



Former ASOC Senators return to campus for the 50th Anniversary Celebration.

# 3

## Chapter Three SERVICES FOR STUDENTS

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 college to provide a meaningful college experience for students.

Most Student Services offices are located in the Student Services Center, Building 7 on the Fremont campus. Admissions, registration, records, counseling, and financial aid assistance are also available at the Student Services Center on the Newark campus. The cafeteria is located in the Hochler Student Center, Building 5 on the Fremont campus, and Athletics offices are located in the Epler Gymnasium, Building 9 on the Fremont campus. The Vice President, Student Services serves as administrator for student services.

### Admissions and Records

Fremont campus, Building 7, second floor  
510-659-6100

Newark campus, Room NC1312  
510-742-2341

admissions@ohlone.edu  
www.ohlone.edu/admissions

The major objective of Admissions and Records is to provide for the admission and registration of all students. Admissions and Records is responsible for maintaining accurate academic records. Admissions and Records assists students with transfer credit evaluation; CSU GE Breadth and IGETC certification; transcript requests and enrollment verifications; residency determination; and certification of completion of certificate and degree requirements.

### Athletics

Fremont campus, Building 9  
510-659-6044

www.ohlone.edu/athletics

Athletics is an academic program that produces significant student learning outcomes that relate directly to success in life. The Athletics program aims to support student success in accomplishing these learning outcomes as well as monitoring and reaching a variety of academic achievement goals including grade point average, course and program completion, and transfer. The student learning outcomes related to Athletics include the following:

- Value the importance of and develop a regular regimen of physical activity and/or exercise.

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# Student Services Curriculum

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Student Services as a division exists to focus on the whole student, and the entire student learning experience. Everything we do contributes to and promotes the quality of student learning. The vision of Student Services will center around five main learning concepts that will guide our work in defining our division's Student Learning Outcomes.

## **RESPONSIBILITY**

Student Services helps students develop personal responsibility for their lives, and their learning skills such as time management, budgeting, and ability to meet deadlines. Students learn self sufficiency, responsibility, and accountability through the co-curriculum processes of online admissions, placement, orientation, financial aid, transfer and career services, individualized counseling, and personal health services.

## **RESPECT**

Student Services provides the co-curriculum of respect of self and others through a myriad of student development opportunities designed for learning about differences and commonalities. Participation in competitive sports and the opportunity to understand one's own and others' learning abilities and disabilities are components of respect. Student Services focuses on building a diverse learning community that demonstrates the value of each individual through trust, cooperation, and teamwork in an environment of civility.

## **INTEGRITY**

Student Services helps students develop their honesty of character through awareness and intervention. The student code of conduct is built in tandem with the academic dishonesty regulations. The lack of gossip is encouraged.

## **LEADERSHIP**

Student Services is in the role of providing leadership skill building opportunities through student development workshops, classes, and one-to-one mentoring. Student activities, associated students, clubs, peer mentors, launching leadership workshop series are all fundamental components of teaching students leadership skills.

## **PURPOSE**

As one of our students said, "Everyone wants and needs to know their purpose." Student Services is composed of professional educators who provide learning opportunities for students to self discover purpose. We provide leadership opportunities, academic advising, and personal and emotional support as students transform themselves through their self learning and academic efforts. Purpose is powerful.

*Ohlone Student Services' vision is an achievable possibility centered around the five concepts of a curriculum of Responsibility, Respect, Integrity, Leadership, and Purpose. The possibilities of Student Services are the possibilities for students. And the possibilities for students are the possibilities for Ohlone College.*

- Develop sport specific skill sets in preparation for transfer or entry into professional and/or Olympic sports.
- Demonstrate critical thinking skills as they apply to game strategies and situations.
- Develop and demonstrate the connection between preparation for and execution of work, commitment to personal and team goals, acceptance of team diversity, and leadership skills.

Ohlone College is a member of the Coast Conference. This conference includes colleges that are located throughout the Greater Bay Area, including regions such as Santa Cruz, Gilroy, Monterey, San Jose, and San Francisco. The sports that are offered at Ohlone College include the following:

Fall	Winter	Spring
Soccer (Men and Women)	Basketball (Men and Women)	Baseball (Men)
Volleyball (Women)		Softball (Women)
Water Polo (Men and Women)		Swim/Dive (Men and Women)

Eligibility requirements can be found on the California Community College Athletic Association's (CCCCAA) website at [www.cccaasports.org](http://www.cccaasports.org). These requirements include that students are actively enrolled at Ohlone with a minimum of 12 units (9 academic), have never played professionally in their interested sport, and have a current sports physical on file with the Athletic Trainer. Students who are interested in participating in an intercollegiate sport should contact the respective sport coach or the Kinesiology and Athletics Division Office for further information.



## Basic Skills Program

The Basic Skills Program at Ohlone College was created to coordinate efforts towards meeting the needs of students who place into Basic Skills courses. Basic Skills courses prepare students for college-level work with an emphasis in reading, writing, mathematics, and English as a Second Language. The basic premise is that all students are capable of pursuing college-level education provided that they have the necessary foundation. A committee consisting of instructors, counselors, and administrators meet regularly to maximize student success. They review educational research to identify best practices and encourage all faculty members teaching Basic Skills courses to incorporate those practices into their course instruction. (See Basic Skills Courses section on page 37 for additional information.)

## Bookstore

Fremont campus, Building 5, first floor  
510-659-6061  
[www.ohloneshop.com](http://www.ohloneshop.com)

The Ohlone College Bookstore is located in the Hochler Student Center (Building 5, first floor) on the Fremont campus. The Bookstore's primary responsibility is to enhance the students' and instructors' educational experience by working with the college community and providing support. The Bookstore provides all required course materials and more, including logo apparel and merchandise, greeting cards, snacks, and drinks. For further information (including hours of operation and general policies) please visit the Bookstore's website at [www.ohloneshop.com](http://www.ohloneshop.com) or call 510-659-6061.

## Campus Police Services

Fremont campus, Building 20, first floor  
510-659-6111

Newark campus, Room 1001  
510-659-6111

[www.ohlone.edu/cps](http://www.ohlone.edu/cps)

The Ohlone College Police Services, known as Campus Police Services (CPS), was established by Board of Trustees Resolution 63-74-75. The officers are trained 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 (Clery Act).

The responsibilities of Campus Police Services include security at both campuses; traffic and parking control; prevention and detection of crime; and enforcement of federal, state, and municipal laws and District regulations and policies. Campus Police Services has the primary responsibility for directing, planning, and controlling vehicle and pedestrian traffic on College grounds. Campus Police Services oversee 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-8:00pm on weekends. The Campus Police Services Office is located in Building 20 on the Fremont campus and is open from 8:00am-10:00pm Monday-Friday. Campus Police Services personnel are not available during District holidays. 24-hour contact is available with Campus Police Services and/or College staff.

To contact Campus Police Services on the Fremont campus:

- Dial 6111 from a campus phone. Emergency phones are located on the second floors of Buildings 4 and 6 and in all elevators. Blue emergency phones are located on every level of the South Parking Structure. These phones are for emergencies only and if not answered by Campus Police Services will forward directly to 911.
- Dial 510-659-6111 from off-campus phones.
- For medical emergencies do not hesitate to call 911 and then notify Campus Police Services.

To contact Campus Police Services on the Newark campus:

- Dial 6111 from a campus phone. Blue emergency phones are located in the campus parking lots. These phones are for emergencies only and if not answered by Campus Police Services will forward directly to 911.
- Dial 510-659-6111 from off-campus phones.
- For medical emergencies do not hesitate to call 911 and then notify Campus Police Services.

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

## Parking

Parking permit requirements are waived during the first week of each semester, however, all other parking rules are enforced. After the first week of each semester, parking permits must be prominently displayed at any of the Ohlone Community College District campuses. Parking permits may be purchased for each semester and cost \$40 for Fall Semester, \$40 for Spring Semester, \$23 for Summer Term, and \$28 for fuel efficient vehicle parking permit. The parking permit fee for California College Promise Grant waiver (formerly BOG) students is \$20 per semester. Motorcycle parking permits may also be purchased for each semester and cost \$18 for Fall Semester, \$18 for Spring Semester, and \$10 for Summer Term. Semester parking permits may be purchased online at [www.paymycite.com/ohlone/parkingpermit.aspx](http://www.paymycite.com/ohlone/parkingpermit.aspx). The Ohlone Bookstore does not sell semester parking permits. One-day permits may also be purchased for \$4 at permit vending machines in Lots E, H, P, and all levels of the South Parking Structure on the Fremont campus, and at permit vending machines in Lots B, C, D, and E on the Newark campus. The parking fee structure and policies are subject to change.

Daily permits must be displayed on the dashboard and are valid at both campuses for the day purchased. Semester permits must hang from the rearview mirror and are also valid at both the Fremont and Newark campuses. Parking policies are listed in detail in the Policies and Procedures chapter of this catalog.

## Parking Enforcement

- Parking permit requirements are enforced at the Fremont campus every day from 6:00am-11:00pm.
- Parking permit requirements are enforced at the Newark campus Monday-Friday 6:00am-11:00pm and Saturdays 6:00am-5:00pm. Parking is free on Sundays at the Newark campus only.
- General/Student or Daily Permits are not required at either campus during observed College holidays or semester breaks. Please refer to the district academic calendar for holidays and semester breaks.
- NOTE: Permit requirements may be subject to change. On-campus official signage will take precedence. Please contact Campus Police Services for any questions.

All other parking rules and regulations such as disabled, staff, emergency, fire lanes, and other restricted parking are enforced on both campuses, 24 hours a day, seven days a week.

## Career Center

Newark campus, Room NC1211  
510-742-2323

[www.tricitiesonestop.com](http://www.tricitiesonestop.com)

The Career Center offers free resources and services in support of employers and all job, education, and training seekers. The Career Center is a member of EASTBAY Works, a regional partnership that coordinates employment activities throughout Alameda and Contra Costa counties. The resources and services include:

- Job listings
- Computers with high-speed Internet access
- Career assessment tools
- Career advising by appointment
- Labor market information
- Career readiness workshops on topics such as resume writing, interview preparation and practice, job search strategies, and more.



## Counseling Department

Fremont campus, Building 7, third floor  
510-659-6110

Newark campus, Room NC1312  
510-742-2341

[www.ohlone.edu/counseling](http://www.ohlone.edu/counseling)

Counselors meet with students individually, in small groups, in workshops, and in classes to help students achieve 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 university transfer information and help students with transfer plans.

College counseling is intended to help students assess their current abilities and interests and 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.

Personal counseling services are offered in the Student Health Center. For an appointment for personal counseling please call the Student Health Center at 510-659-6258 or visit Building 7, third floor on the Fremont campus.

## New Students' Responsibilities Regarding Counseling

After completing all enrollment steps, including placement and orientation, students should make an appointment with a counselor. Counselors are not assigned to students; students should select their own counselor to work with on an on-going basis. Students who are using placement 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 coordinator). Students should prepare for a counseling session by bringing unofficial copies of all transcripts from previously attended colleges and/or universities and by 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.

## Peer Mentoring for New Students

Peer Mentors are experienced Ohlone students who help new students transition successfully to Ohlone. Peer Mentors participate in high school outreach events, campus tours, new student orientations, and other college events. Peer Mentors are also available to help students during registration periods. To request assistance from a Peer Mentor, please email [newstudent@ohlone.edu](mailto:newstudent@ohlone.edu).

Peer Mentors are student leaders, and receive on-going training to assist prospective and new students and plan college events. To apply for a Peer Mentor position, visit the Peer Mentor web page at [www.ohlone.edu/peermentors](http://www.ohlone.edu/peermentors) for more information.

## Continuing Students' Responsibilities Regarding Counseling

Continuing students should prepare an "Academic Portfolio" folder related to their educational goals and should keep in this folder any paperwork produced during their counseling appointments. 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 Center and college events and workshops.

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Students who have attended Ohlone for three semesters or have completed 15 units of transferable coursework (whichever comes first) are required to have a comprehensive Student Education Plan (cSEP). A cSEP is a document created by a counselor and the student that maps out which courses the student will need to take in order to achieve the student's academic goal(s). Students who have a cSEP on file with the Counseling Department receive a bump in their registration priority.

All interested students may stop by the Counseling Department in Building 7, third floor on the Fremont campus or may call 510-659-6110 to make an appointment or obtain more information. Students may also go online to [www.ohlone.edu/counseling/onlineappt](http://www.ohlone.edu/counseling/onlineappt) to make a counseling appointment. Appointments are 30 minutes in length and students are asked to have realistic expectations about what can be accomplished in this time. Students can learn more about specific counselors by visiting the Counseling Department web page at [www.ohlone.edu/counseling](http://www.ohlone.edu/counseling) or by speaking to the Counseling staff.

Ohlone College also has counselors to work with Deaf, learning disabled, and disabled students. In addition, bilingual counselors may be available to work with non-native English speakers (or ESL) students.

### Services for Re-entry 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.

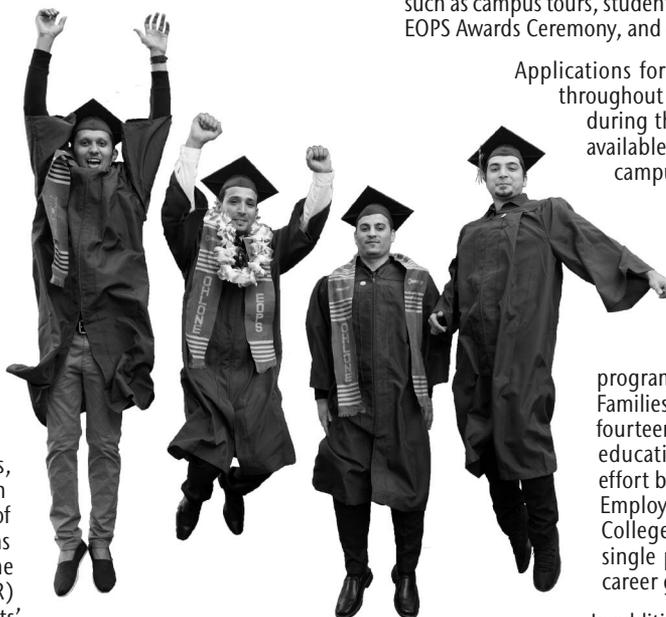
## Disabled Students Programs and Services (DSPS)

Fremont campus, Building 7, second floor  
510-659-6079

[www.ohlone.edu/dsps](http://www.ohlone.edu/dsps)

Disabled Students Programs and Services (DSPS) is designed to open the doors to educational and vocational 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, priority registration, testing for learning disability services eligibility, and college and mobility orientations. Educational accommodations provided are based on individual student needs and include American Sign Language and oral interpreting, real time captioning, extended time for tests, note takers, amplification systems, e-text, an adaptive computer lab, and a variety of other alternate media. DSPS maintains a close working relationship with the Department of Rehabilitation (DOR) through frequent contacts with students' DOR counselors.

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. Students must provide current documentation indicating the nature of the disability in order to receive services. 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)

Fremont campus, Building 7, second floor  
510-659-6152

[www.ohlone.edu/eops](http://www.ohlone.edu/eops)

The Extended Opportunity Programs and Services (EOPS) provides educational opportunities and support to low-income, educationally disadvantaged, and 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 California College Promise Grant Waiver (formerly BOG); 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 education plan for each student which meets the student's specific educational goals.

Other EOPS services include priority registration, guidance in completing registration and financial aid forms, progress reports, book grants, and tutoring. Students planning on transferring to baccalaureate institutions can receive assistance in completing the transfer process, filing Transfer Admission Guarantees (TAG), guidance in college selection, letters of recommendation, and fee waivers for University of California and California State University applications. EOPS students may also participate in a range of other activities such as campus tours, student development conferences and workshops, the EOPS 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 7, second floor on the Fremont campus 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; 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. The goal of the CARE Program 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, participate in the county's CalWORKs program, and receive TANF benefits. Interested students should complete the EOPS application available in Building 7, Room 7249 on the Fremont campus.

## Types of Financial Aid

<i>Type of Aid</i>	<i>Amount (per year)</i>	<i>Student Eligibility</i>	<i>Required Forms</i>	<i>Must Apply By</i>
<b>GRANTS</b>				
California College Promise Grant (CCPG)	Enrollment fee	California resident, financial need	FAFSA or CCPG application	On-going throughout academic year
Federal Pell Grant	\$555-\$5,920 depending upon need and enrollment status	Financial need based on Expected Family Contribution (EFC)	FAFSA and other documents required by Financial Aid Office	On-going throughout academic year
Federal Supplemental Educational Opportunity Grant (FSEOG)	Up to \$200	Exceptional financial need, enrolled at least half time	FAFSA and other documents required by Financial Aid Office	Depending upon availability of funds
State Cal Grant A	Awarded after transfer to baccalaureate institution	California resident, financial need, GPA criteria, enrolled at least half time	FAFSA, GPA verification, other documents required by Financial Aid Office	March 2, September 2 (competitive only)
State Cal Grant B	Up to \$1,656	California resident, financial need, GPA criteria, enrolled at least half time	FAFSA, GPA verification, other documents required by Financial Aid Office	March 2, September 2 (competitive only)
State Cal Grant C	Up to \$576	California resident, financial need, GPA criteria, vocational program, enrolled at least half time	FAFSA, GPA verification, other documents required by Financial Aid Office	March 2, September 2 (competitive only)
Full-Time Student Success Grant	\$1,000	Cal Grant Eligible	FAFSA, GPA verification, other documents required by Financial Aid Office	March 2, September 2 (competitive only)
Community College Completion Grant	\$1,500	Cal Grant Eligible, Full-Time Student Success Grant Eligible	FAFSA, GPA verification, other documents required by Financial Aid Office	March 2, September 2 (competitive only)
<b>SELF-HELP AID</b>				
Federal Work-Study	Up to \$5,000 depending upon hours worked and eligibility	Financial need, enrolled at least half time	FAFSA and other documents required by Financial Aid Office	Dependent upon available positions
<b>LOAN</b>				
Federal Direct Stafford Loan - Subsidized	Base amount up to \$3,500 for first year; \$5,500 for second year	Financial need, enrolled at least half time. U.S. Dept. of Education pays interest while borrower is in school	FAFSA, other documents required by Financial Aid Office, loan counseling, loan application	On-going throughout academic year
Federal Direct Stafford Loan - Unsubsidized	Base amount not subsidized eligible, or additional \$2,000 for independent students	Enrolled at least half time. Interest begins accruing at the time of the loan	FAFSA, other documents required by Financial Aid Office, loan counseling, loan application	On-going throughout academic year
Emergency Short-Term Loan	Up to \$300 per semester	Enrolled at least half time, Pell Grant or loan eligible. Must be repaid before semester ends.	Emergency Short-Term Loan Application	Fall and Spring Semesters only
<b>SCHOLARSHIPS</b>				
Ohlone College Foundation	Amounts vary	Based on criteria established by donor organization	Foundation Scholarship Application	Deadlines vary

## CalWORKs Program (California Work Opportunity and Responsibility to Kids)

The CalWORKs program at Ohlone 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 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 510-979-7551 or visit Building 7, Room 7249 on the Fremont campus.

## Financial Aid

Fremont campus, Building 7, second floor  
510-659-6150

Newark campus, Room NC1312  
510-742-2340

[www.ohlone.edu/finaid](http://www.ohlone.edu/finaid)

The Financial Aid Office assists students in meeting educational costs while attending Ohlone. Financial aid at Ohlone is administered in accordance with the policies established by the U.S. Department of Education. Students are encouraged to apply early, as some financial aid funds are limited. Students apply for financial aid by using the Free Application for Federal Student Aid (FAFSA). The priority deadline is March 2. 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. Students should complete the FAFSA online at <https://fafsa.ed.gov>.

Ohlone participates in Title IV federal and California student financial aid programs. There are basically two types of financial aid: grant and self-help (such as work-study and loans). Grants are awarded based on financial need and do not require repayment. Work-study students earn financial aid by working a part-time job. Loans are aid that must be repaid at a low-interest rate. In addition, private and institutional scholarships are available.

Students who have graduated from high school (or received a GED), have a declared academic program, and are enrolled in classes may qualify for some type of financial aid. Most programs require a student to be enrolled in a minimum of six units. Financial aid students are expected to maintain satisfactory academic progress toward their educational goal. To do so, students must complete a minimum of 67% of their attempted units and earn a cumulative grade point average of 2.00 or higher. For assistance or information, students should visit the Financial Aid web page at [www.ohlone.edu/finaid](http://www.ohlone.edu/finaid) or send an e-mail to [financial\\_aid@ohlone.edu](mailto:financial_aid@ohlone.edu). Please see the Types of Financial Aid chart on page 26 for the financial aid available at Ohlone.



## Community Contributors

Many community groups and individuals contribute to scholarships and loan programs for Ohlone College students. The following is a partial listing, presented with appreciation:

- ASOC Leadership Scholarship
- American Association for University Women Scholarship
- Deaf Studies Scholarship
- County Club of Washington Township Women's Club Nursing Scholarship
- Josephine Butala Scholarship
- Ohlone Promise Scholarship
- Ohlone Theater and Broadcasting Scholarship
- Osher Initiative for California Community College Students
- Pilar Lewis Multimedia Scholarship
- Scott Fuerniss Entrepreneur Scholarship
- Thomas Faria Environmental Studies Scholarship

## International Programs and Services

Fremont campus, Building 7, third floor  
510-659-6439

[www.ohlone.edu/international](http://www.ohlone.edu/international)

Students from many different countries around the world pursue academic degrees and English language studies at Ohlone College. The International Programs and Services Office serves international students who are applying to and attending Ohlone on the F-1 Student Visa. Students holding B1/B2 visas are restricted from enrolling in noncredit courses. The services that the International Programs and Services Office provides international students and their families include international admissions; international student application processing; United States Citizenship and Immigration Services (USCIS) regulations advisement; international student orientation; Optional Practical Training and Curricular Practical Training coordination; and general advisement about transfer to a baccalaureate university. The office also assists with the administration of Ohlone College's Study Abroad programs for United States and international students.

For more information, please refer to the International Student Admission section of this catalog (page 16), visit [www.ohlone.edu/international](http://www.ohlone.edu/international), or call 510-659-6439.

## Ombudsperson

Fremont campus, Building 7, second floor  
510-659-7376

[www.ohlone.edu/ombudsperson](http://www.ohlone.edu/ombudsperson)

The Office of the Ombudsperson assists students in garnering disputes (academic and otherwise) as well as administrative complaints. The Office of the Ombudsperson can direct students to the appropriate channel(s) to be used in requesting a review of an action or decision. The Office of the Ombudsperson provides a safe and comfortable environment for students to confidentially discuss complaints, concerns, or problems. When appropriate, the office will initiate an informal intervention with the goal of facilitating a resolution that is acceptable to all parties involved.

## Student Health Center

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Fremont campus, Building 7, third floor  
510-659-6258

[www.ohlone.edu/healthcenter](http://www.ohlone.edu/healthcenter)

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. Low cost services include pregnancy testing, immunizations, flu shots, TB tests, lab work, and gynecological exams. Hours of operation are Monday-Thursday 9:00am-2:00pm and 4:00pm-6:00pm. For appointments or information please call 510-659-6258 or go to [www.ohlone.edu/healthcenter](http://www.ohlone.edu/healthcenter).

The Student Health Center operates a small service satellite center at the Newark campus. Services are limited to health science consults, immunizations, and TB tests. Students should check the Student Health Center web page ([www.ohlone.edu/healthcenter](http://www.ohlone.edu/healthcenter)) for hours at the Newark campus. All primary care visits and physicals are done at the Fremont campus in Building 7, third floor. Please call 510-659-6258 for more information.

### Student Health Center Personal and Mental Health Counseling

The Student Health Center offers free assessment; short-term personal counseling and life coaching; 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. To make an appointment to see a personal counselor please call the Student Health Center at 510-659-6258 or drop by Building 7, third floor on the Fremont campus.

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

## Student Life

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Fremont campus, Building 7, second floor  
510-659-6255

[www.ohlone.edu/studentlife](http://www.ohlone.edu/studentlife)

The Office of Student Life exists to provide co-curricular experiences for students attending Ohlone. The Office of Student Life offers students a place to meet new people, gain leadership skills, and have fun. The Office of Student Life serves as the hub for all student hosted events and activities. This is done through collaboration with other departments, programs, and organizations. By visiting the Office of Student Life students can learn how to join several student organizations at Ohlone College. In addition, students can receive food assistance at the Ohlone Pantry, located inside the Office of Student Life.

### Student Government (ASOC)

Student Government, also known as the Associated Students of Ohlone College (ASOC), is the voice of the students in the shared 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 the 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 Friday from 10:00am-12:00pm. For more information, stop by Student Activities in Building 7, second floor on the Fremont campus or go online to [www.ohlone.edu/asoc](http://www.ohlone.edu/asoc).

### Student Activities

Student Activities provides opportunities for student involvement at Ohlone College through social and cultural programs, student leadership training, and annual college events such as Welcome Day, Soul Surge, and many others. The Student Activities staff advises student government (ASOC), student clubs, and produces co-curricular activities. For more information about organized student programs and clubs, check with the Student Activities Office in Building 7, Room 7210 on the Fremont campus; call 510-659-6553; or visit [www.ohlone.edu/studentactivities](http://www.ohlone.edu/studentactivities).

### The Ohlone Pantry

The Ohlone Pantry (TOP) is a food assistance program for any Ohlone student in need. The food pantry is free for all Ohlone students and is stocked with canned food and non-perishable items. Students only need to present their student ID card or student ID number to receive food assistance. TOP is located inside the Office of Student Life (Building 7, second floor on the Fremont campus) and is open Monday through Thursday from 9:00am-4:00pm. Students may call 510-659-6553 for more information.

### Clubs and Co-curricular Activities

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 a list of Ohlone student clubs, along with their advisor and student leader, please visit the Student Activities web page at [www.ohlone.edu/studentactivities/studentclubs](http://www.ohlone.edu/studentactivities/studentclubs); contact the Student Activities Office in Building 7, second floor on the Fremont campus; or call 510-659-6553.

### ASOC Recreation Room

The ASOC Recreation Room is a fun place for students to gather and play air hockey, pool, foosball, video games, and more. The ASOC Student Government provided funding for the room and continues to maintain and purchase equipment to enhance the student experience at Ohlone College. The ASOC Recreation Room is open Monday through Thursday from 10:00am-4:00pm and is located at the Newark campus in Room NC1200 on the first floor. For questions please call 510-659-6553.

### Cafeteria and Vending Services

Fremont campus, Building 5, second floor  
[www.ohlone.edu/food-services-fremont-campus](http://www.ohlone.edu/food-services-fremont-campus)

Newark campus, Room NC1201, first floor, wing 2  
[www.ohlone.edu/newark-campus/food-services-ohlone-college-newark-center-health-sciences-and-technology](http://www.ohlone.edu/newark-campus/food-services-ohlone-college-newark-center-health-sciences-and-technology)

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

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Cafeteria service on the Fremont campus and Café service on the Newark campus 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 510-979-7913 for complete hours of operation. The Cafeteria and Café are closed during holidays and semester breaks. Refunds from the food and beverage vending machines are available through the food service cashiers in the Cafeteria.

## Transfer Center

Fremont campus, Building 7, third floor  
510-659-6241

[www.ohlone.edu/transfer](http://www.ohlone.edu/transfer)

The Transfer Center provides resources to students wishing to explore college and university transfer. College and university recruiters come to Ohlone to meet with prospective students. Students can make an appointment through the Transfer Center to meet individually with a recruiter.

Ohlone's Transfer Center also includes a resource library with current catalogs from California State University (CSU) campuses, University of California (UC) campuses, and other colleges and universities. Workshops are available on topics such as "The Application Process," "How to Write Your Personal Insight Questions," and "Transfer Admission Guarantee."

While at Ohlone students may complete their lower division (freshman and sophomore) general education requirements and major courses prior to transfer. Many courses offered at Ohlone have been articulated with campuses of the University of California, California State University, and private institutions. Students are encouraged to meet with a counselor every semester in order to develop a specific transfer plan.

Ohlone College has also established various programs with specific universities such as Transfer Admission Guarantee (see page 48) and Cross Registration with California State University, East Bay and Cross Enrollment with UC Berkeley (see page 48). Please visit [www.ohlone.edu/transfer](http://www.ohlone.edu/transfer) for more information on these and other programs.

## Transfer Planning

Students should see a counselor to develop a student education plan and determine which general education courses are appropriate for their specific goals. It is important to note that some sequenced courses (such as ENGL-101A and ENGL-101B, and MATH-101A and MATH-101B) may not be accepted in transfer if they have been taken out of sequence.

Before transferring to either a California State University (CSU) or University of California (UC) campus, students will need to apply for an official General Education Certification which reflects completion of General Education requirements. This request should be made at the Office of Admissions and Records on the Fremont campus during the last term prior to enrollment at the university. In addition, students need to request that an official, final transcript is sent to the transfer institution.

## Tutoring Services

The Ohlone tutoring system is college-wide, featuring a central tutorial services operation and numerous 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 is provided at no charge for enrolled students to help them meet their academic goals.

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The Tutoring Center, located in Hyman Hall on the Fremont campus (second floor, Room HH-217), offers peer tutoring in most subject areas. Subject-specific tutoring is also available on both campuses.

Subject specific tutoring is offered in the following areas:

- Accounting
- American Sign Language
- Biology
- Biotechnology
- Chemistry
- Communication Studies
- CNET, Computer Applications, Computer Science
- Deaf Studies (including English and Math for Deaf students)
- Engineering
- English
- English as a Second Language
- Foreign Language
- Math
- Physical Therapist Assistant
- Physics
- Registered Nursing
- Respiratory Therapist Assistant

Please refer to the Tutoring Services web page at [www.ohlone.edu/tutoring](http://www.ohlone.edu/tutoring) for up-to-date information regarding location and available times.

## Veterans' Educational Benefits

Fremont campus, Building 7, second floor  
510-659-6199

[www.ohlone.edu/veterans](http://www.ohlone.edu/veterans)

Ohlone College students who are veterans or dependents of veterans may be entitled to receive monthly compensation toward their college expenses under the Veterans' Educational Assistance Program (VEAP). Please visit [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill) for more information regarding the Post 9/11 GI Bill, Chapter 22; the Montgomery GI Bill-Active Duty, Chapter 30; the Montgomery GI Bill-Selected Reserve, Chapter 1606; Montgomery GI Bill-Active Reservists, Chapter 1607; and the Survivors and Dependents Educational Assistance Program, Chapter 35.

To apply for benefits, all eligible veterans and dependents must complete an Initial Application, VA Form 22-1190 (for veterans) or VA Form 22-5490 (for dependents), available online at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill) or at the Veterans Affairs Office on the Fremont campus (Building 7, second floor). Students applying for VA benefits must have an Ohlone counselor review all previous academic transcripts to evaluate allowable credits and to prepare a comprehensive Student Education Plan (cSEP) within the student's first semester at Ohlone.

Students receiving VA benefits who change their academic program, add or drop classes, or withdraw from the College must notify both the Veterans Affairs Office and the Office of Admissions and Records. Students should contact the Veterans Affairs Office at [veteransaffairs@ohlone.edu](mailto:veteransaffairs@ohlone.edu) with any questions.

The Veterans Resource Center (VRC) is located on the Fremont campus in Building 5, Room 5101, across from the Bookstore. The VRC allows veterans to meet with other veterans at Ohlone, learn about various resources, and get help with classes and course work. The Veterans Resource Center is open Monday through Thursday from 9:00am-3:00pm.