

## **ACCESS ORIENTATION, Student Success, (9 hours/semester)**

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### **ORIENTATION DESCRIPTION:**

This orientation will allow you, as a student in the ACCESS Program, to attend workshops and activities offered as part of the goals of the Program. Activities include university tours, study skills, transfer workshops, scholarship search, financial aid workshops, and the development of an educational plan. The primary focus of these activities is to educate you about issues that are related to your college success and experience. A minimum of nine hours of activities are required. By completing this orientation, you automatically fulfill your duty as a first-semester ACCESS Program student.

### **READING/OTHER:**

Mission College Catalog, ACCESS newsletters and bulletin boards, scholarship and financial aid applications, Career Occupational Preference System (COPS) Inventory and Guide, ACCESS website: [www.missioncollege.org/student\\_services/access/index.html](http://www.missioncollege.org/student_services/access/index.html).

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ADA Statement: The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Any student who feels s/he may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs, or contact DISC in S2-201, (408.855.5085 or 408.727.9243 TTY) to coordinate reasonable accommodations

Unlawful Discrimination/Sexual Harassment: If you have a complaint or someone has shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Director of Human Resources at West Valley-Mission Community College District, Human Resources Department, (408) 741-2060. If the Director of Human Resources is not available, contact the President of the college in which you attend or are employed. For Mission College, contact the office of the President at (408) 855-5123.

See reverse side for **“Instructions to complete ACCESS Orientation Requirements”...**

**Instructions to complete ACCESS ORIENTATION Requirements:**

There are two scheduled class meetings.

First Class: TODAY!

Second Class: Choose one of several options DEC. 2007, dates and times TBA

Step 1: You are required to schedule an appointment to meet with an ACCESS Counselor at least once, but preferably twice, within this semester.

- a) The first appointment is to discuss your COPS results and the kinds of workshops and activities you will be attending based on your goals/needs for the semester.
- b) The second appointment is to complete an Educational Plan, listing General Education courses as well as those in your major. **Counseling is by appointment. Please contact the ACCESS office to make arrangements.**

Step 2: Check off your semester goals/needs on a Student Success “**Activity Attendance Tracking Card**” (goldenrod form).

Step 3: Participate in ACCESS Program activities that fulfill your goals/needs that you checked off on your “Activity Attendance Tracking Card,” and record those activities on your “Activity Attendance Tracking Card.”

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**CREDIT FOR ACTIVITIES OF THE FOLLOWING TYPES as related to your goals/needs:**

- Orientation class meetings
- Counseling appointments
- Workshops sponsored by ACCESS or other Mission College program
- Mission College-wide activities
- University tours
- Scholarship search activities
- Career or transfer search activities
  - including time spent using computer program like EUREKA or websites like [www.assist.org](http://www.assist.org), [www.californiacolleges.edu](http://www.californiacolleges.edu), [www.csumentor.edu](http://www.csumentor.edu), [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu),
- Workshop Videos in ACCESS office, or On-Line Workshops available at ACCESS website: [www.missioncollege.org/student\\_services/access/workshops.html](http://www.missioncollege.org/student_services/access/workshops.html)
- Activities sponsored by various student associations on campus

NOTE: Check ACCESS Calendar or ACCESS website link (listed above) for details regarding upcoming workshops and campus events. Maximum 2 hours credit given per college tour; maximum 2 hours sum total for CATS events; maximum 2 hours sum total for Mission sports events.

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Step 4: For activities that are self-directed or NOT led by ACCESS staff, you must complete an individual “**Activity Attendance Form**” (hot pink form) and drop it off at the ACCESS Office as soon as you finish the activity. Counseling appointments are an exception – you never need to submit a pink-card for counseling appointments because counselors track them electronically.

Step 5: You MUST submit your “Activity Attendance Tracking Card to me by the end of the semester at the last Orientation class in order to remain in ACCESS.