

# Cerritos College Library

In the Wilford Michael Library & Learning Resource Center

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## SUCCESS @CERRITOS COLLEGE

### ABCs of Academic Success

#### [Academic Support Center](#) (LC 166) ext. 2404

Hours: Mon-Thurs 7:30 am-7:30 pm, Fri 7:30 am-3:00 pm, Sat Closed

The Academic Support Center, a department of Innovation and Academic Support, is a campus support system designed to provide services and information to students who want to acquire, improve, review, or maintain personal learning skills.

Students may visit the ASC to develop learning skills that will improve their efficiency and effectiveness in the classroom. Our support staff will help students accomplish their goals by connecting them with all campus programs, services, personnel, and materials. This enables students to learn more in less time with greater ease and confidence.

#### [Admissions and Records](#) ext.2211

Hours: Mon-Thurs 8:00 am – 7:00 pm, Fri 8:00 am – 4:00 pm Sat & Sun Closed

#### **How to Apply for Admission:**

- Students who are enrolling for the first time or who are returning after an absence of one or more semesters, must complete an admissions application as early as possible prior to the start of registration. (Proof of residence may be required). [Apply Online \(html forms\)](#)
- Continuing students who were active in the previous session will be mailed registration material and are encouraged to register by Touchtone.
- Registration for satellite classes is the same as for other classes. Students may also enroll during the first class meeting at their satellite locations.

#### [Adult Education and Diversity Programs](#) (562) 467-5098

The Adult Education and Diversity Programs Department offers educational courses that impart knowledge, develop skills and clarify values for our students. We provide our students quality programs that are unique in nature because they blend education with workplace skills and leisure. Our programs assist adults gain the skills necessary to move into mainstream college programs and/or advance in the workforce. Listed below are the programs and classes offered:

English as a Second Language (ESL)  
Citizenship  
Vocational English as a Second Language (VESL)  
General Education Development  
Plaza Comunitaria  
Older Wiser Learner (formerly Emeritus College)

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### [Assessment Center](#) ext. 2599

Hours: Mon-Thurs 8:00 am – 7:00 pm, Fri 8:00 am – 4:00 pm

If you plan to enroll in a Math, English, or Reading class or if you plan to earn an A.A. Degree, you need to take the Assessment Placement Test prior to orientation.

Assessment of your reading, writing and mathematics skills will provide you with valuable information that will help you and your counselor select classes that are appropriate for your skill level. Proper assessment and enrollment will ensure you of the greatest opportunity for successful course completion.

### [Athletics](#) ext.2859

The Health, Physical Education and Athletics Division provides the opportunity for students to maintain a healthy and well-balanced life. Students can choose from a variety of class offerings including fitness/wellness, [individual and team sports](#), [dance](#), Adaptive Physical Education and other activities designed to improve health, fitness, movement and creative expression. In addition, the Contemporary Health Problems class offered by this division is a lecture course designed to give students the knowledge necessary to develop life styles that will lengthen and enhance the quality of their lives.

### [Bookstore](#) ext. 3208

Hours: Mon-Thurs 7:30 am – 7:00 pm, Fri 7:30 am – 2:00 pm

Whatever kind of book you're looking for you can find it here: textbooks, general books, health science books, and e-books. eFollett.com provides you with online access to products and services from the entire network of over 900 brick and mortar college bookstores across the country.

### [CalWorks](#) ext. 2593

Hours: Mon-Thurs 8:00 am – 7:00 pm, Fri 8:00 am – 4:00 pm

The California Community Colleges CalWORKs Program is a state funded program that assists current welfare recipients in achieving long-term self-sufficiency through the attainment of higher education.

At Cerritos College, the CalWORKs Program focuses on providing CalWORKs students with special support services in order to assist with educational and career planning, as well as, insuring compliance with the Department of Public Social Services (DPSS) welfare-to-work requirements. We are here for you every step of the way. Our highly-skilled staff will help you in every way possible toward meeting your career and educational goals.

Through collaboration and cooperation with on and off-campus partners, Cerritos College CalWORKs Program is committed to providing CalWORKs students with the opportunity to achieve their educational goals, as well as reach beyond the classroom, to acquire workplace competencies that will promote a successful transition into the workplace.

### [Campus Map \(PDF\)](#)

[Footprint Map \(PDF\)](#)

[3-D Map](#)

**Campus Police** (562) 860-2451 Ext. 2325 or via e-mail at [campus-police@cerritos.edu](mailto:campus-police@cerritos.edu)

The Cerritos College Campus Police Department is a full service police agency. The Campus Police Department employs fully-sworn peace officers trained and regulated by standards established by the California Peace Officer Standards and Training (P.O.S.T.) Commission. Having met all state standards of training, the officers have authority equal to a municipal police officer or county deputy sheriff.

All crimes occurring on campus should be reported to the Campus Police Department. A person may report any criminal activity or suspected criminal activity, or any other emergency at any time, day or night, by calling Campus Police. They may be reached at (562) 860-2451 Ext. 2325, or by dialing 911 on any campus telephone, or by utilizing one of the direct line red emergency phones located throughout the campus. Reports may also be made at the Campus Police Department located on the west side of Lot C-10 midway between Falcon Way and 166th Street.

**Career Services** (Career Services is located in the Administration Quad) ext. 2356

Hours: Mon-Thurs 8:00 am-7:00 pm, Fri 8:00 am-4:00 pm

The Cerritos College Career Services provides programs and services designed to assist you in moving forward with confidence, new skills, and strategies for success. The Career Services Center provides Assessment-Testing, Career Planning, Job Placement, the CalWORKs Program and Re-Entry Resources to assist students and alumni in exploring and planning their academic and vocational futures.

**Child Development Center** ext. 2583

Hours: Mon-Fri 7:30 am-5:00 pm

The Cerritos College Child Development Center is a Nationally Accredited Program that services students, college employees and the community. The center is also a laboratory for future teachers in the field of Child Development. Our purpose is to provide a safe, nurturing, and educational program, which focuses on developmentally appropriate activities to foster respect for cultural diversity by providing multi-cultural and non-gender specific activities in the curriculum.

**Community Industry, Technology, Education Center** (Located in the Community Education Center on the corner of New Falcon Way and Studebaker Road on the Cerritos College campus) ext. 2482

The Community, Industry and Technology Education unit of Cerritos College provides nontraditional educational training and training links with the community. In addition it provides fiscal and administrative support to instructional divisions through grants and contracts. The organization of these activities under one unit (CITE) encourages collaboration and the effective use of staff and resources.

Programs offered:

- Adult Education
- Community Education
- Economic Development
- Tech Prep
- VTEA

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### **Computer Assisted Instruction (CAI Computer Labs)** (LC137 & LC203) ext. 2185 & 2186

Hours: Mon-Thurs 7:30 am-7:30 pm, Fri 7:30 am-3:00 pm, Sat Closed

The CAI labs are the largest open computer laboratories on campus. There are over 200 PC and MacIntosh workstations for students, faculty, and staff use. Students may create a computer logon account for themselves each semester. Contact either the CAI Lab staff or the Library for information.

### **Counseling** ext. 2231

Hours: Mon-Thurs 8:00 am – 7:00 pm, Fri 8:00 am – 4:00 pm

Counseling is located in the Administration Building. The Counseling staff is here to assist you in academic, career, and personal counseling. Please feel free to stop by or call for a Counseling Appointment or Walk-in Counseling information.

[New Student Orientation](#)

[Counseling Plus](#) (online Counseling)

[Success Workshops](#)

### **Disabled Students Programs and Services** ext. 2333

Hours: Each of our Centers maintains its own office hours. The Santa Barbara building has the most accessible times including some evening hours. Check with each Center for hours of operation

Students with limitations due to a disability may receive support services and instruction from one or more of seven specialized programs at Cerritos College. Those with mobility, visual, hearing, speech, psychological and other health impairments as well as learning and developmental disabilities are served. Disabled Student Programs and Services (DSPS) has been in operation at Cerritos since 1969.

[The Alice Collins Resource Center for Students with Disabilities \(ACRCSD\)](#)

[The Speech, Language, and Hearing Center \(SLHC\)](#)

[The Instructional Support Center \(ISC\)](#)

[Rancho Los Amigos National Rehabilitation Center](#)

### **Extended Opportunity Programs & Services (EOPS)** ext. 2398

Hours: Mon-Thurs 8:00 am- 7:00, Fri 8:00 am-4:30 pm

The Extended Opportunity Program and Services (EOPS) is undertaken by a community college to be "over and above" the regular educational programs of the college. The purpose is to provide positive encouragement directed to the enrollment, retention, and transfer/transition of disadvantaged students, and to stimulate their interest in social and intellectual, educational, and vocational development.

### **Financial Aid** Financial Aid is located in the One-Stop **Administration Building**, which is adjacent to the College Library.

Hours: Mon-Thurs 8:00 am-7:00 pm, Fri 8:00 am-4:00 pm

As part of Student Support Services the Financial Aid office is responsible for the initiation, supervision, disbursement and monitoring of funds provided by federal, state and local agencies in the form of grants, employment, loans and scholarships. These funds are earmarked for low and middle income students to assist them with their educational expenses in pursuing post-secondary education.

**First-Year Experience** ext. 2782

We have a new program that gives you a great start in college!

A **guaranteed set of classes** that are "packaged" together for you. They are arranged in groups that we call "Houses" for students entering the college at three different skill levels: House A, B, and C.

Your first semester **schedule of classes is designed for you**—no registration problems or disappointments! Counselors help you every step of the way.

The opportunity to become part of a special learning community.

You will take classes with the same students all semester long, giving you the chance to form **study groups and lasting friendships**—a campus" family."

A coordinated set of classes selected to promote your success here.

**Health Services** ext. 2321

Hours: Mon-Fri 8:00 am – 4:00 pm, Tues 8:00 am-8:00 pm

Our center is [here](#) to provide the students, staff, and faculty of Cerritos College the opportunity to have professional medical services at a low cost. Our dedicated staff is here to help you achieve and maintain optimum physical, mental, and emotional health. For your privacy, all communications and medical records are kept confidential and available to you at all times.

**Honors Program** ext. 2728

Hours: <http://www.cerritos.edu/shp/office.html>

The Scholars' Honors Program (SHP) is the academic and social home that Cerritos College provides for talented and motivated students who plan to transfer to four-year institutions.

All applications are evaluated individually. Applications are encouraged from students who believe they can benefit from the Program and succeed in it, even if they do not meet all of the criteria.

Applications are especially encouraged from re-entry students, from those in historically underrepresented ethnic and cultural groups, and from any students who have good reason to feel that their academic record does not well-represent their potential.

**iFalcon- Habits of Mind** ext. 2694

"iFalcon is a college wide effort to teach our students the practices they need for a successful college experience."

- Focus—Successful students focus on the work to be done. They are academically self-disciplined, spending appropriate amounts of time studying. They come to class on time and prepared. They complete all assignments and turn them in on time. They finish their programs.
- Advance—Successful students advance by always improving. They embrace life-long learning. They understand that subject expertise requires a long-term commitment, and commit to ongoing development of thinking skills and learning skills.

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- Link Up—Successful students link up with the academic community. They get involved. They get to know their professors, study in groups, surrounding themselves with focused students and mentors. They use College resources and programs to help with their learning.
- Comprehend—Successful students study for comprehension. They seek to understand course content rather than simply complete requirements. They ask questions to gain understanding, reflect on what they are learning as well as if they are learning.
- Organize—Successful students are organized. They plan to succeed. They have an educational goal. They focus on their educational purposes, maintain a specific education plan, and choose classes with an intentional learning purpose in mind.
- New Ideas—Successful students embrace new ideas. They are curious, seeking out new perspectives and skills. They transfer concepts to new contexts in order to solve problems. They integrate concepts and knowledge to form a greater personal understanding.

### [International Student Center](#) ext. 2133

Hours: Mon-Thurs 9:00 am – 5:00 pm, Fri 8:30 am – 4:30 pm (PST)

The International Student Center thanks you for your interest in attending Cerritos College . Cerritos College is a public two-year California educational institution accredited by the Commission for Community and Junior Colleges of the Western Association of Schools and Colleges and welcomes students from around the world. Cerritos College is authorized by the United States Citizenship and Immigration Services (USCIS) as an approved SEVIS institution to admit F-1 students.

### [Job Placement Center](#) ext. 2356

Hours: Mon-Thurs 8:00 am - 7:00 pm, Fri 8:00 am – 4:00 pm

The Job Placement Center provides a variety of free employment services to currently enrolled Cerritos College students and alumni.

### [Language Center](#) (LC 205) ext. 2854

Hours: Mon & Thurs 8:00 am-7:00 pm, Fri 8:00 am-1:00 pm, Sat & Sun Closed

The Language Center is open to all students enrolled in Foreign Language classes, including ESL classes. Students use the Lab to complete lab workbook assignments in their texts, listen to and compare their pronunciation with interactive tapes, watch videos, and to practice what they learn in the classroom.

### [Learning Communities](#) ext. 2782

Learning Communities classes at Cerritos College combine content areas such as Calculus, Philosophy, Art, and American History, English, Anthropology, Physics, ESL, Biology, Economics, and Theater. The LCP is now expanding its program to better meet students needs. Among the important facets of this expansion program are inclusion of learning communities in business and vocational subject areas and creation of learning communities that pair counseling and guidance courses with developmental courses and transfer courses. Equally important, the program has a retention counselor who monitors students progress with systematic assessment, on-line counseling, success workshops, and face-to-face counseling. Another feature of the Cerritos College Learning Communities program is the use of technology. Not only does the program maintain a web site that provides information to faculty and students, it also encourages teaching faculty to use educational technology to make their content more accessible to students. Thus, with past success, the Learning Communities Program of Cerritos College is finding new ways to make its program the “fast track to success” for students.

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### **Library** ext. 2425 or 2426

Hours: Mon-Thurs 7:30 am - 9:00 pm, Fri 7:30 am - 3:00 pm, Sat 9:00 am-1:00 pm

The Library is available for study, research, and pleasure reading. It contains more than 110,000 books and reference materials and over 300 magazine and newspaper subscriptions. The library provides access to the *MyLibrary* web gateway and various databases that provide access to thousands of magazine, journal, newspaper, and reference articles. Internet access with printing capability and photocopy machines are also available in the library. Librarians staff the Reference desk to assist students with their research.

### **Math Learning Center** (LC 111) ext. 2659

Hours: Mon-Thurs 8:30 am-8:00 pm, Fri 9:00 am-4:00 pm, Sat Closed

The Math Learning Center (MLC) offers semi-independent courses in six different levels of mathematics: basic math, survey math, elementary algebra, intermediate algebra, college algebra, and trigonometry. The courses offer maximum flexibility for students with time constraints or students who wish to progress more rapidly than normal lecture classes.

### **Reading Center** (LC 209) ext. 2856

Hours: Mon-Thurs 8:00 am-8:00 pm, Fri 8:00 am-4:30pm, Sat Closed

The Reading Center is open to students who wish to increase their reading comprehension and rate as well as improve their reading efficiency. Students can join others in a class or work at their own pace in the Reading Center. Computer Assisted Instruction is used in many of the classes.

### **Re-Entry Resource Program** ext.2362

Hours: Mon 10:30 am-7:00 pm, Tues-Fri 8:00 am-4:30 pm

The Re-Entry Resource Program is committed to helping students recapture their dreams by using education as an avenue to change. We strive to empower students by connecting them with the resources and services they need to proactively resolve obstacles and facilitate the attainment of their educational and professional goals.

### **Student Activities** ext. 2473 or 2475

The purpose of the Student Activities Program and the Associated Students of Cerritos College is to complement the academic program of studies and enhance the overall educational experience of students through participation in social, cultural, intellectual, recreational, health and governance programs. Services: Calendar of Activities, Procedures To Become An Official Campus Organization, Awards Program, Student I.D. Card, Student Housing, Student Health Services, Commencement. Offices & Organizations: Judicial Affairs, Office of Student Activities, Student Activities Center, Student Government, Student Clubs.

### **Student Clubs** ext. 2473

Students are encouraged to participate in campus clubs and organizations. Cerritos offers a variety of clubs and organizations for every phase of campus life. They provide opportunities for students in social service, curricular, and special interest programs.

The club program is an ever growing phase of the college scene, with new clubs appearing each year. Approximately sixty clubs have the potential of involving 25,000 students in campus activities.

**Student Government** ext. 2477 or 2478**Michael Barrita-Diaz**

ASCC President  
(562) 860-2451, Ext. 2477  
[mbarritas@cerritos.edu](mailto:mbarritas@cerritos.edu)

**Shola Shodiya**

ASCC Vice President  
(562) 860-2451, Ext 2478  
[sshodiya@cerritos.edu](mailto:sshodiya@cerritos.edu)

**Teacher TRAC** Administration Bldg. Ext. 2212

The Teacher TRAC program offers many services, programs, and pathways for students interested in teaching K-12. For students interested in becoming an elementary school teacher, Teacher TRAC's flagship program is a partnership with California State University Long Beach. As a student in the integrated, standards based Teacher TRAC / CSULB program, you can earn your Bachelor's degree and multiple subject teaching credential, and complete your student teaching.

When you apply to Cerritos College, you must also file an application for admission to Teacher TRAC. Once you're admitted to Teacher TRAC, a place is also waiting for you in the Integrated Teacher Education Program (ITEP) at CSULB. While at Cerritos College, complete your lower division general education requirements and your Liberal Studies pre-major requirements. Take advantage of all the special features Teacher TRAC has to offer.

**Transcripts**

An official report supplied by Cerritos College on the record of an individual student, listing subjects studied, grades received, etc. Cerritos College provides both Official and Unofficial transcripts for use with: Transfer, prerequisite issues, employment and much more.

Please contact Credentials Inc. Customer Service at 800-646-1858, hours of operation: M-TH 7 am - 7 pm Central Time and Fridays 7 am - 5 pm Central Time, with any and all questions regarding the transcript process.

**Transfer Center** Career Services area of the Administration Bldg. ext.2154

Hours: Mon-Thurs 8:00 am – 7:00 pm, Fri 8:00 am – 4:00 pm

The Transfer Center helps students prepare for transfer. We are dedicated to helping students successfully transfer to a four-year university. We have information about the campuses of the University of California, the California State Universities, along with independent and out-of-state colleges and universities.

**Writing Center** (LC 206) ext. 2855

Hours: Mon-Thurs 8:00 am-7:00 pm, Fri 8:00 am-1:00 pm, Sat Closed

The Writing Center is open to all students who want to become more effective and confident writers. The Writing Center staff helps students generate ideas for writing assignments, clarify the purpose and structure of a paper, fully develop an idea, make their writing more clear and understandable, identify grammar problems, use writing reference sources, and learn how to develop a writing process. The Center also provides instruction in correct format, including MLA.

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### Internet Sites

The Internet can be a valuable source for supplementing the resources available on the Cerritos College campus. It is important that you evaluate the information you get from the Internet to determine if it is reliable and useful. The Cerritos College Librarians have created a Research Guide on **Evaluating Web Sites** to assist you in this process. Click [here](#) to access that research guide.

Selected Internet sites related to student success in college are listed below:

#### **iFalcon**

<http://cms.cerritos.edu/ifalcon>

#### **Adult/Continuing Education: Ten Tips for College Success**

[http://adulthood.about.com/cs/studentprofiles/a/frank\\_k\\_2.htm](http://adulthood.about.com/cs/studentprofiles/a/frank_k_2.htm)

#### **How-to-Study.com/A Study Skills Resource Site: Succeeding in College**

<http://www.how-to-study.com/collegesuccess.htm>

#### **Keys to College Success**

<http://www.rong-chang.com/collsucc.htm>

#### **Making College Count**

<http://www.makingitcount.com/students/start/default.asp>

#### **Mapping Your Future: Success in College**

<http://mapping-your-future.org/features/sicindex.htm>

#### **On Course: Student Success Strategies**

<http://www.oncourseworkshop.com/Student%20Success%20Strategies.htm>

#### **Sites to Promote Academic Success**

<http://www.uni.edu/walsh/linda7.html>

#### **The Student Survivor Manual**

<http://www.aretlevision.com/student/>

#### **Student Time Management Tips**

<http://adulthood.about.com/cs/studysmart/a/studytime.htm>