

College Services

ACCESS PROGRAM

- Offers services for first generation college students and/or students from low income families...and/or students with learning or physical disabilities
- Provides tutoring and study groups
- Assistance with degree requirements, transfer applications, transcripts and financial aid

Location: C1-117

Phone: (408) 855-5192

You should know:

The Access Program is a federally funded special program designed to help students succeed in college. Students have access to such services as priority registration, academic advising, scholarship searches, career exploration and personal counseling. Applications are accepted on a continuing basis.

ACADEMIC SUCCESS CENTER (formerly LATC) (also see Tutoring)

- Offers skills development support in English, English-as-a-second language, speech, and reading

Location: S2-201

Phone: (408) 855-5085

You should know:

The Academic Success Center's programs and courses are designed to accommodate the individual's method of learning. Hours of attendance are by arrangement.

ADMISSIONS AND RECORDS

- Accepts applications for admissions
- Issues registration dates
- Receives and evaluates transcripts from other US Colleges/Universities and issues transcripts.
- Processes add and drop slips
- Confirms graduation and certificate requirements
- Confirms general education certification for transfer

Location: E1-501

Phone: (408) 855-5000

You should know:

The Admissions and Records Office processes (in addition to the above) residency verification, change of address forms, etc. This office handles most things related to student records. Check with Admissions and Records concerning pertinent deadlines regarding withdrawals from classes, certification forms, AA/AS degree forms, and Veterans Administration information.

ASSESSMENT/TESTING CENTER

- Administers assessments in English, reading, mathematics, and ESL (delete writing and add English)
- Administers entrance exams for Licensed Vocational Nursing and the Psychiatric Technician programs
- Makeup tests

Location: E1-101

Phone: (408) 855-5098

You should know:

Mission College recognizes each student as an individual who has the right to make educational choices based on a careful appraisal of skills, needs and interest. The Assessment/Testing Center gives you the opportunity to have your academic skills assessed in English, Reading and Math. Your test scores will be interpreted in an orientation session conducted by counseling department.

College Services

BOOKSTORE



- Sells textbooks for Mission College courses
- Buys back books that can be used in subsequent semesters
- Sells supplies, cards, backpacks, snacks, magazines, paperbacks, clothing...etc.

Location: Campus Center

Phone: (408) 855-5080

You should know:

The Mission College Bookstore stocks all required texts, (new and used) and supplemental course materials as well as a wide variety of computer software, art and engineering supplies, imprinted merchandise, and other school and office supplies, candy and food items.

CalWORKs

- Provides assistance to students currently receiving TANF
- Provides paid child care, book vouchers, emergency transportation, academic and personal counseling are given

Location: C1-114

Phone: (408) 855-5228

You should know:

The Career Resources Network provides assistance in choosing education options and career choices. Workshops in study skills, stress management, and job search techniques Provides coordinated referrals to on-campus and community resources

CAREER CENTER

- EUREKA Career Information System (a computerized, up-to-date library of occupational and educational information) and other career-related books and pamphlets are available
- Sponsors the Annual Job Fair and Fall College Day

Location: E1-201

Phone: (408) 855-5114

You should know:

The Career Center provides a variety of services to assist students with the career exploration and decision-making process. Utilizing the Career Center services students will gain an understanding of the occupational outlook, salary, and qualifications related to various careers. The Eureka Career Informational System (a computerized, up-to-date library of occupational and educational information) and other career-related books and pamphlets are available. Along with the Office of Transfer and Articulation, the Career Center sponsors the Annual College Day each Fall semester.

CASHIER

Location: E1-501

Phone: (408) 855-5029

You should know:

The Cashier's Office accepts payments for lab fees, transcripts, and parking permits. This is also where you pick up checks and pay your fees.

CHILD DEVELOPMENT CENTER

- Child care is available for children of our students
- Children must be two months to five years of age.
- Eligibility is determined by income and space availability

Child care costs may be partially or completely subsidized if students are able to demonstrate need for assistance

Location: Child Development Building

Phone: (408) 855-5173

You should know:

The Child Development Center core staff are fully qualified teachers in early childhood education.

College Services

COUNSELING CENTER

- Helps students create or update an educational plan
- Offers personal counseling, career counseling and academic advising
- Provides students with the latest degree and transfer information
- Is available to provide personal and individual support to students

Location: E1-301
Phone: (408) 855-5030

COMMUNITY EDUCATION

- Offers short-term, fee-based classes
- Designed to enhance personal and professional enrichment
- Awards no academic units

Location: S1-202
Phone: (408) 855-5105

You should know:

Community Education classes are developed to meet the needs and interests of our community. These short-term, non-credit courses are available on a variety of topics including health and fitness, career enhancement, and personal enrichment.

You should know:

The Counseling Center has professional counselors who provide individual and group counseling. They will help you complete an educational plan, prepare transfer admission agreements, register for classes, select a possible major or career, or solve a personal problem. Counselors are available by appointment or on a drop-in basis for quick questions. Drop by the Counseling Center to make an appointment or call 408-855-5030. Check the class schedule for a listing of counseling courses also available.

DISC

(Disability Instructional Support Center)

- Offers services for disabled students and learning disabled students
- Provides specialized instruction and classroom accommodations
- Maintains liaisons with local agencies

Location: S2-201/S2-101
Phone: (408) 855-5085
TTY: (408) 727-9243

You should know:

The DISC offers support services to students with disabilities such as vision or hearing impairments, orthopedic problems, health impairments, speech and/or communication disabilities, and other learning disabilities. Services include note-takers, readers, sign-language interpreters, real-time captioning, liaison with community members and faculty, priority registration and test-taking arrangements. DISC provides special classes in adaptive physical education, learning efficiency assistance, speech and language, specialized equipment and assistive technology.



MISSION COLLEGE
SANTA CLARA, CA

College Services



(EOPS) EXTENDED OPPORTUNITY PROGRAM AND SERVICES & (CARE) COOPERATIVE AGENCIES RESOURCES FOR EDUCATION

- Offers services to meet the needs of disadvantaged students
- Provides financial aid assistance and retention
- Support Services
- Provides academic, career, and personal counseling

Location: E1-403

Phone: (408) 855-5055

You should know:

EOPS and CARE are designed to provide support services and grants to students who have historically been underrepresented in higher education, experienced economic, social, or language disadvantages and are often within the first generation of their families to attend college. The program helps students by providing academic, career, vocational, and personal counseling; priority registration; tutorial assistance; transfer fee waivers, information and assistance; grants, book vouchers, financial aid information and application workshops; transportation assistance; peer advising; cultural activities, warmth, support, and friendship.

CARE provides additional support and services to single parents receiving TANF funds whose youngest child is under fourteen. Additional services include a grant, guaranteed book vouchers, and vocational licensing assistance. If you qualify for financial aid, you may qualify for EOPS and CARE.

FINANCIAL AID

- Provides students with complete information on various student financial assistance options
- Processes grants, loans, fee waivers, and scholarship applications

Location: E1-401

Phone: (408) 855-5065

You should know:

There are a variety of federal, state, and institutional financial aid programs available to qualified Mission College students. These programs include work study, grants, scholarships, and loans. Further information on programs, application procedures, etc., is available at the Financial Aid Office.

INTERCOLLEGIATE ATHLETICS

- Provides opportunities for men to compete in tennis, baseball, and soccer, and, for women to compete in basketball, softball, soccer, and badminton.

Location: Mission College

You should know:

Mission College athletic teams compete as part of the Coast Conference. Teams representing Mission College have won state championships in baseball. Student athletes representing the college have been honored at the state, national, and local level for their academic and athletic achievements.

JOB PLACEMENT CENTER

- Lists off-campus, on-campus, full-time and part-time employment opportunities
- Conducts job-search workshops
- Offers on-campus employer recruitment throughout semester

Location: C1-110

Phone: (408) 855-5102

You should know:

The Job Placement Center receives thousands of job listings each year representing all fields and are available to all Mission College students and alumni. The services provided include assistance with resume writing and critiquing, interviewing and job hunting workshops, career advising, online job search assistance, job fair information.

College Services

LIBRARY

- Students may use their Mission College student I.D. to check-out materials from the library
- Videos for TV classes are checked out in the Library

Location: Library Building
Phone: (408) 855-5150

You should know:

At the library you can find collections of books, videos, and databases of full text magazine articles. The library staff offers a high quality of service and personal attention. They are skilled at responding to diverse requests for educational, vocational, social, and cultural information. There are also computers that can be used for research for school papers.

MATH LEARNING CENTER

Free tutoring and math learning resources available to all registered students free of charge.

You should know:

Provide students with assistance on course content and on math study skills development. These may include tutoring, computer software, audio-visual aids, and web-based resources which help students improve on their ability to handle course-related materials in and out of the classroom.

Room: S2-402
Phone: 855-5320 or 855-5324

MESA PROGRAM

*(Math Engineering Science Achievement California
Community College Program)*

- Student Study Center is available to the students.
- Offers Academic Excellence Workshops.
- Provides Tutoring and counseling services.

You should know:

MESA provides support to community college students who are majoring in math, science, engineering and nursing so they excel academically and transfer to a four-year institution. MESA CCCP is a partnership with the California Community College Chancellor's Office.

Location: C1-118
Phone: (408) 855-5041

STUDENT HEALTH CENTER

- Offers physician/nurse service
- Sponsors health programs and health screenings
- Makes assessments and referrals

Location: W1-303
Phone: (408) 855-5185

You should know:

The Student Health Center provides students with wellness, illness, and injury care to facilitate academic success. We provide a wide range of professional services, many of which are available at no charge to registered students. Clinical services are provided by nurses, a physician, and other healthcare professionals. Some of the services are first-aid, confidential health guidance and advisement, medical evaluation and treatment, personal counseling, immunizations, and screening for blood pressure, pregnancy, cholesterol, and tuberculosis. Special education activities are scheduled throughout the semester. Referrals, health information and optional health insurance brochures are available.

TRANSFER CENTER

- Provides current transfer information
- UC and CSU applications, application workshops and information about Transfer Admission Agreements are available

The Transfer Center and Articulation Office provide a variety of services to assist students interested in transferring to four-year colleges and universities. Services include on line admissions application workshops, transfer admission agreements (TAAs), appointments with visiting university representatives and major preparation advising. Articulation is the process that ensures that the classes you take at Mission College will be credited toward your bachelor's degree requirements when you enter a university. The Articulation Officer and Transfer Center Director provide specialized transfer counseling and are available to serve as advocates for students when special needs arise during the transfer process.

Location: E1-201
Phone: (408) 855-5114

College Services

TUTORING CENTER (also see Academic Success Center)

- Free tutoring in academic subjects provided for Mission College students
- Drop-in tutoring available

Location: S2-201
Phone: (408) 855-5085

You should know:

Tutoring is available to all registered students and is especially valuable for those students who wish to improve their study skills, are entering college for the first time, or returning to school after a lengthy absence. Tutoring is provided, at no charge, by qualified, trained tutors especially recommended by faculty.

VETERANS' AFFAIRS OFFICE

Location: E1-501
Phone: (408) 855-5011

You should know:

Veterans attending Mission College may be eligible for benefits from the Veterans' Administration. Assistance and information on eligibility procedures and guidelines is provided.

WORK EXPERIENCE

Location: C1-114
Phone: (408) 855-5170

You should know:

Work Experience is the place for the student to earn credit if he/she already has a job. A student can earn 1-4 units of credit per semester. The student will be assigned a work experience advisor who will assist them in setting and accomplishing on-the-job goals. Sign up during the first three weeks of the semester.

WELCOME CENTER

The Welcome Center provides new and continuing students a supportive entry into Mission College by increasing a student's understanding and utilization of support programs and services at Mission College. The Center includes a student ambassador component, assistance with admissions and registration, student networking and focus groups, and the sponsorship of activities which promote multicultural awareness and ' builds student community '.

Location: Campus Center 124
Phone: (408) 855-5083 or
(408) 855-5306

