

# STUDENT SUPPORT SERVICES - Spring 2017

**ACCOUNTING LAB** (691-7449) is located in LRC-216. Hours: Monday, Thursday, Friday, 9:00 a.m. - 5:00 p.m., Tuesday and Wednesday, 9:00 a.m. – 8:00 p.m., and Saturday 10:30 a.m. - 3:30 p.m. This lab is available to students enrolled in accounting classes. Visit the webpage for more information at <http://www.crc.losrios.edu/areas/bfs/acct/lab>.

**ADMISSIONS & RECORDS OFFICE** (691-7411) is located in the College Center. Hours: Monday - Thursday, 8:00 a.m. – 6:00 p.m., and Friday, 8:00 a.m. – 4:30 p.m. Some of the services available include: veterans assistance, add/drop of classes, maintenance of students' records/ transcripts, student enrollment verifications, processing of graduation/certificate awards, etc. Visit the webpage for more information at <http://www.crc.losrios.edu/services/admissions>.

- ❖ **Students may access eServices to enroll, add/drop classes, pay fees online, or print their class schedule, assessment scores, unofficial transcript, or college planner by going to the Student Access Center in L-125. Hours of operation are: Monday – Thursday, 8:00am – 6:00pm, and Friday, 8:00am – 4:30pm.**

**ASSESSMENT SERVICES** (691-7332) is located in the Library Building, L-106C, at the back entrance of the Student Support Center. Assessment Test results can be picked up in the Student Support Center (L-106). Students must bring a photo ID for testing and to pick up results. Please check the Assessment Test Schedule at [www.crc.losrios.edu/assessment](http://www.crc.losrios.edu/assessment) and click on "Schedule."

**COLLEGE STORE** (691-7319) The Hawks Nest College Store is located adjacent to the College Center. Hours of operation are listed below and posted on the Bookstore door, the Bookstore webpage <http://bookstore.crc.losrios.edu> and listed in the class schedule. The College Store also operates a school supplies vending machine located on the first floor of the Library Building for students in need of supplies after hours.

<b>January 17th – January 20<sup>th</sup></b> Tuesday – Thursday: 8:00am – 7:30pm Friday: 8:00am – 4:00pm	<b>January 21st</b> Saturday: 9:00am – 1:00pm	<b>January 23rd – May 19th</b> Monday – Thursday: 8:00am – 6:00pm Friday: 9:00am – 2:00pm
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**BUSINESS SERVICES OFFICE** (691-7323) is located in the College Center. Hours: Monday – Thursday, 8:00 a.m. – 6:00 p.m., and Friday, 8:00 a.m. – 4:30 p.m. Please use the "Staff Window" for picking up payroll checks (*available after 10:00 a.m.*), and for turning in money, etc. The Business Office does not cash personal checks. For your convenience, an ATM is located near the cafeteria for your cash needs. Student parking permits may be purchased in the Business Office.

**BUSINESS/CIS LAB** (691-7297) is located in BS-145A. Hours: Monday: 7:30 a.m. – 8:30 p.m., Tuesday: 7:30 a.m. - 5:30 p.m., Wednesday: 7:30 a.m. – 3:30 p.m., Thursday: 7:30 a.m. – 3:15 p.m., and Friday: 3:00 p.m. - 5:30 pm. (beginning April 21<sup>st</sup>, Fridays hours will be 11:00 a.m. – 7:30 p.m.) The lab is available to students enrolled in Business or CIS courses. There is always an instructor or an instructional assistant on duty. For more information, visit the webpage at <http://www.crc.losrios.edu/areas/bfs/cis/BS145a-lab>

**CAMPUS COMPUTER LAB** (691-7220) is located in LRC-204. Hours: Monday – Thursday, 7:30 a.m. – 10:00 p.m., Friday, 7:30 a.m. – 3:00 p.m., and Saturday, 9:00 a.m. – 3:00 p.m. There are 60 computers available and the lab is open to any current CRC student. There is always an instructional assistant and student assistants on duty. For more information, visit the webpage at <http://www.crc.losrios.edu/services/labs/campuslab>

**CHILD DEVELOPMENT CENTER** (691-7380) is located on the East side of campus near the parking garage. Center hours are Monday – Friday, 7:15 a.m. – 5:00 p.m. This center provides child care services for children ages 3 – 11 years. For more information, visit the webpage at <http://www.crc.losrios.edu/services/cdc>

**COUNSELING OFFICE** (691-7316) is located in the Library building, L-200. Hours: Monday – Thursday, 8:00 a.m. – 6:00 p.m., and Friday, 8:00 a.m. – 4:30 p.m. Students may obtain counseling services on a **drop-in basis through the first two weeks of the semester**. Call for appointment schedule. For more information, visit the webpage at <http://www.crc.losrios.edu/services/counseling>

**CalWORKs** (691-7465) is located in the Library building, L-106. Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m. CalWORKs offers educational/employment assistance designed for students who are receiving CalWORKs funding from the county. Work study on and off campus, counseling, text book verification, and school supplies are also offered. For more information, visit the webpage at <http://www.crc.losrios.edu/services/support/calworks>

**COOPERATIVE AGENCY RESOURCES FOR EDUCATION (CARE)** (691-7433) is located in the Library building, L-106. Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m. CARE is a service for EOP&S students who are single parents and recipients of CalWORKs/TANF. CARE provides support, student retention and academic success for students transitioning from the welfare system. For more information, visit the webpage at <http://www.crc.losrios.edu/services/support/care>

**COOPERATIVE WORK EXPERIENCE EDUCATION AND INTERNSHIPS** (691-7372) is located in the Business/Social Science Building, BS-106. Hours: Monday – Thursday, 9:00 a.m. – 4:00 p.m. (closed for lunch from 12:00 p.m. – 1:00 p.m.), and Fridays by appointment only. Students with questions may call for information or drop in for internship assistance. For more information, visit the webpage at <http://www.crc.losrios.edu/areas/ct/wexp>

**DISABILITY SUPPORT PROGRAMS AND SERVICES (DSP&S)** (691-7275) is located in the Business/Social Science Building, BS-104. Hours: Monday – Thursday, 8:00 a.m. – 4:30 p.m., and Friday, 8:00 a.m. – 4:00 p.m. DSP&S offers counseling and support services for students with physical, psychological or learning disabilities. Students requesting classroom accommodations must contact DSP&S for assistance. Instructors with questions regarding students in need of assistance should contact the DSP&S Coordinator or Counselor. For more information, visit the webpage at <http://www.crc.losrios.edu/services/dsps>

**ESL LAB** (691-7407) is located in LRC-221. Hours: Monday – Thursday, 7:30 a.m. – 8:30 p.m., and Friday 8:00 a.m. – 3:00 p.m.

**EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOP&S)** (691-7365) is located in L-106. Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m. EOP&S is an academic support program designed to assist with student success in college. The program targets low income, academically under-prepared and first generation college students. Services include counseling, advising, priority registration, book service program, tutoring, and transfer assistance to qualified students. Check with the EOP&S office for application dates and program requirements. For more information, visit the webpage at <http://www.crc.losrios.edu/services/support/eops>

**FACULTY AND STAFF DIRECTORY** ([www.crc.losrios.edu/directory](http://www.crc.losrios.edu/directory)) is a web-based resource providing contact information for faculty, classified staff and managers. If you are unable to find a particular professor or staff member in the directory, then contact the department office using the following web site: <http://www.crc.losrios.edu/about/deptphonest>

**FINANCIAL AID** (691-7325) is located in the Library Building, L-107. Hours: Monday – Thursday, 8:00 a.m. – 6:00 p.m., and Friday, 8:00 a.m. – 4:30 p.m. Students can obtain BOG Waiver forms (covers the enrollment fees), certifications of BOG Waivers and all other financial aid information (loans, grants, etc.) at the Financial Aid Office. Students can apply for the BOG Waiver online at: [http://losrios.edu/lrc/bog\\_steps.php](http://losrios.edu/lrc/bog_steps.php). Students are also encouraged to complete the Free Application for Federal Student Aid (<http://www.fafsa.ed.gov>) before the semester begins to allow time for processing and arrival of funds. For more information, visit the webpage at <http://www.crc.losrios.edu/services/finaid>

**FOOD SERVICES / Cafeteria** (691-7246) is located in the College Center building. Hours are in effect when classes are in session and are subject to change.

**Rio Bistro** is open Monday -Thursday, 11:00 a.m. – 7:00 p.m. (Grill closes at 5:00 p.m.) and Friday, 11:00 a.m. – 1:30 p.m.

**Java City** is open Monday - Thursday, 7:30 a.m. – 1:30 p.m., Friday, 7:30 a.m. – 11:30 a.m.

**FOREIGN LANGUAGE LAB** (691-7327) is located in LRC-217A. Hours: Monday – Thursday, 7:30 a.m. – 8:30 p.m., and Friday 8:00 a.m. – 3:00 p.m.

**FOSTER YOUTH SERVICES (ESP)** (691 – 7173) is located in L-125. Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m. The Enriched Scholars Program is a one-stop center where foster youth can get advice, access resources, and receive coaching on how to handle difficult situations. For more information, visit the webpage at <http://www.crc.losrios.edu/services/support/fosteryouth>

**HEALTH SERVICES** (691-7584) is located in OPS-126, next to Police Services. Hours: Monday - Thursday, 10:00 a.m. - 4:00 p.m., closed or by appointment only on Fridays. **In the event of an emergency involving physical injury, contact Campus Police at extension 2221.** Campus Police will contact the nurse for medical assistance. Free health services and referrals are available to students by appointment. For more information, visit the webpage at <http://www.crc.losrios.edu/services/health>

**LIBRARY** (691-7266) is located on the 2<sup>nd</sup> floor of the Library building. Hours: Monday – Thursday, 7:30 a.m. – 8:00 p.m., Friday, 7:30 a.m. – 4:00 p.m., and Saturday, 10:00 a.m. – 4:00 p.m. Contact the staff or the reference desk for services and resources. For more information, visit the webpage at <http://www.crc.losrios.edu/services/library>

**MATH CENTER** (691-7459) is located in LRC-205. Hours: Monday – Thursday, 8:00 a.m. – 9:30 p.m., and Friday, 8:00 a.m. – 3:00 p.m. The Math Center is open to students enrolled in Math 70, 71, 72, 73, 74, 75, 76, 77, 78, or 79. Students must enroll in the Math Center and be logged in for at least 13.5 hours to receive credit. For more information, visit the webpage at <http://www.crc.losrios.edu/services/mathctr>

**MESA / MCCP** (691-7338) is located in SCI-104. Hours: Monday – Thursday, 9:00 a.m. – 8:00 p.m., and Friday, 9:00 a.m. – 3:00 p.m. MESA/MCCP serves educationally and economically disadvantaged students who are enrolled in math- and science-based majors by providing study groups, workshops, tutoring, scholarships and field trips. For more information, visit the webpage at <http://www.crc.losrios.edu/services/mesa>

**POLICE SERVICES** (691-7393) is located in OPS-117. Hours: Monday –Friday, 9:00 a.m. – 5:00 p.m. The office will be open the first Saturday of the semester from 8:00 a.m. – 12:00 p.m. Staff Parking permits and classroom keys are distributed by campus police. Fingerprinting for district jobs is also available on Tuesdays, Wednesdays, and Thursdays from 10:00 a.m. – 2:00 p.m.

**READING/WRITING LAB** (691-7123) is located in LRC-203. During Week 1, (January 17-20), the RWC will be open for orientations only: Tuesday through Thursday from 9:00 a.m. to 5:00 p.m., and Friday from 9:00 a.m. to 2:00 p.m. Beginning with Week 2, the lab hours will be: Monday – Thursday, 9:00 a.m. – 7:00 p.m., and Friday, 9:00 a.m. – 2:00 p.m. For more information, visit the webpage at <http://www.crc.losrios.edu/services/rwc>

**STUDENT LIFE & LEADERSHIP** (691-7315) is located in T-108. Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m. This center offers a variety of ways to become involved in campus life. For more information, visit the webpage at <http://www.crc.losrios.edu/services/studentlife>

**TRANSFER AND CAREER CENTER** (691-7479; 691-7456) is located in L-217. Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m. Specialists in this office provide personal and computerized assistance with career exploration and university transfer planning. For more information about the Transfer Center, visit <http://www.crc.losrios.edu/services/transfer> and <http://www.crc.losrios.edu/services/career> for the Career Center.

**TUTORING CENTER** (691-7425) is located in LRC-216. Hours: Monday & Thursday, 9:00 a.m. – 6:00 p.m., Tuesday & Wednesday, 9:00 a.m. – 8:00 p.m., Friday, 9:00 a.m. – 5:00 p.m., and Saturday, 10:30 a.m. – 3:30 p.m. The Center offers free tutoring, study rooms, study skills tutoring and computers. Students must be enrolled in CRC to access these services. For more information, visit the webpage at <http://www.crc.losrios.edu/services/tutoring>

**VETERANS ENROLLMENT SERVICES** (691-7422) is located in the College Center, in the Admissions & Records Office. Hours: Monday – Thursday, 8:00 a.m. – 6:00 p.m., closed on Fridays. The Veterans Specialist provides information relative to Veterans education benefits to veterans and their families. Veterans must bring a copy of their DD214 (member 4) and a photo ID to begin receiving veterans' education benefits. Veterans and qualifying dependents are encouraged to apply and complete requirements early in order to take advantage of priority enrollment. For more information, visit the webpage at <http://www.crc.losrios.edu/services/veterans/admissions>

**VETERANS RESOURCE CENTER** (691-7455) is located in the College Center. Hours: Monday – Thursday, 8:00 a.m. – 4:00 p.m., closed on Fridays. Services include the following: assessing G.I. benefits, completing the admissions application process, registering for classes, identifying funding for textbooks and academic and personal counseling. In addition, the Center offers various workshops, support groups, referrals for campus and community resources, access to VA counseling services, and use of computers with internet access. For more information, visit the webpage at [http://www.crc.losrios.edu/services/veterans/veterans\\_resources](http://www.crc.losrios.edu/services/veterans/veterans_resources)

**BOOKSTORE TEXTBOOK / COURSE MATERIALS RETURN / REFUND POLICY:** For Spring classes, students can return course materials for a full refund no later than the Friday of the first week of instruction, January 20, 2017 or Friday, January 27, 2017 with receipt and proof of drop. For additional information, visit the Hawks Nest web page, stop by the bookstore, or call 691-7319.

Reminder:

**Course pre-requisites and co-requisites must be verified by the instructor. In cases where the student completed the pre-requisite course at a college in the Los Rios district, a notation will appear next to the student's name on the class roster.**

**Prerequisite:** A course that a student is required to have successfully completed (with a "C" or better) in order to demonstrate current readiness for enrollment in a course or educational program. The student must provide instructors a transcript or prerequisite form from counseling verifying that the prerequisite for the course has been met, unless the course was completed in the Los Rios district.

**Co-requisite:** A course that a student is required to simultaneously take in order to enroll in the course. Verification must be provided by the student. An enrollment summary or unofficial transcript is sufficient.

For information on other services available to instructors and students, please contact your Area Office.