

Section 9

Student Regulations, Services & Resources

Section 9.1

STUDENT ADMISSIONS

Admissions & Records Office
Ocean Campus, Conlan Hall Room 107
Email: admit@ccsf.edu
TEL: 415-239-3285
FAX: 415-239-3936

Credit Admission

Persons interested in enrolling in credit classes at City College of San Francisco can submit an Admissions Application online to become NEW students. RE-ADMIT students are those individuals who have been absent from CCSF for one semester or more and will need to submit an Admissions Application for reentry.

Students apply online at:

<http://www.ccsf.edu/en/student-services/admissions-and-registration/registration.html>

Non-Credit Admission

CCSF offers an extensive schedule of day, evening, and weekend noncredit classes in geographic locations around San Francisco. Enrollment procedures for noncredit classes vary depending on the type of course or program and location. To enroll as a new noncredit student, interested persons can apply online at <http://www.ccsf.edu/en/student-services/admissions-and-registration/admissions/noncredit-admission/noncredit-app.html> or can be completed at the Admission and Enrollment Office at the various CCSF Centers.

Placement assessment, orientation, and counseling are required for entry into many noncredit courses. These free services are offered at the various College campuses.

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Section 9.2

STUDENT GRADE REVIEW

The Student Grade and File Review Board, which is composed of students, faculty and administrators, reviews individual student grievances regarding course grades and file contents. After reviewing a particular grievance, the Board recommends appropriate action to the Chancellor, the instructor, and the student. The Board acts as the arbitrating body but does not have the power to change grades directly.

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Section 9.3

INSTITUTIONAL REPORTS: GRADES AND ATTENDANCE

Preparation and Submission of Census and Positive Attendance Reports

Reporting of census data for credit classes and positive attendance for noncredit classes are collected from faculty at specified times during each school term. These reports constitute official records and are subject to audit; therefore, it is **mandatory** that the reports be submitted.

Reporting of census information, drops, withdrawals, and grades should be done online through **Web4**. *All faculty members must report census information using Web4*. For information or further clarification, please contact Admissions & Records at 415-239-3291.

It is the professional responsibility of noncredit instructors to follow directions carefully in reporting the positive attendance information; and it is mandatory that instructors submit the Positive Attendance Reports (PARS) on or before the specified due date. Late submission of census and positive attendance hours has serious state funding implications.

Inactive Enrollment

Pursuant to California Code of Regulations, (CCR), Title 5, Section 58004, Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment.

Inactive enrollment in a course is defined as follows:

“As of each census day, any student who:

1. Has been identified as a no show, or
2. Was officially withdrawn from the course, or
3. Has been dropped from the course.”

A student shall be dropped if no longer participating in the course, except if there are extenuating circumstances. “No longer participating” includes, but is not limited to, excessive unexcused absences. “Extenuating circumstances” are verified cases of accidents, illness, other circumstances beyond the control of the student, and other conditions defined by the governing board and published in regulations. The “drop date” shall be the end of the business day immediately preceding the census day.

No Shows

- “No Shows” refer to student names that appear on a class list but the students have never physically appeared in the class.
- All “No Shows” must be cleared off class lists. Faculty members are required to drop “No Shows” after the first class meeting or at least PRIOR to the Census.
- A course syllabus should include the instructor’s attendance policy including the dropping of “No Shows” or students who have stopped attending.

No-Show Policy – Credit Classes

If a student has officially registered for a class but has not attended nor dropped the class by census week, the instructor must drop the student as a No-Show using Web4.

No-Show Policy – Noncredit Classes

- The open entry/open exit policy of many noncredit programs leaves to the instructor or the department chairperson the decision as to the attendance and grading policy. This should be established at the initiation of the class or program and should be openly and clearly shared with all students.

Students Who Stop Attending

- For a student who initially attended the course but subsequently stopped coming, the instructor should drop the student based on the last date of his or attendance.
- It is advisable not to wait until the end of the semester to retroactively drop a student. Take care of it as it occurs.
- It is easier to reinstate a student than it is to attempt to drop a student retroactively.

Census Reporting (Credit Classes)

- Census reporting is how CCSF receives state funding for credit classes. Census reporting is mandatory for instructors.
- This cannot be emphasized strongly enough: census reporting must be submitted by the deadline. For the census deadline for full-term courses, check the instructional calendar. For census deadline for short-term courses, please look for a notification sent via email to your ccsf.edu account (CCSF Gmail will not be used for this purpose).

Positive Attendance Reporting (Noncredit Classes)

- Faculty are required to keep a daily record of students' actual attendance for each class meeting and report total hours for each student in a two-week reporting period. A copy of the Positive Attendance Roster showing the class attendance must be readily available at the time of an audit.

Instructor Verification

The signature of the instructor on census and primary attendance accounting documents acts as a certification of a true and accurate accounting. This includes online or electronically submitted documents where instructors must affirm or certify a written statement on the electronic class roster that says all inactive students – as defined by CCR, Title 5 Section 58004 and local board adopted procedures – have been dropped from the class roster as of the census date or positive attendance report period, which reflects an accurate count of students present at each course meeting.

Adding Students

Credit

- For students who are not registered for a class but want to add the class on the first day, it is strongly recommended that the instructor first utilize the existing waitlist to accept students. Once the list is exhausted, the instructor can then use the registration codes.
- It is essential that instructors provide the correct add codes to students.
- If the list of add codes runs out, the instructor should immediately contact Information Technology Services (ITS) at 415-239-3534 to obtain more codes.
- Every student in the class must be officially registered. Otherwise, they cannot remain in the course. **DO NOT ALLOW STUDENTS TO REMAIN IN THE CLASS IF THEY ARE NOT OFFICIALLY REGISTERED.** Please refer students to the Admissions & Records Office at Ocean campus or the Admissions & Enrollment Office at the Center locations.

Noncredit

- Instructor should follow the procedures established at the CCSF Center or site for adding noncredit students. Consult with the coordinator or the Noncredit Admissions & Records Office to ascertain the proper add procedures.

Dropping Students

Credit

- A student cannot be retroactively dropped if the deadline has passed. Example: You will not be able to drop a student for a full refund on the last day for an instructor-initiated withdrawal.

- Instructors may withdraw students at any time during the semester when the instructor determines the student is no longer participating, up until the last day that is posted to drop with a “W”. Non-participation pertains to the following:
 - The student has stopped attending.
 - The instructor knows that the student will not return or has been absent so many days that he or she could not make up the work.
 - The instructor would not reinstate the student if he or she did return.
- If a student’s name shows up on the final grade list for a class, the instructor is obligated to provide the student with a grade. It will not be possible to withdraw students on the final grade roster.

Noncredit

- A noncredit student should be dropped if the instructor determines that the student has never attended the class or has stopped attending without informing the instructor of a reason for the absence.
- Students who have not been dropped will have their names appear on the grade roster at the end of the semester.
- Instructors should use the appropriate progress indicator to reflect the individual student’s achievement for the semester. The coordinator will be able to inform the instructor of the progress indicators to use and the interpretation of each.

Submission of Grades and Progress Indicators

Each instructor must provide midterm and final grades for each of their credit students online. Midterm grades are only required for full term courses. For additional information, please contact Admissions & Records at 415-239-3291. **It is the professional responsibility of all instructors to submit their grades or progress indicators on or before the due date.** Late submission of these documents can affect a student’s transferability, financial aid eligibility, veterans’ educational benefits, or employment.

NOTE:

- Non-credit instructors should check with the department chair on progress indicators and protocols. Those who do not receive their appropriate grade reporting sheets should immediately contact the Office of their Center Dean or the counseling office of their respective campus. They are also responsible for filling out computer “bubble sheets” even if letter grades are not issued. For further information or assistance, contact Admissions & Records/Non-Credit, 415-452-7400.

Grades

General Information

Instructors are expected to assign one official midterm grade for full term courses only and one final grade for each student. This does not preclude giving students periodic progress reports throughout the school term. Such practice is encouraged and is a benefit to the student and the instructor. All student records, both credit and non-credit, are available on Web4.

Use of Midterm and Final Grade Reports (Credit Classes)

The main purpose of assigning grades is to provide a method for establishing a student’s academic progress. It also serves to provide information to employers (at the student’s written request), various federal, state and local government agencies, as well as to serve as the basis for the awarding of various scholarships. Consequently, any error in the assignment of a grade may result in a serious injustice to the student. (Refer to California Code of Regulations, Section 55758 for Academic Record Symbols and Grade Point Average Information.)

1. Midterm Grades – Credit Classes

a. Scope of Midterm Grades

The grade assigned at the end of the midterm period should reflect the student’s actual progress during that period.

b. Changing of Midterm Grades

Midterm grades are not entered into a student's permanent record; however, if an error was made in the assignment of a student's grade, it should be changed by the instructor, on Web4 or alternatively utilizing the appropriate form available at the Office of Admissions & Records and submitted as instructed. Midterm grading errors can adversely affect a student's financial aid and veteran's educational benefits eligibility.

2. Final Grades – Credit Classes

The final grade should reflect the instructor's assessment of how the student has accomplished the educational goals and objectives of the course. The criteria for grading **MUST** be made clear to the students and should be contained in the course syllabus.

a. Final Grade of Incomplete - Credit Classes

An incomplete grade may be assigned by the instructor when the course is not completed due to illness or other unavoidable circumstances that prevent the student from taking the final examination or satisfying the other requirements in a course. A student must make arrangements for an Incomplete with the instructor for the course. The instructor will file a record of Incomplete with the Office of Admissions & Records. This record shall note the condition(s) for removal of the Incomplete and the grade to be assigned if the work is not completed. While a student has a grade of Incomplete on his/her record, he/she may not retake the course.

A final grade shall be assigned when the work stipulated has been completed and submitted by the student and evaluated by the instructor. If the student fails to meet the condition(s) of the removal of the "Incomplete," or when the time limit for completion has expired, the predetermined grade shall be assigned (i.e. "F" in the case of I/F).

NOTE: Instructors may not assign a "W" if the Incomplete is not removed.

The student receiving a final grade of Incomplete must contact her/his instructor and meet the agreed upon conditions by the Last Day to Submit Final Grades for the following semester (Spring or Fall) in accordance with the College Catalog.

To remove a final grade of Incomplete, the instructor must complete a **Removal of Incomplete Grade Form**, available at the Office of Admissions and Records. Conditions under which a grade of "Incomplete" can be removed are described in the College Catalog. This form also becomes part of the student's permanent record.

If a student is unable to remove a final grade of Incomplete within the specified time as a result of unusual circumstances beyond the control of the student, she/he, after consultation with the instructor, may petition the Dean of Students, Conlan Hall E106, for an extension of time.

b. Changing Final Grades - Credit Classes

Normally, a final grade (whether a letter or Pass/No Pass) will not be changed after being submitted to the Office of Admissions and Records. If there are extenuating circumstances and a change of grade appears advisable, the instructor must file a Petition for Grade Change Form which may be obtained from the Office of Admissions and Records. No final grades, other than Incomplete, may be changed by the faculty based on work completed after the close of the semester.

Students may challenge grades through the Student Grade and File Review process (Refer to Section 9-2).

Grades must be corrected if they are a result of mistake, fraud, bad faith, or incompetence [Title 5, California Code of Regulations, §55760(a), Education Code §76224(a)]. Grades given in error must be expunged from the record.

Final Examinations – Credit Classes

Final examinations are required in all courses. **Final examinations MUST be given on the dates and at the time published in the Time Schedule.** Approval by the Vice Chancellor for Academic Affairs is necessary for any change. Students are required to take final examinations with the Section in which they enrolled (General Rules and Regulations – Final Exams, College Catalog). Final examinations are to be kept for a period of three years if not returned to the student.

Credit by Examination

The District has provided means through which students may gain credit by examination. For details, see the College Catalog.

Student Attendance

Students are expected to attend classes regularly and punctually unless extenuating circumstances exist. “Extenuating circumstances” are **verified** cases of accidents, illness, or other circumstances beyond the control of the student. During the first week of each semester, instructors shall give students a written statement of the number and type of allowable absences that are within departmental guidelines and are based on the objectives and nature of the particular course. Unexcused tardiness by a student is equivalent to an absence. If a student exceeds the allowable number of unexcused absences, the instructor can remove the student from the class roll within certain dates as specified in the Calendar of Instruction in the College Catalog (also see the Section on Grading Policy in this handbook). A student who is absent from a class for any reason is responsible for the course content covered during the absence and should check with the instructor for a make-up policy (Refer to the section on Grading Policy for Incomplete and W grades.)

NOTE: A Situation Negatively Impacting Student’s Work or Clinical Experience Attendance

If a student is assigned to a work or clinical facility and that facility is picketed, the student should immediately consult with the faculty member for further instructions on alternatives.

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Section 9.4

STUDENT DROPS AND WITHDRAWALS

Dropping Class with No Notation

Students may drop a class with no notation within the prescribed deadline dates as stated in the Calendar of Instruction for regularly scheduled classes.

Students may drop a short-term class with no notation within 30% of the length of the short-term class. Please refer to the online time schedule for actual deadline dates.

Dropping Class – Qualifying for a 100% Enrollment and Nonresident Tuition Fee Refund

Students may drop a class within the prescribed deadline dates as stated in the Calendar of Instruction in order to qualify for a 100% enrollment and nonresident tuition fee refund. Students may drop a short-term class within 10% of the length of the short-term course in order to qualify for a 100% enrollment and nonresident tuition fee refund.

Dropping Class – Qualifying for a 50% Nonresident Tuition Fee Refund

Students may drop a class within the prescribed deadline dates as stated in the Calendar of Instruction in order to qualify for a 50% nonresident tuition fee refund. Students may drop a short-term class within 30% of the short-term course in order to qualify for a 50% nonresident tuition fee refund.

Retroactive Drop Policy

There is no provision in Title 5 of the California Code of Regulations that authorizes a District to grant retroactive drops; however, a student has the right to petition the Associate Registrar in writing making such a request. The student must provide written verification that some emergency or other extenuating circumstances existed beyond the control of the student. Retroactive drops also may be granted in cases of institutional error.

Withdrawal from Class

Students may withdraw from class within the prescribed deadline as stated in the Calendar of Instruction. Students may also withdraw from a short-term class up to 75% of the length of the short-term class. **NOTE:** A “W” symbol will appear on the student’s permanent academic record for all processed withdrawals. Although W’s are not considered grades, therefore not calculated in the GPA, excessive W’s may affect students adversely, because they may be considered in probation and dismissal proceedings.

Late Withdrawal Policy

Late withdrawals are those requested by students after the last day for an official student or instructor initiated withdrawal and up until a period of two years after a final grade has been posted. A late withdrawal will be granted only for verifiable extenuating circumstances that prevented the student from academic participation. Extenuating circumstances are defined as: institutional error, health, jury duty, military service, accident, family emergency, incarceration, extended litigation, or work conflicts that occurred only between the last day for a student or instructor initiated withdrawal and the final examination. Students must make their request to the Dean of Students, E106.

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Section 9.5

STUDENT RECORDS

Petitions for Waiving Regulations

A student may petition the Dean of Student Affairs, Conlan Hall, Room E106, to waive a local college regulation.

Privacy of and Access to Student Records

City College of San Francisco protects the privacy of student records and maintains the right of students to inspect and review their records. City College has established guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Should the College be unable to resolve the complaint of a student concerning the accuracy or clarity of the student’s records, the student has the right to file a complaint with The Family Rights and Privacy Act Office of the U.S. Department of Education.

The following categories of information about students are considered “directory information” pursuant to *Section 76240 of the Education Code*: student’s name, address, telephone number, date and place of birth, field of study, participation in activities and sports officially recognized by the San Francisco Community

College District, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. The District may limit or deny the release of specific categories of directory information based upon a determination of the best interest of students. Directory information may be released at the discretion of the College to persons or agencies that the College deems to have a legitimate reason for access to the information. To prevent disclosure, written notification must be delivered personally to the Office of Admissions and Records.

Information other than directory information will not be released without the student's written consent unless the College is required to do so by law as, for example, in the case of a court order. Questions about policies and procedures concerning privacy of records and rights of access to them may be referred to the Dean of Admissions and Records.

Privacy of Student Records

The California community college student has a legal right to privacy of records. A student record is defined as "any item of information directly related to an identifiable student, other than directory information, which is maintained by the community college. . ." However, applicable law provides for certain exceptions. Appropriate District employees are authorized to collect only information that is relevant to a student's admissions, registration, academic history, career, student benefits and services, counseling and guidance, discipline or matters related to student conduct.

In addition to restrictions on the collection of information about students, there are significant restrictions on the release of student information.

Except under limited circumstances, District employees do not have the authority to release student records except to the student. In general, District employees should consider information they acquire about students, in their capacity as employees, to be confidential information.

In an area where records are filed, the college maintains a student record log to record requests and receipt of student information in accordance with applicable law. In each area, a dean or her/his designee is responsible for maintaining the student record log.

Student Record Categories – Log Maintenance

A student record log is maintained in the following areas:

- Admissions and Records – Dean of Admissions and Records
- Counseling Records – Dean of Counseling & Special Support Services
- Disabled Student Records – Dean of the School of Behavioral and Social Sciences
- Financial Aid Information – Dean of Financial Aid
- Student Discipline, Complaints and Appeal Records – Dean of Student Advocacy Rights & Responsibilities
- Student Health Records – Dean of Student Affairs

The college expects electronic communication privacy protections comparable to those traditionally given to paper mail and telephone communication.

Persons who have questions about the collection or dissemination of student information may call the Dean of Admissions & Records at 415-239-3291 or the Dean responsible for maintaining the information.

Maintaining Student Confidentiality

Faculty posting grades publicly **MUST** ensure that other class members cannot identify students through their student identification number, name, etc. Faculty should **REFRAIN** from reading grades aloud in class. Faculty may not share private student information with other District employees except in limited circumstances.

Faculty members are not authorized to share student work with non-CCSF employees without written student consent.

Students should **NOT** be allowed to review faculty grade books or view private information on class lists or other College documents.

Information regarding a student **MUST NOT** be disclosed to anyone other than the student. This pertains to a student's grades, letters of recommendation, counselors' notes, and such.

If a faculty member receives a request from a non-student to share private student information, she/he should refer the request to the Dean of Admissions & Records.

NOTE: Instructors shall retain grade books, unreturned final examinations, term papers, and any method of evaluation for a MINIMUM of three years. Instructors who are not returning to the District are required to leave grade books, attendance records, and academic performance materials, i.e. final examination, etc., with their department chairperson.

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Section 9.6

STUDENT RIGHTS & RESPONSIBILITIES

General Information

The educational process is based on an unwritten "contract" between student and instructor that assumes that each will have a defined role in achieving the expected outcomes of that process. The rights and responsibilities of instructors in relation to students are addressed throughout this handbook. Conversely, it is important for instructors to be aware of students' responsibilities and rights both in and out of the classroom as members of the College community.

Purpose and Scope

Community college districts are required by law to adopt standards of student conduct along with applicable penalties for violation (Education Code Section 66300). The San Francisco Community College District has complied with this requirement by adopting PM 6.11.01 and AR 6.11.01 on Rules of Student Conduct. The purpose of this Board Rule is to provide uniform procedures to assure due process when a student is charged with a violation of these standards. All proceedings held in accordance with these procedures shall relate specifically to an alleged violation of the established standards of student conduct.

Students of City College of San Francisco are expected to help maintain an environment in which there is freedom to learn. The College believes that each student has an earnest purpose; that he/she will adhere to acceptable standards of personal conduct; and that students and student organizations will participate in the development of proper standards of conduct and good taste; and that they will abide by all College regulations. Students or student organizations making inappropriate use of the opportunities, rights, and privileges should expect to have them withdrawn or curtailed.

In the development of responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling and admonition. In the exceptional circumstances when these preferred means are not appropriate or fail to produce student acceptance of responsibility commensurate with student freedom, due process shall be observed to protect the student from the unfair and arbitrary imposition of serious penalties.

When an issue of student conduct arises, the college community will take action as the particular occurrence, judged in the light of attendant circumstances, seems to require.

Rules of Student Conduct

Student conduct in the San Francisco Community College District must conform to District rules and regulations. The rules and regulations of student conduct prohibit the following:

1. Continued disruptive behavior, continued willful non-compliance, willful and persistent profanity or vulgarity, or the open and/or persistent defiance of the authority of or persistent abuse of District personnel or officials acting in the performance of their duties;
2. Assault or battery, abuse, extortion, or any threat of force or violence directed toward any member of the District community (students and employees) or District visitor engaged in authorized activities;
3. Academic or intellectual dishonesty, such as cheating or plagiarism. Cheating is defined as taking an examination or performing an assigned, evaluated task in a dishonest way, such as by having improper access to answers. Plagiarism is defined as the unauthorized use of the language and thought of another author and representing them as your own;
4. Dishonesty, such as theft or the unlawful taking of property from the rightful owner, or knowingly furnishing false information to the District, or forgery, alteration, or misuse of District documents, records, or identification;
5. Willful misconduct that results in injury or death to a student or District personnel or that results in cutting, defacing, or other injury to any real or personal property owned by the District; or injury to property belonging to a member of the District community or to an authorized District visitor while on District property;
6. Unauthorized entry to or use of District facilities, supplies, equipment, including computing, networking or information resources;
7. Obstruction or disruption of classes, distance learning courses and websites, computer laboratories or study facilities such as the Library or the Learning Assistance Center, student activities, administration, disciplinary procedures, governance processes, or other authorized District activities;
8. The use, sale, distribution or possession of, or presence on campus while under the influence of alcoholic beverages, narcotics, or other dangerous or hallucinogenic drugs or substances including marijuana and lysergic acid diethylamide (LSD) or any controlled substance (except as expressly permitted by law and evidenced by medical authorization) or use, sale, distribution of any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code;
9. Willful or persistent smoking in any area where smoking has been prohibited;
10. Violation of District rules and regulations including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials;
11. Violation of the *District's Sexual Harassment Policy* (see appropriate Sections of the College Catalog for a complete version of the Policy; information also located in Section 2.3 of this handbook);
12. Violation of the District's *Computer Usage Policy* (see appropriate Sections of the College Catalog for a complete version of the Policy; information also located in Section 2.11 of this handbook);

13. Disorderly, lewd, indecent, obscene, or offensive conduct or expression that interferes with the District's primary educational responsibility;
14. Possession while on District property or at any District sponsored function, of any of the following weapons (except for persons given permission by the Chancellor or designee as members of law enforcement operations): any instrument or weapon of the kind commonly known as black-jack, fire bomb, billy club, sandclub, metal knuckles; any dirk, dagger, or knife having a blade longer than two inches; any switchblade longer than two inches, any razor with an unguarded blade; any firearm (loaded or unloaded) such as a pistol, revolver, rifle, automatic or semi-automatic weapon; any metal pipe or bar used or intended to be used as a club; or any other item, such as a chain, used as a threat to do bodily harm;
15. Failure to comply with directions of District officials, faculty, staff or campus police officers who are acting in performance of their duties;
16. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
17. In accordance with California Education Code (78907), the use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aid and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor.

Disciplinary sanctions for the above offenses shall include, but are not limited to, warning; verbal and/or written reprimand; a failing grade in an assignment, test, or class in proven cases of cheating or plagiarism or other academic dishonesty; disciplinary probation; ineligibility to participate in extra-curricular activities; removal from classes by the instructor for no more than two class meetings; removal from an instructional laboratory, study facility, or other supervised student activity by the designated site supervisor for no more than two sessions or meetings; suspension from classes by the Chancellor (or designee) for up to the remainder of the school term or from all classes and activities of the District for one or more terms; and expulsion.

Suspension or expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include, but is not limited to, conduct identified above as prohibited.

Procedures for implementation of these rules shall be adopted by the Chancellor or designee.

Types of Discipline

WARNING: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action (May be written or oral notice)

REPRIMAND: Written reprimand for violation of specified regulations or misconduct. A reprimand places on record that a student has violated college regulations. A student receiving a reprimand is notified that continued violations may result in formal disciplinary action.

RESTITUTION: Reimbursement by the student for damage to or misappropriation of property. Reimbursement may take the form of appropriate service by the student to repair property or otherwise to compensate for damage.

DISCIPLINARY PROBATION: Specific period of conditional participation in campus and academic affairs, which may involve exclusion from designated privileges or extracurricular activities. If a student violates any condition of probation, he/she shall be subject to further disciplinary action to be taken in accordance with these procedures.

REMOVAL: Should be exercised when warning or reprimand fails to bring about proper conduct. Removal may be immediate if student presents a present danger. Instructor may remove a student for cause from class for the day of the class and the next meeting for a maximum of two class meetings.

SUSPENSION: Suspension from classes for up to the remainder of the school term or from all classes and activities of the College for one or more terms. Suspension is the termination of student status for that period of time.

EXPULSION: Termination of student status, for an indefinite period, requires the approval of the Governing Board. The student may be readmitted to City College only with the specific approval of the Governing Board.

Suspension or expulsion of a student shall be accompanied by a hearing to determine if good cause warrants such suspension or expulsion. Good cause shall include, but is not limited to, conduct identified above as prohibited.

Due Process

A student has a right to due process. The Office of Student Advocacy, Rights and Responsibilities (Conlan Hall, Room 106) has the responsibility to assure the implementation of this due process.

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Section 9.7

STUDENT COMPLAINTS

A student complaint is an allegation against a faculty member that the member has harmed a student by violating a policy, rule, or regulation, or otherwise engaged in inappropriate conduct. A complaint does not include a grade or file challenge, or an allegation of discrimination or sexual harassment, or other conduct for which immediate disciplinary action or suspension could result.

STUDENT COMPLAINTS MAY HAVE SERIOUS CONSEQUENCES FOR THE FACULTY MEMBER CONCERNED. STUDENTS SHOULD RECOGNIZE THAT DIFFERENCES IN PERSONALITY, OPINION, AND PERCEPTION DO OCCUR AND CAN OFTEN BE RESOLVED BY DISCUSSIONS BETWEEN THE PARTIES. WHENEVER POSSIBLE, STUDENTS ARE ENCOURAGED TO ADDRESS SUCH DIFFERENCES DIRECTLY WITH THE FACULTY MEMBER.

Informal Process

1. A complaint should first be raised directly with the faculty member concerned.
2. If a direct meeting does not resolve the complaint, or if either party is unable or unwilling to meet, the complaint should be taken to the faculty member's supervisor.
3. The supervisor may take the following action including, but not limited to:
 - a. Investigating the complaint
 - b. Meeting with any party separately or facilitating a joint meeting
 - c. Recommending appropriate action to any party
 - d. Recommending an evaluation of the faculty member to the Chancellor
 - e. Redirecting the matter as appropriate.
4. If the supervisor fails to resolve the complaint within 20 semester instructional days, then the student may file a formal complaint in accordance with the process set forth below. Semester instructional days include only regular business days during the Fall and Spring semesters, and not in the summer sessions.

5. If, after the failure of the supervisor to resolve the complaint at the informal level, the student fails to file a formal complaint within an additional 20 semester instructional days, then the matter will be considered dropped unless renewed by the student within the first 20 semester instructional days of the next semester.

Formal Process

1. If any party is dissatisfied with the result of the informal process, that party may appeal the matter to the Dean of Student Advocacy, Rights and Responsibilities whose role is to channel the complaint to the appropriate Vice Chancellor and to the Academic Senate. If any party chooses to pursue the matter to the formal level, all parties shall be given written notice of that fact.
2. Any party who appeals a complaint to the formal level must complete a form which describes:
 - a. The specific nature of the complaint and its history;
 - b. All efforts which have been made to resolve the complaint;
 - c. What the appealing party would consider a fair and appropriate resolution of the complaint.
3. Upon receiving a formal complaint, the appropriate Vice Chancellor and the Academic Senate shall each appoint one member to a committee whose function shall be to hear and decide the matter.
4. In making a decisión, the committee may take any action that could have been taken pursuant to the informal process, except that the committee may not redirect the matter.
5. The findings and decision of the committee must be made in writing and provided to the student, the faculty member, and the member's supervisor, and must encompass some or all of the following results:
 - a. Resolution of the complaint to the satisfaction of all parties
 - b. Dismissal of the complaint with or without the consent of all parties.
 - c. Recommendation of appropriate action to the faculty member's supervisor.
6. Formal complaints should be resolved as quickly as possible. Except under unusual circumstances, the written findings and decision of the committee should be provided within forty [40] semester instructional days of its receipt of the formal complaint.
7. Any student or faculty member involved in a student complaint may, by his/her own initiative, provide representation of his/her choice.

Issue Date: June 2016

STUDENT RESOURCES

Section 9-8

COUNSELING SERVICES

City College has several counseling departments available to serve credit and noncredit students as well as four different Retention Programs housed under the Multi-Cultural Retention Services Department for credit students. The counselors in these various departments are all part of a counseling team and are there to help students find their way through City College and assist them in completing their educational goals. Students can work with CSCD counselors to discuss their academic goals and develop or revise their educational plans. Counselors can also help with requirements for certificates, CTE programs, a degree, transfer to a four-year institution, graduation, choosing a major, re-entering college, career exploration, and more.

City College counselors offer to credit and noncredit students professional academic, career, and personal counseling services.

- **New Student Counseling (NSCD)**

The New Student Counseling Department (NSCD) assists credit students who are entering college for the first time and returning students with fewer than 24 units completed. Counseling services focuses on helping students with the decision-making process to coordinate and support the beginning of their academic life on campus.

NSCD offers counseling services at the following campuses:

Ocean Campus Conlan Hall, Room E-205 415-239-3296 Appointments: 415-239-3068 Fax: 415-239-3670	Chinatown/North Beach Center Room 104 415-395-8611
Civic Center 1170 Market St 415-561-1875	Downtown Center Room 108-120 415-267-6555
Evans Campus Room 104 415-550-4440	John Adams Center Room 133B 415-561-1955/415-561-1925
Mission Center Room 115-121 415-920-6058/415-920-6059	Southeast Center Room 202 415-550-4320

- **Continuing Student Counseling (CSCD)**

The Continuing Student Counseling Department (CSCD) addresses the needs of continuing students who have **completed one year of college or more than 24 units** at City College of San Francisco or another college or university. The program of counseling services and courses will guide students to:

- Apply self-assessment information to academic and career exploration.
- Construct and take proactive steps to manage and overcome academic and personal obstacles.
- Compare and contrast college majors and transfer institutions thoroughly as a part of the decision making process.
- Identify and analyze their rights and responsibilities.
- Investigate ways to contribute to society.
- Apply research skills while taking action to create academic, career, and life options.
- Recognize and value diversity within themselves and among others.

Ocean Campus Office

MUB 39

415-452-5235

Counselors are available on Ocean Campus in SH106, A201, C207, B606 (Main Office) and at the Centers.

- **Career Development Center (CDC)**

Ocean Campus, MUB 101

415-239-3117

FAX 415-239-3247

www.ccsf.edu/Services/CDPC

For other CDC locations and specific hours, please call 415-239-3117.

The Career Development Center (CDC) provides career planning and job information services to students and alumni who want to best utilize their college/educational experience and prepare themselves for their future careers and jobs. CDC offers students and alumni both individual and group counseling, workshops, career success courses, career and job coaching, job readiness, job placement/referrals. Career advising online is also available by e-mailing questions to: careerchat@ccsf.edu. Career-related workshops and Career Development classes are offered throughout the semester. A college-wide Career & Resource Fair is provided annually.

Contact CDC for more information about:

- Help for Non-Majors (Undecided) or Career Changers
- Career/Job Resources Library/Lab
- College Work Study/Lab Aide Referrals

- **Disabled Students Programs & Services (DSP&S)**

Ocean Campus, Rosenberg Library Room 323

415-452-5481; TDD 415-452-5451

A student with a disability that can be verified may choose to work with the Disabled Students Programs & Services. All services and records are confidential. The involvement between the student and the DSP&S staff can be thought of as a partnership. DSP&S staff consists of counselors, disability specialists, faculty members, technology and media specialists, instructional assistants, sign language interpreters and captioners, and office staff. The staff can work with disabled students to plan support

services that will help move students toward their goals. Reasonable accommodations are available on all campuses.

- **International Students Counseling Department**
Ocean Campus, MUB 101
415-239-3942

Specialized counseling services are available for International Students (F-1 Visa Students) who enroll in credit classes. Counselors provide support services to new and continuing International Students that are directed at exploring academic matters, career development, personal issues, and cultural adjustment, and also understanding visa and immigration regulations.

- **Transfer Center**
Ocean Campus, Science Hall Room 132
415-239-3748; Fax: 415-452-5080
www.ccsf.edu/Services/Transfer_Center

Students who seek to transfer to baccalaureate degree-granting institutions upon completion of lower division course requirements may obtain specialized resources and services at the Transfer Center. The Transfer Center provides educational planning and assistance with transferring and coordinates a calendar of university advising and outreach services. 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 ease the admissions process for CCSF students prior to submitting an official application to a university. Students can take advantage of guaranteed admission opportunities with a variety of public and private institutions and obtain additional TAG eligibility requirements and applications from the Transfer Center.
- **Concurrent Enrollment Program**
This program with CCSF and the University of California, Berkeley provides qualified students the opportunity to enroll in a maximum of two free UCB courses. Call 415-239-3334 for more information, or visit the Transfer Center, Room S-132.

Section 9-9

ADDITIONAL PROGRAMS & SERVICES FOR STUDENTS

Multicultural Retention Services

The Multicultural Retention Services Department (MRSD) consists of four academic retention programs for comprehensive, culturally specific, multilingual education and services. MRSD programs specifically promote successful learning and student achievement in a multiculturally sensitive environment. www.ccsf.edu/mrds.

African American Scholastic Programs (AASP)
Ocean Campus, Rosenberg 209
415-452-5315

The African American Scholastic Program (AASP) provides to underrepresented students for high school diploma; certificates and degrees; transfer; career information, and lifelong learning. AASP strives for sensitivity and appreciation of different life situations while promoting student success.

Asian Pacific American Student Success (APASS)

Ocean Campus, Batmale 208
415-452-5620

The Asian Pacific American Student Success program provides academic, career and personal counseling and academic support services to Asian, Pacific American and all CCSF students. The program offers bilingual counseling, course sections, study groups and a computer lab/study center.

Filipino American Student Success Program (Tulay)

Ocean Campus, Cloud 363
415-452-5922

The Filipino American Student Success Program provides provides counseling and mentoring services, and offers linked courses in English, Math, College Success, Critical Pacific Studies & Philippine Studies.

Latino Services Network (LSN)

Ocean Campus, Cloud 364
415-452-5335

The Latino Service Network provides provides academic, career and personal counseling and academic support services to students of Latino heritage, as well as all CCSF students. Proveemos un ambiente de apoyo academico y social para los estudiantes de herencia Latina.

Athletic Advising/Counseling

Ocean Campus, Wellness 139
415-239-3260

Athletes at CCSF have access to full-time Academic Counselor. Our counselor supports Intercollegiate athletes in making informed choices by ensuring that they are enrolling in the correct classes and by assisting them in the academic planning process.

CalWORKS Education and Training Office

Ocean Campus, Cloud 232
415-452-5700

CalWORKs Education and Training program partners with the San Francisco Human Services Agency to assist potential, current, and former welfare recipients obtain valuable work experience and complete their educational goals. CalWORKS has county Employment Specialists conveniently located in office to meet the needs of our students.

Child Care Services for Students

Child Development Department
415-561-1895

The Child Development & Family Studies Department administers two child development centers for children of CCSF students who have a priority for services and also other low-income families. The centers feature subsidized childcare and development services and function as laboratory schools for CDEV students. Children between the ages of 3-5 years are eligible for services and are admitted by qualifying on a low-income priority

basis, as designated by the California Department of Education. Parents can place their names on a waiting list by calling 415-561-1895, or see www.ccsf.edu/cdev

Counseling for Lesbian, Gay, Bisexual, and Transgender Students

Ocean Campus, MU 39

Ocean Campus Continuing Department 415-452-5235

John Adams Center 415-561-1955/561-1925

Disabled Student Program & Services 415-452-5481

Career Development Center 415-239-3566

Extended Opportunity Programs & Services 415-239-3562

Counseling for Lesbian, Gay, Bisexual, and Transgender Students is provided on Ocean Campus and John Adams Center, and it can also be by appointment on selected evenings at the San Francisco LGBT Center (1800 Market St.). Academic, career, and personal counseling is available with lesbian and gay identified counselors in the Continuing Student Counseling Department (MU 39), as well as in the Disabled Student Programs & Services Department (DSPS), the Career Development Center (CDPC), and Extended Opportunity Programs & Services (EOPS).

Extended Opportunity Programs and Services (EOPS)

Ocean Campus, EOPS Center (adjacent to Smith Hall)

415-239-3562

The Extended Opportunity Programs and Services (EOPS) assists low-income low income, at-risk students by facilitating their enrollment at CCSF and providing services to promote their retention, graduation, transfer, and employment. Services include counseling, tutorial, registration, orientation, financial aid advising, textbook support, transfer workshops, and CSU and UC transfer application fee waivers. 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 heads of household with dependent(s) less than 14 years old. Noncredit and international students are ineligible for EOPS services.

www.ccsf.edu/Services/EOPS

Financial Aid Office

Ocean Campus, Cloud Hall, Room 324

415-239-3577

The purpose of financial aid is to help students in need to meet the basic cost of their education. Financial aid can help a student pay the costs of attending CCSF when these costs are more than the student or her/his parents can afford. Financial aid is available in the forms of grants, student employment, and loans. The College Catalog provides a detailed description of various financial aid programs. Employment is awarded as Federal Work Study, and a student may work up to 20 hours a week. This office administers applications for all financial aid whether for credit or noncredit students. The Financial Aid Office determines students' eligibility for a variety of programs and has locations to serve students. <http://www.ccsf.edu/en/student-services/financial-aid.html>

Gateway to College

Ocean Campus, Science Hall 127

415-452-5773

Gateway to College is a dual enrollment program between City College of San Francisco and San Francisco Unified School District for students between the ages of 16 and 21 who are behind in credits. This partnership allows students to complete a high school diploma while attending City College simultaneously. Students can

take courses that help them earn credits towards a high school diploma and a college degree or certificate at the same time. The Gateway to College Program provides students with academic tutors, counselors, and a wellness center in addition to services on campus.

GED/HiSET Testing

City College offers assistance in both the HiSET test and the GED. The HiSET is a new alternative to the GED and is accepted by employers and accredited colleges throughout the United States. For general information on both the HiSET and GED tests, see the college web page for HiSET/GED or by calling one of the phone numbers listed. To take the HiSET or GED test or to prepare for the tests at CCSF, follow the link for more information and to find out where testing is located. https://www.ccsf.edu/en/student-services/matriculation_services/ged_center.html

HiSET/GED Preparation

Transitional Studies Department
415-561-1015

John Adams Center
1860 Hayes Street, Room 142
415-561-1925

Adult Learning and Tutorial Center
1170 Market Street, 4th Floor
415-561-1871

Southeast Center
1800 Oakdale Avenue
415-550-4300

Mission Center (Tests in Spanish)
1125 Valencia Street (between 22nd & 23rd Streets)
415-920-6000

Guardian Scholars Program

Ocean Campus MUB Room 298
415-239-3279

The Guardian Scholars Program helps students exit the foster care system by providing comprehensive support and services in order for students to achieve an associate degree, complete a certificate program, or transfer to a four-year institution. Assistance is given students to navigate through the college and its many obstacles, access key resources, and locate the services in the college and community to meet individual students' needs.

HIV/STI Prevention Education Program – Link Center

Ocean Campus, MUB 301
415-452-5070

The HIV/STI Education office is a program of the Health Education and Community Health Studies 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 Education Program. The office is part of the Health Education and Community Health Studies Department.

The Link Center has free safer sex supplies, harm reduction information, HIV, AIDS, STI, HEP C resources and referrals. The Link Center is also the home of Community Leadership Training, Gender Diversity Project, Project Safe, Full Circle, Healing for Change, Waypass, and the Peer Care Management program. For information, call 415-452-5070.

Homeless At-Risk Transitional Students (HARTS) Program

Ocean Campus, Student Union, Room B
415-452-5355

The HARTS Program provides access, advocacy, resources, and support for homeless, formerly homeless, and at-risk students within the college as well as those potential students in similar situations who wish to return to the educational setting.

Math Bridge Program

This is a one-year program beginning each fall semester with a purpose to assist African American, Latino/Latina, Filipino/Filipina, and Native American students in the successful completion of transfer-level mathematics at CCSF in order to increase the number of underrepresented students who transfer to Baccalaureate colleges and universities. Math Bridge is not a remedial program, and all students are welcome to apply. Interested students attend an orientation in April and apply to the program for Fall admissions in May. Contact mathbridge@ccsf.edu for more information regarding admission to the program.

Mentoring and Service Learning

Ocean Campus, Batmale 366
415-239-3849

The Office of Mentoring and Service-Learning seeks to increase student learning and development through programs which require students to engage on increasingly complex levels with academic content and with civic responsibility. In the process the OMSL wishes to promote teaching innovation and involvement in the usage of high impact practices and promote increased civic partnerships between CCSF students, programs and departments and the San Francisco community.

In **Peer Mentoring**, faculty members sponsor projects and recruit student mentors who have been through a course or program and know the academic and institutional challenges that students will face. Mentors, with the direction of a faculty sponsor, offer academic and personal support to help students succeed. Currently, there are 29 peer-mentor projects located in 25 academic and career technical departments.

In **Service Learning**, students participate in service to the community either through enrollment in credit courses offering service learning as an option or requirement or through participation in a co-curricular service learning program on campus. Service learning integrates community service with academic instruction so that each strengthens the other, and provides time for reflection and critical thinking while making significant contributions to individuals, organizations, neighborhoods, and communities. Currently there are 19 service learning programs, including Project SHINE and the Civic Engagement Initiative.

Project SURVIVE

Ocean Campus, Science 55
415-239-3899

Project SURVIVE is a peer education program of the Women's Studies department at City College of San Francisco that trains students to make classroom presentations on promoting healthy relationships. Peer

educators, both women and men, suggest resources and information to help students build intimate relationships based on respect and trust. They also offer students strategies for identifying, avoiding, and leaving abusive relationships. Although Project SURVIVE focuses on ending sexual violence, the program is dedicated to ending all forms of power abuse in relationships—both gay and straight—and in social groups and public institutions.

PUENTE Program

Gregoria Cahill, Mission Center 415-452-4815
Nancy Vargas, Ocean Campus 415-239-3122

The Puente Program is a year-long academic and community leadership program designed to increase the number of community college students transferring to four-year colleges and universities. To meet this goal, the nationally-recognized Puente Project emphasizes a coordinated effort of writing, counseling and mentoring. Students take English courses, learn about college transfer, attend educational and cultural field trips as well as a motivational conference, and work with community mentors. The program is open to all students who are interested in reading and writing about Latino or Latina literature and culture.

Queer Resource Center

Ocean Campus, Bungalow 201
415-452-5723

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, 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 who welcome the opportunity to reach out to the community.

Dr. Betty Shabazz Family Resource Center

Ocean Campus, Student Union Room 201
415-239-3109

The Dr. Betty Shabazz Family Resource Center empowers CCSF students who have children through the dissemination of information, resources, and support in order to build a stronger community of students-as-parents on campus. The Center is student-run and provides the following services: supervised children's activity room, use of FRC computers and a space to do homework, networking with other students-as-parents, job referrals, information about programs like CalWORKs, peer mentoring, the Parent Exchange Program, and support groups.

Student Health Service

Ocean Campus
415-239.3110
www.ccsf.edu/stuhealth

The Student Health Service provides a wide range of medical/nursing and mental health services, health information, education and community referral resources to make healthy lifestyle choices and be wise health care consumers. All currently enrolled credit students are eligible for services.

Medical/Nursing Services

Nurse Practitioners are available for nursing assessment and treatment of common acute illnesses and infections, first aid, TB tests, vision screening, blood pressure screening, selected immunizations (MMR, Tdap, Hepatitis A and B), reproductive health care, cholesterol testing, carbon monoxide

testing, nutritional counseling, smoking cessation, referrals to specialists as needed, health promotion programs, low cost laboratory services, and Campus Emergency Care. Family planning and STI (Sexually Transmitted Infection) screening services for men and women are available to those eligible through the state Family PACT Program. These include PAP testing, STI screening, breast exam, and birth control counseling and dispensing.

Mental Health Services

Services include professional short-term personal counseling for individuals and couples, assessment, referrals, crisis intervention, and information dissemination. Each semester support groups are conducted on a wide range of topics. Students bring issues that they would like to work on and can include topics such as procrastination, relationship concerns, managing anxiety and panic attacks, stress reduction and meditation, women's and men's issues, loss, low-self-esteem, survival struggles, cultural and ethnic identity, trauma, to name a few.

Consultation and Referral

Nurse practitioners and licensed mental health providers are available for consultation with faculty regarding students and health care issues of concern. When additional clinical evaluation and/or treatment is warranted, students are referred to their primary care provider or to a community health agency.

Students Supporting Students (S Cube)

Student Union, Room 203

415-239-3660

Student supporting students (S Cube) is a student-initiated program established to provide peer mentoring, course retention, and community service for under-served communities at CCSF. The mission is to increase the transfer rates of students to four-year universities and to empower marginalized students and communities on campus.

Teacher Prep Center (Serving Child Development Students)

Ocean Campus, MUB 239

415-239-3890

The Teacher Prep Center provides information, resources and advice for students interested in teaching as a career. This includes assistance with University transfer for advanced degrees or support to obtain elementary, secondary, or CTE credentials. Co-located with the Early Childhood Professional Development Project, the Center provides assistance to students and community members interested in entering the field of early childhood, elementary, secondary, or career and technical teaching. www.ccsf.edu/cdev

Veterans Affairs

Veterans Affairs at City College of San Francisco is comprised of three major components that collaboratively combine to provide a comprehensive array of services and opportunities for veteran students to build community at CCSF and in the greater Bay Area.

Veterans Services Office

Ocean Campus, Cloud Hall 333

415-239-3486

This office assists veteran students with the successful transition from military life into a chosen field or career through education. This office offers academic counselors for educational planning and career planning, certifying officials, and VA social work and mental health professionals for referrals to local programs for more assistance and support, and help to obtain all veterans' educational benefits under the Montgomery GI Bill (Ch30), Post-9/11 GI Bill (Ch33), Survivors' and Dependents Assistance programs (Ch35), Chapters 1606/1607 (Reservists) and Vocational rehabilitation program (Ch31).

Walter S. Newman Veterans Resource Center

Ocean Campus, Cloud Hall 332

415-452-5251

The Resource Center's mission is to provide support and resources at CCSF to veteran students, their families, and the community. The center offers as a student lounge equipped with computers and a television among other features that can be used as a study space or simply an area for downtime to be used by veteran students. The Resource Center is named for Mr. Walter S. Newman who devoted a lifetime to championing civic and cultural causes in San Francisco. He and his wife Ellen helped raised money for CCSF from some of San Francisco's leading corporations and philanthropists. He became the first member and the Nominations Chair of the new Foundation of City College of San Francisco in 2002. Since then, the Foundation has raised over \$23 million and dispersed 5,000 scholarships to CCSF students. He was able to get labor unions to donate time and all materials for two classrooms for the Veterans Resource Center and the Veterans Counseling Department. Over 1500 students use the Resource Center.

Veterans Alliance Club

A part of the Inter Club Council (ICC), the Veterans Alliance Club is an on-campus student organization run by veteran students and service members, who under the guidance of an advisor, helps veterans, active duty members, and reservists obtain services and support.

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

Women's Resource Center

Ocean Campus, Smith Hall 103-104

415-239-3112

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

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