

STUDENT SERVICES

Counseling/Advising (The Larry Robinson Counseling Center)

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

Educational Planning

Bakersfield College counselors/advisors are available to assist students in selecting educational programs and/or individual academic courses. Counselors and advisors 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

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

Transfer Advising

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 395-4421 or 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-Thursday, 8 a.m. to 7 p.m., and Friday 8 a.m. to 5 p.m.

Counseling/advising services are available to currently enrolled students. These services are also available to prospective students who have completed the application for admission and the college assessment.

California Articulation Number (CAN) System

The California Articulation Number (CAN) System has been developed to cross reference courses among the participating community colleges, the California State University, and the University of California. Lower division, transferable Bakersfield College courses that are comparable to those at other schools have been articulated. This allows courses to then be assigned a CAN designation which is listed in the Bakersfield College catalog; an example is ENGL B1a [CAN ENGL 2]. The CAN designation clarifies course acceptance at transfer institutions.

Extended Opportunity Programs And Services (EOPS)

EOPS is a state-funded program that serves students from low-income, educationally disadvantaged backgrounds. Services include academic, career and personal counseling, peer advising, 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 fourteen. Participants must qualify for financial aid. The EOPS office is located in Campus Center 3.

Supportive Services (Disabled Students Programs and Services)

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.

Health Services

The Student Health Center is located in the east concourse of the Student Services Building. Students are entitled to the services of the Health Center provided by a full-time registered nurse and a physician available part time. There is student insurance coverage for campus-related injuries.

The goal of the Health Center is to help students maintain a state of optimum health, both mental and physical. This is achieved by emergency first aid treatment, counseling, physical consultation, and general medical and physical attention.

Information on Health Center hours may be obtained from the Health Center staff.

Off-Campus Housing

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.

Testing/Assessment Center

Bakersfield College Assessment Center offers the General Education Development (GED) test, college credit examination and other testing programs.

WorkAbility III

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 (661) 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.

Social Security

Students who qualify for educational assistance under the provisions of the social security laws should contact the local Social Security Office for detailed information. The Admissions and Records Office confirms enrollments for social security purposes.

Job Placement Services and Part-time Employment (see WorkAbility III)

The 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 the 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 the Student Services Building room 27.

Child Development Program

Bakersfield College operates seven child development centers which 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 low-income eligible families who are in training full time, working full time, or training part time and working part time. These services are also available to families from the community who meet the eligible criteria. 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 a.m.-4:30 p.m.

Veterans

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 Admissions and Records Office. 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 106)
 - 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 Admissions and Records Office.

Student Financial Assistance

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 395-4427.

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.

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.

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 employ-

ment; however, applications must be made to the Office of Financial Aid.

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

Student Activities and Organizations

The Associated Students of Bakersfield College is the student governing organization and has the major responsibilities for student government, campus organizations and the student activity program in general. The goals of this program harmonize with the goals of the college to provide opportunities for personal development, group cooperation, leadership development and the enrichment of college life.

The legislative power of the Associated Students is vested in a Student Senate whose members are elected by the students. All official action taken by the students of the college comes from the decisions of the Senate.

The Judicial Board—the Student Court—is composed of a Chief Justice and four Associate Justices with meetings held weekly. Duties of the court include checking the constitutional obligations of clubs and organizations, presiding over and supervising elections, and hearing cases involving violations of the ASBC Legal Code.

Bakersfield College has a broad club and organization program representing service organizations, religious affiliations, athletics and special interest groups. The Interclub Council (ICC) coordinates club activities through representation from each club and organization.

Students find that campus organizations stimulate new interests, provide opportunities to develop leadership qualities and enhance college and community life. In addition to general coordination, the Associated Students seek to encourage a worthwhile activity program. In particular the Associated Students stage Homecoming in the fall and Spring Fling in the spring, which are two of the major events held on the campus during the year. Students interested in any of the aforementioned clubs or organizations may obtain further information at Student Activities Office, Campus Center 4.

Outreach Programs and Services

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. This office also oversees the College Readiness Program and the Chicano Cultural Center.

Location: Student Services, 2nd floor
Hours: 8a.m.-7p.m. M-TH; 8a.m.-5p.m. F
Phone: 395-4402 or 305-4532

Student Achievement Programs and Services

The Student Achievement Programs and Services Office offers a variety of services to enhance student achievement and success for all student populations including admission and assessment information, financial aid and scholarship information, academic advising, educational planning, study skills workshops, tutoring, peer advising, group study and cultural activities. These services ease the transition to campus, provide a sense of belonging, and strengthen the social and cultural development of all students. This office also oversees the Martin Luther King Jr. Center, the International Student Center and the Reentry Student Center.

Location: Student Services, 2nd floor
Hours: 8a.m.-7p.m.; M-TH; 8a.m.-5p.m. F
Phone: 395-4570

Chicano Cultural Center

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 but are not limited to 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. It is located on the second floor of the Student Services Building, 395-4532.

College Readiness Program

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, 395-4532.

International Student Center

The International Student Center seeks to promote mutual respect and understanding for the diversity of cultures, languages and ideas on our campus and in our world. It is also a home away from home for interested students, particularly those whose first language is not English or those who are in the U.S. on visas.

Specific activities of the center include counseling and advising in regard to academic, career, personal, visa and immigration educational requirements; placement testing for

ESL classes; orientation and registration assistance; tutoring; transfer, career and retention activities; fostering of campus and community involvement; providing referrals to schools and the community of student availability for tutoring and translation; and providing information for all students and staff on overseas opportunities and multi-cultural issues.

The center has an informal study and lounge area where all are welcome to drop by. It is located on the second floor of the Student Services Building, 395-4419.

The Learning Center (Jerry Ludeke Learning Center)

The Learning Center, located on the second and mezzanine floors at the west end of Student Services, provides the following services: self-paced mathematics courses, computer-assisted instruction, tutorial assistance, assistance for students with disabilities, and media related to course work and other educational needs. Areas are available where students can review audio-visual materials or receive tutoring.

The Academic Development Department of the Developmental Education Division based in the Learning Center also offers various language and study skills courses to assist students in reaching their educational goals. For example, ACDV B91 is recommended to students who read at Level 2 on the Bakersfield College Placement Assessment; students with a Level 3 classification in reading might work on their writing skills by enrolling in ACDV B68; and the short-term ACDV B70 series provides students reading at Level 4 or higher an opportunity to gain or improve study skills necessary to succeed in their other academic courses.

Students who have not met the BC graduation reading competency requirement should complete ACDV B50.

Supportive services and special classes are also offered for students with learning and other disabilities.

Martin Luther King, Jr. Center

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; tutoring; catalog library and other information on predominantly African-American colleges; transfer information for universities and colleges within California; a study area with personal computers available for student use; over-seeing the activities of the African-American Student Union.

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

Luther King, Jr. Center is located on the second floor of the Student Services Building, 395-4570.

Re-entry/Resource Center

Re-entry/resource services are available for students returning to college after a number of years out of the classroom or job market. The center offers support, personal and academic counseling, referrals, resource materials, workshops, as well as a relaxing atmosphere.

The center has a comfortable lounge where students can study or socialize between classes. The center is located on the second floor of the Student Services Building, 395-4582.

Policy Concerning Sexual Harassment

Bakersfield College is fully committed to all federal, state, and local human rights and equal opportunity laws. *Title VII of the Civil Rights Act of 1964*, and Title IX of the Educational Amendments of 1972 are strictly enforced. This legislation specifically prohibits sexual discrimination in employment, and educational programs and services respectively.

Students have the right to gain access to and complete an educational program at Bakersfield College. Interference with students' admission to and successful completion of their education by any person through unlawful sexual conduct will not be tolerated. The college will initiate disciplinary action against persons found to have interfered with a student's education through any means of sexual harassment or intimidation.

The Bakersfield College Student Handbook sets forth a statement of Students Rights and Responsibilities, including the complete sexual harassment policy and grievance procedures. Students should refer to this publication for further information.