centers function as labschools for child development students. 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. 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 13 sites throughout the city for parents who wish to participate in adult education opportunities with their children. For further information on specific Child Observation classes operated by the Department, please call the non-credit office at the Orfalea Family Center, Room 203, (415) 452-5905 or the main office at Ocean.
Learning Resources and Student Services

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 Orfalea 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. Questions on usage can be directed to 452-5905 or 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 (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 and Placement Center, the Extended Opportunity Programs and Services (EOPS), 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 battery 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 Griselle Schmidt-Fonseca (415) 239-3035.

Dr. Betty Shabazz Family Resource Center
The Dr. Betty Shabazz Family Resource Center empowers students with children through information, resources, and support and builds a stronger student parent community on campus. The Center is student-run and provides the following services: supervised children’s activities, use of FRC computers, job referrals, information about CalWORKs, peer mentoring, and support groups. For further information, come to the Student Union, Room 202, or call (415) 239-3109.

Queer Resource Center
The Queer Resource Center seeks to empower the lives of LGBTQQI (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 LGBTQQI community at CCSF. In addition, the QRC acts as a center of education for and about the queer community 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
Learning Resources and Student Services

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 Veterans Center 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 Benefits Office 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.