College Programs and Services

Athletics
De Anza is a member of the Coast Conference and the California Community College Athletics Association. 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
Website: www.deanza.edu/athletics

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, art and office supplies. The Bookstore is the source for De Anza College logo clothing and gifts, scantrons, pencils and convenience store items. The Bookstore also offers educationally priced computers, software and supplies.

Telephone numbers: General textbook information 408.864.8455
Computer department
408.864.8232

FAX: 408.864.8468
Website: http://books.deanza.edu
(includes 24-hour online textbook orders, school supplies, logo clothing orders, online faculty textbook requisitions, hours of operation, buyback dates, special events)

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 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
Website: www.deanza.edu/califhistory

Campus Abroad Program
The Foothill-De Anza Campus Abroad Program has been suspended until further notice. Sometimes, however, individual faculty continue to offer summer programs that are specific to their disciplines.

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 to provide services to more than 100 children. Parent participation is supported and strongly encouraged. It offers 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.

Junior Kindergarten

The Child Development Center will be offering a Junior Kindergarten class in 2012-2013 for children who were born on or before Dec. 2, 2007. This class is specially designed for children who are at the transitional kindergarten age or children who will benefit from spending an extra year in a small group setting with a higher child/teacher ratio. The class is designed to better prepare children with their social skills as well as the academic skills that are aligned with the California Department of Education’s kindergarten. CDC staff are currently training at the Santa Clara County Office of Education to offer the curriculum designed for public school teachers who will be teaching transitional kindergarten classes.

Junior Kindergarten hours are 8:30 a.m.-12 p.m. and the program cost is $650 per month. Grants are available for qualifying students. A limited all-day option is available and a half-day pre-kindergarten program for children who were born after Dec. 2, 2007 is also available. Call 408.864.8891 for more details.

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

Location: Southwest corner of campus

Telephone: 408.864.5795
FAX: 408.864.5627

College Life, Office of

The Office of College Life 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 the college’s diverse student and staff community.

Among the many services are a housing website 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 Health Services)

Telephone: 408.864.8756
Website: www.deanza.edu/collegelife

Clubs

Student success is the primary focus of De Anza, and one factor of success is campus involvement. There are more than 65 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 website.

Website: 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 Office of College Life.

Website: www.deanza.edu/dasb

Community Education

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

Website: www.communityeducation.fhda.edu

Foothill–De Anza Short Courses

This program provides a variety of fee-based, not-for-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
Website: www.communityeducation.fhda.edu

Extended Year Summer Enrichment Program

This program is operated in partnership with college’s Euphrat Museum of Art and the Cupertino Union School District. 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
Website: www.extendedyear.deanza.edu

Cooperative Education

Due to budget constraints, the Cooperative Education (Co-op) program at De Anza College will not be offered during the 2012-2013 academic year.

See Foothill College’s Cooperative Work Experience program at www.foothill.edu/programs/coop.
Counseling and Advising Center

Counseling and advising services assist students in establishing their educational goals and identifying support services to achieve those goals. Counseling 200, Orientation to College, includes this component for new students. 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 the website or call to check hours the center is open each week. Typically, counselors and academic advisers are available Monday and Thursday from 8:30 a.m. to 5 p.m., Tuesday and Wednesday from 8:30 a.m. to 7 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 only basis during the first week and the last two weeks of any quarter.

**Location:** Student and Community Services Building

**Telephone:** 408.864.5400

**Website:** [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
- The Valley Transit Authority (VTA) Eco Pass
- 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

**Website:** [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, hot and cold sandwiches, specialty pizzas, and salads, pasta and 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

**Website:** [www.deanza.edu/dining](http://www.deanza.edu/dining)

**Disability Support Programs and Services (DSPS)**

**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

**Website:** [www.deanza.edu/ape](http://www.deanza.edu/ape)

**Disability Support Services**

Disability Support Services (DSS) 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)

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

**Website:** [www.deanza.edu/dss](http://www.deanza.edu/dss)

**Disability Support Programs**

**Services Building**

**Telephone:** 408.864.8748 (TTY)

**Website:** [www.deanza.edu/dss](http://www.deanza.edu/dss)

**Services Building**

**Telephone:** 408.864.8885

**Website:** [www.deanza.edu/dining](http://www.deanza.edu/dining)
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 the 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 200 and Career Life Planning 70 web-based classes).

Please refer to the Distance Learning Center website for information on required orientations for distance learning classes. Some orientations are on campus, some are online, and some have the option of either an online or an on-campus orientation.

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 four-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.

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: Media and Learning Center, Room 250
Telephone: 408.864.8969
FAX: 408.864.8245
E-mail: distance@deanza.edu
Website: www.deanza.edu/distance

EOPS and CARE

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

As part of EOPS, the Cooperative Agencies Resources for Education (CARE) Program provides support services to single heads of household receiving Temporary Assistance...
Euphrat Museum of Art

The Euphrat Museum of Art, located at the front of the Visual and Performing Arts Center, presents engaging 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 and events. Nationally recognized, the Euphrat program:

- Highlights the heritage of different cultures
- Enhances understanding of art fundamentals, art history and esthetics
- Augments college instruction in multiple disciplines

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 and middle-school students in the community.

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

Visit. Volunteer. Experience art and leadership, community building, interdisciplinary projects and creative problem solving.

Location: Euphrat Museum of Art
(Front of Visual and Performing Arts Center)

Telephone: 408.864.5464
Website: www.deanza.edu/euphrat
(for program activity updates)

Financial Aid and Scholarships

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.

<table>
<thead>
<tr>
<th>De Anza College 2012-2013</th>
<th>Cost of Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living at Home with No Dependents</td>
<td>All Others</td>
</tr>
<tr>
<td>Registration and fees</td>
<td>$1,494</td>
</tr>
<tr>
<td>Books and supplies</td>
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<tr>
<td>Room and board</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Personal and misc.</td>
<td>2,832</td>
</tr>
<tr>
<td>Total</td>
<td>$11,706</td>
</tr>
</tbody>
</table>

Application Procedure

For the programs below, use the Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.gov. Carefully follow the directions provided. Applications for each new academic year are available online on Jan. 1. Deadlines for the various programs vary considerably. Generally, financial assistance is provided as long as funds are available. Students are encouraged to call or visit the Financial Aid Office for more information.

Ability to Benefit

Ability-to-benefit (ATB) options for establishing general student eligibility for federal student aid will be eliminated for students who first enroll in a program of study on or after July 1, 2012.

All students seeking federal financial aid will need to have a high school diploma, GED, or have been home schooled in order to meet the academic qualifications for general eligibility.

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)
- Board of Governors Fee Waivers (BOGW)
- Cal Grant B
- Cal Grant C

BOG A/B/C

Students admitted under AB540 become eligible to apply for BOG Fee Waivers in January 2013.

Students admitted under AB540 become eligible to apply for Cal Grants in January 2013. The Cal Grant deadline is March 2, 2013 for 2013-2014.

Scholarships

Throughout the year, the Financial Aid Office receives announcements on scholarship 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 website.

Loans
- Federal Direct Loan
- Direct Parent Loan (PLUS)
- Book loans

Part-Time Jobs
- Federal Work Study Program (FWSP)

Financial Aid Contact

Location: Baldwin Winery Building
Telephone: 408.864.8718
Fax: 408.864.5658
E-mail: financialaid@deanza.edu
Website: www.deanza.edu/financialaid
For financial aid updates visit the website regularly.

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 emphasizes 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 students lock themselves out of their 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: 408.864.5555
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 Internship Program is currently in a transitional period. To participate in the Internship Program, students must enroll in a Cooperative Work Experience (CWE) class at Foothill College. For more information, visit the website.

Website: [www.foothill.edu/programs/coop/](http://www.foothill.edu/programs/coop/)

**Fujitsu Planetarium at De Anza College**

The Fujitsu Planetarium at De Anza College hosts a variety of star and laser light shows during fall and winter quarters each year. Daytime school field trips can be reserved for school-age groups from October to July. The Planetarium is also available for private rentals. Visit the planetarium website to view more information.

Location: North end of Parking Lot E
Telephone: 408.864.8814
Show information line: 408.864.5791
Website: [www.planetarium.deanza.edu](http://www.planetarium.deanza.edu)

**Health Services**

Student Health Services provides a variety of confidential, free and low-cost services. Free services include first aid, blood pressure checks, TB testing, flu shots, over-the-counter medicines, smoking cessation, pregnancy tests, condoms and health education information. Short-term psychological and personal counseling services are also provided free of charge. Services at reduced cost include well-woman exams, physical exams, birth control, emergency contraception and immunizations.

Location: Hinson Campus Center (Lower level)
Telephone: 408.864.8732
Website: [www.deanza.edu/healthservices](http://www.deanza.edu/healthservices)

**Housing**

De Anza does not have housing facilities, but the Office of College Life maintains a website listing available housing. De Anza does not supervise or assume responsibility for any housing facility. Visit the website for more information and to search through the housing ads.

Telephone: 408.864.8756
Website: [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 the campus and check out ISP’s website.

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, F1 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 F1 students are required to purchase and subscribe to the international student health insurance selected by the Foothill-De Anza Community College District.

Location: Learning Center West (LCW), Room 102
Telephone: 408.864.8826
E-mail: dainternational@deanza.edu
Website: [www.deanza.edu/international](http://www.deanza.edu/international)

**Learning in Communities (LinC) Program**

A Learning Community is an interdisciplinary approach to learning designed for student success that links two or more classes together with a common theme, content and materials. The community of students and faculty work collaboratively which creates a friendly, supportive atmosphere. Learning communities are open to all De Anza students.

When they enroll in a learning community, students will:
- Have some common readings and assignments in all classes in the learning community
- Have academic and personal support from a counselor dedicated to the learning community
- Learn more and earn more units with less stress and more fun

For more information and to see the schedule of learning communities offered each quarter, visit the website.

Website: [www.deanza.edu/linC](http://www.deanza.edu/linC)

**Library Services**

The college’s library services are housed in the A. Robert DeHart Learning Center complex. The Library and Library West Computer Lab contain resources for students including books, e-books, periodicals and DVDs. The building has wireless access to the Internet, 140 computer workstations located in two open computer labs, and a laptop checkout program for in-building use. Librarians are available to assist students with their information needs.
Instructors may place textbooks and other course materials on reserve either in print or electronic format.

Electronic resources are available 24 hours a day, 7 days a week. Using the library website as a starting point, users can access e-books, articles and other materials. Databases such as EbscoHost Academic Search Premier, Literature Resource Center, Lexis Nexis and Encyclopedia Britannica are available from off campus. Student, faculty and staff IDs provide access.

The Library offers a series of classes through Distance Learning, which can be found in the class listings.

Two computer labs are located in the Learning Center complex. The Library West Computer Lab, in the basement of the Learning Center West, has 90 computer workstations. The Library Computer Lab on the second floor of the Library has 20 workstations. In both of these labs, students can check e-mail, access the Internet, and prepare projects using Microsoft Office. Listening and viewing stations, digital cameras and a camcorder are also available. The Library West Computer Lab also has materials for the Distance Learning Program.

**Location:** Library and Learning Center West

**Library Circulation:** 408.864.9761

**Library Reference:** 408.864.8479

**Library West Computer Lab:** 408.864.8850

**Website:** www.deanza.edu/library

### Occupational Training Institute (OTI)

OTI offers career and occupational training for students eligible through the following programs:

- CalWORKs (TANF/Welfare to Work)
- WIA (Workforce Investment Act)
- NAFTA (North American Free Trade Agreement)
- TAA (Trade Adjustment Assistance)

OTI provides intensive career and occupational training, internships and job placement for those eligible for the above programs and who are low income, economically disadvantaged or dislocated workers. Instructional and related activities are designed to prepare students with the specific skill needs of the job market as well as to enhance the employability of the students. OTI supports De Anza and Foothill colleges' career training programs such as medical, technical, business and administrative occupations.

If students are on CalWORKs (TANF) or referred by a WIA or EDD office, OTI may be able to help them:

- Achieve academic and career goals
- Access academic, career and personal advisement/counseling
- Develop an individualized Education Plan
- Purchase required textbooks for classes (limited)
- Pay for childcare (limited)
- Provide early registration
- Obtain paid work-study job or internship
- Search for employment
- Access medical care through MediCal, Healthy Families, Healthy Kids and Valley Care
- Seek mental health assessments and assistance
- Locate and obtain referrals to various community services
- Get a free computer for school work through CompTechS

OTI’s CompTechS Program (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 the Financial Aid & Scholarships Office. For further information, contact the OTI office.

**Location:** Seminar Building (SEM)

**Telephone:** 408.864.8869

**Website:** www.deanza.edu/oti

### Office of Outreach and Relations with Schools

The Office of Outreach and Relations with Schools actively works to attract a diverse student population to De Anza College through a collaborative working relationship with high schools, school districts and communities throughout Santa Clara County. The goal of Outreach is to promote college access and success for all students, with emphasis on underserved and underrepresented student groups. The office serves prospective students and parents through a wide range of outreach activities at high schools including college fairs, career and college nights, presentations, info tables, student ambassadors, application workshops, placement testing, De Anza campus tours, student conferences, and the annual New Student and Parent Open House in spring quarter. Outreach provides information about De Anza programs and services and serves as a point of contact for schools, students and parents to support the successful transition of prospective students from high school to college. The office also works with all divisions, departments and programs on campus to coordinate institutional outreach efforts, meet enrollment targets, and connect new students to programs and services.

**Location:** Seminar Building (SEM)

**Telephone:** 408.864.8327

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

**Website:** www.deanza.edu/outreach

### Professional & Workforce Development

Professional & Workforce Development (P&WD) for the Foothill-De Anza Community College District works to provide training and professional development opportunities for those in or entering the Silicon Valley workforce. P&WD contracts with employers to train employees on site at their workplace and develops new programs that have the goal of preparing the workforce for emerging fields. Programs under P&WD include the Center for Applied Competitive Technologies which serves the technology and manufacturing sectors with just-in-time consulting and training services in process improvement and other areas.

**Location:** Foothill College campus,

**Room** 4057,

12345 El Monte Rd.,

Los Altos Hills

**Telephone:** 650.949.7797

**Website:** www.deanza.edu/proworkforce

### Center for Applied Competitive Technologies

The Center for Applied Competitive Technologies (CACT) is located at the Foothill College campus at 12345 El Monte Rd., Los Altos Hills. For information about its services, please call 650.949.7797.
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 at Chabot College in Hayward. Since then, Puente has been successfully replicated in more than 90 community colleges and high schools.

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 211 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/o 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

**Contact:** Alicia Cortez, Puente counselor
**Telephone:** 408.864.8365
**E-mail:** cortezalicia@deanza.edu

**Science Resource Center**

The Science Resource Center is located in the Science Pavilion. The resources are used by the Biology, Chemistry, Health Technology, Math, Medical Laboratory Technician, Nutrition and Health Department students and instructors to supplement class, laboratory and individual study. Students can also sign up to use one of the group study/meeting rooms.

The center supports the principle that learning doesn’t have to stop once a student leaves the classroom; the scientific experience can continue at a time more convenient to the student. While learning is often thought to be a process of the mind, it is heavily influenced by the learner’s environment – the variety of stimuli, the social aspect of the setting, the spatial context, and even the amount of ambient light and sound have all been seen to affect the learning experience. The Science Resource Center, a LEED certified building, is well suited to the learning experience.

The center maintains an extensive collection of models, histology slides, charts and reference books as well as a comprehensive library of CD ROMs for 21 computers available for student use.

The center is open for use to all registered De Anza College students.

**Location:** Science Center, Building 3, Room 3101

**Hours:**
- Monday 8:30 a.m. - 5 p.m.
- Tuesday 8:30 a.m. - 5 p.m.
- Wednesday 8:30 a.m. - 5 p.m.
- Thursday 8:30 a.m. - 5 p.m.
- Friday 8:30 a.m. - 1 p.m.
- Closed on Fridays during the summer session

**Telephone:** 408.864.8921

**Student Success Center (SSC)**

At De Anza College, many academic support efforts are organized within the Student Success Center, part of the Learning Resources Division. In the SSC, integrated programs support learning for all students across the curriculum in an open and supportive environment. Full-time professional staff provide support to students. In addition, all SSC programs depend on peer tutors. Consider joining the exciting, dynamic team of tutors. This is a great opportunity for De Anza students if they have done well in their courses and have a desire to help others.

Recently, the SSC has undergone many changes to better serve students, all of which are documented on the website along with updates on space, staffing, hours, activities, telephone numbers and other information.

**Website:** www.deanza.edu/studentsuccess

**Academic Skills**

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, study skills and basic math. In these courses, students work on individualized assignments at their own pace.

Linked Adjunct Study Skills courses are available for certain content course. 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.
**General Subject Tutoring**
Qualified peer tutors provide free individual, group and drop-in online tutoring in most academic subjects such as business, humanities, social sciences and modern languages during the day and early evening. Students who need assistance in their classes should apply for tutoring early in the quarter.

**Math, Science and Technology Resource Center (MSTRC)**
The MSTRC provides a variety of resources that enable students to develop the skills and abilities necessary to succeed in their math courses. Trained tutors provide weekly, drop-in and group tutoring in math and science courses. The center also houses the Math Performance Success (MPS) program, Enable Math and labs.
*Location:* Building S4, Room 43

**Writing, Reading, Listening and Speaking**
Part of the SSC is dedicated to providing language skills that empower students to succeed across campus in all their courses. For students at every level and in every discipline, we provide tutoring (drop-in, individual and group) as well as workshops and other opportunities to develop listening, speaking, reading and writing skills.

**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 a 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
*Website:* [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 comprise the Technology Resources Group are dedicated to finding the best solutions to achieve the college's instructional goals and meet faculty and student needs.
Services include:
- De Anza website technical development, tools and applications
- Video and audio systems engineering and support
- Online instructional technologies (online courses and streaming media)
- Multimedia production, including broadcast, webcast, CD and DVD creation
*Location:* Media and Learning Center, Room 210

**Transfer Center Services**
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
- Resource library including access to college catalogs from all University of California and California State Universities, many private colleges and universities, and many out-of-state colleges and universities
- ASSIST articulation agreements (online)
- Visits from University of California, California State University, and selected private university representatives to provide transfer advising
- Workshops on guaranteed admission, general education requirements and application procedures
- Drop-in advising (designated hours) to answer brief 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
*Website:* [www.deanza.edu/transfer](http://www.deanza.edu/transfer)

**Veteran Services**
The De Anza College Veterans Services Office assists veterans, reservists, service members, dependents and spouses with the process of applying for and receiving Veterans Educational Benefits. De Anza certifies the Post-9/11 GI Bill, Montgomery GI bill and other assistance programs including VEAP, REAP, DEA, vocational rehabilitation and tuition assistance programs.
To comply with VA 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.
*Location:* Student and Community Services Building, Room 111
*Appointments:* available
*Telephone:* 408.864.8230
*Contact:* Shari Pasquali, veterans coordinator
*E-mail:* pasqualishari@deanza.edu
*Website:* [www.deanza.edu/veterans](http://www.deanza.edu/veterans)