



3 | STUDENT SERVICES

Section 3

Student Services

Admissions and Records

Admissions & Enrollment, SSC-49, Ext. 2164

Evaluations & Graduation, SSC-40, Ext. 2165

Student Records & Transcripts, SSC-55, Ext. 2169

All students must submit an application for admission in order to attend Palomar College. The admissions application permits a student to enroll, and establishes a history for each student. The Admissions Office processes adds, drops, reinstatements, refund petitions, and applications for audit and Pass/No Pass (Credit/No Credit).

The Records and Evaluations Office are responsible for maintaining academic records, enforcing academic regulations, and awarding degrees and certificates. The Records Office processes grades; maintains student academic history; processes requests for transcript and verifications of enrollment; receives transcripts, test results, etc. from other institutions; and processes Petitions for Academic Renewal and Credit by Examination. The Evaluations Office processes petitions for graduation and transfer; evaluates transcripts and records; posts degrees, certificates, and transfer certifications; processes Academic Standing, including Dean's List and Probation/Dismissal; and processes Petitions for Course Repetition.

Articulation Services

AA-114, Ext. 2737

The Palomar College Articulation Officer secures course articulation agreements with colleges and universities throughout California and out-of-state. Students use these agreements to plan their educational programs in preparation for transfer to a four year college or university. Agreements and course requirements are available in the Counseling offices, online at <http://www.assist.org>, and on the Articulation website at <http://www.palomar.edu/articulation/>.

Athletics

O-10, Ext. 2460

The intercollegiate athletics program at Palomar College is one of the most comprehensive and diverse among the California Community Colleges, featuring 22 varsity sport programs and over 450 student participants annually. Palomar fields intercollegiate teams in the following men's sports: baseball, basketball, cross country, football, golf, soccer, swimming and diving, tennis, volleyball, water polo, and wrestling. The list of women's sports includes: basketball, beach volleyball, cross country, golf, soccer, softball, swimming and diving, tennis, track and field, volleyball, and water polo. Additionally, the Athletic Department oversees a co-educational cheerleading program. Students must meet the eligibility standards of the California Community College Athletic Association in order to represent the institution athletically. Please contact the Athletics Department for more information.

Bookstore Services

SU Bldg., Ext. 2220

The Palomar College Bookstore provides print and digital textbooks for sale and/or rent. The Bookstore also provides supplemental reading materials, supplies, Palomar-imprinted merchandise, as well as computer products including laptops, tablets, and educationally discounted software to students, staff, and faculty:

Textbook services are provided by the bookstore at most Educational Center locations. Please check the Class Schedule for exact times and locations. The Bookstore is a lease operation run by Follett Higher Education Group and is responsible for its own income and expenses. Hours of operation for the San Marcos campus vary throughout the year. Please visit www.palomarstore.com for the most current information on the Palomar College Bookstore.

Campus Tours

Palomar College offers daily campus tours to prospective students and their guests. Take a campus tour and learn about our degree offerings, student support services and get connected to the resources that will set you up for success. Visit www.palomar.edu/pages/tours to sign up for a tour with a Palomar College Student Ambassador.

Group tours are also available for local high school, middle school, and elementary school students. Group tours must be scheduled at least month prior to the date you wish you visit.

For more information, please contact the Student Ambassador Program Office at 760-744-1150, ext. 3784 or by email at goingtocollege@palomar.edu.

Career Center

SU-17, Ext. 2194

The Career Center provides student assistance and guidance with goal setting and accessing available career resources to make better-informed career decisions and/or major selection that lead to satisfying employment (professional and/or technical). Resources include an up-to-date computer lab with internet access, career counseling appointments, a career reference library, job search/job announcement information, computerized career assessments and inventories, career workshops, and an annual Job Expo.

The Career Center offers Counseling 165 (a one-unit class) each semester. The Career Search class consists of four sessions and students receive a P/NP grade upon completion.

For more information call 760-744-1150, ext. 2194 or visit our website at www.palomar.edu/counseling/careercenter.

Cashier Services

Administration Building (A-2), ext. 2114

at San Marcos Campus

Main Lobby at Escondido Center

The Cashier Services Office processes student payments for enrollment, tuition, parking permits, optional fees, holds, and fines. Student discount Sprinter/Breeze passes are available for purchase in the Cashier's Office. For more information about Cashier Services, visit the web site at <http://www2.palomar.edu/pages/fiscalservices/home/cashier-services/>

Counseling Services**SSC-24, 760-891-7511**

Academic, career, and personal counseling related to academic success are provided in the Counseling Center, located in the Student Services Center. Counseling services are provided according to the needs of each student as described below.

Academic counseling is available to students seeking assistance with scheduling or clarification of requirements for certificates, graduation, or transfer. Students are encouraged to meet with a counselor each semester to assure careful course selection and to remain current on evolving degree and transfer requirements.

Career guidance is available in the Career Center located in SU-17. Assistance in preparing to transfer is available in the Transfer Center, located in the Student Services Center.

Assessment and orientation services are provided in the Assessment Center, located in SU-1.

Personal counseling is available to students who may seek the assistance of a professional counselor in finding solutions to problems that may be affecting their academic progress. A counselor may also provide further assistance in helping students understand their attitudes, feelings, and academic potential, thereby enabling them to make realistic decisions. Appropriate referrals may also be given.

Disability Resource Center (DRC)**DSP&S Bldg., Ext. 2375**

DRC provides special counseling, services and instruction for students with physical, learning, vision, hearing, communication, and psychological disabilities.

Services for verified students may include DRC orientations, academic counseling, interpreters for the deaf, real-time captioning, note taking assistance, testing accommodations, access to alternate media, priority registration, and special parking.

Supportive instruction includes courses in English, math and adapted classes in Kinesiology.

An adapted computer instruction program provides varied instruction for students with specific disabilities.

Special equipment includes digital audio recorders, assistive listening devices, and other access technology.

The DRC program acts as an advocate for students with disabilities representing their interests on campus as well as with various state and local agencies including the State Department of Rehabilitation.

Call the DRC for further information at 760-744-1150, ext. 2375, or visit our website at www.palomar.edu/drc.

For questions regarding academic accommodations please see "Academic Accommodations for Students with Disabilities" in Section 4 of this catalog.

Early Childhood Education Lab School**ECE Bldg., San Marcos Campus, Ext. 2575****Escondido Center, Ext. 8155**

The Early Childhood Education (ECE) Lab School (formerly known as the Child Development Center) offers toddler, preschool, and transitional kindergarten programs.

The ECE Lab School in San Marcos provides services to approximately 130 children ages 18 months through transitional kindergarten. The ECE Lab School receives funding from the California Department of Education and from parent fees. The ECE Lab School serves children of Palomar College students, faculty, staff, and community members. The ECE Lab School also serves as a laboratory for students who are Child Development majors. Students are trained in proper room environments, appropriate group experiences, activities, and techniques.

The ECE Lab School in San Marcos is open from 7:00 a.m. to 5:45 p.m., Monday through Friday. Children must be enrolled in a minimum of two days. Enrollment is not available on a drop-in basis. Subsidized services are provided to the children of income-qualified Palomar College students and community members at no or low cost, based on family size and income.

The ECE Lab School in Escondido has four state preschool programs. These programs are three hours and fifteen minutes long, five days a week, and are funded to provide preschool experiences to children before kindergarten. The programs are available to children of any family within our community who are low-income and meet the guidelines set forth by the California Department of Education.

Extended Opportunity Programs and Services EOPS/CARE**AA-141, Ext. 2449**

EOPS is a state-funded program designed to provide support services and benefits to students who are financially and educationally disadvantaged. CARE, also a state-funded program, assists single parent recipients of TANF/CalWORKs who would like to attend college. These programs offer academic and support counseling, priority registration, four-year college fee waivers, student success workshops, financial aid and other support services. The EOPS/CARE office is located on the San Marcos campus, in room AA-141. The office is open Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 noon. Phone: 760-744-1150 ext. 2449; website www.palomar.edu/eops/.

The CalWORKs program serves parents who are attending school as part of their welfare-to-work plan with the county. To be eligible, the student must be a current CalWORKs recipient or have received aid within the last two years. The student must also be working toward a certificate, AA degree, transfer to a four-year university, or to improve work skills.

Benefits include: academic and support counseling, priority registration, student success workshops and work study jobs. The student does not have to be a full-time student to receive benefits. Phone 760-744-1150, ext. 2449.

The above paragraphs do not include all information and requirements necessary to be eligible for services. Students are expected to view detailed information on department websites or to stop by the office for further discussion with a staff member.

Financial Aid & Scholarship Services

SSC-50, 760-891-7510

Information on options for financial assistance to help minimize the student's financial burden of a college education is available at the Financial Aid & Scholarships Office, or log on to our website at <http://www.palomar.edu/fa/>. Financial assistance comes in the form of waivers, grants, part-time employment, student loans, and scholarships.

The paragraphs above and below do not include all information and requirements necessary to be eligible for services. Students are expected to view detailed information on department websites or to stop by the office for further discussion with a staff member.

The following is a brief summary of the aid programs available at Palomar College.

Board of Governor's Waiver (BOGW)

This program waives the enrollment fee for all eligible California resident students. Application forms are available online at www.palomar.edu/fa/. Applications may also be found online through Student eServices. (Reference Probation, Dismissal & Reinstatement for eligibility information)

Cal Grant (Cal B, C)

This is a state-funded program and is awarded to students based on a formula determined by the California Student Aid Commission. The formula includes factors such as income/assets and grade point average. Students must have a minimum enrollment of six (6) units.

California Dream Act

The California Dream Act allows eligible AB 540 students to apply for and receive state financial aid (BOGW, Cal Grant, and Scholarships). For more information please log on to the Financial Aid website at <http://www.palomar.edu/fa/>.

Federal Pell Grant

This grant is an entitlement award and usually awarded to low-income students. Students with a Bachelor's Degree are not eligible, except for limited exceptions. Contact the Financial Aid Office for details.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is usually awarded to students who have already been awarded the Pell Grant and have demonstrated high unmet financial need. Students must have a minimum enrollment of six (6) units.

Federal Work Study (FWS)

This program provides part-time employment on campus. The award does not have to be repaid BUT must be earned through employment on campus. Students must have a minimum enrollment of six (6) units.

Institutional Emergency Loans

Short-term emergency student loans are available for students enrolled during the current semester who are receiving Financial Aid (grants, scholarships, etc.) or are student employees and who demonstrate an unexpected emergency need for funds to continue their education at Palomar College. Students must have a minimum enrollment of six (6) units.

Out-of-State Deferment

Out-of-state students may be eligible for a fee deferment that will insure that they will not be dropped from classes for non-payment of fees. If approved, the deferment will be in place until the 8th week of the semester, allowing non-resident students additional time to pay their fees. Students are encouraged to complete their financial aid file as soon as possible to avoid being dropped. If the financial aid file is not complete, an Out-of-State Deferment will not be processed.

Scholarships

Private scholarships sponsored by individuals and organizations are available. Selection criteria and amounts are determined by the donors and vary.

Students are encouraged to call for more information at 760-744-1150, ext. 7510, log on to our web site at <http://www.palomar.edu/fa/scholarships.htm>, or stop by our office. Students can apply for a scholarship online by signing in to eServices and selecting "Apply for Scholarship". The Financial Aid, Veterans, and Scholarship Services Office is located in the Student Services Center,

Subsidized William D. Ford Federal Direct Loan

This is a federal student loan program in which the government makes loans available to students to be used for direct educational expenses. The interest rate is set by the Federal government. Repayment begins six (6) months after the student is no longer enrolled in college or drops below six (6) units of enrollment. The government does not charge interest on the loan while the student is in school.

Social Security Number and Name Match

A Social Security Number is required when applying for federal financial aid (i.e. FAFSA). A student's financial aid record is maintained according to the student's social security number and legal name. All financial aid applicants are required to make sure that their social security number and legal name not only matches with legal documentation but also matches with their student academic records. Mismatches will delay processing of your financial aid application.

Food Services

SU Bldg., Ext. 2232

Dining Services offers a wide range of options for students, faculty, staff, and visitors on the Palomar College Campus.

Comet Café: (located next to the Bookstore) offers a variety of fresh food options in a retail food court environment for guests to choose from. Come visit our very own Subway® for custom made sandwiches and salads the way you like it. Bene Pizzeria offers freshly baked pizza and Italian specialties. Grille Works offers a hot egg breakfast to get you started right in the morning, and a selection of hot grill favorites for lunch, like the Angus burger or Philly Cheese Steak. Greens-to-Go is a custom in-line salad station with a light and healthy variety of freshly prepared items. Kettle Classics provides a daily selection of hot soups. For convenience on the go, the food court also carries an assortment of whole fruit, fountain & bottled beverages, snacks, and ready-to-eat sandwiches and salads made fresh daily on location.

Student Union: Java City® can whip you up a custom hand-crafted Espresso, frozen Javalanche®, Iced Mocha or a feature brewed coffee morning, noon and night. While our very own Jamba Juice® specializes in signature blended fruit & vegetable smoothies, frozen creamy treats, and other health conscious snacks to keep you focused on your studies, and your health.

Convenience Stores: The Snack Shack located at Bldg. RF-1, and the Student Lounge located in E-201 at the Escondido Education Center offer an assortment of whole fruit, bottled beverages, coffee, snacks, and ready-to-eat sandwiches for students, faculty & staff.

Catering Services: Available for On-Campus Events with an array of food and beverage selections designed to meet a variety of needs. We are dedicated to providing you with the highest quality of catering services, from a simple coffee break, or meeting snack to full receptions and banquets. Please visit our website <http://www.palomarcollege.catertrax.com> to place your next order, or call us at x2232 to inquire.”

GEAR UP

TCB-4, Ext. 3680

GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) is a Palomar College educational partnership grant program with the San Marcos Unified School District (SMUSD), Escondido Union School District (EUSD), and Escondido Union High School District (EUHSD) San Marcos Middle School, San Marcos High School, Mission Hills High School, Mission Middle School, Del Dios Middle School, Hidden Valley Middle School, Orange Glen High School, Escondido High School, San Pasqual High School, Encuentros, CSUSM, Parent Institute for Quality Education, YMCA, The Boys and Girls Club of San Marcos, San Marcos and Escondido Chambers of Commerce, CONNECT, College Board, Life Technologies, North County Times, and the Cities of San Marcos and Escondido.

GEAR UP staff work with SMUSD and EUHSD students in the classes of 2017 and 2018, parents, teachers, and administration to offer a variety of early academic intervention programs and services, while creating a college-going school culture and helping ALL students to succeed and make plans to pursue higher education.

GEAR UP provides a wide network of support with the involvement of community-based organizations, businesses, local colleges and universities, and Palomar College students, faculty, and staff. GEAR UP creates innovative programs that help all students within an entire grade level while creating positive changes for student success. Funded through the United States Department of Education, GEAR UP is mandated to create a dollar-for-dollar match through community contributions, college involvement, and in-kind support. The primary objective is to create a seamless education from K-to-College for students and their parents, and to promote college knowledge early so more students are better prepared for postsecondary education.

GEAR UP has opportunities for student employees (tutors/mentors), volunteers, federal work study students, faculty/staff, and community service learning students to get involved in K-12 education as part of the school day, after school, or with our evening and weekend programs, events, or field trips. Anyone interested should contact Grant Funded Student Programs/GEAR UP at 760-744-1150, ext. 3680, or visit our web site at www.palomar.edu/gearup.

International Education

SU-103, Ext. 2167

The Office of International Education specializes in admitting and assisting international students on F-1 and M-1 visas. Palomar College has approximately 250 international students enrolled each year, representing over 30 countries. The Office of International Education administers specialized orientation and assessment sessions for their students, as well as offering assistance with class selection and registration. The office also assists students with immigration advising, housing needs when possible, and a variety of academic and personal issues that may arise during their stay at Palomar.

The office maintains information on TOEFL exams, medical insurance requirements, and foreign credentials evaluation services. For detailed information on international student admission, please refer to Section 2 Admissions and Registration, call the Office of International Education at 760-744-1150, ext. 2167, or visit our web site at <http://www.palomar.edu/internationalstudents>.

Library Services

San Marcos: LL Bldg., Ext. 2612

Escondido Center: Ext. 8113

The Library provides Palomar College students and faculty with over 135,000 books, periodicals, and media resources in all subjects and disciplines at both the San Marcos Campus, Escondido Center, and online. Students have access to millions more full-text journal articles, ebooks, and streaming films both on- and off-campus through the Library's online research databases. On-site reference and research assistance is available from faculty librarians during business hours, or online 24/7 through the Ask-A-Librarian chat service. Additionally, the Library offers a number of other programs and services to help students succeed at Palomar, including current class textbooks for in-library use, library instruction, online tutorials, and interlibrary loan of materials from other libraries. Free campus wifi and internet-connected computers are available for use at no charge, and self-service photocopiers and printers provide low-cost printing and copying options. All online resources and information about Library programs and services may be found using the Library's website <http://www2.palomar.edu/pages/library>.

School Relations

SU-1, Ext. 2182

School Relations is coordinated through the Counseling Department. Activities with local high schools and middle schools are planned and conducted on an individual basis to initiate and maintain positive relations. For more information please contact the Assessment Coordinator/School Relations, 760-744-1150, ext. 2182, or e-mail Assessment@palomar.edu.

Student Affairs

SU-201, Ext. 2594

The Office of Student Affairs is a very valuable resource for students. The Director of Student Affairs is responsible for student co-curricular activities, the Associated Student Government, clubs, student discipline, administration of the District's free speech policy, Student Union usage, and commencement. Students and members of the community can access and post on the Office e-classified

ads. The Office of Student Affairs also administers the Gene Jackson Emergency Loan Program and the Textbook Purchase Loan Program for qualified students. All vendors desiring access to the college community must have approval from this office. This office also handles student-initiated grievances and offers food bank services.

Associated Student Government (ASG)

SU-102, Ext. 2689; SU-104, Ext. 3766

The ASG Executive Officers are elected by students taking credit courses. Members of student government represent all students in the shared governance process of the College. ASG is the official means of communication between the students and other organizations of the College.

Student Participation in Governance

The Palomar College governance structure provides for representation of students. Students are appointed to College committees by the Associated Student Government. For further information call 760-744-1150, ext. 2594, 2689, 3765 or 3766.

Inter-Club Council (ICC)

SU-201, Ext. 2594

The ICC is comprised of club representatives from all campus clubs and organizations. Students interested in starting their own club should contact the Office of Student Affairs located in SU-201. "New Club and Club Reinstatement" information can be found on our website at www2.palomar.edu/pages/studentaffairs/student-activities-office/ and copies are available in SU-201.

Student Activities Office (SAO)

SU-202, Ext. 2594

The SAO provides many valuable services to the students of Palomar College. This office is an excellent source of information about the college, student life, and student activities. The SAO produces and renews the Student Activity Card for currently enrolled students. The activity card has many benefits, including, serving as an identification card, which is used throughout the campus. The activity card is necessary when using the services of Admissions, Bookstore, Counseling, English Lab, Math Center, Library, Tutoring, Health Services and other Student Service areas. The activity card is also used to track student hours in lab-type classes, and to monitor access to college services. The Student Activity Card/ID is a worthwhile card to have, not only for easy access to Palomar services, but it also provides free lock and locker usage on campus, monthly Sprinter and Breeze Pass discounts, food giveaways, and discounted movie tickets. Great student discounts are also offered by many of our local businesses for students with a current activity card.

Student Health Centers

HC Bldg. Exts. 2380, 2381

Student Health Services provides easy access to initial primary care, acute illness and injury assessment and treatment, health education and wellness programs at the San Marcos campus and Escondido Center. Students, whom are currently enrolled and have paid the health fee (G.B. Policy 5030.3 under Tuition and Fees Schedule), are provided free of charge visits with a physician, nurse practitioner or registered nurse. Visits are mostly scheduled by appointments but also are available on an emergency/walk-in basis, as needed.

Fee services include: a variety of physical exams to include: athletic sports, medical programs admission (nursing, dental assisting, EMT, Paramedic, Firefighting and Police Academies), child development, DMV; immunizations (including TB testing); specialize exams/procedures (e.g. Pap, wart removal); specialized treatments (bandaging, respiratory treatment); limited prescription medications; vision and hearing testing and laboratory testing. Areas of service include respiratory, dermatology, gynecology, family planning, tobacco/nicotine cessation and limited emergency medicine.

Health education and wellness programs are offered through the year to promote and enhance healthy lifestyle choices and well-being. Typical programs offered are Sexual Responsibility Awareness, Breast, and Skin Cancer Awareness, Great American Smoke-out, Flu Vaccination (free to students), Alcohol and Drug Abuse Awareness, Healthy Heart Month, Stress Reduction, Healthy Mind/Suicide Prevention and Infectious Disease Awareness. Other community services provided on a quarterly basis include Blood Drive, Mobile Medical Van Services that includes Dental Screening, Mammogram, Women's Health Services and Medical Insurance Enrollment Seminars.

The San Marcos Student Health Service Center is located in the HC Bldg., which is south of the NS building at the north end of the campus, with operational hours Monday- Thursday 8am-7pm and Friday 8am-3:30pm during the Fall and Spring semesters. Appointments can be made by calling (760) 744-1150 X 2380. The Escondido Student Health Service Center is located in the main building with Fall and Spring semester hours: Monday-Thursday 8am-12 noon; 4-8pm. Appointments can be made by calling (760) 744-1150 X 8105. The Student Health Service Centers webpage is www.palomar.edu/healthservices

Behavioral Health Counseling Services provides students, whom are currently enrolled and have paid the student health fee, short term counseling visits (free of charge) with a licensed Behavioral Counselor/Therapist. Typical counseling services provided include: assessment and treatment of anxiety and depression, substance abuse and addiction, emotional trauma, body image disorders, significant relationship and family conflicts, assessment and diagnosis of mental health disorders. If treatment will be required beyond 6 (six) visits, then the student will be referred to community psychological services. A "no show" fee of \$5.00 will be charged for an appointment not attended or not cancelled prior to the scheduled appointment time.

Behavioral Health Counseling is available at the San Marcos campus in the Student Health Service Center (HC Bldg.) and at the Escondido Center in the Counseling Department by appointment only (hours varied). Appointments for both locations can be made by calling (760)-744-1150 X2381. The Behavioral Health Counseling webpage is: <http://www2.palomar.edu/pages/bhcs/home-page-2/services/>

Student Success & Equity

SSC-25, Escondido Education Center, Ext. 3624

Student Equity

Palomar College has implemented a plan to positively impact students who are completing academic requirements at a lower rate than average students (disproportionately impacted groups). The 2015 update to our Student Equity Plan describes our commitment to address equity challenges, including targeted interventions, increased student support services, enhanced equity dialogue and continuous self-improvement of processes that support student success and equity. To read the complete plan, please visit the Student Success & Equity Council website at <http://www2.palomar.edu/pages/sssec/>.

Student Success & Support Program (SSSP)

The goal of the Student Success & Support Program (SSSP) is to increase access and success by providing students with core services to assist them in achieving their educational and career goals. Core services include a new student orientation, assessment exam, education planning, career assessment and follow-up counseling for students who are not sure what course of study to select. Services and support are delivered through various campus departments who work together to identify effective ways to help students succeed. To read the complete SSSP plan, please visit the Student Success & Equity Council website at <http://www2.palomar.edu/pages/sssec/>.

Teaching & Learning Center Escondido

ESC-500, Escondido Center, Ext. 8171

The Teaching and Learning Center (TLC) opened in Palomar College's Escondido Education Center in August 2009. The TLC is a multi-functional space which provides a place for students to receive tutoring and to study, meet with other students or instructors, speak to a counselor, and/or attend workshops.

Designed to be a pleasant working space for students, the TLC has three study rooms where students can work in groups or meet with a counselor and/or faculty. Students who have used the TLC describe it as a pleasant and comfortable place to study and a place where they can receive any assistance they need. The TLC is located at the Palomar College Escondido Education Center, 1951 East Valley Parkway, Escondido, CA 92027.

Visit our website at www.palomar.edu/tlc/escondido.

Teaching and Learning Center San Marcos

TLC-100, San Marcos Campus, Ext. 3931

The San Marcos TLC (Teaching and Learning Center) is a state-of-the-art multi-functional space which provides students with ample study space, including a large central study area, three private study rooms, computers and a contemporary classroom designed to promote interactive and collaborative learning.

The Faculty Resource Center provides a place for faculty to discuss issues and share ideas to help students succeed (i.e. exploring and developing new teaching strategies, especially as they relate to our basic skills and at-risk student population, and participating in professional development activity offerings).

The TLC houses the First-Year Experience program, Summer Bridge, Learning Communities, Faculty Resource Center, and Village Mentoring. The TLC is located at the Palomar College San Marcos campus, 1140 West Mission Road, San Marcos, CA 92069. Visit our website at www.palomar.edu/tlc/sanmarcos.

Transfer Center

SSC-24A, Ext. 2552

The Transfer Center provides up-to-date information regarding successful transfer to all four-year universities. Palomar College offers a Transfer Agreement Guarantee (TAG) with 6 of the 9 University of California campuses. For requirements, deadlines, and forms, contact the Transfer Center.

Cross-enrollment processing, assistance with university applications, and the opportunity to schedule appointments with visiting four-year representatives are some of the services available to assist students.

Students interested in transferring should plan in advance to understand the critical transfer and application procedures and filing periods. For information on transferring visit the Transfer Center website at www.palomar.edu/counseling/transfercenter.

TRIO Programs

Since 1965, America's federally funded TRIO programs have been helping students from low-income families and first generation backgrounds to finish high school, succeed in college, and successfully graduate and/or transfer. These programs help assure that students from disadvantaged backgrounds have the support necessary to enter college and graduate and/or transfer to a four-year postsecondary institution.

There are eight federally-funded TRIO programs nationally, and four are hosted at Palomar College under Grant Funded Student Programs. These are Student Support Services, North County Educational Opportunity Center (NCEOC), Upward Bound, and Educational Talent Search. Visit our web site at www.palomar.edu/grants.

TRIO/Student Support Services

TCB-1, Ext. 2761

TRIO/Student Support Services at Palomar College is designed to provide support services to potential transfer college students and enhance their chances for successful completion as they pursue their baccalaureate degree.

In order to receive assistance through TRIO/Student Support Services, students must be enrolled at Palomar College, need the services of the program, and meet eligibility requirements. Program services include academic advising, tutoring, priority registration, personal, career and transfer counseling, college/university visits, student success workshops, financial aid information, and cultural events. All participants must be either low-income, first generation college, and/or disabled.

For further information call TRIO/SSS at 760-744-1150, ext. 2761, or email at trioss@palomar.edu or visit our web site at www.palomar.edu/trioss.

**TRIO/North County Educational Opportunity Center
ST-26, Ext. 2434 or Main Lobby, Room 6, Escondido
Education Center, Ext. 8110**

The Palomar College North County Educational Opportunity Center (NCEOC) is a program funded by the U.S. Department of Education. NCEOC staff provides information and advising to qualified adults (low-income and/or first generation college) who want to enter or continue attending an adult school (GED program), community college (including ESL, vocational, certificate and degree programs), or other educational institutions (after high school).

The program's staff provides academic advisement, career advisement, financial aid information, access to postsecondary tutoring, test preparation, and workshops designed to support student success.

For more information about NCEOC eligibility or to volunteer or do an internship with the program, call (760) 744-1150, ext. 8110, or visit us at: www.palomar.edu/nceoc.

TRIO/Upward Bound

EC-4, Escondido Education Center, Ext. 8118

TRIO/Upward Bound at Palomar College helps 125 local area high school students be more academically successful in school, while preparing for higher education choices. Participants receive supplemental instruction and tutoring/mentoring in literature, composition, foreign language, mathematics, and science at Palomar College and after school, on Saturdays, and during the summer.

In order to participate in TRIO/Upward Bound, students must be enrolled in the following high schools: San Marcos, Oceanside, El Camino, Escondido, Orange Glen, San Pasqual, Vista, Rancho Buena Vista, and Fallbrook. Program services include academic/career advising, tutorial program, college admission assistance, financial aid information, study skills workshops, PSAT/SAT/ACT preparation, college campus visitations, educational/cultural trips, parent workshops, and a summer residential program.

The Upward Bound program hires Palomar College students and staff/faculty to serve as tutors, mentors, and Saturday instructors. Anyone interested should contact the UB office, 760-744-1150, ext. 8118, or visit us at www.palomar.edu/upwardbound.

TRIO/Educational Talent Search

Escondido Education Center, EC-810, Ext. 8131

TRIO/Educational Talent Search at Palomar College helps 500 local area middle school and high school students be more academically successful in school, while preparing for higher education choices. Participants receive tutoring/mentoring and academic advising at Palomar College, after school, on Saturdays, and during the summer.

In order to participate in TRIO/Educational Talent Search, students must be enrolled in the following high schools: Mission Middle, Del Dios Middle, Hidden Valley Middle, Escondido High, or Orange Glen High. The program provides academic/career advising and financial aid and financial literacy information to its participants, and encourages them to graduate from high school and continue on and complete their postsecondary education.

The Educational Talent Search program hires Palomar College students and staff/faculty to serve as tutors, mentors, and Saturday instructors. Anyone interested should contact the ETS office, 760-744-1150, ext. 8131, or visit us at www.palomar.edu/ets.

Tutoring Resources

Locations and Services

Palomar College STAR Tutoring Center

LL-105, Library, 1st Floor, San Marcos Campus, Ext. 2448

In the Palomar College STAR Tutoring Center, located in LL-105, tutors are available for 30-minute tutoring sessions. The Tutoring Center provides tutoring in the following subjects: Math, English, ESL, Sciences, Business & Accounting, and Social Sciences. Hour-long appointments are available for EOPS and TRiO students. Students are served on a walk-in basis, and must be registered for the course(s) for which they seek assistance. Visit our website for more information, www.palomar.edu/tutoring.

Math Learning Center (MLC)

MC-1, San Marcos Campus, Ext. 2718

The Math Learning Center is located in room MC-1, and is open Monday through Saturday. Contact the Math Learning Center at Ext. 2718 or visit our website, <http://www2.palomar.edu/math/mlc>, for more information on hours and services.

English Department Writing Center

H-102, San Marcos Campus, Ext. 2778

The English Department Writing Center, located in room H-102, offers help with any phase of the writing process regarding assignments for any Palomar College class that students are enrolled in. To work with a Writing Tutor, call extension 2778 to make an appointment; walk-in students are also served as tutor availability allows. The Writing Center is open Monday-Thursday, 8:00 a.m. to 5:30 p.m., and Friday, 8:00 a.m. to 2:00 p.m. Writing tutors are also available at the Escondido Education Center TLC (call extension 8171 for exact hours). Visit our website for more information, www.palomar.edu/english/Writing_Center/.

ESL (English as a Second Language) Tutoring Center

H-222, San Marcos Campus, Ext. 4482

Tutoring in English as a Second Language (ESL) is available at the San Marcos and Escondido Education Center campuses. At San Marcos, tutors are available in H-222, Monday through Saturday (call ext. 4482 or 2272 to schedule an appointment). At the Escondido Center campus, tutors are available for drop-in visits at the TLC, Monday through Thursday. ESL instructors interested in having a tutor in their classes can contact the ESL Tutoring Coordinator. For more information about ESL tutoring, call ext. 4482 (San Marcos) or ext. 8132 (Escondido), or visit our website, www.palomar.edu/esltutoring.

STEM (Science, Technology, Engineering, Mathematics) Center

NS-312, San Marcos Campus, Ext. 2265

The STEM Center provides a variety of services including free tutoring, independent study space, specific STEM counseling and CSUSM STEM advising, computer use, access to pay-per-print station, laptops, and reference materials available for checkout. Tutoring is available for chemistry, earth science, engineering, life science, physics, and some math and other STEM courses. These services are available to all Palomar College students at no cost. Tutoring is offered on a walk-in, first-come, first-served basis.

Fall and Spring hours: Monday through Thursday, 8:00 a.m. - 6:00 p.m., and Friday, 8:00 a.m. - 3:00 p.m. Summer schedule will vary.

To find out more about our services and to see a copy of the tutoring schedule, please visit our website at www2.palomar.edu/stem/.

Teaching & Learning Center Escondido ESC-500, Escondido Center, Ext. 8171

The Teaching and Learning Center (TLC) in Escondido provides free tutoring in Math, ESL, English/Writing and Spanish to all registered students of Palomar College. Tutors are available Monday through Friday. There is no need to make an appointment since all of our tutors can be seen on a walk-in basis. Simply stop by the front desk at the TLC and let one of the staff know that you need to see a tutor. The TLC is located at our Escondido Center at 1951 E. Valley Parkway, ESC-500, Escondido, CA 92027; phone: 760-744-1150, ext. 8171.

Veterans' Services SSC-48, Ext. 2173

The Veterans' Services Office, located in the Student Services Center, provides information on veterans' education benefits and services, and helps veterans, dependents and active duty military with applications and forms needed to collect their G.I. Bill benefits.

The Veterans Support Center opened in Fall 2010 to students who are veterans of the armed forces. The Center provides a place for study, computer and printer use for class work, and a chance to hang out with other veterans. Information about Educational Benefits and counseling for post traumatic stress is also available. The Veterans Support Center is located in the Student Union Building in Room SU-22. For more information, access the Veteran Services webpage, www.palomar.edu/veterans/.

New students are required to:

1. Complete the Palomar College Application for Admission.
2. Select a major and make a counseling appointment with the Financial Aid/Veterans' Academic Counselor to obtain an education plan.
3. Register for classes. Students are responsible for paying their registration fees (excluding Chapter 33).
4. Pick up a Veterans' Services benefit package from the Veterans' Office.

New students will submit the completed package, along with a copy of their education plan, to the Veterans' Services office after they have registered in their classes.

Continuing students should contact the Veterans' Office prior to the start of each semester to keep their VA payment coming for the next semester. It takes about eight to twelve (8 to 12) weeks for processing of VA Educational claims.

Students are paid VA benefits based on their attendance in classes, and must reapply to Veterans' Services each semester if they wish to receive benefits. Students are required to choose a major and enroll in classes required for that major. Official transcripts from all previous schools, colleges, military training and CLEP tests must be submitted to the College for evaluation before the end of the students first semester of attendance.

Because all courses are not VA approved or payable, students should, prior to registering, contact the Veterans' Advisor for review of their

classes. Students cannot repeat most courses for VA pay, and must report all changes in their classes and units, including both adds and drops to the Admissions and Veterans' Office. Questions regarding repeatability may be directed to the Veterans' Services Office.

The above paragraphs do not include all information and requirements necessary to be eligible for services. Students are expected to view detailed information on department websites or to stop by the office for further discussion with a staff member.

California Veteran Dependent Exemption (Enrollment Fee Waiver)

The children and spouses of U.S. veterans with service connected disabilities or veterans who have died in service or from service connected disabilities may be eligible for waiver of College fees. The student must submit the VA letter of eligibility to the Financial Aid and Scholarships Office. The CA Veteran Letter will indicate the Enrollment Fee Waiver school year. The year begins with Fall, followed by Spring, and ends with Summer. Once a semester ends, there is no retro for the semester even if the letter is dated prior to the end of the semester or for the school year. For more information see the Veterans' Services office.

ConAP Program

ConAP, a joint program between the Army and Palomar College, admits new soldiers to the College at the same time they enlist in the Army or Army Reserve. Army recruiters refer new soldiers to the College. Eligible soldiers are admitted, either on a full or provisional basis with enrollment deferred until completion of active military services. For more information contact the VSO or your local Army recruiter.

Servicemembers Opportunity Colleges Consortium

Palomar College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium. The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for servicemembers worldwide. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to active-duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website at www.soc.aascu.org/.

Palomar College provides academic assistance to active-duty personnel which includes program planning and guidance in understanding educational options, acceptance of traditional and nontraditional learning experiences, tutoring, or similar learning opportunities. Courses are offered in the evening, on weekends or other nontraditional time frames, and at the Camp Pendleton Marine Corps base.

SOC Degree Network System

Palomar College is a member of the SOC Degree Network System, a subgroup of SOC Consortium member institutions selected by the military Services to deliver specific associate and bachelor's degree programs to servicemembers and their families. As a member of the DNS, we have agreed to adhere to academic policies intended to support military students in their academic endeavors towards degree completion.

SOC operates the 2- and 4-year Degree Network System for the

Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCOAST). Palomar College is approved to offer SOCNAV and SOCMAR programs at the associate degree level. For more information, contact the Palomar College Camp Pendleton Center at 760-725-6626.

World Languages Resource Center (WLRC)

The World Languages Resource Center offers tutoring, language resources, and assistance to students studying Arabic, Chinese, French, German, Italian, Japanese, and Spanish. Enrollment in the subject area is required. The center is located in the Humanities Building, room H-125 on the San Marcos campus. For hours and information, please call 760.744.1150, ext. 2564 or visit: <http://www.palomar.edu/worldlanguages>.