

# *Student Services*



## STUDENT SERVICES

### **AmeriCorps, America Reads Program 395-4240**

AmeriCorps is a federal program that encourages and models learning through service. Service learning is a national service movement where individuals of all ages and backgrounds address our nation's education, public safety, human and environmental needs through full- or part-time service. The AmeriCorps philosophy includes 'getting things done' and 'making things happen.'

The Bakersfield College's AmeriCorps program is a federally funded program entitled America Reads. America Reads gives students the opportunity to receive training and experience in providing tutorial services to children ages 0-3 and grades K-3. America Reads members will provide one-on-one tutoring in reading and literacy development. Members will also receive training in community service and service learning.

Participation in community service activities and providing volunteer service hours in the community are integral parts of AmeriCorps programs. Members are required to commit to a year of service. They may choose to enroll as a 1/2-time member (450 service hours), after which they will receive an educational award (1/2-time members - \$2,353, 1/4-time members - \$1,181).

While serving as an AmeriCorps member, students can earn college credits in Early Childhood Education, Child Development, Human Services and other related programs. Students may also elect to earn additional units in Work Experience.

The AmeriCorps program is located in the Cooperative Education Department, Student Services Building, Room 25. Interested students may drop by or call 395-4550 for applications and additional information.

### **Assessment Center 395-4479**

The Bakersfield College Assessment Center offers the following tests: the ASSET and English as a Second Language placement tests, the General Education Development (GED) test, the College Level Examination Program (CLEP), ability to benefit for financial aid tests, and other testing programs.

### **Career Center**

Bakersfield College Career Development Center provides information for career exploration through computer based software and printed material, information about occupational training opportunities at the college, and information about campus services available for adults returning to school to upgrade job skills or change careers.

### **Chicano Cultural Center 395-4532**

The Chicano Cultural Center at Bakersfield College offers a variety of support services for prospective and enrolled Chicano/Latino students. Recruitment, retention and educational goal attainment are the focus of programs offered by the center. Some of the activities include the following: Open House, Mariachi Night, Scholarship Dinner, Come Meet the Chicano/Latino Faculty, Chicano/Latino Involvement - Making a Difference, Cinco de Mayo Breakfast, Chicano/Latino Film Fest, Chicano/Latino Commencement, Bakersfield College Mariachi Program, and Cesar Chavez Memorial. The center houses a collection of resource materials related to Chicano and Latino issues. The Chicano Cultural Center also encourages and supports the Bakersfield College community in its postsecondary educational endeavors. The center has an informal study and lounge area where all are welcome to drop by.

Location: Student Services, 2nd floor

Hours: 7:30 a.m. to 5:30 p.m. Monday-Thursday  
8 a.m. to noon Friday

Phone: (661) 395-4532

### **Child Development Centers 395-4368**

Bakersfield College operates seven child development centers that are funded by the California State Department of Education. The services provided through these centers include care for infants, toddlers, and preschool age children. An inclusion program for young children with special needs is also provided.

The centers are licensed through the Department of Social Services. All teachers are professionally trained in the field of early childhood education and are certificated through the Department of Education.

Placement in the program is made according to state priorities and date of application. The program is designed for income-eligible families who are in training full time, working full time, or training part time and working part time.

*In addition to the state funded program, Bakersfield College offers child care services for children ages three months to two years of age on a fee-paying basis.*

Anyone wishing to apply for child care services must file an application with the Child Care Registrar in the Family and Consumer Education Department, Monday through Friday, 8:00 a.m. - 4:30.

### **College Readiness Program 395-4255**

The College Readiness Program is a two-week simulation of conditions that students face when they attend Bakersfield College. Assessment, assigned and monitored homework, study skills, math, English, counseling and vocational awareness are all part of the program. Selection for the program is a step toward educational and career success. Hours: 8 a.m. to 5 p.m., Monday- Friday, (661) 395-4255.

### **Computers for Student Use 395-4696**

Use of the instructional computers by students at Bakersfield College is encouraged. Access to academic computing services is a privilege enjoyed by all students. The Computer commons, located in the Library, is an open lab. Faculty and student workers are available to assist students in the use of these computers.

Unauthorized access or use of academic computing facilities is in violation of Section 502.b-c of the California Penal Code. Offenders will be disciplined and/or prosecuted in accordance with existing college policy and California law. For details of campus computer policies, see the Student Handbook.

### **Counseling/Advising 395-4421 The Larry Robinson Counseling Center**

Bakersfield College counselors, advisors and staff are available to assist students in a variety of ways. Services provided by the counseling faculty and staff include, but are not limited to, the following:

#### **Educational Planning**

Bakersfield College counselors are available to assist students in selecting educational programs and/or individual academic courses. Counselors will also assist students in preparing to transfer to a four-year college or university and will help students improve study skills or may refer them for remedial or tutorial assistance.

#### **Career Counseling**

Counselors/advisors are available to assist students in exploring possible careers and in learning about their relationship to the world of work.

#### **Personal/Social Counseling**

Counselors are available to assist students in examining concerns which interfere with personal development and academic success.

#### **Testing Referrals**

Counselors will be able to suggest additional standardized assessment, as needed, to assist students with various kinds of decision making.

### **Transfer Advising 395-4653**

Support for Bakersfield College students to foster transfer opportunities to four-year colleges and universities is available on campus. Transfer Admission Agreements (TAAs), college visitations and application workshops are scheduled throughout the year. Students are encouraged to explore the resources—including a library of catalogs and videos—available in the Career Center.

Specific course/program articulation information may be obtained from the College Articulation Officer and the Counseling Center.

#### **Referrals**

Counselors will provide students resource information and, on occasion, referrals to outside agencies for on-going assistance with personal emotional concerns.

#### **Consultations**

Counselors/advisors will provide one-on-one and/or small group consultation to assure student success and to foster a positive learning environment among students, faculty and staff.

Counseling/advising is *voluntary* and students may select the counselor/advisor of their choice. Meetings with counselors or advisors are confidential; however, limited disclosure may be necessary if, in the professional judgment of the counselor/advisor, such is needed to prevent any individual from physical harm.

To talk with a counselor/advisor, please stop by the Counseling Center located in the Student Services Building or telephone (661) 395-4421 or (661) 395-4083. Counselors and advisors are also located in various other offices and centers on campus. Please check with the Counseling Center staff for specific information. Office hours are Monday to Thursday, 8 a.m. to 7 p.m., and Friday 8 a.m. to 5 p.m.

### **ESL Tutoring 395-4282**

The ESL Tutoring Program provides tutoring sessions for both international/foreign students and students whose first language is not English. Students benefit from this service by improving their language and reading skills and therefore their successful completion of course work in language skills.

Tutoring sessions are available days and some afternoons. Call to schedule an appointment.

Location: Student Services, 2nd floor, 195

Hours: 9 a.m. to 4 p.m. Monday-Thursday.  
8 am to noon Friday

### **Extended Opportunity Programs and Services (EOPS) 395-4351**

EOPS is a state-funded program that serves students from low-income, educationally disadvantaged backgrounds. Services include academic, career and personal counseling, peer mentoring, financial aid advising, scholarship information, transfer assistance, books and other support services. The CARE component offers additional grants and/or services to full-time students who are single parents, AFDC recipients, and have at least one child under the age of 14. Care participants must qualify for financial aid. The EOPS office is located in Campus Center 3.

### **Financial Assistance 395-4427**

Students seeking financial assistance to meet the costs of education are encouraged to contact the Office of Financial Aid, located in the Student Services Building. A variety of grants, scholarships, loans and part-time employment opportunities are available for students who qualify on the basis of financial need, enrollment in six or more units leading to a degree or certificate, and satisfactory academic progress.

Applications and full information concerning the following programs can be obtained by personal contact or by phoning.

#### **Federal Pell Grant**

Federal grant program based upon need and cost of attendance and level of enrollment.

#### **Board of Governors Waiver (BOGW)**

State supported grant program to waive the enrollment fee for eligible California residents. The BOGW is available for students that have already qualified for other types of financial aid and for students who have exceptionally low incomes including recipients of AFDC, SSI or General Assistance.

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

State funded program offering access and retention services including books for low-income, educationally disadvantaged students.

#### **Cal Grant B**

State funded grant for students from disadvantaged and low income families.

#### **Cal Grant C**

State funded grant for students enrolled in a vocational program.

#### **Scholarships**

Cash awards provided by the Bakersfield College Foundation and local groups and organizations for students who can demonstrate academic merit and/or financial need.

### **Federal Supplemental Educational Opportunity Grant**

Federal program which provides additional grant assistance for students of exceptional financial need.

### **Federal Stafford Student Loans**

State insured loans available from certain banks and lending institutions on long-term repayment plans.

### **Plus Loans**

Loans for parents with good credit histories.

### **Short-Term Loans**

A limited number of loans are available for emergency needs, and repayable within 30 days at no interest.

### **Part-time Employment**

Campus employment is available through Federal Work-Study, a federally funded program for students who can demonstrate financial need. Employment is used to fund college expenses.

Campus employment is also available for students with particular skills that are needed by various college departments. Financial need is not a criteria for this type of employment; however, applications must be made to the Office of Financial Aid.

Off-campus employment-See Job Placement Services and Part-time Employment

### **Health Services 395-4336**

The Student Health Center is located in the concourse of the Student Services Building.

Currently enrolled students are entitled to confidential services provided by a full-time registered nurse and a physician available part-time. There is student health insurance coverage for college-related injuries.

The goal of the Health Center staff is to provide quality basic healthcare to assist students in attaining and maintaining a state of optimum health, both mental and physical, to promote student wellness and enhance academic success.

Information on Health Center hours may be obtained from the Health Center staff, at 395-4336.

### **Job Placement Services and Part-time Employment 395-4452**

Job Placement Services assists students in finding part-time work while attending college and, upon graduation, assistance is available in locating full-time career opportunities. For those students seeking part-time employment, an effort is made to locate work that is related to their major or occupational goal. It is not always possible to secure employment immediately and new students who plan to be self-supporting should not begin their college courses without sufficient funds to cover the major expenses of at least the first semester.

Referrals for interviews are made on the basis of employer hiring requirements. Since employers rely upon the college to furnish them with information helpful in evaluating applicants, the Job Placement Office works in close cooperation with department chairpersons and instructors.

Regularly scheduled workshops are offered on job interview techniques, job search skills, and resume preparation.

Students desiring assistance in obtaining full-time career positions are urged to register with Job Placement Services early during their year of graduation. The placement services are available at no charge to the student or employer.

Job Placement Services is located in Student Services Building 27.

### **Learning Center 395-4433**

The Jerry Ludeke Learning Center, on the second and mezzanine floors at the west end of the Student Services Building is comprised of various learning devices and well-trained instructors and tutors. The center offers tutorial services; reading and writing classes; learning and study skills courses; open-entry math classes; a basic skills computer lab; and testing, evaluation, services and courses for students with disabilities. For students who wish to improve their memory, note-taking or test-taking skills, the Learning Center has short-term classes in these and other study skills subject areas.

Individuals who want to study mathematics may enroll in an open-entry/open exit math class in the Learning Center. The math lab offers courses in arithmetic, pre-algebra, elementary algebra and intermediate algebra. In the lab, students work at their own pace; they study and test independently in a pleasant and relaxing environment.

### **Library and Community Technology Center 395-4461**

The Grace Van Dyke Bird Library provides access to information in a variety of ways and formats. In addition to the over 70,000 books in the collection, the library subscribes to over 300 periodicals, 5 newspapers, and 3 online full-text periodical and newspaper indexes. The library is fully automated, with access to the catalog and periodical indexes not only on campus, but off-campus as well as via the Internet. Reference librarians are available during library hours to assist library users with research needs.

Other services available to all library users include:

- Workshops to assist in library research (arrange with Reference Services)
- Individual carrels for quiet study
- Task rooms for group work (schedule at Circulation Desk)
- Classroom facilities (schedule at Circulation Desk)
- Photocopying & computer printing (fee for use)
- Internet and computer access via computers in Computer Commons (Library, First Floor)
- Telephone reference service (395-4466)

Students and staff use their current Gades Card for library circulation privileges. Community members may also have circulation privileges with payment of an annual fee. Inquire at the circulation desk for details.

Library and Computer Commons Hours:  
Monday-Thursday – 8:00 a.m.- 8:45 p.m.  
Friday – 8:00 a.m. - noon  
Saturday – 9:00 a.m. - 4:45 p.m.  
Sunday – 11:00 a.m. - 4:45 p.m.  
Summer Session and holidays as posted

### **Martin Luther King, Jr. Center 395-4570**

The Martin Luther King, Jr. Center serves as an academic support center for urban inner city students attending Bakersfield College. Its primary function is to aid in recruitment, retention and transfer.

The following are some of the services and activities of the center: academic, career and personal counseling; financial aid information; awarding of scholarships; study groups; Peer-Mentoring Program, Peer-Tutoring Program, catalog library and other information on predominantly African-American colleges, transfer information for universities and colleges within California. A study area is provided in the center.

The center's lounge area provides a relaxing environment and the opportunity for social and cultural enrichment for African-American students attending Bakersfield College.

Location: Student Services, 2nd floor, 193

Hours: 8 a.m. to 5 p.m. Monday, Wednesday, Thursday  
8 a.m. to 7 p.m. Thursday  
8 a.m. to noon Friday.

### **Off-Campus Housing 395-4355**

As a service to students seeking off-campus accommodations, the Student Activities Office keeps an up-to-date listing of rooms and apartments that various landlords submit to the college. Although the college does not list these accommodations as approved housing, there is the expectation that both landlords and students will live up to their respective obligations. Students may use these listings in search of off-campus housing; but, since they change daily, it is impossible to mail such lists. These listings describe in detail the facilities being offered. Apartments, rooms, and room and board are available within walking or easy commuting distance of the college and some rooms are available with kitchen privileges. Students interested in further information may contact the Student Activities Office, Campus Center 4.

### **Outreach Programs and Services 395-4402**

The Outreach Programs and Services Office conducts and coordinates campus tours for prospective students, high school visitations, contacts with community groups for recruiting purposes, and represents the college at various events and activities.

Location: Student Services, 2nd floor

Hours: 7:30 a.m. to 5:30 p.m. Monday-Thursday  
8 a.m. to noon Friday

Phone: (661) 395-4402 or (661) 395-4532

### **Student Activities and Organizations 395-4355**

The Associated Students of Bakersfield College (ASBC) is the student governing organization and has the major responsibilities for campus clubs, organizations and the student activities program in general. ASBC is composed of four branches: Executive Board, Student Senate, Inter-Club Council (ICC) and the Student Court. The goals of the program work in conjunction with the college's goals to provide opportunities for leadership and personal development, group cooperation and collaboration and the enrichment of student life on campus.

The legislative power of ASBC is contained within the Executive Board and Student Senate, whose members are elected by the students. All official actions undertaken by ASBC stem from the decisions of the Executive Board and Student Senate.

Bakersfield College has broad club and organizational participation representing academic, service, spiritual and special interest organizations. The ICC coordinates campus activities through representation from each club and organization.

The Student Court is composed of a Chief Justice and four Associate Justices. Duties of the Student Court include checking the constitutional obligations of clubs and organizations, presiding over and supervising elections and hearing cases involving violations of the ASBC Constitution.

Campus organizations stimulate new interests, provide opportunities to develop necessary life skills and enhance campus and community life. In addition to general coordination, ASBC seeks to cultivate a meaningful activities program. In particular, ASBC stages Homecoming in the fall and Spring Fling in the spring, which are two of the major events held on campus during the year. Students interested in any of the clubs or organizations at Bakersfield College may obtain further information at the Student Activities Office in the Campus Center, 395-4355.

### **Student Conduct**

The Board of Trustees of the Kern Community College District, in support of public education and the exercise of general supervision of the campuses of the district, believes that student conduct must reflect the standards of good behavior expected by society. Since public education is furnished by the people of the district, it becomes a privilege for students to have this opportunity to further their education.

Students shall respect constituted authority. This shall include conformance to state laws, board regulations, college regulations, and applicable provisions of civil law.

Students are expected to observe high personal standards of decency, morality, honesty, and social relationships. Student conduct should reflect consideration for the rights of others, and students are expected to cooperate with all members of the college community.

Failure to respect the standards as set forth by Bakersfield College may be cause for disciplinary action.

Copies of the Bakersfield College Code of Student Conduct and Procedures may be found in the Bakersfield College Handbook and in the Office of the Dean of Students.



### **Supportive Services (Disabled Students Programs and Services) 395-4334**

Supportive Services assists the campus in providing equal access for students with disabilities to the educational activities of Bakersfield College. Supportive Services provides services to identify and address appropriate individualized accommodations and services which may include special parking, liaison with the California State Department of Rehabilitation and other community resources, test taking assistance, special equipment, mobility assistance, note taking assistance, assistive computer technology, special classes, interpreters, written materials in alternate format and learning disability assessment. These services are intended to prepare and support students in order to enable them to participate on an equal basis with their non-disabled peers.

### **WorkAbility III 395-4070**

In cooperation with the State Department of Rehabilitation (DR), Bakersfield College provides job placement for students with disabilities through the WorkAbility III program. A disability may include physical, communication, learning or emotional disability. Assistance with part-time jobs, full-time jobs, internships and work experience placement is provided by WorkAbility III. WorkAbility III also offers job search skills training, including resume writing and interviewing skills. These services are provided to BC students who are also clients of DR. In addition, DR may provide financial aid covering the full cost of fees, books and other services.

If a student with a disability believes he/she may qualify for services from DR, the student can visit the DR office at 1405 Commercial Way, Suite 120, Bakersfield, or call 395-2525. Students applying for DR services are urged to report to the Supportive Services Center (FACE 16) at the beginning of the semester. WorkAbility III is located in the Cooperative Education Department in the Student Services Building.

### **Veterans Services 395-4414**

Bakersfield College is approved as an institution of higher learning for the training of veterans and veterans' dependents entitled to educational assistance. Bakersfield College will grant credit to veterans for specific service experience and certain educational training completed while in service. Evaluation of such experience and training will be made by the Office of Admissions and Records. Credit evaluations will conform to the regulations set forth by the State Approval Agency of the California State Department of Education and the recommendations of the American Council on Education. Evaluations made and credit allowed by Bakersfield College are subject to review and evaluation by any college or university to which the veteran may later transfer. All educational opportunities and personnel services offered in the college are available to the veterans.

### **Educational Benefits for Veterans and Dependents**

To be eligible for veterans benefits the veteran must have as an educational objective an associate or baccalaureate degree or a certificate of achievement. The Veterans Administration will not pay benefits for courses that do not fit in a veteran's selected program. The following students may be eligible for veteran's educational benefits:

1. Veterans who were separated from active duty with the armed forces within the past 10 years who participated in the following programs:
  - a. Montgomery GI Bill-Active Duty Educational Assistance program (Chapter 30).
  - b. Montgomery GI Bill - Selected Reserve Educational Assistance Program (Chapter 1606).
  - c. VEAP (Chapter 32) - Contributory VEAP or Section 903 - Services beginning on or after January 1, 1977 through June 30, 1985.
  - d. Vocational Rehabilitation (Chapter 31) - Veterans who served in the Armed Forces are eligible for vocational rehabilitation if they suffered a service-connected disability while on active service. A veteran who plans to enter Bakersfield College under Chapter 31 is required to have the Veterans Administration approve his/her occupational choice prior to enrollment in college.
2. Spouses and/or children may be eligible for the Dependent's Educational Assistance Program (Chapter 35). A student must be the child or spouse of a veteran who is deceased or who has a service-connected disability rated at 100 percent.

Dependents of veterans with disabilities (spouses and/or children) may be eligible to receive tuition-free assistance at any California post-secondary educational institution.

Additional information may be obtained from the Veteran's Coordinator located in the Office of Admissions and Records.

### **Youth Activities Program 395-4453**

The Youth Activities Program at Bakersfield College serves eligible youth, age 17 to 21, by providing activities that increase the employment, retention, earnings and occupational skill attainment of participants.

The Program links academic and occupational learning through mentoring, paid and unpaid work experience (such as internships and job shadowing), occupational skills training, leadership development, tutoring, study skills training, instruction, and supportive services. Participants also receive guidance, counseling and follow-up services.

Location: Student Services Bldg., 2nd floor, 194

Hours: 8 a.m. to 5 p.m. Monday-Thursday.

8 a.m. to noon Friday