

# Services for Students

## Academic Achievement Center (AAC)

Columbia College Tutoring Center

Location: Manzanita 18-2  
(to Tamarack 2nd floor, Jan. 2014)

Telephone: 209.588.5088

Hours: Mon–Th 8:00A–5:00P  
Fri 9:00A–4:00P

The Academic Achievement Center (AAC) offers all students free tutoring in most subjects offered at the college and free help building and improving college-level study skills. Trained peer tutors are available for individual ½-hour appointments. Students can also meet with a tutor to review college-level writing skills, instructor expectations, exam preparation, and other essential study skills.

The AAC also offers Supplemental Instruction (SI) for various courses every semester. SI is a series of weekly review sessions that students can attend free of charge at any time during the semester without signing up or making appointments.

Additionally, students are invited to use the AAC's computers on a drop-in basis and print academic documents for free.

To make a tutoring appointment or for more information on SI or other AAC services, call the AAC appointment line or visit the AAC.

## Bookstore

Location: Manzanita, lower level

Telephone: 209.588.5126

Hours: Mon–Th 7:30A–6:30P  
Fri 7:30A–3:00P

- Spring Semester textbooks available December 2, 2013—classes begin January 13, 2014.
- Proof of enrollment is **REQUIRED** to purchase your textbooks. Bring your Spring 2014 Class Schedule with you.
- Students on wait lists will not be allowed to purchase texts.
- Textbook refund and buy-back policies are available in the Bookstore.
- Textbooks are available on campus at the Bookstore or online at [www.manzanitabookstore.com](http://www.manzanitabookstore.com)
- The Manzanita Bookstore accepts MasterCard, VISA, Discover and American Express credit cards as well as the Columbia College Convenience Card.

NOTE: Textbooks may be required for any credit course at Columbia College. It is the responsibility of the instructor to determine required or optional textbooks. For any questions, please call the Bookstore 209.588.5126.

## California Student Housing

Columbia College and Yosemite Community College do not own, operate, manage or maintain the student dormitories. Inquiries should be directed to Francis J. Pogacar, the Managing Member of California Student Housing, LLC, the owner of the dormitories. California Student Housing can be contacted at 209.533.3039.

## CalWORKs/JobsNow!

Location: Manzanita 17-F (to Sequoia, Jan. 2014)

Telephone: 209.588.5148

Hours: Mon–Fri as posted

CalWORKs (California Work Opportunities and Responsibilities to Kids) is a program on campus in response to recent federal welfare laws. Support services for students receiving CalWORKs benefits include but are not limited to individualized case management services, childcare vouchers, career education and job seeking/retention skills, job development, placement and work study opportunities, redesigned special curriculum advantages, and more!

## CARE Program

Location: Manzanita 18-3 (to Toyon, Jan. 2014)

Telephone: 209.588.5130

Hours: Mon–Th 8:00A–4:30P  
Fri 9:00A–4:30P

CARE (Cooperative Agencies Resources for Education) is a program for EOPS students who are qualified single parents. EOPS students can apply for CARE through the College's EOPS Office.

## CARE Eligibility Criteria

1. Be a current EOPS student
2. Enroll in 12 units or more as a new CARE student
3. Receive county cash aid via TANF benefits for self and/or child
4. Be identified as a single parent and head of household as determined by county
5. Have a child under the age of 14

## CARE Program Services

Services may include child care assistance, books, academic supplies, transportation assistance, meal vouchers, academic/career workshops, seminars, and incentive grants as funds permit.

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## Career/Transfer Center

Location: Manzanita 14 (to Sequoia, Jan. 2014)  
Telephone: 209.588.5312  
Hours: Mon–Fri 8:00–A–4:30P

Career and transfer resources are available for student use. Resources include books, occupational guides and other career publications, videos, a variety of reference materials, college catalogs and applications, articulation agreements and both transfer and career software programs. Counselors are available on an appointment basis to assist in locating specific materials, to help with career planning, provide transfer information and to support on-line searches and the use of licensed career and transfer software. Career and transfer workshops are scheduled each semester as are visits by representatives from four-year colleges and universities. All such activities are posted in the Counseling Center and elsewhere on campus.

## Child Care

Location: Laurel  
Telephone: 209.588.5278  
Call for hours

The Columbia College Child Care Center (FAC # 553602594 and 553616373) offers infant, toddler and preschool child care. Free or low-cost child care is available for families who meet income and eligibility requirements.

## Counseling

Location: Manzanita 15 (to Sequoia, Jan. 2014)  
Telephone: 209.588.5109  
Hours: M–F 8:00A–4:30P

Counselors are available by appointment. In-person and phone appointments may be made by contacting the counseling office, 209.588.5109. E-advising is also available for brief questions at [www.gocolumbia.edu/counseling](http://www.gocolumbia.edu/counseling). Counselors assist students with course selection, researching and setting educational and career goals, review of petition for certificate of achievement and graduation, education and transfer planning, coping with personal/social issues, and understanding college policies and procedures. Counselors also teach guidance classes which include a variety of topics related to student success. Make an appointment with a counselor each semester to make sure you are on the right track! Check us out on Facebook at [www.facebook.com/ccounseling](http://www.facebook.com/ccounseling)

## Disabled Students Programs & Services (DSPS)

Location: Manzanita Building 18-3  
(to Toyon, Jan. 2014)  
Telephone: 209.588.5130  
Hours: Mon–Th 8:00A–4:30P  
Fri 9:00A–4:30P

Disabled Students Programs & Services (DSPS) provides access to educational programs and activities for students with disabilities. The department provides accessibility through use of support services, special equipment, specially trained staff, and removal of architectural barriers. A variety of programs and services are provided for eligibility students with verified disabilities.

**Physical Disabilities**—Disabled parking (limited to those students with DMV placards or plates), tram service, mobility support, specialized tutoring, help in locating note takers and readers, and test-taking assistance are all provided.

**Learning Disabilities Program**—Provides academic support for those with professionally verified learning disabilities, including individual assessment, individualized learning strategies to remediate or compensate for basic skill deficits, test facilitation, and other in-class accommodations as needed. Tutoring may be by specially trained staff and students for general education and vocational college coursework.

**High Tech Center**—The Center provides students with disabilities access to and training on adapted computer hardware and software, including the visually and mobility impaired. The software is intended to increase skill levels in reading, writing, math, and to support coursework.

**Additional Services**—Vocational and personal counseling, academic advising, special equipment loan, liaison with campus and community resources and assistance with registration are among the additional services for students with disabilities.

**Special Instruction**—Special instruction in adaptive physical education, cardiac and pulmonary rehabilitation, and computer access is offered on a semester basis.

**Alternate Format Media**—Columbia College publications and institutional materials are in alternate formats and available through the DSPS Office by request.

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## Extended Opportunity Programs & Services (EOPS)

Location: Manzanita 18-3 (to Toyon, Jan. 2014)  
Telephone: 209.588.5130  
Hours: Mon–Th 8:00A–4:30P  
Fri 9:00A–4:30P

The primary function of EOPS is to make community college accessible to financially and academically disadvantaged students and to provide supportive services so that they may achieve their educational and career goals. EOPS applications are available in the EOPS office.

**Eligibility Criteria**—Student must be a California resident and have earned less than 70 Associate level course units. New EOPS students must enroll in a minimum of 12 units. Students must meet economic and educational criteria:

**Economic Need**—Eligibility for the Board of Governors BOG Waiver A, B or C with zero Expected Family Contribution (EFC).

**Educational Need**—Must qualify in one of the following:

1. Does not meet eligibility for degree applicable math or English (Assessment results placing you into MATH 601, MATH 602, or ENGL 650)
2. First generation college student
3. Did not graduate from high school or receive GED
4. High school grade point average below 2.5
5. Previously enrolled in high school or college remedial coursework
6. Other eligibility factors as approved by the EOPS Director.

### EOPS Services

**Priority Registration**—Special registration assistance

**Counseling**—Academic, career and personal intervention counseling; educational planning and advising

**Book Service**—EOPS provides assistance in funding the cost of required text books

**Direct Financial Aid**—EOPS issues semester EOPS grants for qualifying students as funds permit

**Student Success Workshops**—Offered each semester  
**University Transfer Assistance**—Help in applying for admission to universities

**Transportation Assistance**—Parking permits or bus passes provided to qualifying students.

### Financial Aid/Scholarships

Location: Manzanita 18-3 (to Sequoia, Jan 2014)  
Telephone: 209.588.5105  
Hours: Mon–Th 8:00A–4:30P  
Fri 9:00A–4:30P

The basic premise of the Financial Aid Office is that no student be denied access to the educational experience at Columbia College because of lack of funds. Financial aid may be available for expenses that are directly related

to attending college when these costs are more than students or their families can afford. The eligibility for most financial aid is based on financial need, which is determined by the Financial Aid Office from information submitted by the student and/or family on the Free Application for Federal Student Aid (FAFSA). Students are urged to complete applications by March 2 prior to each academic year.

Funding available through Columbia College is in the form of grants, work-study, scholarships and educational benefits for veteran students. Applicants must show satisfactory academic progress and be enrolled in, or working toward a transfer, certificate, or degree objective to continue to be eligible for funding. Visit the Financial Aid website for more information.

### Food Service

#### Cellar Bistro

Location: Manzanita, lower level  
Telephone: 209.588.5300  
Hours: Wed 5:00P–7:00P

#### Cellar Restaurant

Location: Manzanita, lower level  
Telephone: 209.588.5315  
Hours: Mon–Th  
Breakfast 8:00A–10:00A  
Lunch 11:30A–1:30P

#### Columbia College Bakery

Location: Manzanita, lower level  
Telephone: 209.588.5301  
Hours: Wed–Th 9:00A–2:30P

#### Snack Bar

Location: Manzanita, lower level  
Telephone: 209.588.5321  
Hours: Mon–Th 7:30A–6:30P  
Fri 7:30A–1:30P

The Snack Bar Dining Area remains open for use until 9:00P (Mon–Th) during the Spring semester.

### Health Services

Location: Juniper 2  
Telephone: 209.588.5204  
Hours: Mon–Wed 9:00A–4:00P  
Th 9:00A–6:00P  
Fri 9:00A–4:00P

A registered nurse is on campus for a variety of services including treatment of minor illness, injury, health education, birth control counseling, and help with quitting smoking. We provide tuberculosis testing and lab testing for pregnancy, anemia, blood sugar, strep throat and more. Many over-the-counter medications are available at no cost to registered students.

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A Mobile Health Van offering immunizations, sport and women's physicals, family planning and more is available on scheduled days on campus.

We have many referral lists to community services such as medical, dental, food, housing and mental health services. We provide information and handouts on many health-related subjects including AIDS/STDs, relationships, drug and alcohol abuse, student health insurance, stress, sleep and many more. Check out our website for resources and informative links. [www.gocolumbia.edu/health\\_services](http://www.gocolumbia.edu/health_services)

Mental health professionals provide free individual counseling services.

All students under the age of 18 must have a parent/guardian release form on file to obtain treatment.

### **Instructional Technology Center**

Location: Tamarack, Room 134  
Telephone: 209.588.5011  
Hours: Mon-Fri as posted

The ITC is a center where faculty, staff and students can work on multimedia projects and receive assistance with online classes.

### **Job Placement Services** (to Sequoia, Jan 2014)

Location: Manzanita 14  
Telephone: 209.588.5312  
Summer Hours: Mon-Th as posted  
Hours: Mon-Fri as posted

The Columbia College Job Placement Office offers free employment assistance only to currently enrolled students. This office serves as a source of information on jobs available in the local community and on-campus. Services also include job seeking/retention skills and more!

### **Library**

Location: Tamarack Hall, lower level  
Hours: Mon-Th 7:45A-7:45P  
Fri 7:45A-4:30P

The library offers students, staff and local community members free access to resources in support of our mission and the College's academic programs. These collections include 40,000 books, more than 17,000 ebooks, 15,000 print and electronic magazine and journal subscriptions, 2,500 films and 1,200 music recordings. Many of our electronic resources are available to registered students from off-campus via the Internet. Library staff are available to assist all patrons with their information needs and to locate needed materials from other libraries. More information is available on our website: [www.gocolumbia.edu/library](http://www.gocolumbia.edu/library)

### **Math Lab**

Location: Juniper 5  
Telephone: 209.588.5276  
Hours: Mon-Fri 8:30A-4:30P

The Math Lab provides a comfortable area for individual and small-group study, and also provides individual help for math students on a drop-in basis. It is conveniently located near the math classrooms and instructors' offices. In addition to study tables, the Lab has two computer stations for class related activities. Math resource books and math videos are available for checkout. Graphing calculators are available for lab use.

### **Scholarships**

Location: Tamarack 120  
Telephone: 209.588.5055  
Hours: Mon-Th 8:00A-4:30P  
Fri 9:00A-4:30P

The Columbia College Scholarship Office is run through the Columbia College Foundation and offers over 150 scholarships annually. Awards range from \$50 to \$2500 and eligibility varies based on individual scholarship criteria. Scholarships are funded by the Columbia College Foundation, private donors, and many community organizations whose focus is to encourage and support the educational goals of the students we serve.

To receive a scholarship, students must be enrolled in a minimum of 6 units for Fall and Spring semesters and have a cumulative GPA of 2.0 or higher. Selection is also based on one or more of the following criteria: strength in major, units completed, extracurricular activities, financial need, and a proven academic performance. Scholarships are awarded to students pursuing almost every major and are available for new, continuing or transferring students.

Applications are available during the Fall semester and must be received before the posted deadline. A complete application will be typed and include a one page Personal/Educational Statement and a minimum of two letters of recommendation from faculty or employer. Students selected to receive a scholarship will be notified in March and April.

### **Student Center**

Location: Ponderosa  
Telephone: 209.588.5111  
Hours: Mon-Th 8:00A-4:00P  
Fri 8:00A-2:00P

The Student Center is a place for students to comfortably have discussions, workshops, club or Student Senate meetings. This can all be done in a relaxed environment that fosters academic exploration and thought. The Center provides students with access to college materials and computers.

## TRIO Student Support Services

Location: Manzanita 17-B & D  
(to Sequoia, Jan. 2014)  
Telephone: 209.588.5145  
Hours: M-F 8:00A-4:30P  
or by appointment

TRiO Student Support Services (SSS) is a federally funded grant that serves first-generation, low-income, and/or students with a disability who are seeking a certificate, degree, and transfer to a 4-year university. The goal of the TRiO SSS program is to provide students a strong and supportive learning environment that motivates and propels the student towards their chosen academic goal. TRiO SSS is designed to increase the student's likelihood of success by staying in college and completing their educational goals in a timely manner.

TRiO SSS Program Eligibility: (have at least one of the following, priority given to those that meet more than one criteria)

- First-generation college student, neither parent completed a Bachelor's Degree
- Low-income, verification will be checked according to federal guidelines at intake
- Have a verifiable disability, register with the DSPS office

For more information on deadlines and eligibility, check the website: [www.gocolumbia.edu/trio](http://www.gocolumbia.edu/trio)

## Veterans Benefits Office

Location: Manzanita 18-3 (to Sequoia, Jan. 2014)  
Telephone: 209.588.5105  
Hours: Mon-Th 8:00A-4:30P  
Fri 9:00A-4:30P

The Veterans Benefits Office at Columbia College offers assistance to eligible military veterans and dependents in the activation and certification of their entitled veterans educational benefits. Eligible students are also connected to additional services provided by Columbia College. These services include personal, academic and career counseling.

Veteran services are available to:

- Disabled veterans
- Dependents of Post 9/11 military persons who have had GI Bill entitlement transferred to them
- Post 9/11 veterans
- Post-Vietnam era veterans who participated in payroll dedication plans
- Members of reserve units
- Dependents of disabled, deceased or retired veterans.

To activate your veteran benefits, first contact the Columbia College Veterans Certifying Official at 209.588.5272 to make an appointment. This process should be completed 30-120 days prior to the beginning of the term.

Columbia College also provides priority registration to all students with a veteran status. All veteran students who are not using Veterans Educational Benefits must provide a copy of their Member 4 DD214 to the Veterans Benefits Office. Only students who have a current admission application on file will be assigned an early priority registration date. If you are not a continuing student and are returning after a leave of absence with the college, please call the Admissions & Records Office to ensure your application is current.

## What is Supplemental Instruction? (SI)

**SI...** is a series of weekly review sessions

**SI...** is free and voluntary

**SI...** is an effective way to understand course material

**SI...** is a proven way to improve your grades!

**SI** may be offered for these Spring semester sections:

COURSE	SECTION	TITLE
BIOL 10	ALL SECTIONS	HUMAN ANATOMY
BIOL 17	ALL SECTIONS	FUNDAMENTALS OF BIOLOGY
BIOL 60	ALL SECTIONS	HUMAN PHYSIOLOGY
BIOL 65	ALL SECTIONS	MICROBIOLOGY
CHEM 10	ALL SECTIONS	FUNDAMENTALS OF CHEMISTRY



Columbia College  
Academic Achievement Center  
Tamarack, 2nd floor  
Appointment line, 588.5088  
[www.gocolumbia.edu/aac](http://www.gocolumbia.edu/aac)

## Security/Crime Awareness

The Campus Security Department is in operation 24 hours daily. Campus Security Officers do not have law enforcement authority. Their role is to “observe and report” only. The Crime Awareness and Campus Security Act of 1990 requires institutions to publish an *Annual Security Report*. The report includes campus crime statistics and college security policies. The report is available at the Campus Security Office or online at [www.gocolumbia.edu/safety/](http://www.gocolumbia.edu/safety/)

The following are the campus crime statistics for January 1, 2010–December 31, 2012.

### COLUMBIA COLLEGE REPORTED CRIME STATISTICS for Three Year Period 2010–2012

11600 Columbia College Drive, Sonoma, CA 95370

Activity	Total College & Student Housing			Columbia College			California Student Housing			Non-Campus			Public Property		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
<b>CRIMINAL OFFENSE</b>															
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Forcible	0	1	1	0	0	0	0	1	1	0	0	0	0	0	0
Sex Offenses Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapon Violations Referred for Discipline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
Optional Total	2	3	1	1	2	0	1	1	1	0	0	0	0	0	0

## HATE CRIMES

Activity	Total College & Student Housing			Columbia College			California Student Housing			Non-Campus			Public Property		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
<b>HATE CRIMES</b>															
All offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes of Race, Religion, Sexual Orientation, Gender, Disability, and Ethnicity/National Origin include the following offenses:

Murder/Non-negligent manslaughter	Burglary
Negligent Manslaughter	Destruction, damage, vandalism of property
Sex Offenses – Forcible	Motor Vehicle theft
Sex Offenses – Non-forcible	Arson
Robbery	Larceny-theft
Aggravated Assault	Intimidation
Simple Assault	Burglary
	Destruction, damage, vandalism of property
	Motor Vehicle theft
	Arson
	Larceny-theft
	Intimidation