

# COLLEGE PROGRAMS and SERVICES

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## 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](mailto:kastelicjeannie@deanza.edu)

**Web site:** [www.deanza.edu/studentsuccess/](http://www.deanza.edu/studentsuccess/)

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## 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

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## 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:** <http://books.deanza.edu>  
(includes convenient online ordering, business hours, buyback dates)

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## 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 Stockmeir 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

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## 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

## Career Center

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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 resumé and cover letter preparation
- Job search workshops are offered every quarter on subjects such as the job search process, resumé 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](http://www.deanza.edu/careercenter)

## Cheeseman Environmental Study Area (Cheeseman ESA)

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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

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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](http://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

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### 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](mailto:browndolores@deanza.edu)

*Web site:* [www.deanza.edu/studentsuccess/](http://www.deanza.edu/studentsuccess/)

## Community Education

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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](http://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](http://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](http://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](http://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](http://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](http://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/diningservices](http://www.deanza.edu/diningservices)

## 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

strongly advised for all distance education students and is a requirement to participate in most distance learning classes. All DLC courses now provide online course syllabi ("green sheets") as a convenience for our students.

Students are encouraged to take advantage of other online college services, including the De Anza application for admission, course registrations for the current or upcoming quarter, adding and dropping courses after initial registration, access to library publications and materials, and college counseling (including the Counseling 100 and Career Life Planning 70 Web-based classes). The Online Advisor is available to give academic advice to students who complete the online Intake Form at [www.deanza.fhda.edu/counseling/advisor](http://www.deanza.fhda.edu/counseling/advisor). Students may also find De Anza's Online Writing Assistance Center a very helpful resource to connect with a writing tutor.

Please refer to the Distance Learning Center Web site for opportunities to complete individual online orientations for specified DLC sections. Many classes specify the online orientation option as an alternative to attending that course's required first class meeting on the De Anza College campus.

The Distance Learning Center offers courses and certificate programs in a variety of disciplines. Technology-delivered classes are academically equivalent to and carry the same credits as on-campus courses. Numerous courses meet General Education (GE) and transfer requirements. Students may complete most lower division GE degree requirements for the A.A. or to transfer to a 4-year institution.

Programs are designed for busy individuals who may have limited time to attend on-campus classes on a regular basis

and prefer the flexibility and convenience that distance learning offers. Successful students enrolled in Distance Learning courses are highly motivated, self-disciplined, possess good study skills and enjoy instruction that appeals to a variety of learning styles.

Mediated delivery of instruction may also support and benefit students with disabilities. For specific information on services provided to students with disabilities, please contact the Disability Support Services office on campus. Courses that implement closed captioned videos are indicated by the **cc** symbol beside that course each term in the Distance Learning Center's section of the college schedule of classes. Courses that may be applied to General Education requirements are designated by the **GE** symbol in each schedule.

Different instructional delivery technologies are also identified in the schedule with an icon designating the technology used for a specific course section. Please refer to the footers at the bottom of the pages in the Distance Learning section of each term's schedule of classes.

De Anza College has transfer agreements with four-year institutions that welcome and encourage students to transfer and complete B.A. or B.S. degrees through distance learning programs. Those accredited institutions include Capella University in Minneapolis, Minn., and Governor's State University located in University Park, Ill.

**Office location:** Learning Center West,  
1st floor, Room 102

**Telephone:** 408.864.8969

**FAX:** 408.864.8245

**E-mail:** [distance@deanza.edu](mailto:distance@deanza.edu)

**Web site:** <http://distance.deanza.edu>



## 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.

**Interim location:** Building A9

**Telephones:** 408.864.8836,  
408.864.5464 (*Arts & Schools Program*)

**Web site:** [www.deanza.edu/euphrat/](http://www.deanza.edu/euphrat/)  
(for program activity updates)

## Financial Aid

Financial aid is available through the college for students who need financial support in order to pursue their college education. The college provides assistance in the form of grants, scholarships, loans and part-time jobs. Except for scholarships, all programs require that a student show financial need in order to qualify.

De Anza College 2008-2009		
Cost of Attendance		
	Living at Home with No Dependents	All Others
Tuition and fees	\$ 672	\$ 672
Books and supplies	1,656	1,656
Room and board	4,137	10,002
Transportation	1,116	1,116
Personal and miscellaneous	2,754	2,754
<b>Total</b>	<b>\$10,335</b>	<b>\$16,200</b>

## 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](http://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)

**Location 2:** Baldwin Winery Building

**Voicemail:** 408.864.8718

**FAX:** 408.864.5658

**E-mail:** [financialaid@deanza.edu](mailto:financialaid@deanza.edu)

**Web site:** [www.deanza.edu/financialaid](http://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.)

### 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,  
Room 175 (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.

## 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>

## 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:** North end of Parking Lot E

**Telephone:** 408.864.8814

**Laser line:** 408.864.5791

**Web site:** [www.planetarium.deanza.edu](http://www.planetarium.deanza.edu)

## 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/](http://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](http://www.deanza.edu/housing)



## 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](http://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  
in Staff Lot I

**Telephone:** 408.864.8826

**E-mail:** [dainternational@deanza.edu](mailto:dainternational@deanza.edu)

**Web site:** [www.deanza.edu/international](http://www.deanza.edu/international)

## Library Services

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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](http://www.deanza.edu/library)

## Listening and Speaking Lab

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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](mailto:lslab304@yahoo.com)

**Web site:** <http://faculty.deanza.edu/iffmaryanne>

## Occupational Training Institute (OTI)

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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

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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](mailto:profwd@deanza.edu)

**Web site:** [www.SiliconValleyTraining.fhda.edu](http://www.SiliconValleyTraining.fhda.edu)

## Center for Applied Competitive Technologies

The Center for Applied Competitive Technologies provides training and consulting in such areas as:

- Root Cause Analysis
- Design for Manufacturability
- Statistical Process Control
- Design of Experiments
- Six Sigma Deployment
- ISO 9000: 2000
- Technical Skills

*Location:* Staff House 1

*Telephone:* 408.864.8710

*FAX:* 408.864.8400

*E-mail:* profwd@deanza.edu

*Web site:* www.deanzacact.org

## 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:* Alicia Cortez, Puente counselor at 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/

## Educational Diagnostic Center

The Educational Diagnostic Center (EDC) assists students to discover their learning styles, academic strengths and weaknesses, and assesses eligibility for learning disability services at the California Community Colleges.

An adult with learning disabilities has average or above-average intelligence and demonstrates deficits in one or more of the following areas: reading, spelling, math, writing, problem solving, memory and organizational skills. All eligibility assessments are done on an individual basis, and a personalized plan of instruction is developed according to the student's abilities and needs. The following support services are available to students eligible for EDC: registration assistance; specialized instructional support classes; recommendation arrangements; and campus and community liaison including referral to social, medical, vocational and/or other educational agencies.

*Location:* Learning Center West, Room 110

*Telephone:* 408.864.8839

*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](http://www.deanza.edu/studentactivities)

## Clubs

Student success is the primary focus of De Anza, and one factor of success is campus involvement. There are more than 50 active clubs on campus that provide diverse opportunities for students. Clubs provide leadership opportunities, community service and friendships, and the horizon is open for many new clubs to be formed. For a current list of clubs, club meetings, how to start a new club and more, visit the Web site.

**Web site:** [www.deanza.edu/clubs](http://www.deanza.edu/clubs)

## Student Government

The De Anza Associated Student Body (DASB) is the elected government organization designed to enhance the college environment through student involvement in the decision-making process. Student government financially supports athletics, clubs, dances and speakers, creative arts events, student publications, social events and some instructional programs.

Active participation in student government provides students the opportunity to gain skills and knowledge in group dynamics, program planning and the opportunity to develop leadership skills.

Students are encouraged to participate in the development of co-curricular programs and the formulation of general college policies. Participation of students in the governance of the college is effected through membership and participation on all major college boards and committees.

The opportunity for self-government is extended to the students of De Anza by the board of trustees, administration and faculty to promote student activities that provide social and intellectual stimulation to the college campus and community. More information is available at the Student Activities Office.

**Web site:** [www.deanza.edu/dasb](http://www.deanza.edu/dasb)

## 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/ssrsc](http://www.deanza.edu/ssrsc)

## 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

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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:** Student and Community Services Building

**Telephone:** 408.864.8841

**Web site:** [www.deanza.edu/transfer](http://www.deanza.edu/transfer)

## Tutorial Center

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Qualified peer tutors provide free individual, group, online and drop-in tutoring in most academic subjects during the day and early evening. Students who need assistance in their classes should apply for tutoring early in the quarter. This program, part of the Student Success Center, provides drop-in hours and more information on its Web site.

You may also consider joining the exciting, dynamic team of tutors. This is a great opportunity if you are a De Anza student, have done well in your courses and have a desire to help others.

**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@](mailto:alvesdelimadiana@deanza.edu)

[deanza.edu](mailto:deanza.edu) or

S43: [belllaura@deanza.edu](mailto:belllaura@deanza.edu)

**Web site:** [www.deanza.edu/studentssuccess/](http://www.deanza.edu/studentssuccess/)

## Veterans Affairs

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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)

**Appointments:** available

**Telephone:** 408.864.8230

**E-mail:** [mccartjohnny@deanza.edu](mailto:mccartjohnny@deanza.edu)

## Writing and Reading Center

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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](mailto:wrc@deanza.edu)

**Web site:** [www.deanza.edu/studentssuccess/](http://www.deanza.edu/studentssuccess/)

