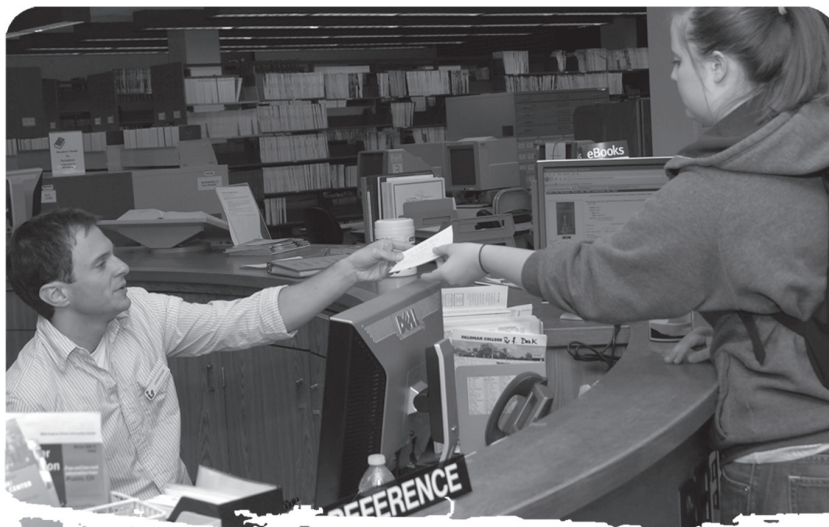


# Student Services



Music  
 Legal Studies  
 Anthropology  
 Zoology Fire Technology  
**Degrees**  
 Geology History  
 Digital Imaging  
**Spanish**  
 Photography  
**Microbiology**  
 Philosophy Cinema  
 Theatre Arts  
 Real Estate  
**Astronomy**  
 Three-Dimensional Arts  
 Cabinetmaking and Furniture Design  
 Paramedic Training Journalism  
 University Studies Welding Technology  
**Administration of Justice**  
**Accounting Programs**  
 Dental Assisting Screen Printing  
**Preschool Teacher**  
 Chemistry Earth Sciences  
**Health** Psychology  
 Digital Video  
**Biology Economics**  
 Diesel Mechanics Technology  
 Fashion: Buying and Management  
**Engineering** Illustration  
 Mathematics Athletics and Competitive Sports  
**Interior Design**  
 American Sign Language  
 Culinary Arts **Nursing**  
 Aviation Sciences  
**e-Business**  
**Oceanography**  
**Green Building Professional**  
 Computer Science and Information Systems  
 Digital Animation, Compositing and Music  
 Wastewater Technology Education  
 World Cultures



## Section 3 Student Services

### Admissions and Records

#### **SSC-49, Ext. 2164**

All students must submit an application for admission in order to attend Palomar College. The admission application permits a student to enroll, and sets up a history for each student. The Admissions and Enrollment area also processes adds, drops, reinstatements, refund petitions, petitions for audit and Pass/No Pass (Credit/No Credit) and accepts requests for transcripts and verifications of enrollment.

The Student Records and Evaluations area is responsible for processing grades and maintaining academic records; maintaining student history information, such as name and social security number changes; processing requests for transcripts; receiving transcripts, test results, etc. from other institutions; processing Petitions for Academic Renewal, Credit by Examination, and Course Repetition; evaluating records and transcripts for graduation and transfer; and enforcing academic regulations.

### Articulation Services

#### **SSC-13, Ext. 2528**

The Palomar 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 21 varsity sport programs and over 400 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, 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 is a comprehensive operation that provides textbooks, supplemental reading materials, and auxiliary supplies for students and staff.

Textbook services are provided by the bookstore at most Educational Center locations. Check the Class Schedule for exact times and locations. The Bookstore is a lease operation run by Follett Corpora-

tion and is responsible for its own income and expenses. Hours of operation for the San Marcos campus during regular semesters are Monday through Thursday 7:30 a.m. to 7:30 p.m. and Fridays 7:30 a.m. to 1:30 p.m. Hours will change during registration; please check the Class Schedule.

### Career Services

#### **SSC-24, Ext. 2194**

Career Services provides guidance in career selection and goal setting. Resources include an up-to-date computer lab with internet access, a career reference library, job search and training information. Computerized career assessments/inventories are available free-of-charge.

The Career Center offers a one-unit, short-term class each semester, Career Search (Counseling 165). This class consists of four sessions. Students receive one unit of credit after completion.

The Career Center helps with job assistance on an appointment or drop-in basis and career fairs are hosted semi-annually.

The Career Center services are available to Palomar College students, staff and to the community. The Career Center is located in the Student Services Center (SSC) on the San Marcos campus. For more information call (760) 744-1150, ext. 2194 or visit our website at [www.palomar.edu/counseling/careercenter](http://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](http://www.palomar.edu/fiscal_services/CashierServices.html).

### Children's Center

#### **CCC-1, Ext. 2575**

The Child Development Instruction and Services Center is a laboratory preschool program.

The Child Development Instruction and Services Center in San Marcos provides services to approximately 130 children ages 21 months (by June 1st) until they begin kindergarten. The Center receives funding from the California Department of Education and from parent fees. The Center serves children of Palomar College students, faculty, staff, and community members. The Center 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 San Marcos Center 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 at no or low cost, based on family size and income.

The Escondido Child Development Center has four state preschool programs. These programs are three hours long, five days a week, and are available to 4-year old children of any family within our community

who are low-income and meet the guidelines set forth by the California Department of Education. The programs are funded to provide preschool experiences to all four year old children the year before beginning kindergarten.

### **Counseling Services**

**SSC-24, (760) 891-7511**

Academic advisement, career guidance, 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 advisement is available to students seeking assistance with scheduling or clarification of requirements for certificates, graduation, or transfer. Inasmuch as careful course selection is a key to a successful college experience and is subject to change, it is wise for students to consult with a counselor each semester.

Career guidance is available in the Career Center, through career classes, and with individual appointments.

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.

Assessment and orientation provides students with eligibilities in math, English, and reading. A general overview of the College, its programs and services, and preparation for registration are included.

### **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, speech/language, reading, 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 alternative 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/dsps](http://www.palomar.edu/dsps).

### **Extended Opportunity Programs and Services EOPS/CARE**

**TCA-1, 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, TCA building. The office is open Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 3:00 p.m. Phone: (760) 744-1150 ext. 2449; website [www.palomar.edu/eops/](http://www.palomar.edu/eops/).

REACH is Palomar's support program for CalWORKs students. The REACH 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.

### **Financial Aid, Veterans, and Scholarship Services**

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

#### **Academic Competitiveness Grant (ACG)**

This grant is an entitlement awarded to full-time students eligible to receive a Pell Grant. Students must have completed a rigorous academic program.

#### **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](http://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.

**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. 7511, 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.

**Veterans' Services****SSC-48, Ext. 2173**

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

New students are required to:

1. Complete the Palomar College Application for Admissions.
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.
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 courses for VA pay, and must report all changes in their classes and units, including adds and drops both to the Admissions and Veterans' Office.

**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 Enrollment Fee Waiver covers the school year semesters as follows: fall, spring, and summer. 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**

Servicemembers Opportunity Colleges (SOC), established in 1972, is a consortium of national higher education associations and more than 1,700 institutional members subscribe to principles and criteria

to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DoD) and Coast Guard, and veterans. A list of current SOC Consortium member institutions may be found on the SOC web site at [www.soc.aascu.org/](http://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**

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military Services to deliver specific Associate and Bachelor's degree programs to service-members and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

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 offers SOCNAV and SOCMAR programs. For more information, contact the the Palomar College Camp Pendleton Center at (760) 725-6626.

### **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. 2233**

Dining Services offers a variety 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. World's Fare offers a selection of international favorites and Kettle Classics provides a daily selection of homemade soups and chili. The Comet Café also has an extensive selection of grab-and-go beverages, snacks, and entrees.

Java City located in the Student Union provides our customers with a full service espresso and smoothie bar where you can enjoy your morning coffee or your favorite smoothie. Java City provides extensive grab-and-go selections including salads, sandwiches, and a variety of pastries. Java City also offers a selection of pizza and fresh soup during lunch and dinner hours.

The Snack Shack offers a variety of bottled beverages, coffee, and snacks for both students and staff at both San Marcos and Escondido.

### **GEAR UP**

#### **(760) 290-2785**

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) and Vista Unified School District (VUSD) and includes: The Boys and Girls Club of San Marcos, San Marcos Chamber of Commerce, Cox Communications, Imagine San Marcos, Padres Unidos, San Marcos Middle School, San Marcos High School, Mission Hills High School, Washington Middle School, Rancho Minerva Middle School, Vista High School, Rancho Buena Vista High School, DreamBuilders, Encuentros, CSUSM, The Kids College, Parent Institute for Quality Education, YMCA, and Vista Chamber of Commerce.

GEAR UP staff work with SMUSD and VUSD students in the classes of 2011 and 2012, 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, 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-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) 290-2785, or visit our web site at [www.palomar.edu/gearup](http://www.palomar.edu/gearup).

### **Health Services**

#### **SHS 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](http://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>.

In addition to services provided to international students, the office is responsible for the membership in the Southern California Foothills Consortium, which offers semester-length study abroad programs in London and Salamanca, Spain. For detailed information on these programs, call the Office of International Education, (760) 744-1150, ext. 2167 or visit our web site at <http://www.palomar.edu/studyabroad>.

## **Library Services**

### **LL Bldg., Ext. 2612**

The Palomar College Library collection of over 110,000 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.

Audio Visual Services provides portable media and computer equipment for the entire campus as well as sound equipment for special events. A-V staff also offers training and assistance with equipment needs.

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 and ETV class programs, 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](mailto:Assessment@palomar.edu).

### **PEER Ambassador Program**

The Peer Ambassador Program places Palomar students at local high schools and community events to promote Palomar College. Peer Ambassadors also serve as mentors on campus. For more information please contact: the Assessment Coordinator/School Relations, (760) 744-1150, ext. 2182, or e-mail [Assessment@palomar.edu](mailto: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 students. All vendors desiring access to the college community must have approval from this office. This office also handles student initiated grievances and enforces the College smoking policy.

**Associated Student Government (ASG)****SU-102, Ext. 2689; SU-104, Ext. 3765**

The ASG is 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.

**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. "How to Start a Club" information can be found on our website at [www.palomar.edu/studentactivities/](http://www.palomar.edu/studentactivities/) 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 is an excellent source of information about the College, student life, and student activities. The SAO produces and renews the Student Activity Card. The Activity Card has many benefits, including, serving as an Identification Card, which is used throughout the campus. The ID 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 ID 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, including free lock and locker usage, monthly Sprinter Pass discount, food giveaways, discounted movie tickets, but also for great student discounts offered by many of our local businesses. The SAO also assists with information related to alcohol and drug abuse prevention programs and referral services.

**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.

**Teaching and Learning Center (TLC)****Escondido Center, ESC-500, Ext. 8171**

The Teaching and Learning Center (TLC) opened in Palomar College's Escondido Center in August 2009. It provides a place for students to receive tutoring, work on their own, meet with other students or instructors, receive answers to questions, speak to a counselor, or attend workshops. The TLC is designed to be a pleasant working space for students. The TLC has several desktop PCs and Macs as well as laptop PCs and MacBook Pros for students to check out and use in the center.

The TLC is a multi-functional space. The large central area provides students with tables and chairs where they may complete homework or receive tutoring. The central reception area provides visitors with a place to ask questions, make appointments for tutoring or workshops, and check in. Three small offices provide students with a private space to study or to meet with a counselor or instructor. A 30-seat instructional classroom provides instructors a space to conduct workshops for students and/or faculty. The Instructional Classroom has up-to-

date technologies: an overhead projector, an Intelliboard, and universal access services for students with disabilities.

Students who have used the TLC describe it as pleasant and comfortable place to study and to receive any assistance they need.

**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 7 of the 9 University of California campuses. For requirements, deadlines, and forms, contact the Transfer Center.

Cross-enrollment processing, applications assistance, 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](http://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 three are hosted at Palomar College under Grant Funded Student Programs. These are Upward Bound, Student Support Services, and NCEOC (North County Educational Opportunity Center). Visit our web site at [www.palomar.edu/grants](http://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](mailto:trioss@palomar.edu) or visit our web site at [www.palomar.edu/trioss](http://www.palomar.edu/trioss).

**TRIO/North County Educational Opportunity Center  
ST-26, Ext. 2434 or Escondido Center-6, 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 staff provide 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](http://www.palomar.edu/nceoc).

**TRIO/Upward Bound  
Escondido Center-4, Ext. 8118**

TRIO/Upward Bound at Palomar College helps 55 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, or San Pasqual. 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. 8158, or visit us at [www.palomar.edu/upwardbound](http://www.palomar.edu/upwardbound).

**Tutorial Services  
LL-105, Ext. 2448**

The Tutorial Center, located in the Library, first floor, provides help in many academic subjects offered by Palomar College. Students are served on a walk-in basis and must be registered in the course(s) for which they are seeking assistance. Tutors hired to work for the Center are trained in tutoring methods and learning strategies. For more information about this service, contact the Tutorial Center. Refer to [www.palomar.edu/tutoring](http://www.palomar.edu/tutoring) for office hours or call (760) 744-1150, ext. 2448 or email [gthomas@palomar.edu](mailto:gthomas@palomar.edu).