

# Student Services

Moorpark College is a partner in every student's educational pursuit. If students succeed, we succeed. To help us all meet this objective, there are many services available. Student Services support students throughout the Enrollment, Instructional, and Student Life components of the educational process. In addition, there are many "nuts and bolts" Campus Services students will need to achieve success.

## Enrollment Services

Students will successfully transition from pre-enrollment thru post Moorpark College. Enrollment Services assist students before, during, and after the Moorpark College experience with all aspects of seeking admission, registering for classes, financing education, and moving from secondary through the post secondary educational experience.

Dean Julius Sokenu, Administration 123; (805) 378-1448

## Outreach & Admissions

Outreach and Admissions works with the community as well as other educational institutions, to inform the public of the many educational opportunities at Moorpark College.

## Registration & Records

Registration & Records is located in the Administration Building and maintains student records, arranges for transcripts to be received and sent, accepts petitions and add slips, assists students registering for classes, resets PINs, and generally deals with all grade related student records.

## Matriculation

Matriculation assists students as they move from one level of education to the next. The college and each individual student work together, combining several activities and processes, to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses. Within the Matriculation process both college and student responsibilities are defined. (805) 378-1531.

### **College responsibilities include:**

- 1. Registration and Records** - provide a process that will enable the college to collect, retain and report state required information on students.
- 2. Assessment** - provide an assessment process using multiple measures to determine students' academic readiness in English, Math, and English as a Second Language. [www.moorparkcollege.edu/assess](http://www.moorparkcollege.edu/assess)
- 3. Orientation** - provide an orientation process designed to acquaint students with college programs, services, facilities and grounds, academic expectations, and college policies and procedures. [www.moorparkcollege.edu/orient](http://www.moorparkcollege.edu/orient)
- 4. Counseling/Advisement** - provide counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services; provide additional advisement and counseling to assist students who have not declared an educational goal, are enrolled in basic skill courses, are on academic probation/dismissal, or have been identified as high-risk.

- 5. Follow-up** – establish an Early Alert process to monitor a student's progress and provide assistance toward meeting educational goals; provide students with (or direct them to) written district procedures for challenging matriculation regulatory provisions.

NOTE: Alternative services for the matriculation process are provided for ethnic and language minority students and students with disabilities.

### **Student responsibilities include:**

1. Submit official transcripts from high schools and colleges attended.
2. Acquire and read the college catalog, class schedules, handouts, and other student materials which detail college policies and procedures.
3. Indicate at least a broad educational goal upon admission.
4. Declare a specific educational goal after completing a minimum of 15 units.
5. Participate in orientation, assessment, advisement groups and other follow-up support services deemed necessary by the college in order for students to complete their stated educational goals.
6. Attend all classes and complete all course assignments.
7. Complete courses and maintain progress toward their educational goals.

### **Exemption Policy**

New, returning, or transfer students who may be exempted from the matriculation process are students who:

- Already have an Associate's or Bachelor's degree
- Are attending Moorpark College for personal enrichment
- Are enrolled only in non-credit community education courses
- Are taking classes only to upgrade job skills
- Are enrolled in apprenticeship or other special vocational education programs
- Are concurrently enrolled in another college or university

Exempt students are not required to participate in the matriculation process, but are encouraged to see a counselor.

### **Financial Aid**

Moorpark College believes that no student should be denied access to the educational experience because of lack of funds. Financial Aid's basic goal is to make funds available to students in need in an equitable manner, following closely regulated state and federal laws.

### **Eligibility**

Eligibility for financial aid is determined by a Department of Education-approved system which calculates the difference between the ability of students and their families to provide for their financial needs and the amount required to meet educational expenses while attending college.

The policy of the Ventura County Community College District is in compliance with the provisions of the Civil Rights Act of 1964 in Title IX of the Educational Amendments of 1998, emphasizing that no financial aid applicant will be discriminated against on the basis of race, religion, color, national origin, marital status, age, sex, or physical impairment.

For some programs, financial aid eligibility requires a minimum of six (6) units of enrollment each semester. Continued eligibility requires successful completion of 70% of total units attempted with a cumulative grade point average of 2.0 or above. Refer to the Financial Aid Satisfactory Academic Progress Standard located in the Financial Aid Office. Students interested in applying for financial aid should visit the Financial Aid Office to obtain an application and detailed instructions. For more information or to make an appointment, call (805) 378-1462 or visit the Financial Aid website: [www.moorparkcollege.edu/finaid](http://www.moorparkcollege.edu/finaid).

### **Types of Aid Available**

#### **Board of Governor's Fee Waiver (BOGW): BOGW in EOPS**

The BOGW waives the enrollment fees if you are a California resident. You are eligible to receive a BOGW if you meet one of the following criteria:

**BOGW A:** Are currently receiving benefits from TANE/CAL WORKS, SSI/SSP, General Assistance.

**BOGW B:** Meet certain income standards (standards available in the Financial Aid Office).

**BOGW C:** Have applied for financial aid through the FAFSA (Fee Application for Federal Student Aid) and our application shows you have "financial need."

**Federal Pell Grant:** The Pell Grant program is an entitlement program that is based on financial eligibility and enrollment status. Grants range from \$200 - \$4,731 per academic year.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** FSEOG is a grant available to students who qualify for a Pell Grant. FSEOG is a campus-based program (limited funds). Awards are contingent upon availability of funds and awarded to students with the greatest financial need. Grants range from \$100 - \$600 per academic year.

**ACG Grant:** Students must have graduated from a rigorous secondary school program of study, be a U.S. Citizen, a federal Pell Grant recipient for the same payment period, full time student (12 units for more), enrolled in an associate, transfer degree program. Second year students must have a cumulative grade point average of 3.00 or better in an eligible program (\$750/\$1300).

**Federal Work Study (FWS):** FWS is a self-help program that provides part-time employment (on campus). FWS is a campus-based program. Awards are based on need and contingent on availability of funds. Grants range from \$500 - \$3,000 per academic year.

**Federal Family Educational Loan Program:** Loans allow students to defer costs by borrowing money while in school and repaying it with interest. Loans may be need based and non-need based student loans. Mandatory entrance and exit counseling is required. Loans bear a fixed interest of 6.80 percent on the unpaid balance. No interest is charged on some loans until six months after the borrower ceases to be at least a half-time student. Repayment of loans may be scheduled over a 10-year period.

**Parent Loan for Undergraduate Students (PLUS):** Parents of dependent undergraduate students may borrow up to the student's cost of attendance minus any other aid.

**State Cal Grants:** Cal Grants are administered by the California Student Aid Commission.

**Cal Grant A:** Cal Grant A awards help middle and low-income students with tuition and fees at a four-year college. Students that receive a Cal Grant A but choose to attend a community college first can reserve their award for up to two years until they transfer.

**Cal Grant B:** Cal Grant B helps low-income students. Awards at the community college are limited to assistance with living expenses, books, supplies, and transportation. Maximum award is \$1551 per academic year.

**Cal Grant C:** Cal Grant C is awarded to students enrolled in vocational/technical programs not to exceed two years. This award helps with books, tools, and equipment. Maximum award is \$576 per year.

**Return of Title IV Funds:** Federal regulations state that any student who receives a federal GRANT or LOAN (or both) and then WITHDRAWS from all classes or fails to successfully complete at least one class during a semester will OWE money back to the Federal Student Financial Aid Program.

If you are thinking withdrawing or just leaving. . . please, think again. Maybe there are services like tutoring or personal support that will enable you to stay. Perhaps you can stay, but take fewer courses.

If you must withdraw, contact the Financial Aid Office immediately. Remember, it will affect your satisfactory academic progress and may jeopardize future financial aid eligibility at any institution. NO EXCEPTIONS!

### **Scholarships**

The Moorpark College Scholarship Office with the support of the Moorpark College Foundation (MCF) and our community donors, provides hundreds of students with the financial assistance, the recognition and the encouragement they need to realize their academic goals. Scholarships are available for both transferring and continuing students. The MCF Scholarship Program offers scholarships to students who have shown academic achievement and to those with financial need. Through the one-application process, eligible students may be considered for multiple scholarships. For more information, call (805) 378-1418, email the scholarship office [mcscholar@vcccd.edu](mailto:mcscholar@vcccd.edu), or visit our website under Student Services at [www.moorparkcollege.edu](http://www.moorparkcollege.edu).

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### **Resources to help you find and apply for scholarships:**

- Scholarship listserv to receive updates and announcements
- Newsletter packed with scholarship hints and strategies
- Workshops and handouts on Writing Personal Statements, the scholarship process and making yourself a great scholarship candidate
- Website with numerous resources

### **Extended Opportunity Program and Services (EOPS)**

Moorpark College conducts an EOPS program that offers two basic types of assistance to students from low-income families: (1) financial assistance in the form of grants and loans, including summer grants and short-term emergency loans, and (2) educational support services. The EOPS Program is staffed with a coordinator, a counselor, a secretary, a recruiter, and peer advisors, all of whom are dedicated to the program's goals: motivating economically and socially disadvantaged students to pursue higher education at Moorpark College and assisting them in transferring to a four-year college or university.

#### **EOPS Support Services**

- Academic Advisement and Assessment
- Counseling
- Educational Plans
- Early Registration
- Book Vouchers
- Photo ID's
- Tutoring Referrals
- Job Placement Referrals
- Health Services Referrals
- Transfer Assistance
- EOPS Scholarship
- Open Computer Lab
- Calculators and Recorders

#### **EOPS Eligibility Criteria**

1. Be a California resident.
2. Be a full-time student.
3. Have completed no more than 70 units of college course work.
4. Meet EOPS income criteria in one of the following ways:

- **If unemployed**, student must be eligible to receive a Board of Governor's Fee Waiver (BOGW "A"). To be eligible to receive a BOGW "A" waiver, a student, at the time of enrollment, must be a recipient of TANF/CAL WORKS (Temporary Assistance to Needy Families) or SSI/SSP (Supplemental Security Income/State Supplementary Program) or General Assistance; or have a certificate from the California Department of Veteran Affairs stating eligibility for Deceased/Disabled Veteran's Department Fee Waiver.

- **If employed**, student must be eligible to receive a Board of Governor's Fee Waiver (BOGW "B"). To be eligible to receive a BOGW "B," a student's total family income for last year, including taxable and nontaxable income, cannot exceed \$15,315 for a family of 1; \$20,535 for a family of 2; \$25,755 for a family of 3; or \$30,975 for a family of 4. Families larger than 4, add \$5,2200 for each additional dependent.

5. Meet only one of the following EOPS educational conditions:

- Non-high school graduate.
- High School G.P.A. below 2.50
- Been previously enrolled in remedial courses
- Not eligible to enroll in MATH M03
- Not eligible to enroll in ENGL M02
- First generation college student
- Member of an underrepresented group

#### **EOPS Application Procedure**

1. Apply for a Board of Governor's Fee Waiver (BOGW) and/or apply for Federal Student Aid (FAFSA). It is never too early to apply. Assistance in filling out these forms is available in the EOPS Center (Student Services Building).
2. Apply for the EOPS Program by filling out the EOPS application and student mutual contract.
3. Make an appointment to see an EOPS counselor.
4. Provide proof of family income. A copy of Federal Income Tax return is required in order to document parent's taxable income. If any income is derived from non-taxable income, a verification form or statement is required.

#### **Maintaining Eligibility**

In order to remain eligible for the EOPS program, each EOPS student must be making normal progress towards a goal, certificate, or degree as determined by the college, with a satisfactory average of a "C" or better for each semester. EACH EOPS STUDENT IS REQUIRED TO MEET THREE TIMES PER SEMESTER WITH HIS/HER EOPS COUNSELOR FOR ACADEMIC ADVISEMENT AND PLANNING.

For further information about the EOPS Program or its other services, such as the CARE academic support services program or EOPS-sponsored campus tours, call (805) 378-1464 or visit [www.moorparkcollege.edu/eops](http://www.moorparkcollege.edu/eops).

## Instructional Services

Students will use integrated instructional, research, and academic support services to become self-reliant learners. Instructional Services at Moorpark College are the focal point of campus-wide instructional support efforts. These services are distributed across the campus. The location and phone number for each service is noted below. Moorpark College encourages each student to take full advantage of these instructional support opportunities. They often can help raise levels of academic success.

Dean Inajane Nicklas; LLR 312; (805) 378-1443

### **The Learning Center (TLC)**

The Learning Center occupies the third floor of the Library/Learning Resources building (LLR) and provides academic support services for Moorpark College students. The Learning Center houses the math, writing, and tutorial centers.

Academic Support Services are provided for study skills, English, ESL, math, science, history, languages, and many other highly requested academic subjects. For English and writing assistance across the curriculum see The Writing Center.

The Learning Center provides many learning options for students:

- Tutoring, individual or group (room LLR 322)
- College Strategies courses
- Print, video, CD and software study aids available at the Instructional Resources desk
- Workshops
- Individualized Academic Achievement Plans

### **Academic Support Services at TLC**

All TLC services detailed below are free for Moorpark College Students.

### **Tutorials/Supplemental Instruction**

The Learning Center offers tutoring in several forms: one-on-one, small group, classroom, and supplemental instruction (arranged weekly review sessions for some courses). The tutors are students who have been identified by their professors for their mastery of the course material and have been appropriately trained in tutoring techniques. In addition, faculty provide some hours of tutoring at the Learning Center.

### **Instructional Resources**

Course-related materials, as well as study-skills resources, are available in text and multimedia formats including videos, audio-tapes, CD-ROMs, and internet accessible software. Materials may be used on the third floor of the LLR or may be checked-out.

### **Workshops**

Students can attend workshops on Learning Styles, Study Skills, Time Management and special course related topics. Contact TLC for a schedule.

### **Individualized Academic Achievement Plans**

Students assess their learning styles, their personal strengths and their academic needs and then form a plan for managing time, studying effectively and progressing toward their personal academic goals.

### **College Strategies Courses**

Students may enroll in credit based courses to improve learning skills, to study tutoring and peer mentoring skills, or to develop leadership potential.

- Learn to Learn: COL M01. In this course students develop a learning profile and apply that knowledge in the construction of educational, career, and life goals. Students learn how to maximize their academic experience and achieve learning success
- Learn to Teach: COL M02, COL M03, COL M04. In this sequence of courses, students discover the learning theories that are the core of becoming an educator, and how to apply learning theories to individual tutoring (COL M02), and group tutoring (COL M03). In COL M04,

students study theories of leadership and then develop their own leadership potential.

- Teach to Learn: Students who are enrolled in or who have completed COL M02-4, and who meet the standards of The Learning Center, may apply for positions as tutors, thereby continuing the cycle of learning through the practice of teaching. In the words of Joseph Joubert: "To teach is to learn twice."
- COL M05 is a zero (0) unit course, free to Moorpark College students, and provides access to on-line tutoring and skill building materials.
- COL M06 provides individualized instruction for developing basic skills in math, English or study skills. Hours are by arrangement.

### **Writing Center**

The Writing Center is the division of The Learning Center that specializes in English grammar, conversation, and writing skills for all levels and across the curriculum. Writing Center faculty and tutors assist and guide students in developing the English and writing skills they need for all courses and for a future career. Students may drop-in or make an appointment for tutoring, attend workshops, use print, media resources and internet resources, and/or form a plan for achieving goals over the semester. The Writing Center provides resources for improving English and writing skills for all courses. All services are free and include:

- Assignment Consultations
- Individual tutoring
- On-line tutoring
- Workshops (check schedule at the Writing Center)
- Instructional resources
- Individualized Academic Achievement Plans
- Readings and special events

### **Tutorials/Supplemental Instruction**

The Writing Center offers tutoring by qualified student tutors or faculty in the following formats: one-on-one, small group, classroom instruction, and supplemental instruction (arranged weekly review/concept driven sessions for some courses). Appointments are recommended, although drop-in tutoring is available on a first-come-first-serve basis. Tutoring sessions are 30 minutes. On-line tutoring must be arranged in advance by contacting [kadams@vccd.edu](mailto:kadams@vccd.edu).

### **Instructional Resources**

Guidelines for grammar, essay structure and citation formats are available for students to take away with them. Some course texts and writing reference manuals are available for use within the Center. CD-ROMs, and videos may be checked-out or used on site at our Instructional Resource desk. Students may also choose to enroll in self-paced on-line tutorial instruction through COL M05 or make use of self-paced learning by registering for COL M06.

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### **Workshops**

Students can attend free workshops on Grammar, Punctuation, Essay Structure, Thesis Statements, Essay Development, Avoiding Plagiarism, Research Skills, Citing Sources (MLA, APA, CM), or Creative Writing. Writing Center Workshop Calendars can be found on the third floor of the LLR for dates and times.

### **Individualized Academic Achievement Plans**

Guided by the Writing Center Faculty, students use an awareness of their learning style and their writing strengths and needs to form a plan for acquiring the skills to improve written communication. Students set individual goals and determine objectives to help them achieve those goals over the semester. Students may choose the skill-building method that best suits their needs and lifestyles. Options include: one-on-one tutoring, workshops, media resources, on-line mastery exercises, or any combination of those methods.

### **Readings**

The Writing Center hosts student and faculty readings of original fiction, non-fiction and poetry. Additionally, the Writing Center hosts guest writers. Contact The Writing Center for further information about these and other special events.

The Writing Center is located on the third floor of the Library/Learning Resources building (LLR) room 322. Further information about hours and contacts can be found at [www.moorparkcollege.edu/services\\_for\\_students/learning\\_center/index.shtml](http://www.moorparkcollege.edu/services_for_students/learning_center/index.shtml).

For more information on any aspect of The Learning or Writing Centers, call (805) 378-1556.

### **The Language Lab**

Moorpark College offers coursework in Arabic, Chinese, English as a Second Language, French, German, Hebrew, Italian, Japanese, Latin, Spanish, and Sign Language. Mastering the intricacies of a foreign language takes time and practice. The Language Lab (LLR-305) provides students a place to work on required class activities that include careful listening as well as pronunciation and speaking practice. The Language Lab is equipped with computers that have software for practice in the target language and access to the Internet for extended investigation into language and culture. Help is available from qualified staff members. For more information, call (805) 378-1400, ext. 1671.

### **Library**

The Moorpark College Library occupies the second and third floors of the centrally-located Library/Learning Resources building. The collection and facilities are designed to meet the curriculum needs of the college community. Faculty librarians are available to assist students with research projects and to provide instruction in the use of library resources.

Hours and Website - The library is open weekdays, evenings and Saturdays. Please call the Circulation Desk at 378-1450 to verify current hours. The library's website is available at [moorparkcollege.edu/services\\_for\\_students/library/index.shtml](http://moorparkcollege.edu/services_for_students/library/index.shtml).

### **The Collection**

The library collection includes approximately 72,000 books and more than 300 periodical subscriptions. The collection also includes electronic resources, microfilm, CDs, audiotapes, videotapes, and DVDs. Library materials can be located by using the library's catalog, which is available on the Internet and can be assessed via the library's website by selecting the link "Search Catalog." Electronic resources, including newspaper and magazine articles, as well as scholarly journal articles and literary criticism, are available from the library's website by selecting the link "eResources." Most electronic articles can be printed or emailed.

### **Library Services**

**Reference services** - The library's Reference Desk is staffed by faculty librarians. Students may consult with librarians for assistance and instruction in using library resources. Librarians will also provide instructional sessions to classes at the instructor's request. For more information, please call the Reference Desk at 378-1472.

**Checkout privileges** - The library is open to everyone; however, in order to borrow materials, you must be a registered Moorpark College student or an employee at the College. Free student library cards are issued at the Circulation Desk upon presentation of picture identification. Students are asked to have no more than five items checked out at one time. The loan period for most materials is two weeks. Reference books and periodicals cannot be checked out.

**Computers and printing** - There are computers in the library which students may use to access the Internet and the library's electronic resources. Computers in the library orientation room include Microsoft Office software. Use of the computers is free, but there is a \$0.10 per page charge for printing.

**Study areas** - Tables, individual study carrels, and group study rooms are available on the second and third floors of the Library/Learning Resources building. Selected carrels and study rooms are equipped with television monitors and DVD/VHS players for viewing audiovisual resources. Headphones are available at the Circulation Desk.

**Photocopies** - Photocopiers are available on the second and third floors of the Library/Learning Resources building. Copies are \$0.10 per page and may be transacted using cash, change, or copy cards.

**Reserve materials** - Reserve materials are kept behind the Circulation Desk. Instructors often put materials "on reserve" in the library and designate their use for a limited period of time. Materials may be requested by the instructor's last name.

**Interlibrary Loan** - Interlibrary loan services are available to library card holders. Should the library not have adequate materials for a student's research, the library may borrow materials from other institutions. If you wish to use interlibrary loan, please consult a reference librarian.

## Student Life

Students will develop holistically in social, emotional, physical, and intellectual domains. Life keeps happening even when you are in school. Student Life is here to support and develop the “whole person” throughout the college experience.

Dean Patricia Ewins; PAC 141; (805) 378-1408

## Student Activities

All Students have the opportunity to learn and practice skills in self advocacy and civic responsibility by participating in student government and interest based club activities and events. Students are active members of shared governance committees at the college, local, state and federal levels. Leadership experience and credit are available through a variety of internship programs.

## Counseling Services

Getting an education is not a “do-it-yourself” project. Counselors are available to help students progress through college and meet their goals in the most effective and efficient way for each individual. Counseling services are available online as well as on a day and evening basis to Moorpark College students. Through a coordinated guidance program, counselors assist students with academic planning as well as career and personal matters. Although any counselor can help any student, most counselors have particular expertise in specific majors. Students are encouraged to develop a working relationship with an individual counselor. Consistent counselor contact and follow-up is essential for maximum educational success. For more specific information visit [www.moorparkcollege.edu/counsel](http://www.moorparkcollege.edu/counsel).

### Academic Counseling

Accurate information about program requirements and course prerequisites is essential for planning any course of study. Since they stay aware of changes that may affect completion of majors, general education and/or transfer requirements, Counselors serve as valuable resource people in helping students select appropriate classes. Counselors can help students select the best combination of courses to meet the lower division transfer requirements for specific transfer institutions. Meeting regularly with a counselor helps ensure the most efficient progress toward achieving an Associate Degree, Certificate of Achievement, transfer or other educational goal.

If a student has not selected a major field of study, they are especially encouraged to meet with a counselor to develop an educational plan that will assist them to explore educational options while selecting classes that will be the most versatile as they discover their interests.

Students may arrange for academic counseling by making an appointment at the Counseling Office in the Administration Building or by phoning (805) 378-1428. There is often a counselor available at the counseling desk to help those students who stop by for quick questions.

### Career Counseling

The Career Transfer Center offers a variety of services, classes, workshops, events, and resources designed to assist students in the process of choosing, changing or confirming career goals and continued life planning. Students are encouraged to use the resources in the Career Transfer Center for computerized career assessments as well as for research on local, state, and national job markets. Resumé assistance and individualized career counseling is available by appointment. Call: (805) 378-1536.

### Personal Counseling

Life continues to happen while you are going to College. When other life issues impact education, Counselors can also assist with non-academic concerns. You can make a “Personal Counseling” appointment with the Counseling Office (805) 378-1428 or an appointment for psychological counseling at Student Health Services (805) 378-1413.

## Career Transfer Center

The Moorpark College Career Transfer Center offers life planning assistance to all students, whether one is updating job skills, pursuing a certificate or associates degree, or planning to transfer to a four year college. This one stop center is a valuable resource to students at each stage of education and career development and can assist students to make a smooth and successful transition to the next step. Stop by frequently to explore a range of college and career options, participate in employer and university events, and to determine a realistic pathway to achieving your career and educational goals.

### Services include:

- Assistance in finding a major or career direction
- Access to Career Exploration software available for planning your future
- Career Exploration workshops and courses
- Posting of current and future job opportunities
- Job Skills workshops and courses
- Work Experience and Internship connections between college and career
- Work Experience/Internship courses
- Tools for Transfer workshops and courses
- Scheduling and coordination of all four year University representatives and employer visits
- Assistance with job application, resume, and interview procedures for current jobs as well as future jobs
- Assistance with university admissions and financial aid paperwork
- Coordination of guaranteed transfer agreements with CSUN, CSUCI, UC Santa Cruz, UC Santa Barbara, UC Irvine, UC San Diego, UC Riverside, UC Davis and Cal Lutheran

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- Career and Transfer reference materials including catalogs, articulation agreements, books, videos and DVDs
- Events such as Transfer Day (fall), On Campus Job Fair (fall), Job Shadow Day (spring), Job and Career Expo (spring), and Transfer/Honors Program Ceremony (spring), Working Adult College Night (summer)
- Monthly publication of a Career Transfer calendar that indicates planned activities, university representative and employer visits, and important deadlines

Whether a student is undecided about their future career or educational goals or knows exactly what they hope to gain from their Moorpark College experience, the one stop Moorpark College Career Transfer Center has something to offer.

The Career Transfer Center is located in the Administration building and is open Monday through Thursday from 8am to 7pm and Friday from 8am to 4pm. For more information or to verify hours and location, call (805)378-1536, email [mccareer@vccd.edu](mailto:mccareer@vccd.edu) or visit our website under Services for Students at [www.moorparkcollege.edu](http://www.moorparkcollege.edu)

### **ASSIST: A Link to Transfer Information**

ASSIST is a computerized transfer information system that can be accessed online from any computer, including those available for use in the Career Transfer Center. This system reports how course credits earned at one California college or university can be applied when transferred to another. As the official repository of articulation for California's public colleges and universities, ASSIST provides the most accurate and up-to-date information available about student transfer in California. Questions about ASSIST or how it works can be answered in the Career Transfer Center (Admin. Bldg.). ASSIST can be accessed online at [www.assist.org](http://www.assist.org).

### **Health Services**

Student Health Services, located in the Administration Building, is dedicated to helping each student realize and maintain the highest degree of physical, social, and emotional health possible. The student health fee gives students full access to physicians, nurse practitioners, registered nurses and other specialized services. Illness assessment and treatment, health counseling and referral, various health screenings and immunizations are provided. Confidential and non-punitive help is available as well for health problems resulting from drug-use and other addictive behaviors. For more information than what is provided call (805) 378-1413.

### **Accidents and Insurance**

College-related student accidents need to be reported within 72 hours of occurrence. It is the student's responsibility to report the accident to an instructor, college trainer, or directly to Student Health Services. All student accident reports and insurance claims are processed through Health Services. Student Health Services will help students complete accident report and insurance claims and will answer any questions. Optional Health Insurance and Optional Dental Insurance applications are available. Ask for details at Student Health Services (in the Administration Building).

### **Psychological Counseling**

Getting the maximum benefit out of going to college sometimes involves complications that influence all aspects of life, not just the academic arena. Students are encouraged to come to Student Health Services where a professional mental health counselor will be able to assist with any such non-academic concerns.

## **ACCESS**

### **Accessibility Coordination Center and Educational Support Services**

Moorpark College provides support services for all eligible students with disability related needs. Students with learning disabilities, attention deficit/hyperactivity disorder, psychological disabilities, vision, health, hearing, speech, acquired brain injury, or other documented disabilities, can find the services they require through ACCESS. By working through ACCESS, students are assured of complete accessibility to the Moorpark College curriculum and facilities.

The ACCESS Center is located in the building to the right of the Campus Center. For more information, contact ACCESS by phone (805) 378-1461; TDD (805) 378-1461; Fax: (805) 378-1594. The Assistive Computer Technology Lab (ACT-Lab) is located in AA-132, or call (805) 378-1547.

### **Appropriate Accommodations**

Elevators, ramps, handrails, and automatic doors assure physical accessibility to all buildings. Reasonable and appropriate academic accommodations assure students equal accessibility, for all students, to the college curriculum and programs. Moorpark College is fully compliant with Section 504 of the Rehabilitation Act and The Americans with Disabilities Act. Students with questions or concerns regarding accessibility can contact ACCESS directly at (805) 378-1461. The Moorpark College ADA/504 Facilitator is the Executive Vice President and can be reached at (805) 378-1403.

For students experiencing difficulty with an academic program, ACCESS has a team of Learning Disability Specialists and technicians that can provide assessment to determine eligibility for receiving services as a student with a learning disability. Assessment results are discussed with the student and accommodations and study strategies are then suggested.

Through ACCESS, Learning Skills Classes in personal and scholastic development, such as writing, reading, math and study strategies are offered to assist students needing additional preparation for college-level coursework. These courses are available to all Moorpark College students.

The ACCESS Assistive Computer Technology Lab (ACT-Lab) provides computer access and instruction for students with special needs. Assistive hardware devices, software, and specialized courses are available. These include speech recognition dictation, screen enlargement, print magnification, screen reader, and scan and read (text to speech) systems. A variety of input devices to accommodate the needs of students with physical limitations are provided.

The ACT-Lab offers a variety of computer classes available to all Moorpark College students as well as individualized computer-aided instruction to help develop skills in reading, critical thinking, vocabulary development, grammar and usage, spelling, and mathematics. Multimedia reference materials and Internet access are available to assist ACCESS students in research.

### **Services Available through ACCESS**

- ASL Interpreters and Real-time Captioning
- Specialized Tutoring
- Note Taking
- Classroom Accommodations
- Testing Accommodations
- Registration Assistance
- Readers and Scribes
- Accessible Parking
- Alternate Media Formats
- Academic and Career Advisement
- Assistive equipment
- Electronic Texts
- Computer Access and Training

## Campus Services

Campus Services provide the “nuts and bolts” services you need to get the job done.

### **Open Access Computer Labs**

The Open Access Computer Lab is located in the Library/Learning Resources building. Any enrolled student can work here on projects for class, whether they involve prescribed assignments by an instructor which utilizes special software or more generic activities such as conducting internet research or word processing.

Assistive Technology is available for students with special needs.

### **Use of the Internet While on Campus**

Internet access is provided by the college to enable students to complete educational pursuits in conjunction with class assignments and general research.

It is expected that all campus internet users will act in an ethical and lawful manner. All users need to adhere to the following rules:

1. Comply with the guidelines for acceptable use of all networks or services which are accessed.
2. Do not attempt to gain access to resources which require specialized authorization. The College will not assume financial responsibility for unauthorized internet-related expenditures.
3. Do not make any harassing, inflammatory or profane remarks using the Internet.
4. Do not create a personal link to any Moorpark College home page, and do not represent the College in any personal pages.
5. Do not install software or use unapproved software.
6. Do not violate any federal or state laws, including copyright laws.
7. When downloading information from the Internet, do not store that data on the hard drive—any data found there will be deleted.

**Privacy on the Internet** - Be aware that any electronic mail sent or received over the Internet is not truly private. The College reserves the right to monitor and access any information sent or received via College-provided access to the Internet.

**General Responsibility** - Through the Internet, Moorpark College provides access to public and private networks and sites, which furnish electronic mail, information services, bulletin boards, conferences, etc. Be advised that the College does not assume any responsibility for the contents of any of these outside networks.

**The Assistive Computer Technology Lab** - (ACT-Lab, AA-132) uses assistive computer technology to give students with various physical and learning disabilities educational access to computers. Special skills development software is available for students with acquired brain and learning disabilities. Individualized and small class instruction is also provided. For more information, call (805) 378-1547.

### **Child Development Center**

The Child Development Center offers an exemplary early care and education experienced 2 years, 9 months through 5 years. Affiliated with the college Child Development Department, the Center serves as a practicum for observation laboratory for members of the Moorpark College community. Full and half time program options are available for student, staff, and community families, as well as a Parent-Toddler program for 18-month-olds. Because space is very limited, students need to complete an application well in advance of each current semester. For more information, call (805) 378-1401 or visit [www.moorparkcollege.edu/cdc](http://www.moorparkcollege.edu/cdc).

### **Bookstore**

The Moorpark College Raider Bookstore, located in the Campus Center, carries in stock the textbooks and supplies needed for all classes offered each semester. The Bookstore also stocks a variety of goods and sundries most used by students. Used textbooks, although in limited quantities, can be purchased at significant savings. Students may return books purchased for the semester, provided they follow a clearly specified policy which is well publicized. In addition, there are book buy-back periods offered during Finals, when books in usable condition may be sold back by students. Information regarding the Bookstore's exact hours of operation and book buy-back date may be found on our website: <http://books.moorparkcollege.edu> or call (805) 378-1436.

### **Business Office**

Any business transaction that students need to complete regarding enrollment and registration of classes takes place through the Business Office (Admin. Bldg.). Such transactions include paying fees, picking up parking permits, childcare fees, purchase of bus passes, and purchase of performing arts tickets. For official business, students often need to show a Driver's License (or other acceptable picture ID). Students can also report any problems with vending, game machines, copy machines, or parking machines. Students can also purchase postage stamps and make change. For further information, call (805) 378-1437.

### **Copiers**

Coin operated copy machines are available for student use in the Administration Building, Campus Center and the Library. Printing is available for a small fee in the Open Access Computer Labs.

## Student Services

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### Food Court

Located in the Campus Center, the Food Court offers daily selections of traditional and healthy snacks and meals throughout the day.

### Lost and Found

If an item has been lost (or found), please check with Campus Police. Campus Police serves as the collection point for lost and found items. Students can contact the Campus Police at (805) 378-1455 or drop by the office in the upper Gym parking lot.

### Parking

Parking Permits are required to park on campus. Semester permits can be purchased through the Business Office. Day use passes are \$1 and can be purchased at machines located in several parking lots on campus: A, B, C, D/E, F, H, M and PA. Even with a student permit, be careful not to park at red curbs, in handicapped spaces or in staff lots. Parking tickets are issued.

### Public Transportation

The VISTA bus service operates throughout the Conejo Valley with daily stops at Moorpark College. This is an affordable and convenient way to travel to and from the campus. Student bus passes may be purchased at the Business Office, phone: (805) 378-1437. Bus schedules are available inside the Campus Center student lounge. To call VISTA directly, call 1-800-438-1112. Website: [www.goventura.org](http://www.goventura.org). Bus fees are subject to change.

### Sale of Wares or Services on Campus

The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Chancellor, President of the College or the President's designee. This policy applies to all students, staff and citizens. For further information, call College Business Services at (805) 378-1400, X1878.

### Housing

The Student Activities Office maintains the housing bulletin board in the Campus Center lobby, listing rooms for rent in the surrounding communities for Moorpark College students. If you would like to place an ad, for free, on this bulletin board, please FAX your ad to (805) 378-1563 or mail it to :

Moorpark College/Student Activities Housing Bulletin Board  
7075 Campus Road, Moorpark, CA 93021  
The ad will be posted for 30 days.

