

ABOUT PALOMAR

NEW STUDENTS

CURRENT STUDENTS

ACADEMICS

COURSES



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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 admission application permits a student to enroll, and establishes a history for each student. The Admissions and Enrollment area processes adds, drops, reinstatements, refund petitions, applications for audit and Pass/No Pass (Credit/No Credit) forms, and accepts requests for transcripts and verifications of enrollment.

The Student Records and Evaluations areas are responsible for maintaining academic records, enforcing academic regulations, and awarding degrees and certificates. The Records Office processes grades; maintains student academic history, such as name and social security number changes; processes requests for transcripts; 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

SSC-13, Ext. 2528

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, cross country, golf, sand volleyball, 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.palomar.bkstr.com for the most current information on the Palomar College Bookstore.

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

A-2, Ext. 2114 & 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://www.palomar.edu/fiscal_services/CashierServices.html.

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 those with physical, learning, vision, hearing, communication, and psychological disabilities.

The following is available to qualified students: orientation, on-campus transportation, special parking, priority registration, counseling, testing, supportive instruction in English, math, and adapted physical education. An adapted computer instruction program provides varied instruction for those with specific disabilities.

Interpreters for the deaf, real-time captioning, readers, notetaking assistance, testing accommodations, mobility assistance, and access to alternate media are also offered.

Special equipment including power wheelchairs, computers, tape recorders, and other equipment are part of the support services offered to students with disabilities.

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**CDA 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 kindergarten programs.

The ECE Lab School in San Marcos provides services to approximately 130 children ages 18 months through 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.

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 some 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.

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 variable. 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) and an enrollment fee waiver (i.e. BOGW). 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 void your financial aid application.

Food Services**SU Bldg., Ext. 2232**

Dining Services offers a wide range of options for both students and staff on the Palomar Campus. The Comet Café located across from the Student Union, offers a variety of venues for customers to choose from. Bene Pizza offers freshly baked pizza and Italian specialties, or you can enjoy a fresh sandwich from Subway. The Grille Works provides a selection of favorites, from burgers to Philly Cheese Steaks. Greens to Go is a made-to-order salad bar with a bountiful choice of fresh vegetables and proteins. Kettle Classics provides a daily selection of homemade soups. The Comet Café also has an extensive assortment of grab-and-go beverages, snacks, and sandwiches.

Java City, located in the Student Union, provides our customers with a full service espresso bar where you can enjoy your morning or evening coffee. It also provides extensive grab-and-go selections including salads, sandwiches, and a variety of pastries.

The Snack Shack offers an assortment of bottled beverages, coffee, and snacks for students and staff at both the San Marcos campus and the Escondido Center.

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.

Health Services

HC Bldg., Ext. 2380

Health Services provides easy access to initial primary care, health education, and wellness programs at the San Marcos campus and the Escondido Center. Physicians, Nurse Practitioners, and Registered Nurses are available daily for students.

Services provided through office visits include physical exams and treatment for non-chronic diseases. Areas of service include respiratory, dermatology, gynecology, family planning, and on-campus accidents or emergencies. Immunizations, TB, vision, hearing, and pregnancy screenings are also provided. Treatment includes prescription and over-the-counter medications and lab tests ordered by the Physician or Nurse Practitioner. Community Referrals are provided for services not available at the clinic.

Health education and wellness programs are offered to promote and enhance healthy lifestyle choices and well being. Wellness Programs occurring throughout the semesters include Sexual Responsibility Awareness, Breast Cancer Awareness Month, Great American Smoke-Out, Skin Cancer Awareness, Flu Shots, Substance Abuse Awareness, Healthy Heart Month, and Infectious Disease Awareness. Appointments are required for the Physician and Nurse Practitioners, and are preferred for the RN visits.

All currently enrolled students who have paid the Health Center Fee (see GB Policy 5030.3 under Tuition and Fees Schedule) qualify for low-cost or free health services. For San Marcos Campus Health Services, call 760-744-1150 extension 2380; and for Escondido Center Health Services, call 760-432-0624, extension 8105. Health Services web site: www.palomar.edu/healthservices.

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 200 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

LL Bldg., Ext. 2612

The Palomar College Library collection of over 140,000 titles includes books, periodicals, videos, CDs, DVDs and audiocassettes. Patrons have access to a variety of reference material in different formats including microfilm, Internet databases, and printed material. In the Academic Research Lab, located on the 2nd floor, computer access is available to online full-text journal articles and e-books which complement the Library's extensive print, magazine, newspaper, and journal holdings. Palomar College students and staff may access these databases from off-campus. Research assistance is available at the Reference Desk for individuals as well as groups. Librarians teach library instruction classes throughout the semester. The Library's online catalog may be searched in-house or off-campus over the Internet. The Library web site is located at <http://www.palomar.edu/library/>.

At the Circulation Desk on the 2nd floor, services include checkout and return of library material, assistance with fees and holds, missing book searches, and renewals. Information about textbooks, instructor reserves and Interlibrary Loan items are available at this desk. Patrons can also check out videos or DVDs for class assignments. Self-serve photocopiers and equipment for use with audiocassettes, CDs, videos and DVDs are located next to the Circulation Desk.

Also housed in the library building on the 1st floor are:

Academic Technology Ext. 2657
DRC Adaptive Computer Training Center Ext. 3081
Tutoring Center Ext. 2448

The Ernest J. Allen Library in the Escondido Center offers a full range of academic library services. This branch of the Palomar College Library provides an area for students to read, browse, use computers for research, check out library resources, and to photocopy materials. Library instruction classes, Interlibrary Loan, textbooks, and instructor reserve services are available. Intra-library loan provides access to material from the San Marcos campus library. For additional information please call (760) 744-1150, ext. 8113.

The Library also supports a shared-use facility on the Pauma Reservation, the AA'Alvikat Library, (760) 742-1289.

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. 3765**

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, or 3765.

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. 7509**

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.

Campus Tours

Campus tours are organized through the Student Activities Coordinator to allow prospective students and their guests an opportunity to explore the campus. We provide individual tours by appointment only and based on scheduling availability. Please call to schedule your tour at least one week in advance. Weekend tours are not available.

Group tours are also available, with some limitations, for local high school, middle school, and elementary school students. We provide group tours by appointment only and based on scheduling availability. We also require three weeks of advanced notice to schedule appropriately.

For more information, please contact the Office of Student Affairs/ Student Activities Coordinator in SU-201, or call at (760) 744-1150, ext. 7509.

Teaching and Learning Center Escondido**EC-500, Escondido Center, Ext. 8171**

The Teaching and Learning Center (TLC) opened in Palomar College's Escondido 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 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 new TLC which opened in January 2014, 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 contemporary classrooms 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, Former Foster Youth Services, 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-I, 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 triosss@palomar.edu or visit our web site at www.palomar.edu/triosss.

TRIO/North County Educational Opportunity Center ST-26, Ext. 2434 or Main Lobby, Room 6, Escondido 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 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 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, World Languages, and Social Sciences. 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-I, San Marcos Campus, Ext. 2718

The Math Learning Center is located in room MC-I, 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 Palomar College classes 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 3:00 p.m., and Friday, 8:00 a.m. to 2:00 p.m. Writing tutors are also available at the Teaching Learning Center in San Marcos Monday-Thursday, 3:30 p.m. to 6:30 p.m., and at the Escondido 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 Center campuses. At San Marcos, tutors are available in H-222, Monday through Saturday (call ext. 2272, 3264, or 4482 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, 7:30 a.m. - 6:30 p.m., and Friday, 7:30 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 EC-500, Escondido Center, Ext. 8171

The Teaching and Learning Center (TLC) in Escondido provides free tutoring 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, EC-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 complete the BOGW enrollment fee waiver application, attach the VA letter of eligibility and submit it to the Financial Aid, Veterans, and Scholarship Services 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.

