



STUDENT SERVICES

Ohlone College provides services and programs that enhance a student's use of college offerings and facilitates progress toward academic, career, personal, and social goals. Student Services staff are committed to each student's success and growth as a person. Student Services coordinates with all areas of the campus to provide a college experience that is meaningful for students.

Most Student Services offices are located in the Blanchard Center, Building 1. The cafeteria is located in the Hochler Student Center, Building 5; Athletics offices are located in the Epler Gymnasium, Building 9; and the Student Health Center is in Building 16.

The Vice President, Student Services serves as administrator for student services. Students are encouraged to contact the Executive Dean of Student Services or the Vice President, Student Services for information and assistance.

Athletics

Building 9
(510) 659-6044
<http://www.ohlone.edu/org/athletics/>

Ohlone College is a member of the Coast Conference. Ohlone College's intercollegiate athletic programs include women's basketball, soccer, softball, swimming, volleyball, and water polo and men's baseball, basketball, soccer, swimming, and water polo. Student-athletes who are interested in participating in an intercollegiate sport should contact the respective sport coach or the Athletics Department office.

Ohlone College subscribes to the Community College League of California (CCLC) Athletic Code. That code includes in its rules a ban on the recruitment of students who reside out of state. Student-athletes who choose to participate in Ohlone's intercollegiate athletic program must meet all eligibility requirements as described in the CCLC Athletics Code.

*“There's a very good environment here,
with fun campus activities throughout the year.”*

-Dien Tran, Ohlone Student Ambassador

Admissions and Records

Building 1, first floor
(510) 659-6100
admissions@ohlone.edu
<http://www.ohlone.edu/org/admissions/home.html>

The major objective of the Office of Admissions and Records is to provide for the admission and registration of all students. In addition, the office is responsible for maintaining accurate attendance and academic records and preparing reports reflecting student enrollment. General functions include transfer credit evaluation, general education and IGETC certification, transcripts, enrollment verifications, residency determinations, and certification of completion of certificate and degree requirements.

Bookstore

Building 5
(510) 659-6061
<http://www.ohlonebookstore.com>

The Ohlone College Bookstore is owned and operated by the Ohlone Community College District and is located in the Hochler Student Center (Building 5) on the Fremont campus and next to the Main Office at the Newark Ohlone Center. The Bookstore's primary responsibility is to serve the students and faculty of Ohlone College in providing textbooks and course materials. The Bookstore also carries general books, bestsellers, greeting cards, gifts, clothing, computer hardware and software, and a variety of other merchandise and snack foods. For further information, hours of operation, and Bookstore policies visit the Bookstore's Web site at www.ohlonebookstore.com or call (510) 659-6061.

Campus Activities

Building 1, Window 1140
(510) 659-6255
<http://www.ohlone.edu/org/campusactivities/>

The Campus Activities Office provides opportunities for student involvement at Ohlone College through social and cultural programs, student leadership training, and annual campus events such as Welcome Day and the Graduation Reception. The Campus Activities staff advises student government (ASOC), student clubs, and produces co-curricular activities. Check with the Campus Activities Office, Blanchard Center, Building 1, Room 1140, (510) 659-6255, for more information about organized student programs and clubs, or visit www.ohlone.edu/org/campusactivities.

Student Government

Also known as the Associated Students of Ohlone College, ASOC is the voice of the students in the governance of the College. Every Spring the executive board of President, Vice President, Treasurer, Secretary, Representative at Large, Legislative Representative, and Student Trustee are elected by a majority vote of the student body. Every Fall and Spring students can elect to participate in student government by filling out the petition to be a Senator. All students are encouraged to participate. Meetings and leadership training are mandatory and are held every Tuesday from 4:30pm-6:30pm in Building 1, Room 1216. For more information, stop by Campus Activities in Building 1, Room 1140 or visit www.ohlone.edu/org/asoc.

Student Activity Fee/Student ID Card

Every student is encouraged to support the optional, non-refundable Activity Fee supporting co-curricular activities and student events (\$5.00 per semester for Fall and Spring; \$2.50 for Summer Session).

Included in the Student Activity Fee is the ability to receive a Student ID card. The Student ID card entitles students to a number of benefits including free or discounted admission to College and ASOC sponsored events; easy library book checkout; reduced rates for Smith Center events; identification for the Reading and Writing Labs; and special discounts in the cafeteria and community. In addition to these discounts students are encouraged to check with symphonies, amusement parks, and theaters about established student discount programs. For a complete list of local merchants participating in the discount program and other ID card benefits visit ASOC in Building 1, Room 1130 or call (510) 659-6063.

Student Ambassador Program

Student Ambassadors are Ohlone students who help in recruiting and College relations. Specially selected and instructed, these students also receive financial rewards for their efforts. Call Campus Activities at (510) 659-6255, visit their Web site at www.ohlone.edu/studentambassadors, or stop by Building 1, Room 1136 for more information.

Cafeteria and Vending Services

Building 5

The College contracts with a food service company, a food vending machine company, and a drink vending company to provide food to Ohlone students. Commissions are given to ASOC to help provide co-curricular events.

Cafeteria service is provided Monday through Thursday from 7:30am-7:00pm and Friday from 7:30am-2:00pm. These hours are tentative; students should call (510) 659-6000, ext. 5075 for complete hours of operation. The cafeteria is closed during holidays and semester breaks. Refunds from the food and beverage vending machines are available through the food service cashiers in the cafeteria.

Housing

Listings for local housing opportunities are posted in the cafeteria lobby (Building 5, second floor). Listings include rooms, apartments, and houses to rent or share. All arrangements are made between the owner and the student, as facilities are neither sponsored nor supervised by the College. Housing cards are available from the Information Center in the Lobby of Building 1 on the Fremont campus.

Clubs and Organizations

Clubs and cocurricular activities are a great way to become involved and meet people with similar interests. Participation offers opportunities to learn leadership and life skills that enrich the educational experience at Ohlone College. For advisor and student leader names for the clubs listed below contact the Campus Activities office in Building 1, Room 1140, visit their Web site at www.ohlone.edu/asoc, or call (510) 659-6255.

Clubs

Alpha Gamma Sigma Honor Society (AGS)
Asian Pacific American Student Association
Biology Scholars Club
Gay Straight Alliance (GSA)
M.E.Ch.A. (Movimiento Estudiantil Chicano de Aztlan)
Muslim Student Association
Nursing Students of Ohlone College
Ohlone Women and Men in Engineering and Technology
Physical Therapist Assistant Student Club
Speech Communication Club
STARSS (Students Towards a Rapid Smoke Free School)
Student Art Glass Guild
Theatre and Dance and Music

Co-Curricular Activities

Art Gallery	KOHL Radio
Ceramics Guild	KOHL TV
Chamber Singers	Legend (magazine)
College Chorus	Monitor (newspaper)
Community Chorale	Wind Symphony
Community Orchestra	
Drama (acting and technical)	
Jazz Ensemble	

Counseling Services

Building 1, first floor
(510) 659-6110
<http://www.ohlone.edu/org/counseling>

Counselors meet with students individually, in small groups, workshops, and in classes to help students in achieving their academic goals and personal growth. Counselors are educated to directly assist students with a wide range of issues and are knowledgeable about other helpful resources at Ohlone and in the community. Counselors can provide career information, assessment, orientation, and other general counseling services. Counselors have current college transfer information and help students with transfer plans. Personal counseling is also available when that assistance is related to the student's education.

College counseling is intended to help students assess their current abilities and interests and to make realistic plans to achieve academic and vocational goals. Students can best reach their goals with a solid educational program of study that can be developed by working with an Ohlone College counselor. Counselors work with students on an on-going basis to develop a program of study that reflects the student's interests, skills and motivation.

New Students' Responsibilities Regarding Counseling

New students need to follow all steps for enrollment, complete assessment testing, and attend orientation (as necessary). Students who are using assessment test results from another community college need to submit official documents showing their course placement as well as including contact information of a college official (counselor or assessment coordinator). Students should prepare for a counseling session by bringing unofficial copies of all previously attended post-secondary institutions, done some initial exploratory research with regard to short and long-term goals, and transfer students should identify several campuses they are considering.

Continuing Students' Responsibilities Regarding Counseling

Continuing students should prepare an "Academic Portfolio" folder related to their educational goals and keep all copies of work completed during their counseling appointment and also any petitions, contracts, or letters that have been submitted or received. The "Academic Portfolio" and any other necessary documents related to the appointment should be brought to every counseling appointment. Students wishing to transfer should be aware of important deadlines, both at Ohlone and the transfer institution, and should solidify their campus choices and confirm these institutions' requirements for transfer, major options, required lower division courses, and required Grade Point Average. Continuing students should also take advantage of Ohlone's Transfer and Career Services and campus events and workshops.

Ohlone College also has counselors to work with the Deaf, disabled, and other special student populations. Additionally, bilingual counselors may be available to work with non-English (or ESL) students.

All interested students may stop by the Counseling Department in Building 1, first floor or may call (510) 659-6110 to make an appointment or obtain more information. Appointments are 30 minutes in length and students are asked to have realistic expectations of what can be accomplished in this time. Students can learn more about specific counselors by visiting the Counseling Department Web page (<http://www.ohlone.edu/org/counseling/>) or by speaking to the front office staff.

Service for Re-Entry Adults

All counselors are sensitive to the special needs of mature students who may be reentering the educational system. Ohlone College offers a wide range of programs and services relating to academic, career, and personal needs.

Extended Opportunity Programs and Services (EOPS)

Building 1, Window 1140
(510) 659-6152
<http://www.ohlone.edu/org/eops/>

The Extended Opportunity Programs and Services (EOPS) provides educational opportunities and support to low income, educationally disadvantaged, nontraditional students in their efforts to succeed in their educational and career goals.

To be eligible for EOPS a student must meet the following criteria:

- be a California resident;
- be enrolled as a full-time student (12 or more units per semester);
- have completed fewer than 70-degree applicable semester units;
- qualify for a Board of Governors Waiver (BOGW); and
- meet income and educational requirement guidelines.

As participants in EOPS, students receive a range of services such as academic/vocational advising and career counseling from EOPS counselors who are sensitive to multi-cultural issues and the unique needs of EOPS students. This counseling also includes the development of an educational plan for each student that meets the student's specific academic and educational goals.

Other EOPS services include priority registration, guidance in completing registration and financial aid forms, mid-semester progress reports, book vouchers, grants, and tutoring. Students planning on transferring to four-year institutions can receive assistance in completing the transfer process, filing Transfer Agreement Applications (TAA), guidance in college selection, letters of recommendation, and fee waivers for UC and CSU applications.

EOPS students may also participate in a range of other activities such as campus tours, student development conferences and workshops, the EOPS Annual Awards Ceremony, and other educationally enriching events.

Applications for entry into the EOPS program are accepted throughout the year, but students are encouraged to apply during their first semester at Ohlone. Applications are available in Building 1, Room 1140 during regular business hours.

Cooperative Agencies Resources for Education Program (C.A.R.E.)

CARE is a program within EOPS specifically designed for single parents who are participating in Alameda County's CalWORKs program, receiving Temporary Assistance for Needy Families (TANF) benefits (formerly Aid For Dependent Children, AFDC), and who have children under fourteen years of age. The CARE Program is a unique educational program that represents the cooperative effort between the Department of Social Services, the Employment Development Department, and Ohlone College. Its goal is to assist single parents in achieving their educational goals and/or career goals.

In addition to all EOPS services and opportunities, CARE offers its students additional services including support groups, peer advising, and special workshops. CARE students also receive car service vouchers, parking permits or assistance with their transportation, and assistance with child care expenses.

Students interested in receiving CARE services must first be EOPS students, participating in the county's CalWORKs program, and receiving TANF benefits. Interested students should complete the EOPS application available in Room 1140 in Building 1.

CalWORKs Program (California Work Opportunity and Responsibility to Kids)

The CalWORKs Program at Ohlone College encourages personal responsibility and accountability. It is committed to help individuals receive education and instruction that will provide employment opportunities. CalWORKs promotes short-term training as well as lifelong learning. The ultimate goal of the program is to assist CalWORKs students with vocational and educational training programs that will lead to self-sufficiency. The CalWORKs program at Ohlone College has been developed in partnership with the Alameda County Department of Social Services.

CalWORKs students receive the following services: assessment of academic, vocational, and/or career choices; academic advising and the development of a county approved educational plan; academic and career advising; child care assistance; and short-term and long-term job placement assistance.

To be eligible for CalWORKs services, students must participate in the county's CalWORKs program and have signed a welfare-to-work plan. For more information please call (510) 659-6152 or (510) 659-6000 extension 5013.

Veterans Educational Benefits

Students who are Veterans may be entitled to receive monthly compensation toward college under the Post-Vietnam Era Veterans' Educational Assistance Program (VEAP), the Montgomery GI Bill-Active Duty Educational Assistance Program, or the Montgomery GI Bill-Selected Reserve Educational Assistance Program. To apply eligible students must fill out an application for educational benefits, which is available in the Veterans Office, Building 1, Room 1124. During the first semester, veterans must have a counselor review all prior transcripts and have a Student Educational Plan (S.E.P.) prepared. Contact the Veterans Office at (510) 659-6199 for further information.

Veterans who wish to change their educational programs, adjust their current academic unit loads, or withdraw from the College must notify both the Veterans Office and Office of Admissions and Records.

Disabled Students Programs and Services (DSPS)

Building 5
(510) 659-6269
<http://www.ohlone.edu/org/dsps>

DSPS is designed to open the doors to educational and occupational opportunities for students with physical and medical disabilities. Special services are provided to meet the unique needs of physically and medically disabled students to help them achieve a successful college experience. Services available include counseling, registration assistance, campus orientation, tutoring, readers, notetakers, large print magnifier, phonic ear, talking calculator, and a high tech computer lab. This program is coordinated with Deaf Support Services.

Disabled student parking is available for qualified students. Students parking in disabled student lots must have a disabled student parking permit and an Ohlone College student parking permit. Both permits must be displayed or a citation will be issued. The citation cannot be canceled.

Special classes may be offered for physically disabled students in Physical Education and Personal Development. DSPS maintains working relationships with the Department of Rehabilitation, Veterans Administration, and similar agencies. Students who have a physical and/or medical disability are encouraged to use the resources of DSPS. The staff will be glad to assist students toward success as an Ohlone student, in their career, and in community life.



Financial Aid

Building 1, Window 5, 6, 7
(510) 659-6150
<http://www.ohlone.edu/org/finaid/>

The purpose of Financial Aid at Ohlone College is to assist students in meeting educational costs while attending the College.

Financial Aid at Ohlone College is administered in accordance with policies and philosophy that have been established nationally. Since financial aid funds are limited, early application is encouraged. In addition, Ohlone College is required by state and federal regulations to ensure that funds are awarded to students who demonstrate the greatest financial need.

Ohlone College participates in most of the federal and California student financial aid programs. In addition, there are private as well as institutional scholarships available. Ohlone College has an emergency short-term loan program.

Students who are enrolled in 6 semester units with a minimum 2.0 grade point average may qualify for some kind of financial assistance. Students may apply online at <http://www.fafsa.ed.gov>. For information and assistance please contact the Financial Aid Office.

Outright Grants

PELL Grant
Supplemental Educational Opportunity Grant
Extended Opportunity Program and Services (EOPS) Grant
Cal Grant B and C
California Community College Board of Governors Grant for Enrollment Fee Waiver (BOGW)
Local and Outside Scholarships
Ohlone College Foundation Grant
Federal Work Study

Loans

Stafford Loan
Short Term Emergency Loans

Community Contributors

Many community groups and individuals from the Ohlone Community College District area contribute to scholarship and loan programs for Ohlone College students. The following is a listing, presented with appreciation:

Alpha Gamma Sigma
American Association of University Women
American Business Women's Association (Mission Peak Chapter)
American Business Women's Association (Pathfinder Chapter)
American Business Women's Association (Union City Chapter)
American Business Women's Association (Newark Chapter)
American Society for Quality Control
Associated Students of Ohlone College
Attletweed (George) Memorial Scholarship
Bailey (Shelley K.) Scholarship (Arthur and Cyndee McClain)
Blanchard (Ward) Memorial Scholarship
Cal State Affiliates
California Congress of Parents, Teachers, and Students, Inc.
California C.P.A. Society
California School Employees Association (Ohlone Chapter)
Chicana Foundation of Northern California
Delta Kappa Gamma/Jo Williams Memorial
Faculty Senate of Ohlone College

Foster (Ken) Memorial Scholarship
 Fremont Art Association/Lucy Matthews Memorial
 Fremont Chamber of Commerce
 Fremont Rotary Club
 Grove (Denise) Memorial Scholarship
 Hack (LeRoy F.) Memorial Scholarship
 Hillman Memorial Scholarship Tournament
 Hochler (Abe) Memorial Scholarship
 Jefferson Memorial Scholarship
 La Societe des Quarante Hommes et Huit Chevaux (40 & 8)
 Mission San Jose Rotary Club
 Ohlone College Foundation
 Ohlone College Music Department
 Ohlone College Staff
 Retired Teachers' Association (Chapter 59)
 Soroptimist International
 South Fremont Lions Club/Chief Fabbri Memorial and
 Bill Smith Memorial
 Scholarships
 Swanson (Kathy) Memorial Scholarship
 United Faculty of Ohlone
 Viegelmann (Lynne E.) Memorial Scholarship
 Washington Hospital Medical Staff Scholarship
 Washington Hospital Service League Scholarship
 Waters (Verle) Nursing Scholarship
 Winter (Shari) Memorial Scholarship
 Women in Engineering Scholarship Program

Parking

Parking Permits

Parking permits may be purchased for each semester and cost \$26 for Fall semester, \$26 for Spring semester, and \$15 for Summer term. Motorcycle parking permits may also be purchased for each semester and cost \$15 for Fall semester, \$15 for Spring semester, and \$8 for Summer term. One-day permits may also be purchased for \$2.00 at vending machines located in parking lots C, D, H, M, and P, and at the Newark Ohlone Center lot AN.

Parking permits are required Monday-Friday from 5:00am-11:00pm and Saturday 5:00am-5:00pm. Daily permits should be displayed on the dashboard and semester permits must hang from the rearview mirror.

Free Parking

Free parking is available on Saturdays after 5:00pm, Sundays, and holidays in marked stalls only. The exception to this policy is Flea Market weekends.

Disabled parking lots are enforced 7 days a week and 24 hours a day without exception.

Parking Rules

All parking rules are enforced during instructional periods and on weekends when special events or classes are being held. Most parking lots are open to students, visitors, and guests with the exception of parking lots A, B (except after 5pm), C (except for staff stalls), Q, T, and W, and AN (Newark Ohlone Center) staff stalls, where a special parking permit is required. See the Ohlone College campus map for disabled parking locations; these are indicated with an asterisk (*).

Parking vending machines are available in lots C, D, H, M, and P for visitors, guests, and students to purchase daily parking permits. Parking meters are located in lots M and N. These parking stalls are used by visitors, guests, and students for up to one-hour parking. Daily and semester permits are not valid in these parking stalls. Students who do not have a semester parking permit must purchase a daily parking permit. Semester parking permits are not valid in lots M, N, O, or P.

Disabled persons displaying either State of California license plates issued for disabled parking purposes or permits obtained from Ohlone College's Disabled Student Programs and Services may park in spaces reserved for the disabled. These spaces are marked with the standard blue painted disabled insignia. In addition to the disabled placard, a semester or daily permit must also be displayed.

Permits are available in the Disabled Student Programs and Services Office, (510) 659-6140, located in Building 5, first floor.

Additional Parking Rules

1. Park in marked stalls only. Do not park on roadways, paths, etc.
2. Vehicles must be parked front bumper to front bumper. Do not back into stalls.
3. Motorcycles must be parked in the reserved motorcycle area in lot W. Motorcycles and bicycles are prohibited on campus walkways and in buildings.
4. Vehicles parked in permit only zones without the necessary permit are subject to citation or storage.
5. Yellow loading zones are for use by vendors and staff who must deliver bulky items. These zones are restricted to 15 minute parking.
6. Government vehicles engaged in required duties may park in all areas except fire lanes and disabled lots.
7. The use of skateboards and similar devices are prohibited on the campus.
8. Driving is permitted on paved roads only.
9. The Fremont campus is closed from 11:00pm to 5:00am and the Newark Ohlone Center is closed from 10:30pm to 5:00am Monday-Thursday and all day Friday-Sunday.

All California Vehicle Code Laws apply on the Ohlone College campus, along with the following rules set by the Ohlone Community College District Board of Trustees:

1. The maximum speed limit is 25 m.p.h. on roadways and 15 m.p.h. in parking lots.
2. All traffic collisions must be reported.
3. Current registration and driver's license are required of all vehicle operators on the campus.
4. No privately owned vehicles shall be washed, repaired, or stored on College property.
5. Alcoholic beverages are not permitted on campus.
6. Suspicious persons, incidents, or thefts should be reported directly to Campus Safety and Security at extension 6111 on campus or (510) 659-6111 if using a non-campus phone.

If a parking vending machine is broken, notify Campus Safety and Security immediately at (510) 659-6111 in order for the broken machine to be fixed.

Vehicles are not allowed on bus zones Key C and Key D. Persons may park in Key A and Key B to drop off or pick up passengers, as long as the driver does not leave the vehicle unattended.

There are emergency phones located outside on the second floors of Buildings 2, 4, 6, and 8 that directly contact Campus Safety and Security. All campus payphones can be used to call Campus Safety and Security at no charge by dialing *81. Phones in the campus elevators also call Campus Safety and Security directly.

For more information call (510) 659-6111 or go to the Web site at www.ohlone.edu/org/security.

Student Health Center

Building 16
(510) 659-6268
<http://www.ohlone.edu/org/healthctr/>

The Ohlone Student Health Center is provided through a collaborative effort by Washington Township Health Care District and the Ohlone Community College District. The Student Health Center is supported in whole by the student health services fee. The health services fee provides primary care for minor illnesses and injury by a nurse practitioner and also provides over the counter medications, physicals, and health education materials and videos. There are physician hours on campus by referral. Low cost services include pregnancy testing, immunizations, flu shots, TB tests, lab work, and GYN exams. The Student Health Center is located in Building 16. Hours of operation are Monday-Thursday 9:00am-2:00pm and 4:00pm-7:00pm and Friday 9:00am-2:00pm. For appointments or information call (510) 659-6258 or go to www.ohlone.edu/org/healthctr.

Transfer and Career Services

Building 1, 1405A
(510) 979-7555
<http://www.ohlone.edu/org/tcs>

Transfer and Career Services provides an array of services to students wishing to explore careers, employment, internships and work-based learning opportunities, and college and university transfer information. Individual and group career testing is available for those undecided about their educational and occupational goals. For students wishing to work on-campus or in the community, Transfer and Career Services works with Bay Area employers to receive the best jobs for students. The online partner, MonsterTrak.com, is a Web-based job listing and career development resource for enrolled students.

Internships, volunteer opportunities, informational interviews, and job-shadows with professionals are available in a variety of areas. These opportunities blend nicely with the Personal Development classes that are offered every semester and include Career Testing and Planning, Job Hunting Skills and Strategies, and Strategies for Succeeding in College.

Transfer Services includes a resource library with current catalogs from California colleges and universities as well as out-of-state colleges and universities. Workshops are available on topics such as "CSU and UC Applications-The How to of Completing a Successful Application," "How to Write the Personal Statement for UC Applications," as well as others.

Students are encouraged to drop-in at Transfer and Career Services at Building 1, fourth floor, in Room 1405A to see the services that are offered. They can be reached by phone at (510) 979-7555 or by e-mail at tcs@ohlone.edu.

Tutoring Services

The College tutoring system is institution-wide, featuring a central tutorial services operation and six other discipline- or location-specific tutoring sites. All sites give academic support to students needing extra help in understanding the concepts presented in the instructional process. Tutoring, provided at no charge, helps students meet academic goals.

The Tutoring Center, located within the Learning Resource Center in the Student Technology Center (Building 1, Room 1305), offers peer tutoring in most subject areas. Other tutoring locations include:

- Accounting Lab (Building 8, Room 8110)
- Biology Learning Center (Building 8, Room 8318) where drop-in biology and chemistry tutoring services are provided
- Health Sciences (Building 8, Room 8104)
- Respiratory Therapy (Building 8, Room 8105)
- Math Learning Center (Hyman Hall, Rooms HH-218-219) where tutoring services are provided in Math, Physics and Engineering
- English Learning Center (Hyman Hall, Room HH-217) including self-paced reading courses, support for the lab component of writing courses, and support for all students needing assistance/tutoring in writing, reading, and ESL assignments. Facilities are available for students to do Internet research and type their writing assignments.
- Counseling Services, Extended Opportunity Programs and Services (EOPS), and Disabled Student Services (DSPS) also provide tutoring and learning readiness programs and coordinate services with the tutoring centers.