OFFICE OF THE VICE PRESIDENT OF STUDENT SERVICES – Student Activities Center (SAC) East - oversees the administrative leadership of Admissions & Records, Counseling, Financial Aid, Student Health Services, CAP, Student Activities, Student Employment, Disabled Student Programs and Services/Learning Skills, Matriculation, Assessment, Fast Track to Work, EOPS/CARE, the Transfer/Career Center, Student Discipline, and the Deans of Counseling and Educational Support Services. 479-6317.

ADMISSIONS AND RECORDS - Building 100 and Watsonville Center - provides essential support services for students and Instruction. These services include admission, registration, transcripts, general education certification, degrees and certificates, verification of enrollment, rosters and reports (including grade reports) for faculty, services for veterans and eligible dependents, evaluation of courses from other colleges and universities, registration and grade printouts, and a variety of reports at the college, state, and federal level. 477-3548.

FINANCIAL AID OFFICE – 100 Building and the Watsonville Center - Financial aid is awarded to eligible students to help bridge the gap between the cost of education and the expected family contribution. Students must be US citizens or permanent residents and must be enrolled in an eligible program and pursuing a degree or certificate program in order to be considered for most financial aid. 479-6415.

SCHOLARSHIPS - 100 Building - Scholarship opportunities are available for students including general scholarship awards, college departmental awards, community organization scholarships and local high school scholarships. Scholarship information is available online for students to review. 479-6415.

ACCIDENTAL INJURY INSURANCE -- All registered students are insured to provide benefits for accidental injury during regular attendance at the College, while attending college-sponsored activities, and while traveling under college supervision to and from such activities. The cost of this insurance is charged as part of a student health fee. It is paid in addition to enrollment fees and is waived for students with religious objections, and those students enrolled through a recognized apprenticeship program. The benefits are paid after any other insurance plans benefits covering a student, and benefits are paid to the limit of the policy only, and subject to the plan deductible. To report student accidents and obtain claim forms, call Student Health Services at 479-6435 or Student Services at 479-6317. Individual student health insurance plans are available for purchase.

The Office of the VPSS administers the Emergency Loan and Grant Program during the fall and spring semesters. Students may pick up an application from Sandi Moore in Student Activities Center East 218. 479-6317.
DEAN OF STUDENT SERVICES OFFICE – SAC East - provides support to the following offices: Cabrillo Advancement Program (CAP), Student Employment Center, and the Student Affairs Office. The Dean of Student Services is the advisor to the Student Senate and is also responsible for all procedures described in the Student Rights and Responsibilities at Cabrillo College publication. Any concerns regarding student discipline, issues related to sexual harassment, violation of the non-discrimination policy and/or complaints about students should be referred to the dean of Student Services. 479-6525.

THE OUTREACH AND RECRUITMENT OFFICE – SAC East - serves prospective students, their families, and high school counselors by informing them about the enrollment processes, procedures, and resources at Cabrillo College including admissions, assessment tests, orientation, transfer, and concurrent enrollment. Additional services include campus tours, and on- and off-campus presentations and outreach events. It also provides limited outreach support for faculty and programs. 479-5759 and 479-6560.

STUDENT AFFAIRS OFFICE – SAC East - provides opportunities for student involvement in campus and community activities. Functions include advising student government and student organizations and coordinating the college-wide graduation and scholarship ceremonies. 477-3508.

STUDENT HEALTH SERVICES - Room 912 and Watsonville - provides students with a variety of drop-in medical services, including treatment for common illness, first aid, crisis or psychological counseling, routine immunizations, emergency birth control, free physical exams with low-cost lab tests and medications. In partnership with other community agencies, reproductive health clinics and free HIV/AIDS testing is offered on campus. Health Services is run by a staff of professional medical practitioners. Cabrillo students pay a health fee each semester. This fee finances a portion of the college's accidental medical insurance (liability) and sustains Cabrillo's Student Health Services Office. 479-6435.

STUDENT EMPLOYMENT CENTER – SAC West, Lower Level - The Student Employment staff actively serves Cabrillo College students and graduates who are seeking employment in full or part-time positions off campus. The Student Employment Center is also the central office for all on-campus student jobs including Work Study and Fast Track positions. All student job information is available on the Student Employment web site. Workshops on job seeking skills are offered each semester, and individualized assistance is available by appointment. 479-6413.

CABRILLO ADVANCEMENT PROGRAM (CAP) - SAC West, Lower Level - is a scholarship program sponsored by the Cabrillo College Foundation, which awards college scholarships to sixth and seventh graders from local Santa Cruz County schools. The scholarships are payable to the students, with interest, when they graduate from high school and enter Cabrillo College. 479-6526.
**HOUSING** - To assist students in housing, the Student Affairs Office provides a Housing Website at www.cabrillo.edu/services/housing/. Students, staff, and community members may advertise available listings. 479-6378.

**Veterans Information Center** is located in Room 914. Students who are veterans staff the center, proving information for resources specific to veterans. 479-6110. All students receiving veterans' benefits must meet with the Veteran Affairs liaison in the Admissions and Records office (Aptos) to be certified. 477-5697.

**Foster Independence** This program provides grants, mentoring, and service referrals for former foster youth attending Cabrillo. The office is located ground floor of building 1000.

**Lost and found** -- Lost and found articles are turned in to the Student Affairs Office/Reception Desk in SAC East or to the Cabrillo College Sheriff's Office. Articles not claimed at the end of each semester are disposed of in accordance with state law.

**DEAN OF COUNSELING & EDUCATIONAL SUPPORT SERVICES** – 100 Building - provides support to the following offices: Counseling, International Students, Puente, Transfer/Career Center, Accessibility Support Center (ASC, formerly DSPS), Fast Track to Work, Matriculation, Assessment, and Extended Opportunity Program Services (EOPS).

**COUNSELING** - 100 Building and Watsonville Center - counselors provide academic/vocational counseling. Counselors are assigned instructional divisions with whom they work, but often will provide information for all disciplines. There are counselors in the Transfer/Career Center. A counselor is assigned to the Watsonville Center. There are also Counseling and Guidance classes taught by counselors. 479-6274.

**MATRICULATION** – Room 104 - Matriculation is a process that supports the student from initial enrollment at Cabrillo College through the completion of his/her educational goal. Matriculation is a partnership between the College and the student and is a part of the services offered at all community colleges.

- A clear and accessible **ADMISSIONS** process
- An **ORIENTATION** to the college, the services we provide, and policies in place that support the student
- **ASSESSMENT** of academic skills through placement testing in math, English, reading, and English as a Second Language (ESL)
- **COUNSELING, ADVISING, AND EDUCATIONAL PLANNING** to enroll in the correct courses and complete an academic program in the shortest period of time
- **FOLLOW-UP SERVICES** for academic difficulties additional support
ASSESSMENT – SAC West - Cabrillo’s assessment (placement testing) will provide information about skill levels in English, reading, English-as-a-Second-Language (ESL) and math. It is not a college admissions test. Its purpose is to correctly place students into classes at their demonstrated skill level. A student can retest once in a six-month period with a one week waiting period between test dates. 479-6165.

INTERNATIONAL STUDENT OFFICE – 100 Building - addresses the needs of international students attending Cabrillo College so that they are able to achieve their academic goals and have positive educational experiences in the United States. The International Student Advisor/Counselor, coordinates the International Student Program. This office ensures that Cabrillo College complies with all INS and federal regulation guidelines concerning the admission of foreign nationals to the college. 479-6200.

TRANSFER & CAREER CENTER – 100 Building - encourages and facilitates transfer for students who have historically been underrepresented in higher education. The center offers career and academic counseling, classes in career planning, workshops on career topics and job seeking skills, interest testing and an extensive career resources library. The EUREKA Computerized Career Information System is available for career research and interest/career identification. The center is open to the public and a testing and counseling package is also available to members of the community for a small fee. 479-6225 or 479-6385.

ACCESSIBILITY SUPPORT CENTER (ASC, formerly DSPS) – Library, upstairs - ASC helps students with disabilities to function independently in the educational environment. 479-6370, 479-6379, hearing impaired (800) 735-2922, 479-6421.

LEARNING SKILLS – Library, upstairs - The Learning Skills Program is designed to serve students with specific Learning Disabilities and Attention Deficit Disorder that can affect classroom performance, making it difficult for these students to succeed without classroom accommodations, specific compensatory techniques, remedial instruction, assistive technology, and/or other support services. 479-6220.

PUENTE - SAC West, Lower Level - open to all students, the program's mission is to increase the number of educationally underserved students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to succeeding generations. 479-6541.

EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS) AND COOPERATIVE AGENCIES RESOURCES for EDUCATION (C.A.R.E.) - Rooms 907 & 910 - provides financial, academic, and personal support to eligible Cabrillo College students who are determined to be financially and educationally disadvantaged. 479-6305.

C.A.R.E. is a joint effort involving Cabrillo College, Santa Cruz County Human Resources Agency (CalWORKs) and Workforce Investment Act (W.I.A.) linking educational job
training programs and monies into a cooperative unit to help the C.A.R.E. student break out of the welfare cycle into the productive career world. 479-6531.

**FAST TRACK TO WORK** – SAC West, Lower Level - a hub of information and services for three programs: Workforce Investment Act (WIA) and California Work Opportunity and Responsibility to Kids (CalWORKs). Fast Track provides intensive support services to increase student retention, encourage academic success, improve student prospects in the labor market, and to promote enthusiasm for lifelong learning. Services include: individual orientations and needs assessment, specialized academic counseling, referrals to campus and community resources, financial assistance with enrollment fees, books, supplies, lab fees, transportation, and other required materials. Services may vary. 479-6344

**MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT** – 800 Building - MESA Provides support for students who are working toward transfer in a mathematics, engineering, or physical or life science major. 479-6503.

**TUTORIAL SERVICES** --Tutorial services are available at a variety of locations on campus. Some of these locations are listed below. Students should contact each department directly for more information about how to obtain assistance.

- Reading Center Room 1063
- Writing Center Room 1055
- ESL Program Room 1060
- Math Learning Center Room 1074
- Tutorial Center Room 1080A
- Alpha Gamma Sigma SAC East
- MESA Room 834
- Integrated Learning Center (Watsonville) WATS4410

**OPEN ACCESS COMPUTER LAB** -- Library, the Aptos CTC (Building 1400) and Watsonville CTC (Room 4510) -- Students may use the Open Access Computer labs for word processing, and Internet access