

Student Services
Program Review Summaries
2008-09

The Mission of **Adapted Physical Education (APE)** is to challenge students with disabilities to: Acquire knowledge of health and physical fitness as it relates to their physical abilities, develop a positive attitude towards living an active and healthy lifestyle, develop their personal abilities and skills related to the successful participation in physical activities, achieve their fitness and educational goals, and become more independent in performing exercises and activities of daily living.

The De Anza **Admissions and Records** office mission is to provide comprehensive, client sensitive, and technologically innovative and appropriate services to our approximately 24,000 diverse students and staff. These services include: admissions; registration; graduation and program evaluation; transfer credit review; Veterans' services; faculty support, including grading, roster maintenance, grade changes, Incompletes and faculty course technology support; Assessment and prerequisite evaluation and support; Counseling services integration and support (Articulation, Matriculation, Counseling 100 registration, etc); transcript services (supporting one of the highest transfer rates in the state); Division support including waitlist and enrollment management; Outreach and Recruitment support; apportionment collection and reporting; Student technology enhancements, interface with and trainers for other users across campus; and finally compliance and enforcement of state regulations and mandates.

The **Articulation and Transfer Services (ATS) Program** is responsible for the coordination and maintenance of articulation activities for the college. These activities involve working closely with De Anza and university faculty, department chairs, articulation officers, staff, evaluators, segmental (UC, CSU, CCC, AICCU) offices, and system-wide programs (e.g. CSU-LDTP, C-ID, Assist). Supporting De Anza's mission, a sound articulation program with an extensive articulation based is a mainstay for a successful transfer program as it establishes course equivalencies between De Anza and 4-year institutions and provides students with course curriculum that will meet their transfer requirements.

In support of the Master Plan for Higher Education and De Anza's **Transfer** mission, ATS works directly with the universities and segmental offices, and is a key resource for counseling and instructional faculty, staff and administrators on all matters related to transfer.

The **Assessment Center** provides students the opportunity take placement tests in mathematics (through Mathematics 1A), English (through EWRT 1A), and English as a Second Language, as required by Assembly Bill 3 78212(b)(3)(A). The Center also administers a readiness test for Chemistry 1A/Biology 6A and Biology 40a.

The **Athletics Department** is an integral part of the Physical Education Division. The department's mission is to provide an athletic program that helps develop the whole person (mind and body) through education and competition. Athletics contributes to discipline, integrity, leadership, life skills, social responsibility, sportsmanship, and teamwork. Athletics promotes ethnic and cultural diversity. The Athletic Program improves campus life, which is a foundation for student success.

In keeping with the De Anza College mission statement, the **Career Center** assists students in the formation of educational and career goals as well as aids them in the search for employment so that they are able to become productive, contributing members of our community.

The **Counseling and Advising Center's** mission is to assist the student with decisions, which affect educational, vocational, and personal goals, and to provide appropriate support and instruction, which will enable the student to implement these decisions.

The mission of the **Disability Support Services** department is to provide educational access to students with disabilities. DSS, and the SPED programs, provides comprehensive services in supporting the mission of the district- and providing equal opportunity for students with disabilities.

The mission of the **Educational Diagnostic Center** is to ensure that students with learning disabilities have an equal opportunity to reach their educational potential. Our purpose is to provide access to skill development courses, services and accommodations for students with learning disabilities and other high-risk indicators.

Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) at De Anza College are committed to assisting EOPS/CARE students in their quest for individual growth, academic success, and career and transfer goals by offering support services that will empower students who face language, social, academic, and economic challenges.

The **Financial Aid & Scholarship program** provides federal, state and institutional aid to qualified students to help them access higher education and help them stay in college until completing their degree/certificate. Our mission is two-fold. To maintain a high level of integrity in processing and compliance with governmental regulations while maintaining the highest level of service to students by processing applications as quickly and efficiently as possible such that money is in the hands of students in a timely manner for access and retention. In addition, we also house the student personnel function for hundreds of students employed at the campus.

Our mission at De Anza College **Health Services** is to facilitate the educational success of our students by providing personalized and affordable medical care, health education and community resource information to promote their physical, social and emotional well-being.

HOPE Services is a non-profit CARF (Commission on Accreditation of Rehabilitation Facilities) accredited agency who works with underserved adults with developmental disabilities including autism spectrum disorders, mental retardation, Down's syndrome and other related conditions since 1975.

International Student Programs (ISP) is the office that is responsible for all aspect of international student programs and services at De Anza College. Its mission is to provide a user-friendly environment whereby international students on F-1 visa/status can receive the needed programs and services to ensure a rewarding educational and personal experience at this College.

The Office of **Outreach and Relations with Schools** implements the Outreach Strategic Initiative and coordinates campus wide outreach activities. With emphasis on targeted outreach to underrepresented students, Outreach works with more than 72 high schools and school districts throughout Santa Clara County and the Peninsula. We provide services aimed at improving college access and attracting diverse student populations to De Anza College.

The **Puente Project**, a retention and transfer program sponsored by the University of California Office of the President and California Community College Chancellors Office serves all students interested in transferring to a 4-year university. The program provides the students three components consisting of: English and Human Development-Counseling courses, Counseling and Mentoring for their first year and Counselor follow-up until the student transfers.

The **Student Activities Office** offers the De Anza student population unique opportunities not readily available from any other office or program, such as being able to connect with other students and faculty, exploring ideas without limits and consequences, developing life long relationships, becoming a leader and also being part of a team, developing skills that build character and future leaders, serving their communities, and directly interacting with and learning of diverse cultures, ethnicities and political ideologies.

The **Student Success & Retention Services Center's Mission** is to facilitate the matriculation and/or transfer of students with historically low retention and transfer rates. Center goals are to have an enhanced academic and retention support Program servicing a wide spectrum of the campus community by ensuring that participants receive counseling and academic support services as well as information, resources, and assistance that enables academic success.

The **Transfer Center** provides services that facilitate the transfer of students to baccalaureate degree granting institutions. The services offered are: Drop-in advising, Appointments, Workshops/class presentations, University Representative Visits, High School Visits, Transfer Admission Guarantee/Agreements, Transfer Library, Counseling Triage.