



## *Academic Skills Center*

The Academic Skills Center offers self-paced individualized courses and linked Adjunct Study Skills courses in a learning laboratory setting. Self-paced courses are listed under “Skills” and include study skills, reading, writing, grammar, spelling, vocabulary, basic math and a computer-based ESL course. In these courses, students work on individualized assignments at a pace that is appropriate to them.

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 sessions with self-paced work online or in the Skills Lab. 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) 864-8485 or  
(408) 864-8682

**E-mail:** [alvesdelimadiana@fhda.edu](mailto:alvesdelimadiana@fhda.edu)

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

## *Alternate Transportation*

For alternate transportation, see ALTRANS information at the Transportation Center, lower level of the Hinson Campus Center across from the DASB Senate Chambers. Information is also available on the Altrans Web site at [www.altrans.net](http://www.altrans.net).

In addition to Altrans information, alternate transportation information can be found at [www.rides.org](http://www.rides.org), [erideshare.com](http://erideshare.com) and [www.vta.org](http://www.vta.org).

## *Athletics*

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

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

### *Physical Education and Athletics Division*

**Location:** Building PE 4, Room 41c

**Telephone:** (408) 864-8751

## *Bookstore*

Located in a former winery building adjacent to the Campus Center, the Bookstore sells textbooks, reference books and study aids, school and office supplies, sportswear and backpacks, gifts and greeting cards, candy and snacks, bus passes and phone cards. The Bookstore also offers educational pricing on computers, software and computer supplies.

**Telephone numbers:** General information, (408) 864-8701; textbook information, (408) 864-8455; computer merchandise sales and support, (408) 864-8232

**FAX:** (408) 864-8468

**Web site:** *Order your books online.*  
<http://books.fhda.edu>

## *Broadcast Media Center*

The De Anza College Broadcast Media Center is located on the De Anza College campus directly adjacent to the Flint Center for the Performing Arts. The facility houses two television studios used for distance learning, satellite teleconferences, ISDN video conferences and other educational productions. Editing and duplication facilities are also located in the center.

The Broadcast Media Center serves as a distribution point for two cable television channels. One of the educational channels reaches most of the South Bay, comprising an audience of more than 400,000 homes. Television signals are also distributed to many classrooms on campus via a campus cable system. The center offers opportunities for De Anza students to learn all aspects of the broadcast industry: production, engineering, administration and scheduling. After serving a brief unpaid internship, some students become part-time employees. Interested students, particularly those with a film/TV or multimedia major, are encouraged to contact the center at (408) 864-8300.

## *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 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 its 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) 864-8712

### ***Campus Abroad Program***

Study in France, England, Italy or other parts of the world while enrolled in regular 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 at (650) 949-7614.

### ***Career Center***

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
- ▶ Individualized assistance from a career adviser concerning the job search process, resumé preparation and interviewing skills
- ▶ Job search workshops are offered every quarter on subjects such as career exploration, the job search process, resume development, interviewing skills and career fair preparation.

- ▶ A comprehensive career library, containing hundreds of current job listings spanning dozens of occupational areas. In addition to books, periodicals, directories, pamphlets and videos are available to assist you in the career exploration or 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. The Web site address is: [www.deanza.edu/careercenter](http://www.deanza.edu/careercenter).
- ▶ Ten computer workstations with Internet connections and Eureka and Discover software. These are two powerful computer programs containing information on hundreds of occupations, including their descriptions, entrance requirements, employment forecasts, salary information and California university programs to help you prepare for these occupations.

**Location:** OTI Building #3 in Parking Lot I

**Telephone:** (408) 864-5711

### ***Cheeseman Environmental Study Area (Cheeseman ESA)***

This 1.5-acre site on the southeast corner of the campus is operated by the Biological and Health Sciences Division (Environmental Studies Department) and contains a student laboratory for use by biology and environmental studies classes. The area, which contains 12 California native plant communities with more than 300 species, is open for guided natural history tours by appointment.

**Telephone:** (408) 864-8346

### ***Child Development Center***

Quality child care is available to De Anza students with toddlers and pre-schoolers. The Child Development Center (CDC), located at the southwest corner of the campus, provides a developmentally based program of early childhood education, offers parenting classes and serves as the teacher-training laboratory for child development majors.

The center's fully certificated staff provides programs for more than 100 children and families each quarter. Waiting lists exist for each program; therefore, parents are advised to notify the staff of their interest one or two quarters prior to the time they will be needing child care. Parents participate in the CDC classrooms three hours per week. Fees for child care are on a sliding scale. Weekly seminars on parenting are offered every quarter.

Child development majors interning in the program are completing requirements for state licensure and credentialing. Many students are working toward an A.A. degree in child development that is transferable to education and psychology programs in the state university system.

**Location:** Southwest corner of campus

**Telephone:** (408) 864-8822

### ***College Readiness Program***

The College Readiness Program provides instructional support classes in English, Reading, and ESL to help students succeed in their college courses. Students whose placement scores direct them to these classes are required to take departmental courses in the ESL, Reading 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 example, to qualify for English 1A, students must meet one of the following options:

1. Appropriate placement scores for English 1A, or
2. Successful completion of EWRT 100B and EWRT 160, and READ 100 and READ 101, or LART 100 and LART 170 or ESL 161, 162 and 163.

The College Readiness Program also offers additional classes for ESL students wishing to further skills in speaking, reading and writing. The Readiness classes supplement the departmental courses and provide students a unique opportunity to have additional practice and individual attention in a small-group instructional setting.

For more information, contact the College Readiness Program at (408) 864-8912.

**Location:** Learning Center, Room 138

## Community Education

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

### **Foothill-De Anza Short Courses**

This program provides a variety of fee-based, not-for-credit courses in educational, recreational, cultural and community development, classes that go beyond those offered through regular college programs.

**Location:** Forum 6B and 6C

**Telephone:** (408) 864-8817

**FAX:** (408) 864-5434

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

### **Extended Year**

#### **Summer Enrichment Program**

This De Anza College program operates 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 six to nine school sites throughout the local community. The program is fee-based, and accelerated classes are available for GATE identified students. Registration begins in mid-March each year.

**Location:** Planetarium Office #5

**Telephone:** (408) 864-5860 or  
(408) 864-8469

**Web site:** [www.communityeducation.fhda.edu](http://www.communityeducation.fhda.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 four 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 and must also be enrolled in a minimum of seven units including Co-op units.

- ▶ Co-op integrates classroom study with planned, supervised work experience.
- ▶ Co-op provides an opportunity for achieving new learning on the job.
- ▶ Co-op encourages identification of new approaches to improving job performance, expanding responsibilities, and achieving economic and professional recognition.

- ▶ Co-op enhances job content and self-management skills through the establishment and achievement of learning/performance goals.
- ▶ Co-op improves supervisor/employee relations by opening communication channels and promoting dialogue.

For enrollment information, contact the Co-op Education Office in the Center for Career Opportunities, OTI building #3, or call (408) 864-5841.

## 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 Administration Building, provides a comprehensive service for students who seek assistance in dealing with a variety of concerns. Academic advisers assist with developing academic plans and addressing academic concerns. Counselors assist with academic advising, educational, personal and career concerns. 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 we are open each week. Typically, counselors and academic advisors are available Monday through Thursday from 8:30 a.m. to 7:00 p.m. Appointments may be made from our Web site, 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:** Administration 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 service.

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
- ▶ housing board
- ▶ use of computers in the Open Media Lab
- ▶ free e-mail account

**Office location:** Hinson Campus Center  
(Lower level)

**Telephone:** (408) 864-5551

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

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

## ***Dining Services***

Dining Services is located on the upper level of the Campus Center. Services include breakfast, lunch, dinner, a salad bar, sandwiches, paninis and specialty pizza made to order. An assortment of snacks, desserts and beverages is also available. Private dining rooms are available by reservation through the Dining Services Office at (408) 864-8515. Banquet catering services are available for both on- and off-campus events.

**Web site:** www.deanza.edu/  
dining-services

## ***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. For academic credit courses, please refer to <http://distance.deanza.fhda.edu>. For a list and descriptions of not-for-credit online training, go to our special Web site for fee-based classes at <http://distance.deanza.fhda.edu/nfc>.

Technologies used to deliver instruction include video and Web-based tools. Televised courses include live and recorded classes via cable television, two-way interactive video between De Anza and off-campus locations, and videotape. Online courses utilize the World Wide Web and electronic communication with the instructor and classmates. Hybrid distance learning classes may combine video-based and online technologies, with some courses integrating CD's 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 and 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 of 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 <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, certificate programs, and several degree programs in a variety of disciplines, including business administration, science, intercultural studies, language arts, child development, creative arts, computer information systems, mathematics, social sciences and the humanities. 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. The Liberal Arts major can be earned completely through distance learning. In addition, the majority of credits are offered via distance education for students to earn the following:

### **Certificates of Achievement in ...**

- ▶ Accounting
- ▶ Business Administration
- ▶ Communication: Culture
- ▶ E-Business
- ▶ Energy Management Technology
- ▶ Intercultural Studies
- ▶ Microcomputer Business Applications
- ▶ Network Administration
- ▶ Network Basics
- ▶ Retail Management—Level II
- ▶ Technical Communications
- ▶ UNIX Operating System
- ▶ Web Development
- ▶ Windows 2000 Technical Support

### **Certificates of Completion in ...**

- ▶ Administrative Assistant/Office Technology
- ▶ Bookkeeping
- ▶ Business Administration
- ▶ Energy Management Technology
- ▶ Environmental Compliance
- ▶ Internet Literacy and Research
- ▶ Microcomputer Business Applications

### **Certificates of Proficiency in ...**

- ▶ Global Studies
- ▶ Intercultural Studies
- ▶ Marketing Management
- ▶ Microcomputer Business Applications
- ▶ Network Administration
- ▶ Systems Programming
- ▶ System Support Services

### **Associates degrees in ...**

- ▶ Business Administration
- ▶ Intercultural Studies
- ▶ Liberal Arts
- ▶ Marketing Management
- ▶ Microcomputer Business Applications
- ▶ Network Administration
- ▶ System Support Services
- ▶ Technical Communications

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,  
First Floor, Room 102

**Telephone:** (408) 864-8969

**FAX:** (408) 864-8245

**E-mail:** information@dadistance.  
fhda.edu

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

**Not-for-credit, Web-based**

**training:** <http://distance.deanza.fhda.edu/nfc>

## ***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; priority 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; priority 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, located just east of the Flint Center, presents challenging exhibitions and educational materials that provide a resource of visual ideas and a platform for communication. The Euphrat structures itself as a forum of ideas about art expressed through one-of-a-kind exhibitions, publications and events. Nationally recognized, Euphrat exhibitions and publications highlight our diverse cultural heritage; enhance understanding about art and art history; and augment college instruction in the liberal arts and other disciplines.

Each spring, the Euphrat organizes the annual De Anza Student Art Show. Students participate in all aspects of museum operations, including the Euphrat's Arts and 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 group tours or acquire more information.

**Location:** Building A9, Room 93

**Telephone:** (408) 864-8836

## ***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.

<b>De Anza College 2004-2005</b>		
<b>Cost of Attendance</b>		
	<b>Living at Home with No Dependents</b>	<b>All Others</b>
Tuition and fees	\$815	\$815
Books and supplies	1,260	1,260
Room and board	3,246	8,346
Transportation	990	990
Personal and miscellaneous	<u>2,214</u>	<u>2,214</u>
<b>Total</b>	<b>\$8,525</b>	<b>\$13,625</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. It is located downstairs in the Hinson Campus Center and in the lobby of the Administration Building.

### **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)
- ▶ Bureau of Indian Affairs
- ▶ 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:** Administration Building  
lobby

**Voicemail:** (408) 864-8718

**FAX:** (408) 864-8983

**E-mail:** 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 provided by the Foothill-De Anza Community College District Police 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:** (408) 864-5555

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

### ***Health Services***

The Health Services Office provides a variety of confidential free and low-cost services. Free services include first aid, blood pressure checks, over-the-counter medicines, pregnancy tests, condoms and health education information. Services at reduced cost include well woman exams, birth control, emergency contraception, 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 glass-covered display board located in the Campus Center listing available housing.

Listings are not available in published form, and De Anza does not supervise or assume responsibility for any housing facility. Visit the following Web site for more information or to submit housing ads.

**Telephone:** (408) 864-8756

**Web site:** [www.deanza.edu/studentactivities/housing](http://www.deanza.edu/studentactivities/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.international.fhda.edu](http://www.international.fhda.edu) and click on De Anza College.

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 the office organizes an orientation program for all new international students that covers a wide range of topics, including placement tests, health issues, personal safety, banking and transportation. ISP also conducts numerous workshops throughout the academic year on a broad range of topics based on international student needs and interests. Furthermore, the office organizes a selection of social, cultural and recreational programs and activities to help familiarize international students with life in the Bay Area and the United States.

**Location:** Building MQ-11

**Telephone:** (408) 864-8826

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

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

### ***Library Services***

The college's library services are housed in the A. Robert De Hart 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 needing 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 page: [www.deanza.edu/library](http://www.deanza.edu/library).

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, many of which are associated with the Distance Learning Program. Some of the materials circulate for use out of the building, but listening and viewing stations are also available in the lab.

**Location:** Learning Center and Learning Center West

**Telephone:** Library (408) 864-8761

**Open Media Lab** (408) 864-8850

### ***NASA/Ames Internship Program***

This unique educational program is conducted as a cooperative effort between NASA/Ames Research Center and the Foothill-De Anza Community College District. NASA internship positions are available in a wide range of settings and correspond to almost every college major.

Student interns work directly with multimedia specialists, scientists, accountants, psychologists, engineers, Web

developers, administrators, programmers and other professionals as they carry out or support research related to psychology, space and earth sciences, information technology, life sciences and astrobiology. Internship positions are typically available for computer programmers, budget/accounting assistants, engineering aides, marketing assistants, multimedia technicians, CAD drafters, computer network and user support assistants, administrative assistants, psychology assistants, Web assistants, and chemistry and biology lab assistants. These internship positions provide paid work experience for students planning to transfer to four-year universities, students new to or preparing for the work world, and students making a career change or re-entering the labor market.

Students continue to take courses at the college while working 20 hours per week at their NASA job site. During the summer, students work 40 hours per week. Selected positions also are available in Silicon Valley companies. Interns are paid a learning stipend of \$10 per hour. U.S. citizenship is required for positions at NASA/Ames.

**Location:** NASA/Ames Research Center in Mountain View, Calif.

**Telephone:** (650) 604-5560

**E-mail:** nbilderback@mail.arc.nasa.gov

**Web site:** <http://nasa.fhda.edu>

## Occupational Training Institute (OTI)

This program provides intensive occupational training and job placement for eligible residents who are unemployed or underemployed. 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.

OTI provides college fees, books and training materials to eligible students. It also makes referrals for support services such as transportation, financial aid and tutorial services with some programs.

Programs include: WIA (Workforce Investment Act), CalWORKs (California Work Opportunity and Responsibility to Kids Act), Career Advancement Program (CAP) and other employment training options.

OTI offers open-entry, open-exit training programs on a variety of careers in fields such

as medical, technical and administrative occupations. All programs are individualized according to need. 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>

## The Planetarium at De Anza College

The planetarium 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. Please call for current rates on all shows and events.

**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)

## Professional and Workforce Development

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

We have been providing high quality training and business services to area employers for more than 20 years.

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

### **Services for Businesses**

We provide training and consulting in such areas as:

- ▶ Business Skills
- ▶ Workplace Communication
- ▶ Professional Development
- ▶ English as a Second Language
- ▶ Computer Software Applications
- ▶ Health and Safety
- ▶ Basic Skills

**Location:** Staff House 1

**Telephone:** (408) 864-8710

**FAX:** (408) 864-8400

**E-mail:** [kuhnrick@fhda.edu](mailto:kuhnrick@fhda.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:** [fubill@fhda.edu](mailto:fubill@fhda.edu)

**Web site:** [www.deanzacact.org](http://www.deanzacact.org)

## Puente Project— A Bridge to Success

Puente is a national, award-winning 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 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 100B 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 57: Life Skills 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 the 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:** Building MQ-1

**Telephone:** Patricia Guitron, Puente Counselor at (408) 864-8731

**E-mail:** [guitronpatty@fhda.edu](mailto:guitronpatty@fhda.edu)

### ***RENEW Re-Entry Services***

The purpose of the RENEW Re-Entry Services is to reduce obstacles that can prevent nontraditional students from returning to school or accomplishing their educational goals. A nontraditional student is:

- ▶ a student who has had a significant break in his or her education, or
- ▶ a student who is married or divorced, or
- ▶ a student who is a single parent, or
- ▶ 25 years or older.

RENEW students may be first time or continuing students, and may attend classes either full or part time. Nontraditional students may return to school to take courses to upgrade skills, make career changes, earn a certificate or A.A./A.S. degree, transfer to a university or for personal enrichment.

RENEW assists in application, orientation and registration processes and provides ongoing support services. Services include academic advising, express registration, career and personal counseling, financial aid and scholarship resource assistance, workshops, chat rooms, campus tours, friendship and encouragement. RENEW specializes in addressing the needs and concerns of nontraditional students who are making the transition back to school. RENEW your educational goals!

**Location:** Counseling and Advising Center, Administration Building

**Telephone:** (408) 864-5865

**FAX:** (408) 864-5450

**E-mail:** [mcginleyrenee@fhda.edu](mailto:mcginleyrenee@fhda.edu)

### **RENEW Peer Adviser**

**Location:** Career Center, OTI Building #3, Parking Lot I

**Telephone:** (408) 864-5715

### ***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, Office 64I (Near the pool)

**Telephone:** (408) 864-8873

#### **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 accommodations and test facilitation.

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:** Seminar 2a

**Telephone:** (408) 864-8753 (Voice)

(408) 864-8748 (TTY)

**E-mail:** [salasyvonne@fhda.edu](mailto:salasyvonne@fhda.edu)

**Web site:** [www.deanza.edu/specialed/](http://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 their eligibility for learning disability services.

An adult with learning disabilities has average or above 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;

test-taking facilitation; 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/](http://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 to develop 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: 1905 Plymouth St., Mountain View, CA 94043, (650) 934-0335; at 1555 Parkmoor Ave., San Jose, CA 95128, (408) 282-0416; and at 1777 Agnew Road., Santa Clara, CA 95054, (408) 748-2850.

### ***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 DASB, clubs and staff, provides for numerous educational programs and events representing our diverse student and staff population.

Among the many services are a housing board 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**

Since student success is a primary focus of De Anza, students are encouraged to be in the mainstream of college life. One of the best ways to get into the mainstream is to join one or more of the 55 active clubs on the campus. New clubs are formed to meet

the needs and special interests of students. These clubs provide participation in areas of various interests and sponsor projects and programs on- and off-campus. More information is available at the Student Activities Office.

**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, the 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 Center***

The Student Success and Retention Services Center (SS&RSC) 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 advisement, 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:** Building MQ-1

**Telephone:** (408) 864-8470

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

## ***Transfer Center***

The Transfer Center, located in the Mod Quad complex, is designed to assist 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.

- ▶ curriculum/transfer Guides—outlining course requirements for specific majors
- ▶ 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
- ▶ drop-in advising
- ▶ 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

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

**Location:** Building MQ-7

**Telephone:** (408) 864-8841

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

## ***Tutorial Center***

Qualified peer tutors provide free individual, group and/or drop-in tutoring in most academic subjects during the day and early evening. Students needing assistance in their classes should apply for tutoring early in the quarter. Lists of available tutors, courses and hours are posted on the boards in appropriate locations and on our Web site.

If you are a De Anza student, have done well in your courses and have a desire to help others, consider applying to be a tutor.

Stop by or see our Web site for more information about receiving tutoring or becoming a tutor.

**Location:** Building E3, Room 36 (math and science); Building L4, Room 47 (English, ESL, accounting, and other subjects)

**Telephone:** (408) 864-8682 or (408) 864-8683 (math and science)

**E-mail:** [alvesdelimadiana@fhda.edu](mailto:alvesdelimadiana@fhda.edu)

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

## ***Veteran's Affairs***

The Office of Veteran's Affairs (VA) assists veterans to plan their education goals and to help with problems while on the Montgomery G.I. Bill, Veteran's Educational Assistance Program, or Selected Reserve Education Assistance Programs. Assistance for dependents who qualify for educational benefits is also available.

Based on veteran's regulations, students on VA educational benefits (veterans, reservists, dependents) must maintain satisfactory progress. Students on VA benefits who fall below a 2.0 GPA in two consecutive quarters of attendance are on unsatisfactory progress status and benefits are suspended. To reinstate benefits, veterans must complete one quarter with a 2.0 or higher GPA.

**Location:** Admissions and Records Office. Please call for hours of service.

**Telephone:** (408) 864-8230