Academic Skills Center

The Academic Skills Center, part of the Student Success Center, offers self-paced individualized courses and linked study skills courses in a learning laboratory setting. Self-paced courses, listed under “Skills,” include reading, writing, grammar, spelling, vocabulary, basic math and a computer-based ESL course. In these courses, students work on individualized assignments at their own pace.

Linked Adjunct Study Skills courses are available for certain content courses, which are usually indicated with a footnote in the Schedule of Classes. These half-unit courses combine weekly small group study and skills development labs. Enrollment information for Adjunct Study Skills courses is announced in the content courses during the first week of classes.

Small group workshops on various topics are available to any student enrolled in any Skills class.

Location: Building L4, Room 47
Telephone: 408.864.8253
E-mail: kastelicjeannie@deanza.edu
Web site: www.deanza.edu/studentsuccess/

Athletics

De Anza is a member of the Coast Conference and the California Community College Commission on Athletics. Varsity teams compete in nine sports for men: baseball, basketball, swimming and diving, cross country, football, soccer, tennis, track and field, and water polo. Ten sports for women include basketball, cross country, swimming and diving, water polo, softball, tennis, track and field, volleyball, badminton and soccer. All entering students have two years of eligibility at the community college level and must be enrolled in 12 units while competing. Ten of those 12 units must be academic units.

A student athlete must maintain a minimum 2.0 grade point average (GPA) during his/her education. S/he must complete 36 quarter units to be eligible for a second season. Of those 36 units, 30 must be consistent with the student athlete’s educational plan. Student athletes are required to have an educational plan on file by their second quarter of attendance.

Physical Education and Athletics

Division Location: Building PE 4, Room 41c
Telephone: 408.864.8751

Bookstore

The De Anza College Bookstore is located in the Student and Community Services Building. The Bookstore is the one-stop source for textbooks, reference books, study aids and school, office and art supplies. The Bookstore is the source for De Anza College logo gifts and clothing. The Bookstore also offers educationally priced computers, computer software and computer supplies.

Telephone numbers: General information 408.864.8701
Textbook information 408.864.8455

FAX: 408.864.8468
Web site: books.deanza.edu (includes convenient online ordering, business hours, buyback dates)

California History Center

The recipient of numerous awards and honors, the California History Center (CHC) is an active focal point for the study of California and has been recognized as an Outstanding Educational Facility by the state of California. The center is housed in the rehabilitated Le Petit Trianon, located on the De Anza College campus and listed on the National Register of Historic Places. CHC is dedicated to promoting the study of local and regional history and encouraging the development of a vibrant civic and cultural life for the community.

Students, faculty, staff and community members are welcome to utilize the center’s resources: credit courses, changing exhibits, lectures and special events, and publications including its quarterly membership magazine, The Californian, and local history books.

Another history center resource is the center’s Stocklmeir Library and Archives, a growing collection of materials on California and on almost every aspect of Santa Clara Valley’s development. A book collection and archives, including student research papers, books, journals, oral history on video and audio tape, photographs, manuscripts, newsletters, clippings and pamphlets are available for research.

Telephone: 408.864.8986

Campus Abroad Program

Study in France, England, Italy, Vietnam, Ecuador or other parts of the world while enrolled in regular Foothill-De Anza courses, and earn credit through the Campus Abroad Program.

Participating students have a unique opportunity to immerse themselves in international culture and learn or improve a foreign language. Field trips and language courses complement coursework taught by Foothill-De Anza faculty at our campus sites abroad.

For more information, contact the Campus Abroad Program.

Telephone: 650.949.7614
The Career Center is the campus hub for students and alumni exploring career options, researching labor market trends, investigating local employers and seeking employment. The center offers assistance in defining career objectives and interests and provides practical guidance in searching for full- and part-time employment, preparing job-search-related correspondence and sharpening interviewing skills. The following services and resources are available:

- Assistance in defining career objectives
- Personal counseling with a career counselor to explore majors and career interests
- Assistance with the job search process, and résumé and cover letter preparation
- Job search workshops are offered every quarter on subjects such as the job search process, résumé development, interviewing skills and career fair preparation
- A comprehensive career library containing hundreds of current job listings spanning dozens of occupational areas. Books, periodicals, directories, pamphlets and videos are available to assist you in the career exploration and job search process.
- A Web site features links to hundreds of job search sites (many of which focus on the Bay Area), an e-mail listserv allowing you to receive job advertisements via e-mail, a workshop schedule and tutorial pages on how to write effective job search correspondence and prepare for interviews.
- Computer workstations with Internet connections and Eureka and Discover software. These two powerful computer programs contain information on hundreds of occupations, including descriptions, entrance requirements, employment forecasts, salary information and California university programs to help you prepare for these occupations.

Location: Student and Community Services Building, 2nd floor
Telephone: 408.864.5711
Web site: www.deanza.edu/careercenter

Cheeseman Environmental Study Area (Cheeseman ESA)

This 1.5-acre site on the southeast corner of the campus is maintained by the Biological, Health and Environmental Sciences Division (Environmental Studies Department) and contains a student laboratory for use by environmental studies and biology classes. The area, which contains 12 California native plant communities with more than 400 species of plants, is open for guided natural science tours by appointment.

Telephone: 408.864.5446

Child Development Center

The De Anza Child Development Center (CDC) offers child care to Foothill-De Anza students and the community at large. The program serves as a practicum for student interns working toward their degree/certificate in the fields of Child Development or Early Intervention and values inclusion of all children. Staff members meet the highest standards of the profession, and curriculum is based on best practices for young children.

The CDC serves children ages 18 months to 5 years and has the capacity for providing services to more than 100 children. Parent participation is supported and strongly encouraged. We offer an income-eligible sliding scale fee program sponsored by the California Department of Education.

Families are encouraged to sign up for a tour of the CDC prior to submitting a waiting list application – available at www.deanza.edu/child – where they can also find the dates of tours. Parents can place their child's name on the waiting list by completing the application and mailing or faxing it to the CDC.

Child care services operate all year around from 7:15 a.m. to 5:30 p.m.

Location: Southwest corner of campus
Telephone: 408.864.5795
FAX: 408.864.5627

College Readiness Programs

EWRT, ESL, LART, READ

Within the Student Success Center, four Readiness programs provide instructional support classes in English, Reading, Language Arts and ESL to help students succeed in their college courses. The ESL Readiness Lab offers both required courses and elective courses, while EWRT, LART and READ offer co-requisites.

Students whose placement scores direct them to these classes are required to take departmental courses in the ESL, Reading, Language Arts and EWRT Departments and the appropriate corequisite Readiness Lab classes. Students must satisfactorily complete both corequisites before they can move on to the next level of classes in these departments.

For more information, contact the administrative assistant and ask for one of the four Readiness Programs (ESL, READ, LART or EWRT).

Location: Learning Center, Room 138
Telephone: 408.864.8912
E-mail: browndolores@deanza.edu
Web site: www.deanza.edu/studentsuccess/

Community Education

De Anza College Community Education offers many outstanding services and programs to community members of all ages and interests.

Web site: www.communityeducation.fhda.edu

Foothill-De Anza Short Courses

This program provides a variety of fee-based, non-credit courses in educational, recreational, cultural and community development.

Location: Student and Community Services Building, 1st floor, Room 127
Telephone: 408.864.8817
FAX: 408.864.5434
Web site: www.shortcourses.fhda.edu
Extended Year Summer Enrichment Program
For 23 years this De Anza College program has operated in partnership with the Cupertino Union School District and the Euphrat Museum of Art. It is offered for students entering first through tenth grades. The program operates for four weeks, mornings only, at three to five school sites throughout the local community. The program is fee-based, and classes are designed for the student who is at or above grade level. Registration begins in mid-March each year.

Location: Student and Community Services Building, 1st floor, Room 127
Telephone: 408.864.5860 or 408.864.8441
Web site: www.extendedyear.deanza.edu

Cooperative Education
Designed for the working student, Cooperative Education (Co-op) is a unique program that links workplace learning with college education. Up to 8 units per quarter may be earned for learning that takes place on the job. The Co-op program does not place students. A student must be currently employed to qualify. Co-op:

- Integrates classroom study with planned, supervised work experience
- Provides an opportunity for achieving new learning on the job
- Encourages identification of new approaches to improving job performance, expanding responsibilities, and achieving economic and professional recognition
- Enhances job content and self-management skills through the establishment and achievement of learning/performance goals
- Improves supervisor/employee relations by opening communication channels and promoting dialogue

For enrollment information, contact the Co-op Education Office.

Location: Science Center Building 1, Room 1206
Telephone: 408.864.5841
Web site: www.deanza.edu/cooperative

Counseling and Advising Center
Counseling and advising services assist students in establishing their educational goals and identify support services to achieve those goals. For new students, Counseling 100, Orientation to College, includes this component. De Anza counselors and academic advisers have many years of experience helping students achieve their educational goals.

The Counseling and Advising Center, located in the Student and Community Services Building, provides a comprehensive service for students who seek assistance in dealing with a variety of concerns. Academic advisers assist with developing educational plans and addressing academic concerns. Counselors provide academic advising, educational, personal and career counseling. Services in the center include, but are not limited to, the following:

**Academic Advising:**
- Individual educational planning
- Determination of transfer requirements
- Application for a certificate or degree
- Petitions to Academic Council

**Educational Counseling:**
- Individual educational planning
- Selection of a major
- Time management
- Study skills
- Test anxiety

**Career Counseling:**
- Career/life planning courses
- Assessment of skills, interests, values and personality styles
- Test referral and interpretation
- Exploration of career goals based on personal assessment
- Development and implementation of career plans

**Personal Counseling:**
- Self-awareness
- Interpersonal communication
- Stress management
- Relationship counseling
- Clarification and resolution of problem areas
- Referral to off-campus resources

Counseling is a confidential relationship between a student and a counselor. Counselors act as catalysts to help students define their own questions, explore their own alternatives and ultimately find their own answers.

Hours of operation are subject to change, especially during academic breaks. Please visit our Web site or call to check hours the center is open each week. Typically, counselors and academic advisers are available Monday through Wednesday from 8:30 a.m. to 7 p.m., Thursday from 8:30 a.m. to 5 p.m. and Friday from 8:30 a.m. to 1 p.m. Appointments may be made in person through the receptionist in the Counseling and Advising Center lobby, or by telephone. Appointments can be made one to two weeks in advance, beginning the second week of the quarter. The center is open to students on a walk-in basis only during the first week and the last two weeks of any quarter.

Location: Student and Community Services Building
Telephone: 408.864.5400
Web site: www.deanza.edu/counseling

DASB Card
The purchase of a DASB Card provides many benefits to the students and to the campus as a whole. The card provides the funds needed to support programs and services to the student such as clubs, seminars, guest speakers, athletics, creative arts productions, legal advice, loans, culturally diverse programs and campus publicity.

The DASB card is the property of the college and must be surrendered for needed replacement or by request of the Foothill-De Anza Community College Police.

The purchaser of the DASB Card is also entitled to the following benefits:

- The holding of a student government office
- Free admission to all home athletic games
- Participation in student clubs and organizations
- DASB book grants
- Legal advice service
- Use of computers in the Open Media Lab

Office location: Hinson Campus Center (Lower level)
Telephone: 408.864.5551
Web site: www.deanza.edu/dasbcard
Dining Services

Dining Services is located on the upper level of the Campus Center. Services for breakfast, lunch and dinner include an organic salad bar, salads tossed to order, hot and cold sandwiches, pasta specials cooked to order, specialty pizzas and American grill burgers made to order. An assortment of snacks, desserts and beverages is also available. Private dining rooms are available by reservation by calling the Dining Services Office. Banquet catering services are available for both on- and off-campus events.

Telephone: 408.864.8515
Web site: www.deanza.edu/dining

Distance Learning Center

The Distance Learning Center (DLC) offers a wide variety of courses for students, ranging from academic credit to upgrading skills or changing careers.

 Technologies used to deliver instruction include video- and Web-based tools. Video courses include live and recorded classes via cable television, video streaming, videotape and two-way interactive video between De Anza and off-campus locations. Online courses utilize the Web and electronic communication with the instructor and classmates. Hybrid distance learning classes may combine video-based and online technologies, with some courses integrating CDs or other media.

 In addition to the technology-delivered instructional media, all courses include substantial readings in assigned texts and materials, other homework assignments and interaction with De Anza faculty. Instructors are available to answer questions by telephone, online or in person at De Anza College. Some courses include required on-campus meetings and provide students opportunities to participate in classroom discussions with the instructor and other students. Examinations and tests may be required on campus. Other courses are designed with online or proctored examinations, which enable students outside the Silicon Valley area to complete course requirements without coming to campus. Most of the coursework may be completed at home or at work, online or in one of the open computer labs on campus. Access to an individual e-mail account is

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**EOPS and CARE**

Extended Opportunity Programs and Services (EOPS) provides support services for economically and academically disadvantaged students. Services include academic and personal counseling; peer advising; assistance in completing admission, registration and financial aid forms; early registration and university transfer services.

Part of EOPS, the Cooperative Agencies Resources for Education (CARE) Program provides support services to single heads of household receiving Temporary Assistance for Needy Families (TANF). CARE students receive academic and personal counseling; peer advising; early registration; and financial assistance with child care, books and transportation.

**Location:** Hinson Campus Center (Lower level)
**Telephone:** 408.864.8950

**Euphrat Museum of Art**

The Euphrat Museum of Art presents challenging exhibitions and educational materials that provide a resource of visual ideas and a platform for communication. It is a forum of ideas about art expressed through one-of-a-kind exhibitions, publications and events. Nationally recognized, the Euphrat program:

- Highlights our heritage of different cultures
- Enhances understanding of art fundamentals, art history and esthetics
- Augments college instruction

The Euphrat organizes an annual De Anza Student Art Show. Students participate in all aspects of museum operations, including the Euphrat’s Arts & Schools Program that provides art classes to elementary students in the community.

Receptions for the artists are free and open to the public. Call the Euphrat to schedule a group tour.

The Euphrat is anticipating its new home in the Visual and Performing Arts Center, which will open in winter 2009.

**De Anza College 2008-2009**

**Cost of Attendance**

<table>
<thead>
<tr>
<th>Living at Home with</th>
<th>All Others</th>
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<tbody>
<tr>
<td>No Dependents</td>
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<tr>
<td>Tuition and fees</td>
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<td>Books and supplies</td>
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<td>Room and board</td>
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<td>Transportation</td>
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<td>Personal and</td>
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<tr>
<td>miscellaneous</td>
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<td><strong>Total</strong></td>
<td><strong>$10,335</strong></td>
</tr>
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**Application Procedure**

For the programs below, use the Free Application for Federal Student Aid (FAFSA), available in De Anza’s Financial Aid Office and most high schools, and online at www.fafsa.ed.gov. Carefully follow the directions provided with the forms. Applications for each new academic year are available as early as January. Deadlines for the various programs vary considerably. Generally, financial assistance is provided as long as funds are available. You are encouraged to call or visit the Financial Aid Office for more information.

**Financial Aid Programs**

The following programs are offered at De Anza:

**Grants**

- Federal Supplemental Educational Opportunity Grant Program (SEOG)
- Federal Pell Grant
- Extended Opportunity Program Grant (EOPG)
- Academic Competitiveness Grant (ACG)
- Board of Governors Fee Waivers (BOGW)
- Cal Grant B
- Cal Grant C

**Scholarships**

Throughout the year, the Financial Aid Office receives announcements on scholarships offered by various organizations in the area. The amounts and qualifications vary with each scholarship. A listing of available scholarships is posted on the Financial Aid Bulletin Board and Web site.

**Loans**

- Federal Perkins Loan
- Stafford Loan
- Parent Loans for Undergraduate Students (PLUS)
- Book loans

**Part-Time Jobs**

- Federal Work Study Program (FWSP)

**Financial Aid Contact**

**Location 1:** Hinson Campus Center, Room 117 (Lower level)
**Telephone:** 408.864.9718
**Voice-mail:** 408.864.8718
**FAX:** 408.864.5658
**E-mail:** financialaid@deanza.edu
**Web site:** www.deanza.edu/financialaid

**Foothill-De Anza Community College Police**

The Foothill-De Anza Community College District Police Department exists to serve and protect a social and academic environment that sustains and encourages moral and intellectual growth. The department stresses being as proactive as possible in anticipating and preventing unsafe conditions, protecting facilities and property, and protecting individuals from the imprudent or illegal acts of others. Its operational philosophy of peacekeeping and protecting the campus is a service that best exists when it has the support and involvement of the total campus community.

**Services include:**

- **Emergency Car Service**

This service, provided when the department is adequately staffed and not attending to priority security needs, includes dead-battery jumps or help if you lock yourself out of your car. (Vehicles with power locks and/or windows, or side air bags, or vehicles parked off campus are excluded.)
**Fujitsu Planetarium at De Anza College**

The Fujitsu Planetarium at De Anza College hosts a variety of star and laser light shows throughout the year. Daytime school field trips (star shows) are available for school-age youth groups from September through July. The planetarium may be rented for corporate events, birthday parties, weddings, etc. Visit the planetarium Web site to view more information.

**Location:** Hinson Campus Center (Lower level)

**Telephone:** 408.864.8814

**Laser line:** 408.864.5791

**Web site:** www.planetarium.deanza.edu

**International Student Programs**

The office of International Student Programs (ISP) addresses the needs of De Anza’s international students and helps them adjust to their lives at the college and in the United States. Prospective and degree-seeking international students are encouraged to contact this office, visit our campus and check our Web site at www.deanza.edu/international.

ISP has a professional, multilingual staff who are well-informed about educational development, personal and financial planning, cross-cultural issues, immigration rules and regulations, and community programs and resources. The international student counselors assist international students in designing their educational plans and prepare students for their transfer to a four-year university to continue their undergraduate education.

Each quarter, ISP organizes an orientation program for all new international students that covers a wide range of topics, including placement tests, health issues, academic skills, personal safety, banking and transportation. ISP also conducts numerous workshops throughout the academic year on a broad range of topics such as employment, transfers to four-year universities, F-1 immigration rules, etc. Furthermore, to help international students in their adjustment to life in the Bay Area and the United States, ISP organizes a selection of social and cultural programs and activities; and to protect international students from the high costs of medical care in the U.S., all F-1 students are required to purchase and subscribe to the international student health insurance selected by the Foothill-De Anza Community College District.

**Location:** OTI Building #3

**Telephone:** 408.864.8826

**E-mail:** dainternational@deanza.edu

**Web site:** www.deanza.edu/international

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**FHDA Internship Program**

The Foothill-De Anza Community College District (FHDA) Internship Program offers 6-month-to-1-year internships at local private and public corporations, such as NASA Ames, Apple Computers, SETI Institute, LSI Logic, TiVo Inc. and more.

Internships are available in business, Web development and multimedia, engineering, psychology, marketing, machining and drafting, technical writing, systems administration and information technology, chemistry, administrative assisting, and other professional careers.

Interns earn a stipend for 20 hours per week during the academic year and 40 hours per week over the summer session. They also earn 4-6 units each quarter in a transferable experiential course. Mentors/supervisors are selected to provide training, support and guidance to interns.

Labor market survey shows that internships increase earning potential by at least 30 percent. Internships also increase your competitiveness for transfer admission to a university of your choice.

For more information, visit our Web site.

**Telephone:** 650.604.5560

**Web site:** http://internships.fhda.edu

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**Security Escorts**

Escorts are provided by District Police for anyone wishing to be escorted to his/her car at any time of the day or night. During working hours, call District Police five minutes in advance.

**Lost and Found**

All items should be turned in or claimed at District Police.

**Location:** Hinson Campus Center (Lower level)

**Telephone:** 650.949.7313

**Emergency:** 9-1-1

**Emergency from cell phone:** 408.924.8000

Police services are available every day of the week and on holidays from 6 a.m. to midnight.

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**Health Services**

The Health Services Office provides a variety of confidential free and low-cost services. Free services include first aid, blood pressure checks, T.B. testing, over-the-counter medicines, smoking cessation, emergency contraception, pregnancy test, condoms and health education information. Services at reduced cost include well women exam, office visit, physical exam, birth control, immunizations and flu shots.

**Location:** Hinson Campus Center (Lower level)

**Telephone:** 408.864.8732

**Web site:** www.deanza.edu/healthservices/

**Housing**

De Anza does not have housing facilities, but the Student Activities Office maintains a Web site listing available housing. De Anza does not supervise or assume responsibility for any housing facility. Visit the Web site for more information and to search through the housing ads.

**Telephone:** 408.864.8756

**Web site:** www.deanza.edu/housing

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**FHDA Internship Program**

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For more information, visit our Web site.

**Telephone:** 650.604.5560

**Web site:** http://internships.fhda.edu
Library Services

The college’s library services are housed in the A. Robert DeHart Learning Center complex. The Library and Open Media Lab contain thousands of resources for students including books, magazines, videotapes and access to the Internet.

Librarians staff the reference area on the first floor of the main building. Students who need help in accessing information on the Internet or in the thousands of available print resources can turn to the librarians for assistance. A large portion of the magazine and newspaper articles referenced in the computer indexes can be immediately printed in full text format or e-mailed to any active e-mail account.

For a sample of the resources available in the library, look at the Web site.

The Library offers a series of classes focused on teaching students and staff members Internet search skills. These one-unit classes are offered online through the Distance Learning Office and are listed each quarter in the class schedule under Learning Center.

Two computer labs are located in the Learning Center complex. The Open Media Lab, in the basement of Learning Center West, has 90 computer workstations, and the Internet Lab on the second floor of the library has 20 computer workstations. In both of these labs, students can check their e-mail, access the Internet, prepare projects using a large range of word processing, spreadsheet and presentation software as well as complete other library research. Assistance is available in both of these labs.

The Open Media Lab houses video and audio tapes for the Distance Learning Program. These materials circulate for use outside the building. Listening and viewing stations are also available in the lab. Location: Library (Learning Center) and Learning Center West
Telephone: Library: 408.864.8761
Library Circulation: 408.864.9761
Library Reference: 408.864.8479
Open Media Lab: 408.864.8850
Web site: www.deanza.edu/library

Listening and Speaking Lab

The Listening and Speaking Lab (LSL) offers English practice opportunities through a variety of interrelated programs. Part of the Student Success Center, the lab offers six ESL 1/2 unit electives where students can expand their speaking, listening, vocabulary and reading skills in small group sessions meeting once a week in ATC 304.

Students from all disciplines can also take advantage of tutoring and workshop programs designed to advance their speaking and listening needs. To support course work requirements, the lab provides ESL software orientations and recording equipment. Finally, LSL promotes a Cross Cultural Partners program (CCP) and a Language Exchange to engage students in learning partnerships. For updated information on offerings and for current listings of workshops and tutoring sessions, visit the Web site.

Location: Advanced Technology Center, Lab 304
Telephone: 408.864.5385
E-mail: lslab304@yahoo.com
Web site: http://faculty.deanza.edu/ifftmaryanne

Occupational Training Institute (OTI)

OTI implements CalWORKs (Welfare to Work), WIA (Workforce Investment Act), NAFTA (North American Free Trade Agreement) and TAA (Trade Adjustment Assistance) programs. OTI provides intensive occupational training and job placement for those eligible for the above programs and who are low-income, disadvantaged or dislocated workers. If necessary, instructional and related activities are designed to address the specific skill needs of the labor market as well as to enhance the employability of the students.

CompTechS (Computer Technical Support program) is an internship program for students who are interested in careers in information technology. The computer donation program provides computers to disadvantaged students via Financial Aid. OTI supports De Anza and Foothill colleges’ excellent career training such as medical, technical and administrative occupations. For further information, contact the OTI office.

Location: OTI Building #1 in Staff Lot I
Telephone: 408.864.8869
Web site: http://oti.fhda.edu

Professional & Workforce Development

De Anza College provides many professional and workforce development services that directly benefit employees and employers in the Silicon Valley and greater Bay Area. Two of those services are customized on-site employee training and specialized training and consulting for manufacturing businesses from the Center for Applied Competitive Technologies (CACT).

We have been providing high-quality training and business services to area employers for more than 20 years. Our services are affordable, convenient and flexible. Subject-matter experts in many fields serve as our instructors and consultants. They utilize a variety of teaching modalities to deliver high-quality training. We offer accelerated programs and distance learning as well as special services including skills testing, counseling, career assessment and consulting.

Services for Businesses

We provide training and consulting in such areas as:
- Business Skills
- Workplace Communication
- Professional Development
- English as a Second Language
- Computer Software Applications
- Health and Safety
- Basic Skills

Location: Staff House 1
Telephone: 408.864.8710
FAX: 408.864.8400
E-mail: profwd@deanza.edu
Web site: www.SiliconValleyTraining.fhda.edu
Puente Project—
A Bridge to Success

Puente is an award-winning national program that has helped thousands of students reach their dreams of college success. Puente was founded in 1981 by Felix Galaviz and Patricia McGrath, currently co-directors of the project at Chabot College in Hayward. Since then, Puente has been successfully replicated in more than 38 community colleges.

Puente provides three major areas of services to students to help prepare them for transfer to four-year colleges and universities:

- English Instruction – Puente students take two consecutive writing classes, EWRT 100 and EWRT 1A. These classes provide a supportive and stimulating environment for Puente students with an emphasis on developing writing skills through an exploration of the Mexican American/Latino experience.

- Counseling – Puente students work closely with their Puente counselor to develop an academic educational plan, explore career options and identify their goals. The students enroll in HUMA 20: Life Skills in Higher Education and COUN 80, Latina/os Issues in Higher Education. Students visit campuses of the University of California and other four-year colleges and attend an annual Puente student motivational conference.

- Mentors – Puente students are matched with an academically and professionally successful mentor from the community. The network of trained Puente mentors provides many resources for Puente students, their families, their colleges and the community.

Puente students:

- Succeed academically
- Are recognized as leaders and scholars
- Graduate from four-year colleges and universities
- Belong to a statewide network of leaders and professionals

Location: Student and Community Services Building
Telephone: 408.864.8365
E-mail: cortezalicia@deanza.edu

Science Resource Center

The Science Resource Center is operated by the Biological, Health and Environmental Sciences Division and is open for use to all currently registered De Anza College students. There are a variety of learning resource materials available to students including PC and Mac computers (most with Internet access), computer software, VCR/DVD players and videos, models and charts.

Student groups may also sign up to use one of the group study/meeting rooms.

Location: Science Center, Building 3, Room 3101
Hours: Monday-Thursday 8:30 a.m.-9 p.m.; Friday 8:30 a.m.-1 p.m.
Telephone: 408.864.8921

Special Education Programs

Adapted Physical Education

The Adapted Physical Education (APE) program provides exercise classes for individuals with physical limitations and disabilities.

Location: Building PE 6 (near the pool)
Telephone: 408.864.8885

Disability Support Services

Disability Support Services provides special services and instruction for students with physical disabilities, psychological disabilities or chronic health impairments. These include registration assistance, parking permit distribution, tram service, assistive technology support and training, academic and test accommodations.

Print-impaired students have the services of an alternate media specialist to assist them with curricular modifications such as ordering materials in special media.

Deaf and hard-of-hearing students have the assistance of an interpreter/scheduler with registration, the provision of interpreting and captioning services in the classroom, and with a campus liaison.

Location: Student and Community Services Building
Telephone: 408.864.8753 (Voice)
408.864.8748 (TTY)
E-mail: dss@deanza.edu
Web site: www.deanza.edu/specialed/
Hope Program
The Hope-De Anza cooperative program is designed to serve adults with developmental disabilities who would benefit from a comprehensive rehabilitation/educational program. The training assists the individual in developing the attitudes, behaviors, work skills and self-confidence leading toward competitive, supported or sheltered employment.

A team approach is used that considers the total individual with emphasis on the development of an individualized and prescriptive vocational/educational plan.

There are three facilities:
1. 460 E. Middlefield Rd., Mountain View, CA 94043, 650.934.0335
2. 1555 Parkmoor Ave., San Jose, CA 95128, 408.282.0416
3. 2380 South 10th St., San Jose, CA 95112, 408.282.0449

Stewardship Resource Center
The Stewardship Resource Center (SRC) is operated by the Biological, Health and Environmental Sciences Division’s Environmental Studies Department. The SRC provides tutorial and classroom support for Environmental Studies and Environmental Sciences courses and programs as well as students who are interested in learning about the stewardship of California and the environment.

Location: Kirsch Center for Environmental Studies, Room 224 (southeast corner of campus)
Telephone: 408.864.5322

Student Activities Office
The Student Activities Office provides an information and resource center for students, staff and community members. It also enhances multiculturalism and diversity at De Anza. The office, in concert with De Anza Associated Student Body (DASB), clubs and staff, provides for numerous educational programs and events representing our diverse student and staff community.

Among the many services are a housing Web site and college posting approval. Also available is free legal advice by a lawyer who will advise students on many legal matters.

Location: Hinson Campus Center (Lower level, near Financial Aid and Health Services)
Telephone: 408.864.8756
Web site: www.deanza.edu/studentactivities

Student Success and Retention Services Program
The Student Success and Retention Services (SS&RS) program is an academic enrichment and support program that facilitates the matriculation of students with historically low retention, matriculation and transfer rates, and first-generation college students. The center provides a supportive community of peers, faculty and staff who foster a nurturing environment and encourage the retention and success necessary to enable achievement of student’s educational objectives.

Program participants receive educational planning and academic advising; a student study and computer center, peer mentoring and free tutoring, campus tours to four-year universities, scholarship and financial aid information, as well as various academic enrichment workshops.

Location: Student and Community Services Building
Telephone: 408.864.8470
Web site: www.deanza.edu/ssrs

Technology Resources Group
Working with other groups across campus and in the district, the teams that make up the Technology Resources Group are dedicated to finding the best solutions to achieve the college’s instructional goals and meet the faculty’s and student’s needs.

Services include:
- De Anza Web site development, tools and applications
- Video and audio systems engineering and support
- Online instructional technologies (online courses and streaming media)
- Multi-media production, including broadcast, webcast, CD and DVD creation

The Technology Resources Group reports to the Office of the Vice President of Finance and College Services.

Location: Building A8, North end of campus near the Flint Center
**Transfer Center**

The Transfer Center, located in the Student and Community Services Building, assists students who are considering transferring to a four-year degree program. Understanding admission requirements and the transfer process can be time-consuming and confusing. To facilitate the process, the Transfer Center offers the following resources and support services to assist students in researching options, making sound choices and planning a smooth transition between institutions.

- Information about articulation agreements, guaranteed admission programs and impacted majors
- College catalogs from all University of California and California State Universities, many private colleges and universities, and many out-of-state colleges and universities
- Computerized references: ASSIST articulation agreements
- Visits from University of California, California State University, and selected private university representatives to provide transfer advisement
- Workshops on guaranteed admission, general education requirements and application procedures
- Drop-in advising to answer quick questions

The Transfer Center sponsors special programs throughout the year. All scheduled activities are posted in the Transfer and Counseling centers and online.

**Location:** Building S4, Room 43 (math and science); Building L4, Room 47 (English, ESL, accounting and other subjects)

**Telephone:** L47: 408.864.8682 or S43: 408.864.8683

**E-mail:** L47: alvesdelimadiana@deanza.edu or S43: bellaura@deanza.edu

**Web site:** www.deanza.edu/transfer

**Veterans Affairs**

The De Anza College Veterans Services Office takes pride in assisting veterans, and veterans’ spouses or dependents, in applying for and receiving Montgomery G.I. Bill benefits. De Anza certifies the Montgomery G.I. bill, Veterans Educational Assistance Program and Selected Reserve Education Assistance Programs.

To comply with veterans regulations, students receiving VA benefits must maintain both satisfactory attendance and grade point average. Students whose GPA falls below a 2.0 for one quarter are notified of unsatisfactory progress. If the GPA remains below 2.0 for a second consecutive quarter, the student’s benefits will be suspended. To reinstate benefits, veterans must complete one quarter with a GPA of 2.0 or higher.

**Location:** Admissions and Records Office (staff entrance off hallway)

**Telephone:** 408.864.8230

**E-mail:** mccarttjohnny@deanza.edu

**Writing and Reading Center**

The Writing and Reading Center, part of the Student Success Center, is open to all De Anza students, staff and faculty currently enrolled in any course. Faculty, teaching assistants and peer tutors are ready to help students generate ideas, understand texts and produce written documents. Students may drop in at their convenience and get help on a first-come, first-served basis. Computers with Internet access, instructional handouts and reference books are available to supplement one-on-one instruction.

A variety of workshops are held each quarter focusing on specific areas of student and faculty interest, such as “Effective Use of Online and Digital Grammar Resources,” “Writing Introductions,” “Editing Strategies,” “MLA Documentation for Research Papers” and “Teaching Hybrid Classes.”

**Location:** Advanced Technology Center, Room 309

**Telephone:** 408.864.5840

**E-mail:** wrc@deanza.edu

**Web site:** www.deanza.edu/studentsuccess