



Photo courtesy of Jyoti Chalpe

## CHAPTER 2 STUDENT SERVICES

Ohlone College provides services and programs that enhance a student's use of college offerings and facilitate 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, Instruction and Student Services serves as administrator for student services. Students are encouraged to contact the Associate Vice President, Student Services or the Vice President, Instruction and Student Services for information and assistance.

### ADMISSIONS AND RECORDS

Building 1, first floor  
 (510) 659-6100  
[admissions@ohlone.edu](mailto: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.

### 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.

### BOOKSTORE

Building 5, first floor  
 (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. The Bookstore's primary responsibility is to serve the students and faculty of Ohlone College by providing textbooks and course materials. The Bookstore also carries general books, greeting cards, gifts, clothing, computer 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](http://www.ohlonebookstore.com) or call (510) 659-6061.

## CAMPUS ACTIVITIES

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Building 1, first floor, 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 <http://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. During Fall and Spring Semesters, 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. For more information, stop by Campus Activities in Building 1, Room 1140 or visit <http://www.ohlone.edu/org/asoc/>

### 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 <http://www.ohlone.edu/org/ambassador/> or stop by Building 1, Room 1136 for more information.

## 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 First Resort in the Lobby of Building 1 on the Fremont campus.

## Clubs and Organizations

Clubs and co-curricular 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/org/asoc/](http://www.ohlone.edu/org/asoc/), or call (510) 659-6255.

### Clubs

Accounting Club  
African American Student Alliance  
Alpha Gamma Sigma  
American Sign Language Club  
Asian Pacific American Student Association  
Badminton  
Biology Club  
Business Society of Ohlone College  
Chess Club  
Circle K International  
Desi Corner  
Environment & Culture Club  
Foster Care Club  
Gay Straight Alliance  
Glass Lovers of Ohlone College  
Muslim Student Association

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***“Clubs, such as Alpha Gamma Sigma and Circle K International,  
have helped me adjust to college better.”***

*- Traniecieya Harbin  
Intends to pursue a career in Fashion Design  
Student Ambassador*

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## Cafeteria and Vending Services

Building 5, second floor

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 and 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.

Movimiento Estudiantil Chicano de Aztlan (MEChA)  
Ohlone Action Zone  
Ohlone Engineering & Technology Club  
Persian Club  
Political Science  
Pre-Pharmacy Students Association  
Pre-Med Club  
Psychology Club  
Respiratory Therapy Club  
Speech and Communications Club  
Student Ambassadors  
Students Towards a Rapid Smoke Free School  
Theater and Dance and Music Club  
Vietnamese Student Association

## Co-curricular Activities

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



Photo courtesy of Jyoti Chalpe

## CAMPUS POLICE/SAFETY AND SECURITY SERVICES

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Building 20, first floor  
(510) 659-6111  
<http://www2.ohlone.edu/org/security/>

The Ohlone College Police Services, known as Campus Police Services (CPS) and including Safety and Security, was established by Board of Trustees Resolution 63-74-75. The officers are trained, and the training reimbursed, per Commission of Peace Officer Standards and Training Guidelines, Resolution 66-81-82. The College is committed to full implementation of the Student Right to Know and Campus Safety Act of 1990.

The responsibilities of CPS include campus security, traffic, parking control, prevention and detection of crime, and enforcement of federal, state, and municipal laws. CPS has the primary responsibility for directing, planning, and controlling vehicle and pedestrian traffic on College grounds. CPS oversees the painting of roadways and curbs, placement of control signs, removal of hazardous obstructions, and other related tasks.

Campus Police and/or Safety Officers are available while classes are in session and from 7:00am-10:00pm on weekends. The CPS Office is located in Building 20 and is open from 8:00am-10:00pm Monday-Friday. CPS personnel are not available during district holidays. 24-hour contact is available with Ohlone Campus Police and/or college staff.

To contact CPS:

- Dial 6111 from campus phones. There are emergency phones located outside on the second floors of Buildings 2, 4, 6, and 8 that directly connect to Campus Safety and Security.
- Dial \*81 from campus payphones. There is no charge to call CPS from a campus pay phone.
- Dial (510) 659-6111 from off-campus phones and off-campus payphones.
- For medical emergencies on campus, do not hesitate to call 911 and then notify CPS.

All in-coming calls are handled as soon as possible. CPS personnel make reports of crimes and other emergencies to which they respond.

### Parking

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.

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

Parking policies are listed in detail in the Policies and Procedures section of this catalog.

### 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.

## COUNSELING DEPARTMENT

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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 and assessment, orientation, and other general counseling services. Counselors have current college transfer information and help students with transfer plans. Personal counseling services are offered in the Student Health Center. For an appointment for personal counseling call the Student Health Center at (510) 659-6258 or drop by Building 16.

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 placement testing, and attend orientation (as necessary). Students who are using placement 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 placement test coordinator). Students should prepare for a counseling session by bringing unofficial copies of all previously attended post-secondary institutions and doing some initial exploratory research with regard to short and long-term goals. Students who want to transfer should identify several institutions they are considering.

## Continuing Students' Responsibilities Regarding Counseling

Continuing students should prepare an "Academic Portfolio" folder related to their educational goals and should keep any papers completed during their counseling appointments in this folder. Petitions, contracts, or letters that have been submitted or received should also be kept in this folder. Students should bring their "Academic Portfolio" folder 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 deaf, learning disabled, and students with disabilities. In addition, bilingual counselors may be available to work with non-native English speakers (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 Counseling staff.

## Services for Reentry Adults

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

## DISABLED STUDENTS PROGRAMS AND SERVICES (DSPS)

Building 5, Floors 1 and 3  
(510) 659-6269  
<http://www.ohlone.edu/org/dsps>

Disabled Students Programs and Services (DSPS) is designed to open the doors to educational and occupational opportunities for students with disabilities. Specialized services and educational accommodations are provided to students with disabilities to help them achieve their educational and vocational goals. Services available include counseling; placement testing; priority registration; testing for learning disability services eligibility; college and campus orientations; specialized personal and educational development classes; adaptive physical education (APE) classes; and job placement assistance. Educational accommodations provided are based on individual students' needs and include Sign Language and oral interpreting, real time captioning, extended time for tests, books on tape, readers, note takers, amplification systems, tape recorders, talking calculators, a variety of alternate media, and an adaptive computer lab.

Parking for students with permanent or temporary physical disabilities is also available. Students parking in disabled parking places must have both a regular Ohlone College parking permit, purchased at the Bookstore, and a Disabled Student parking permit, issued from the DSPS Office. Appropriate medical verification must be provided to the DSPS Office before a Disabled Student parking permit can be issued. Both parking permits must be displayed when using the disabled parking places or a citation will be issued.

DSPS maintains a close working relationship with the Department of Rehabilitation (DOR) through frequent contacts with students' DOR counselors and through the WorkAbility III Program. WorkAbility III offers pre-employment classes, vocational awareness classes, work experience opportu-

nities, a Job Club for direct job placement, and post-employment follow up for clients of DOR.

Students with disabilities are encouraged to use the resources of DSPS and should contact DSPS as soon as they decide to come to Ohlone so that services and accommodations can be arranged. The DSPS staff is happy to assist students toward success as Ohlone students, in their careers, and in community life.

## EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Building 1, first floor, Room 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, non-traditional 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 advising and vocational 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 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 (CARE)

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 a 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 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. The CalWORKs Program is committed to helping 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 Alameda 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, Room 1140.

### FINANCIAL AID

Building 1, first floor; Windows 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 also 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 for financial aid at <http://www.fafsa.ed.gov>. For information and assistance please contact the Financial Aid Office.



Photo courtesy of Jyoti Chalpe

### 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 contribute to scholarship and loan programs for Ohlone College students. The following is a listing, presented with appreciation:

Associated Students of Ohlone College  
Bay Area Black Nurses Association  
Catholic Charities, Santa Clara County  
Clara Abbott Foundation  
East Bay Zoological Society (Oakland Zoo)  
First Presbyterian Church of Newark  
Foundation of National Student Nurses' Association  
Hillman Memorial Scholarship Fund  
Josephine Butala Mathematics Scholarship  
Kiwanis Club of Fremont  
Lee Foundation  
Leroy F. Hack Scholarship  
Marin Education Fund  
Real Estate Endowment Fund CCCCCO  
San Carlos Apache Tribe  
San Tomas Voiture 365 40 et 8 Nursing Scholarship  
Sobrata Foundation Scholarship  
Sutter Scholars of the San Francisco Foundation  
Urbanek/Levy Education Fund  
Young American Bowling Alliance

### 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](http://www.ohlone.edu/org/healthctr).

## Student Health Center Personal and Mental Health Counseling

The Student Health Center offers free assessment, short-term personal counseling, and community referral to individuals, couples, and support groups. These services focus on assisting individuals to discover how best to address and manage personal concerns and make positive change to enhance academic and personal success. These counseling opportunities build on personal strengths and promote emotional well-being.

Common reasons why students seek counseling include:

Anger Management	Relationship Conflicts
Anxiety	Self-Esteem
Assertiveness	Sexual Identity
Depression	Stress Management
Eating Disorders/Body Image	Substance Abuse
Grief and Loss	Success
Interpersonal Communication	Time Management

To make an appointment to see a personal counselor please call the Student Health Center at (510) 659-6258 or drop by Building 16.

## TRANSFER AND CAREER SERVICES

Building 1, fourth floor, Room 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 available 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 including Career Testing Workshop (PD-149), Career Planning (PD-150), and Strategies for Succeeding in College (PD-111 or PD-113).

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. Transfer and Career Services can be reached by phone at (510) 979-7555 or by e-mail at [tcs@ohlone.edu](mailto: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 Counseling Department, Extended Opportunity Programs and Services (EOPS), and Disabled Student Services (DSS) also provide tutoring and learning readiness programs and coordinate services with the tutoring centers.

The Tutoring Center, located within the Learning Resource Center in the Student Technology Center (Building 1, third floor, 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). Drop-in biology and chemistry tutoring services are provided at the Biology Learning Center.
- English Learning Center (Hyman Hall, Room HH-217). The English Learning Center provides 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.
- Health Sciences (Building 8, Room 8104).
- Math Learning Center (Hyman Hall, Rooms HH-218-219). Tutoring services are provided in Math, Physics, and Engineering in the Math Learning Center.
- Respiratory Therapy (Building 8, Room 8105).

## VETERANS' EDUCATIONAL BENEFITS

Building 1, Window 7  
(510) 659-6199  
<http://www.ohlone.edu/org/veterans/>

Students who are Veterans or Dependents of Veterans may be entitled to receive monthly compensation toward their college expenses under the Post-Vietnam Era Veterans' Educational Assistance Program (VEAP), the Montgomery GI Bill-Active Duty Educational Assistance Program, the Montgomery GI Bill-Selected Reserve Educational Assistance Program, or Dependents Educational Assistance Program. To apply for benefits, all eligible veterans and dependents must fill out an application available in the Veterans Office, Building 1, Window 7 or online at <http://www.gibill.va.gov>. Students applying for VA benefits must have the Veterans Counselor review all previous college transcripts to evaluate allowable credits and to prepare a Student Education Plan (SEP).

Students receiving VA benefits who change their academic program, add or drop classes, or withdraw from the College must notify both the Office of Admissions and Records and the Veterans Office.

Students should visit the Counseling Office to make an appointment with the Veterans Counselor. Please contact the Veterans Office at (510) 659-6199 or go to <http://www.ohlone.edu/org/veterans/> for further information.