Student Support Services

ACCESS Program
ACCESS is an award-winning, federally funded TRIO SSS program focused on increasing the graduation and transfer rates for low-income, disabled and/or first-generation college students by providing support and resources to advance their educational attainment. Our entire staff is committed to providing students with the most friendly, helpful and competent service possible.

In this program, students have ACCESS to a variety of services, such as:
- use of the program office (including computers, internet access, free printing)
- personal, career, and academic counseling
- priority registration
- scholarship searches and assistance with applications
- transfer and goal development activities and workshops as well as assistance with transfer applications, transcripts, and financial aid forms

The ACCESS Program is specifically tailored for students who are enrolled in at least 9 semester units and are motivated and serious about their education. Applications are accepted on an on-going basis (pending space availability). In order to qualify, you must be first generation to college (parents have not received a BA/BS degree), OR qualify as "disabled," OR qualify to college (parents have not received a BA/BS order to qualify, you must be first generation

For more information about ACCESS, please visit us in the Main Building, Room C1-117 (directly across from Financial Aid), call the ACCESS Program office at 408.855.512 or visit our website at: www.missioncollege.org/student_services/accessindex.html

Admissions and Records Office
The A&R Office provides students with services relating to admission applications and registration, maintains student course records and provides transcripts. It also handles the collection of fees and sale of parking permits. Phone: 408.855.5000

Assessment/Testing Center (Assessment Testing)
The Assessment Center conducts Academic Skills Assessment tests for English, English as a Second Language, Reading, and Math. Academic Skills Assessment tests are mandatory for all new students and students seeking a degree, certificate, or who are intending to transfer to a 4-year institution. Students enrolling in any English, English as a Second Language, Math, and/or Reading class need assessment testing for proper placement. Phone: 408.855.5099

Associated Student Body
Mission College students are represented by the Associated Student Body (ASB) Senate which annually elects its own administrative officers and student senators. It provides students with practical leadership training and education in government and leadership functions. The student body also elects its own student trustee to the District Board of Trustees. In addition, student members are given opportunities to participate in the decision- and policy-making processes of the college by serving on various college-wide committees and task forces. ASB also plans and holds a variety of activities throughout the school year. Interested students should contact the ASB office. Phone: 408.855.5406

Bookstore
The Mission College Bookstore stocks all required texts (new, used and E-Text) and supplemental course material as well as a wide variety of art & technical supplies, imprinted Mission College merchandise, school & office supplies, and food & drink items. Textbooks may be purchased online at www.mc.bncollege.com for home delivery or in-store pick-up. Payment for purchases can be made with cash, major credit cards (with proper I.D.), or Barnes & Noble Gift Cards. Checks are no longer accepted.

All returns require the original cash register receipt and the books in their original condition. Duplicate receipts are not available through the bookstore. A full refund will be granted within 10 calendar days from the start of the semester. During the first 30 days of the semester, a refund will be granted with proof of schedule change from Admissions & Records or mywebselfservice. Books are bought back from 0% to 50% of the current selling price, pending national & local demand. A picture student i.D is required for book buyback. Phone: 408.855.5080

CalWORKS
The CalWORKS program serves under-represented student populations, including CalWORKS, TANF and EDD program participants. Supportive services include: academic and career counseling, priority registration, job readiness skills, on-campus CalWORKS work study positions, and book vouchers. Counseling services include assistance with welfare-to-work plans, education plans and 32/35 hour weekly schedules. We also provide coordinated referrals to on-campus and community resources (Catholic Charities, Outreach, Career Closet, etc.). We are located in room C1-114. Please call 408.855.5228 for an appointment.

Career/Transfer Center
The Career/Transfer Center provides current transfer information, UC and CSU applications, application workshops and information about Transfer Admission Agreements. The EUREKA Career Information System (a computerized, up-to-date library of occupational and educational information) and other career-related books and pamphlets are available in the self service career resource area. Career/Transfer Center sponsors the Annual Fall Transfer Day and Spring College Day. Phone: 408.855.5114

Child Development Center
Child care is available for children of Mission students, staff and the community. Children must be 3 months to 5 years of age. Eligibility is determined by income and space availability. Child care costs may be partially or completely subsidized, if students are able to demonstrate need for assistance. The Child Development Center’s core staff are qualified teachers in early childhood education. Phone: 408.855.5173

Counseling Center
The Counseling Center has professional counselors who provide individual and group counseling. Counselors assist students in completing their educational plan; preparing transfer agreements, choosing classes, selecting a possible major or career, and solving personal problems. Counselors are available for these services by appointment. For quick questions, you can talk with a Counselor at the Walk-in Desk at the Counseling Center, E1-301. Drop by the Counseling Center to make an appointment or call 408.855.5030. Check the schedule or our website at www.missioncollege.org/depts/counseling for a listing of counseling courses that we offer to help you to be a successful student and/or plan your career.

Disability Instructional Support Center (DISC)
DISC offers support to students with disabilities as they participate in mainstream academic programs and campus activities. DISC emphasizes student self-advocacy while providing reasonable accommodations to minimize the effects of a disability and maximize student potential. DISC is also a resource for faculty and staff. DISC has four main components:
1) academic support services, such as note taking, test taking arrangements, and priority registration, etc.;
2) compensatory strategies classes;
3) learning disability assessment; and
4) assistive technology assessment and instruction.
Phone: 408.855.5085 TTY: 408.727.9243 or visit on the web: www.missioncollege.org/depts/disc Email: disc@wvm.edu

Extended Opportunity Program and Services (EOPS) and Cooperative Agencies Resources for Education (CARE)
EOPS offers educational support services and grants to students who have experienced economic, educational, and/or language challenges, and who are often within the first generation of their families to attend college. The intent, purpose, and resources of EOPS are directed at assisting students achieve their academic and career goals. Examples of the support offered (as funding permits) include: enrollment assistance; priority registration; counseling and advising; tutoring; transfer assistance; limited help with textbook expenses; workshops; and grants. If you qualify for the Board of Governor’s Fee Waiver, you may qualify for EOPS.
Phone: 408.855.5055, Room: E1-403. CARE, a component of EOPS, offers supplemental grants
and additional services, to single parents who have at least one child under age fourteen and are receiving TANF (Temporary Aid to Needy Families) benefits. CARE collaborates with the CalWORKs program to ensure this special population of students is afforded the retention services needed to persist and achieve their educational goals.

**Financial Aid Office**
This office provides current and potential students with complete information on various student financial assistance options.

It coordinates and provides information about grants, waivers, part-time employment, scholarships, and student loans available from federal, state, and local agencies. Call 408.855.5065 or check the web at www.missioncollege.org/student_services/financial_aid

Mission College Financial Aid Office reserves the right to revise its policies or procedures within the academic year to remain in compliance with changing federal and state regulations and guidelines.

**Job Placement Self-Service Kiosk**
The Job Placement Self-Service Kiosk provides occupation, resume/cover letter and interviewing skills' instruction. Search for available jobs among all fields of work, as well. Services are available to all Mission College students and alumni. Visit the kiosk in Room E1-201 (Career Transfer Center), or visit the website for job search activity, only. Web address: www.missioncollege.org/student_services/students.html

**Learning Center**
The Learning Center houses the ESL Center, Writing Center, and Reading Lab. We offer lab courses that are self-paced and give students the opportunity to build English skills in a multimedia environment in writing, reading, grammar, listening, and speaking. Additionally, we provide instruction in college study skills and academic strategies. Faculty and staff are available during the day and evening to assist students. Location: Main Building, Room S2-201. Phone: 408.855.5085

www.missioncollege.org/depts/academic_skills/index.html

**Library**
The library provides services and information resources to support the college community in their learning, instruction and informational needs. Specifically, the library has a variety of collections including circulating material (books, CD-ROMs, DVDs and videotapes), reserves (course materials, audio & videotapes and textbooks), telecourses (rental or in-library use), periodicals (newspapers, magazines and journals) and reference books. Subscription databases are available 24/7 to all students and staff from on and off campus. A librarian is available at the Information Desk during all open hours to help students use library resources and services to complete course assignments and research projects.

The library has a large reading room with study tables and carrels, group study rooms for student use, self-service equipment (audio, video, CD, and DVD players), micro-form reader/printers, photocopiers, adaptive equipment, over 60 student computers and free wireless Internet access. Printing is available at 10 cents per black/white page and 80 cents per color page. For a complete list of services and information resources available to you, check our website at www.missioncollege.org/lib/default.html Phone: 408.855.5151

**Math Learning Center**
Math learning resources are available to all registered students free of charge. We provide students with assistance on course contents and on math study skills development. These may include tutoring, computer software, audio-visual aids, and web-based resources which help students improve on their ability to handle course-related materials in and out of the classroom. Room S2-401 Phone: 408.855.5320 Visit us and other exciting math links at: www.missioncollege.org/depts/math/mathhelp.asp

**MESA**
Assists Math, Engineering and Science majors interested in transferring to a 4-year university. MESA student services include: tutoring, mentor program, campus tours, leadership activities, dedicated study centers, internships, priority registration and academic excellence workshops. Location: Study Center, Main Building, Room C1-118 Tutorial Center, Main Building, Room C1-120 Computer Lab, Science Building, Room 132 For more information, go to: www.missioncollege.org/student_services/mesa/ Phone: 408.855.5482 Email: MESA@wvm.edu

**Student Health Services**
Student Health Services provides an array of professional health services, many of which are available at no charge to currently enrolled students. Basic health services include first-aid, health guidance and advisement by RN’s, personal crisis counseling, over-the-counter medications, body fat analysis, and routine screening such as for blood pressure checks. Augmented services are also offered at a very nominal charge. These services include medical consultation and physical exams by our physician, pregnancy testing, emergency contraception, immunizations, laboratory tests (eg. cholesterol), and tuberculosis testing and follow-up. All services are confidential. Referrals, health information, and optional medical/dental/vision insurance plan brochures are available. Health education activities are scheduled throughout the semester. Location: Main Building, Room W1-303 Phone: 408.855.5140 Check out our website: www.missioncollege.org/student_services/shc/index.html

**Technology Center**
The Technology Center is the main open computer lab for students. We have over 80 computers loaded with latest software available for students. In addition, printing and scanning, wireless internet access, group study room and technical assistance are available in the center. Location: Campus Center, Room 240. Phone: 408.855.5359

**Tutoring Center**
The Tutoring Center provides free tutoring to Mission College students. After a brief referral & enrollment process, students can meet with tutors by appointment or on a drop-in basis. Tutoring is provided for most subjects. Please check the tutoring website to see the most current schedule. Location: Campus Center, Room TC-2, (in the Technology Center, above the Bookstore). Phone: 408.855.5371 www.missioncollege.org/depts/academic_skills/tutoring_center.html

**Veterans Services**
Students applying for Veterans benefits may obtain information online www.missioncollege.org. In the upper right hand corner of our home page, look for the pull down menu and select “Veterans.” You may also stop by the Admissions and Records Office and request the Veterans Information Sheet. For further details, please call and make an appointment with Analiza Dasalla, VA Technician at 408.855.5011.

**Welcome Center**
The Welcome Center provides new and continuing students a supportive entry into Mission College. Services include assistance with the admissions and registration process, information & linkage with student support programs on campus, student networking and retention related activities and campus tours. Bilingual staff and student ambassadors are available for personalized attention. Location: Main Building Lobby, First Floor, Room SE1-101 Phone: 408.855.5083 Email: mc.welcomecenter@wvm.edu

**Winter Session / Spring Semester**