

# STUDENT SUPPORT SERVICES - Fall 2011

**ACCOUNTING LAB** (691-7449) is located in LRC-216. Hours: Monday / Tuesday, 9:30 a.m. - 5:30 p.m., Wednesday / Thursday, 8:30 a.m. - 8:00 p.m., Friday, 10:00 a.m. - 2:00 p.m., and Saturday 11:30 a.m. - 3:30 p.m.

**ADMISSIONS & RECORDS OFFICE** (691-7411) is located in the College Center. Hours: Monday – Thursday, 9:00 a.m. – 6:00 p.m. **during the first week of instruction only**; Friday, 10:00 a.m. – 4:30 p.m. Some of the services available include the following: veteran's assistance, add/drop of classes, maintenance of students' records/ transcripts, student enrollment verifications, processing of graduation/certificate awards, etc. **Students may access eServices to enroll, add, drop, or pay online by going to L-106C, Monday-Wednesday, August 22-24, 8:00 a.m. – 6:00 p.m., Thursday, August 25<sup>th</sup>, 8:00 a.m. – 1:30 p.m., Friday, August 26<sup>th</sup>, 8:00 a.m. – 4:00 p.m. and then Monday – Thursday, August 29<sup>th</sup> – September 1<sup>st</sup>, from 8:00 a.m. – 6:00 p.m. and starting Friday, September 2<sup>nd</sup>, 8:00 a.m. – 4:00 p.m.**

**ASSESSMENT SERVICES** (691-7332) is located in the Library Building, L-106C, at the back entrance of the Student Support Center. Assessment Test results can be picked up in the Student Support Center (L-106). Students must bring a photo ID for testing and to pick up results. Please check the CRC Student Services web site for the schedule.

**BOOKSTORE** (691-7319) - The Hawks Nest is located adjacent to the College Center. Hours of operation are posted on the Bookstore door, the Bookstore webpage ([www.crc.losrios.edu/Student\\_Services/Bookstore.htm](http://www.crc.losrios.edu/Student_Services/Bookstore.htm)) and are also listed in the class schedule. The Bookstore also operates a school supplies vending machine located on the first floor of the Library Building for students in need of supplies after hours. **See additional information in this memo on the textbook refund policy!**

**BUSINESS SERVICES OFFICE** (691-7323), located in the College Center. Please use the "Staff Window" for picking up payroll checks/stubs (*available after 10:00 a.m.*), and for turning in money, etc. The Business Office does not cash personal checks. For your convenience, an ATM is located near the cafeteria for your cash needs. Student parking permits, College Catalogs, Blue Books and Scantrons may be purchased in the Business Office.

**BUSINESS/CIS LAB** (691-7297) is located in BS-145A. The lab is available to students enrolled in Business or CIS courses. There is always an instructor or an instructional assistant on duty. Hours: Monday - Wednesday 7:30 a.m. - 4:30 p.m., Thursday 7:30 a.m. - 3:30p.m., Friday 9:30 a.m. - 6:0 p.m. and Saturday – Closed.

**CAMPUS COMPUTER LAB** (691-7220) is located in LRC-204. There are 60 computers available. It is available to any current CRC student. There is always an Instructional Assistant and student assistants on duty. Hours: Monday – Thursday, 7:30 a.m. - 10:00 p.m., Friday 7:30 a.m. - 3:00 p.m. and Saturday, 9:00 a.m. - 3:00 p.m.

**CHILD DEVELOPMENT CENTER** (691-7380) is located in CDC-126. Hours: Monday – Friday, 7:15 a.m. – 5:00 p.m.

**COUNSELING SERVICES** (691-7316) is located in L-200. Students may obtain counseling services on a drop-in basis only through the first two weeks of each semester. Scheduled appointments are available throughout the remainder of the year.

**DISABILITY SUPPORT PROGRAMS AND SERVICES (DSP&S)** 691-7275, offers counseling and support services for students with physical, psychological or learning disabilities. Students requesting classroom accommodations should contact DSPS for assistance. Instructors with questions regarding students in need of assistance should contact the DSP&S Coordinator or Counselor.

**CalWORKs** (691-7465), located in L-106, offers educational/employment assistance designed for students who are receiving CalWORKs funding from the county. Also offered: work study, counseling, text book acquisition, employment opportunities on and off campus, and transportation services.

**EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOP&S)** (691-7365) is located in L-106. EOP&S is an academic support program designed to assist students succeed in college. The program targets low income, academically under prepared and first generation college students. Services include counseling, advising, priority registration, book service program, tutoring and transfer assistance to qualified students. Check with the EOP&S office for application dates and program requirements.

**COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)** 691-7365 is located in L-106. CARE is a service for EOP&S students who are single parents and recipients of CalWORKs/TANF. CARE provides support, student retention and academic success for students transitioning from the welfare system.

**FOSTER YOUTH SERVICES (Enriched Scholars Program)** 691-7173 is located in L-106. The Enriched Scholars Program is a one-stop center where foster youth can get advice, access resources, receive mentoring, tutoring, academic and career counseling. Assistance with educational expenses is available.

**COOPERATIVE WORK EXPERIENCE EDUCATION AND INTERNSHIPS** (691-7372) office is located in the Business/Social Science Building, Room BS-106. Students having questions may call for information or drop in for internship assistance. Hours: Monday-Friday, 9:00 a.m. – 4:00 p.m., closed from 12:00 p.m. – 1:00 p.m. for lunch.

**ESL / FOREIGN LANGUAGE LAB** (691-7407) is located in LRC-221. Call for lab hours.

**FACULTY AND STAFF DIRECTORY** ([http://www.crc.losrios.edu/Faculty\\_and\\_Staff/Faculty\\_and\\_Staff\\_Directory.htm](http://www.crc.losrios.edu/Faculty_and_Staff/Faculty_and_Staff_Directory.htm)) is a web-based resource providing contact information for faculty, classified staff and managers. If you are unable to find a particular professor or staff member in the directory, then contact the department office using the following web site: [http://www.crc.losrios.edu/About\\_CRC/Campus\\_Phone\\_List.htm](http://www.crc.losrios.edu/About_CRC/Campus_Phone_List.htm).

**FINANCIAL AID** (691-7325) is located in the Library Building, Room L-107. Students can obtain BOG Waiver forms (covers the enrollment fees), certifications of BOG Waivers and all other financial aid information (loan, grant, etc.) at the Financial Aid Office. Students can apply for the BOG Waiver online at: [http://losrios.edu/lrc/bog\\_steps.php](http://losrios.edu/lrc/bog_steps.php). Students are also encouraged to complete the Free Application for Federal Student Aid (<http://www.fafsa.ed.gov>) before the semester begins to allow time for processing and funds arrival.

**FOOD SERVICES/Cafeteria** (691-7246) is located in the College Center building. Hours are in effect when classes are in session and are subject to change.

**Rio Bistro** is open Monday -Thursday, 8:00 a.m. – 6:00 p.m. and Friday 8:00 a.m. - 2:00 p.m.

**Java City** is open Monday-Thursday 7:30 a.m. - 6:00 p.m. and Friday 7:30 a.m. - 2:00 p.m.

**Hungry Hawk** is open M-F, 10:00 a.m. – 2:00 p.m., and is located near the Operations Building, behind the LRC

**HEALTH SERVICES** (691-7584) is located in OPS-126, next to Police Services. **In the event of an emergency involving physical injury, contact the College Police at extension 2221.** The College Police will contact the nurses for medical assistance. Free health services and referrals are available to students by appointment during operating hours.

**LEARNING RESOURCES – Library** (691-7266) is located in the Library building. Hours: Monday – Friday, 7:30 a.m. – 8:00 p.m., Fridays, 7:30 a.m. – 4:00 p.m., Saturdays, 10:00 a.m. – 4:00 p.m.

**MATH CENTER** (691-7459) is located in **LRC-205** and is open to students enrolled in Math 81, 82 or 83 and students seeking assistance with Math. Students must enroll in the Math Center to receive credit. Please call for hours.

**MESA/MCCP** (691-7338) is located in SCI-104 and serves educationally and economically disadvantaged students who are enrolled in math and science based majors by providing study groups, workshops, tutoring, Scholarships and field trips.

**POLICE SERVICES** (691-7393) is located in OPS-117. During the first two weeks of the semester, the College Police Services Office, located in the OPS Building (*enter double doors on east side of building*) will be open Monday – Thursday, August 22 – 25, 2011 from 7:00 a.m. – 8:00 p.m. and Monday – Tuesday, August 29 - 30, 2011, from 7:00 a.m. to 8:00 p.m. After the first two weeks, the office hours will be Monday – Friday from 8:00 a.m. to 5:00 p.m.

**READING/WRITING LAB** (691-7123) is located in LRC-203. Hours: Monday – Thursday, 9:00 a.m. – 8:00 p.m., Friday, 9:00 a.m. – 2:00 p.m.

**STUDENT DEVELOPMENT OFFICE** (691-7737) is located in L-103. Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

**TRANSFER AND CAREER CENTER** (691-7479; 691-7456) is located in L-217. Specialists in this office provide personal and computerized assistance with career exploration and university transfer planning.

**TUTORING CENTER** (691-7425) is located in LRC-216. The center offers free tutoring, study groups, study skills tutoring and computers. Tutors help students in a variety of subjects. Students must be enrolled in CRC to take advantage of these services. Hours: Monday – Thursday, 8:00 a.m. – 6:00 p.m., Friday, 9:00 a.m. - 4:30 p.m.

**VETERANS' SERVICES** (691-7422) is located in the Admissions & Records Office. The veteran's specialist provides information relative to educational assistance allowance and services for veterans. Please bring a copy of your DD214 and a photo ID to begin receiving veterans' services. Veterans and qualifying veterans' dependents are encouraged to apply and complete requirements early in order to take advantage of priority registration.

**BOOKSTORE TEXTBOOK/COURSE MATERIALS RETURN/REFUND POLICY: For fall classes, students can return course materials for a full refund no later than the Friday of the first week of instruction, August 26, 2011 or Friday, September 2, 2011 with proof of drop. Fall Rental books must be returned no later than Friday, December 16, 2011.** For additional information contact the staff by visiting the Hawks Nest web page or call 691-7319.

For information on other services available to instructors and students, please contact your Area Office.