

## Student Services

### Adaptive Physical Education

Classes are offered for individuals with low-back problems, spinal cord injuries, healing problems, or minor temporary limitations. See Schedule of Classes listings under Adaptive Learning/Adapted Physical Education.

Call:

(650) 949-7321, (650) 949-7102

Come In:

On- and off-campus sites

### Admissions & Records

The Admissions & Records Office provides admission and registration information, official and unofficial transcripts, adds and drops, and other services. Consult the Course Catalog or Schedule of Classes for more information or contact the Admissions Office.

**Call:**

(650) 949-7325, Main Campus

(650) 949-6980, Middlefield Campus

Come In:

Room 8101

Main Campus: Monday–Thursday, 7:30 a.m.–7 p.m.; Friday, 8 a.m.–3 p.m.

Middlefield: Monday–Thursday, 10 a.m.–1 p.m. and 2:30–7 p.m.

### Campus Abroad Program

Foothill-De Anza students can travel to Costa Rica, England, France, Ghana, Ireland, Italy, Spain and Vietnam with Foothill-De Anza faculty to study for one quarter. Students earn Foothill-De Anza credit. Program fees generally include round-trip airfare; housing accommodations; medical, baggage, fee refund insurance; and an extensive subsidized cultural and social program.

**Call:**

(650) 949-7614

Come In:

Krause Center for Innovation, Room 4016

### Career Center

The Career Center can help students explore career options, research the job market, develop job search strategies, design resumes and cover letters, and prepare for interviews. Students can research various occupational fields, including salaries, duties, educational requirements, and future job outlook. Career counselors can help students assess their interests, attitudes, skills and values to choose an academic major and develop career plans. For available courses, consult the Career Life Planning section of the Schedule of Classes.

Call:

(650) 949-7229

Click:

[www.foothill.edu/career/index.php](http://www.foothill.edu/career/index.php)

Come In:

9 a.m.–5 p.m. Monday–Thursday

9 a.m.–3 p.m. Friday

Summer: Closed Fridays

## Child Care

Children of Foothill College students may be eligible to receive state-subsidized child care services at Foothill's sister school, De Anza College, in Cupertino. Discounted tuition is available for all full-time Foothill students. The Child Development Center at De Anza College is open to children ages 18 months to 5 years. The center provides early childhood education and serves as a teacher-training laboratory for child development majors. Limited spaces are available. Call the center for fee information, location, eligibility requirements, center hours and application materials.

Call:  
(408) 864-5795

Click:  
Web Site [www.deanza.edu/child/](http://www.deanza.edu/child/)

Come In:  
De Anza College

## Cooperative Work Experience Program

Foothill offers college credit for general and occupational work experience through the Cooperative Work Experience (CWE) Program. The program is designed to help students enhance their academic and work-related skills. College credit may be earned by those students who work full or part time, or for those who volunteer at approved community-based organizations. The CWE Program application and eligibility criteria are available at the CWE Office, Room 4507.

Call:  
(650) 949-7205

Click:  
[www.foothill.edu/coop](http://www.foothill.edu/coop); or email [coop@foothill.edu](mailto:coop@foothill.edu)

Come In:  
Room 4128 or CTIS Division Office, Room 4100

## CTIS Computer Center

The CTIS Computer Center houses a variety of systems, including Macintosh, IBM and compatibles. The center is open to Foothill faculty, staff and students enrolled in CTIS or CTIS-sponsored classes. Access cards are issued to authorized users. Check posted schedules in the facility for open lab times. There are additional labs at the Middlefield Campus Computer Center, upstairs in the I Building.

Call:  
(650) 949-7236, CTIS Division Office, (650) 949-7303, CTIS Lab

Come In:  
Room 4301

## Dental Hygiene Services

The Foothill College Dental Hygiene Clinic provides oral health services to Foothill students and the general public at low cost in a newly remodeled, state-of-the-art dental clinic. Services offered include dental prophylaxis (cleaning), scaling and root planing (deep cleaning), dental X-rays, sealants, intra/extra oral exam, oral cancer screening, amalgam polishing, fluoride treatments and nutritional counseling. All work is performed by students enrolled in the Foothill Dental Hygiene Program. An appointment is typically three to four hours depending on the treatment needed. At the first appointment, a thorough medical/dental history is performed in addition to a limited soft/hard tissue exam. At the end of the appointment, you will be advised of the treatment that is needed and the approximate number of appointments required and related fees.

Although our clinic does not provide restorative dentistry (fillings), oral surgery, periodontal surgery or orthodontics, we do provide referrals to private dentists for follow-up care. We also have a list of low-cost dentistry that includes the UCSF and UOP Schools of Dentistry. The fees in our clinic vary depending on the services rendered. Clinic hours vary each quarter. To schedule an appointment, call (650) 949-7335. If cancellation of your appointment is necessary, please give 24-hours advance notice.

Call:  
(650) 949-7335

Come In:  
Room 5312

### **Disability Access Questions**

Call:  
(650) 949-7017

Click:  
DobbinsMargo@foothill.edu

### **Disability Resource Center/Adaptive Learning Division**

The Disability Resource Center (DRC) offers academic and personal support for students with verified disabilities. The program promotes student independence and works to make classes, facilities and programs accessible to students with disabilities. Barrier-free education is developed through services and education.

#### Services

Services provided through the DRC include advocacy and liaison, alternative media, adaptive equipment, counseling, sign language interpreters, note takers, priority registration assistance, readers, test-taking facilitation, learning disability assessment and shuttle service.

**Deaf & Hearing-Impaired Services–Sign language interpreters, captioning, tutors, note takers and priority registration assistance are available. Call or e-mail the Deaf Services coordinator at (650) 949-7039; (650) 948-6025 (TDD), DavisBrenda@foothill.edu.**

Off-Campus Services/Lip Reading Classes–Non-credit courses for older adults are offered at community sites. Lip-reading classes for ht hearing impaired and non-hearing impaired are also offered throughout the community. Call (650) 949-7321; (650) 949-7102; (650) 948-6025 (TDD); or email O'LoughlinRita@foothill.edu.

**Computer Access Center–Available through the Adaptive Learning Division, the Computer Access Center provides access to computers to students with disabilities through adaptive technology. The center offers one-to-one instruction and prescribes specific adaptations based on the student's strengths and physical limitations. Call (650) 949-7039; (650) 949-7017 or visit Room 5710.**

### **Services for Students with Learning Disabilities**

The Student Tutorial Evaluation Program (STEP) assists students with learning disabilities. After scheduling an on-campus interview appointment with a learning disability specialist, comprehensive testing will be administered if appropriate. Should a learning disability be verified, ongoing services are available, such as counseling, test accommodation and note-taking.

Call:  
(650) 949-7017

Come In:  
Room 5801  
Monday–Thursday, 8 a.m.–5 p.m.; Friday, 8 a.m.–4:30 p.m.

### **Transition to Work Program**

The Transition to Work Program (TTW) is a 12-month vocational program designed for students with disabilities who can function independently on a college campus but may not have the ability to succeed in a traditional college classroom.

Focused instruction gives TTW students the opportunity to develop specific job skills. Students receive on-the-job training at Foothill as they work at different sites on campus. Classes include communication, social skills, independent living, computers, English and math. Students also enroll in physical education courses.

#### Criteria for Admission

1. Successful completion of pre-program assessment;
2. Behavior appropriate for a college campus environment;
3. Ability to travel independently to and from the campus; and
4. A disability verified by a licensed, credentialed, certified professional.

Call:  
(650) 949-7242

Come In:  
Room 5801

### **REACH Program**

For post-stroke individuals, REACH links outpatient rehabilitation with full community reintegration for people recovering from stroke. Courses in care giving, mobility, communication skills, coping with disabilities, independent living, and computer-assisted cognitive retraining are taught by specialists. See the Schedule of Classes listings under Adaptive Learning/Post Stroke.

Call:  
(650) 949-6960

**Come In:**  
Middlefield Campus, Building P

### **Distance Learning Program: Foothill Global Access**

Foothill Global Access (FGA) offers online educational opportunities to students who may not be able to attend classes on campus, need flexibility in their class schedule, or prefer studying from home.

FGA online courses are the same university-transferable, community college courses taught on site at Foothill College. Students can earn a Foothill associate degree online in anthropology, database management, economics, e-business, general studies/social science, geography, history, informatics, music technology, psychology, sociology, Web programming, and Web publishing via the FGA online learning program.

Online courses involve lectures, discussion, assignments, and tests delivered via the Internet with regular opportunities for electronic interaction with both the instructor and other students. To enroll in an online class, you must have reliable Internet access and a working e-mail account. If you reside locally, you can access your course from on-campus computers. Students new to online learning can take advantage of several options to see if online learning is right for them and discover how to succeed with online learning:

- 1) On-campus student orientation sessions the first week of classes each quarter (see FGA Web site for times and locations)
- 2) Getting Started with E-Learning online tutorial (see Getting Started on FGA Web site)
- 3) CNSL 90: Introduction to Online Learning (1 unit online class)

Call:  
(650) 949-7446

Click:  
[www.foothillglobalaccess.org](http://www.foothillglobalaccess.org)

Come In:  
Instructional Support Center (ISC), Room 3601

### **District Police**

Should you need assistance involving a criminal matter, call the District Police Department. In addition to handling all criminal and police matters for the campus, officers can assist you with a variety of services, including lost and found, directions, jumper cable loan, unlocking vehicles, and providing copies of police reports. Livescan fingerprinting services are also available.

**Call:**  
911 (emergency only, 24 hours); (650) 949-7313; (650) 949-7925, Livescan Appointments,  
from cell phones (408) 924-8000.

Come In:  
Campus Center, Room 2103  
Monday–Friday, 7 a.m.–11 p.m.; Sat., 9 a.m.–1 p.m.

Click:  
[www.foothill.edu/police](http://www.foothill.edu/police)

**Police Department Fees**

Daily Parking Permits	\$2
Livescan Finger Printing Fee	\$25
Parking Citation Fee	\$35
<b>Vehicle Release</b>	<b>\$90</b>
Vehicle Release (30 days)	\$180

**Evening College Office**

Students who are on campus at night can visit the Evening College Office for assistance in providing liaisons with offices closed in the evening, or to offer comments or suggestions.

Call:  
(650) 949-7711, Main Campus  
(650) 949-6950, Middlefield Campus

Click:  
[www.foothill.edu/eve](http://www.foothill.edu/eve)  
[www.foothill.edu/mid](http://www.foothill.edu/mid)

Come In:  
Main Campus; Room 1910  
Monday–Thursday, 3–7 p.m.  
Middlefield Campus; Administration Building  
Monday–Thursday, 9 a.m.–8 p.m.

**Extended Opportunity Program & Services & CARE**

EOPS (Extended Opportunity Program and Services) provides assistance designated to aid financially and educationally disadvantaged students in their pursuit of a college education. The CARE (Cooperative Agencies Resources for Education) Program offers support services to assist single heads of households who are TANF/CalWORKs recipients. While emphasis is directed toward the needs of under-represented students, ethnicity is not a criteria for receiving services.

EOPS provides eligible students with a variety of services, including:

- academic advising
- admission/priority registration
- assistance in transferring to four-year colleges and universities
- textbook services

The program also provides financial assistance and work-study for eligible students. To determine program eligibility, contact the EOPS Office.

Call:  
(650) 949-7207 or e-mail [fheops@foothill.edu](mailto:fheops@foothill.edu)

Click:  
[www.foothill.edu/services/eops](http://www.foothill.edu/services/eops)

Come In:  
Room 8202  
Monday-Thursday, 7:30 a.m.-7 p.m., Friday, 8 a.m.-3 p.m.  
Tutorial Services Location, Room 3526  
Monday-Thursday, 8:30 a.m.-5:30 p.m., Friday, 8:30 a.m.-3 p.m.

**Financial Aid Office**

The most current information about financial assistance for Foothill College students is available in the Financial Aid Office in room 8202 or at [www.foothill.edu/aid](http://www.foothill.edu/aid). Low- middle- and upper-income eligible students may receive assistance from programs such as grants, fee waivers, loans, scholarships and employment. In order to apply use the FAFSA, [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and come into our office if you want any help or have questions. In addition low- and middle-income students who are California residents could qualify to have their enrollment fees paid for by the Board of Governors (BOG) Fee Waiver program. Students are encouraged to visit, call or e-mail the Financial Aid Office for complete details regarding all financial assistance programs.

Call:

Main Campus; (650) 949-7245

Middlefield Campus; (650) 949-6987

Click:

[fhfinancialaidoffice@foothill.edu](mailto:fhfinancialaidoffice@foothill.edu)

Come In:

Main Office, Room 8202

Monday–Thursday 7:30 a.m.–5 p.m., Friday 8 a.m.–3 p.m.

Middlefield Office, The Hub, Building 1-4A

Monday–Thursday, 8:30 a.m.–7 p.m., call for an appointment.

## Health Services

Health Services is a resource center for students, faculty and staff to assist in maintaining optimum wellness. Services are available by appointment or same-day appointments by licensed clinicians, medical assistants and physicians. Health services are confidential and available on a sliding scale to all enrolled students. Services include Planned Parenthood, birth control, HIV testing, low-cost physicals and immunizations.

Free:

- Blood pressure check
- Cold evaluations
- Emergency first aid
- Flu shots
- Free smoke cessation, nicotine patches/gum
- Health or personal counseling

Referrals are also available for local resources for mental, psychological and physical illnesses, and visual and dental care. Free or low-cost health programs are scheduled throughout the year including CPR Saturday, AIDS awareness, Lipid screening etc.

Each student is covered by a secondary accident policy that pays medical bills incurred as a result of any accident that occurs on campus or during a college-sponsored activity off campus. Information is available to those students seeking group medical, dental or vision insurance plans.

Call:

(650) 949-7243

Click:

[www.foothill.edu/health](http://www.foothill.edu/health)

Come In:

Campus Center, Room 2126

Monday–Friday, 8:30 a.m.–4:30 p.m.; Closed from 1–2 p.m.

## Honors Institute

The Foothill College Honors Institute provides a dynamic educational experience for highly motivated students. The Honors Institute features specialized courses, special focus seminars, exposure to exciting (and often free) cultural opportunities and transfer scholarships. Honors courses are taught by outstanding faculty and are noted on the student's transcript. Students who complete six designated courses earn the distinction of Foothill Honors Scholar, which may include a scholarship and recognition at graduation. Honors Institute students also receive priority registration and complimentary tickets to select cultural events.

Call:  
(650) 949-7638

Click:  
[www.foothill.edu/honors@foothill.edu](http://www.foothill.edu/honors@foothill.edu)

Come In:  
Room 5425

### **Instructional Support Center (ISC)**

The ISC is the home of the Media Center, Open Computer Lab and Distance Learning Program.

Come In:  
Hubert Semans Library (rear brick annex), Room 3601

### **International Students Office**

The International Students Office includes international student advising and international student admissions. Questions regarding work authorization, travel permission and immigration status should be directed to the international student advising coordinator. Direct questions about application requirements and deadlines to the international student admissions coordinator.

Current students can receive basic immigration information and/or pick up and submit documents and other forms. Direct questions about application requirements and deadlines to the international student admissions coordinator.

International Student Immigration Advising  
Monday, Tuesday and Thursday, 1–4 p.m.

The drop-in schedule is subject to change during college breaks, holidays, final exams and New International Student Orientation.

International Student Admissions Drop-In Hours  
Monday–Thursday, 9 a.m.–5 p.m.; and Friday, 9 a.m.–4 p.m.

Call:  
(650) 949-7293; (650) 949-7080, fax

Click:  
Current students, applicants and parents are encouraged to access [www.foothill.edu/international/](http://www.foothill.edu/international/) for detailed information about admissions and basic immigration matters.

Come In:  
Temporary Village, Room 5922

### **Krause Center for Innovation**

The Krause Center for Innovation (KCI) at Foothill College houses the college's largest open-access computer lab, technology classrooms, digital art gallery and cyber café. The KCI is also headquarters for the FastTech Program, a series of concentrated technology courses designed for educators, students and community members. Foothill students can use the KCI's labs Monday through Friday, 6:30 a.m. to 9 p.m.; and Saturday, 9 a.m. to 5 p.m.

Call:  
(650) 949-7680

Click:  
[www.foothill.edu/kci](http://www.foothill.edu/kci)

Come In:  
Building 4000  
Monday through Friday, 6:30 a.m. to 9 p.m.; and Saturday, 9 a.m. to 5 p.m.

## Language Arts Lab

The Language Arts Lab offers individualized courses in a variety of language skills in text, audio or computer format. Courses are listed in the Schedule of Classes ACAD offerings. These courses include academic skills, such as vocabulary development, spelling skills, sentence skills and grammar improvement. The center houses a Pentium drop-in lab and a Power Mac classroom. Students use the Pentiums to work on individualized courses or assignments from other classes. The Mac classroom can be used by students for Internet research or classroom assignments when the lab is not booked by a class.

**Call:**

(650) 949-7452

Come In:

Room 6308

Monday–Friday and some evenings. Call for hours.

## English Writing Center

Students enrolled in English composition courses are encouraged to use the English Writing Center to discuss ways to improve essays. Tutors help with most elements of college-level academic writing, including brainstorming and thesis development, and identifying students' writing strengths and weaknesses. Composition students may make an appointment or drop in for assistance. Help with university transfer or scholarship essays and writing assignments for other courses is available on a drop-in basis only. Tutors do not correct or edit papers.

**Call:**

(650) 949-7290

Come In:

Room 6305

## ESL Writing Center

All ESL composition students enrolled in ESL 167, 25 and 26 courses are eligible for free assistance with writing assignments. Visit the ESL Writing Center to schedule an appointment for friendly and helpful advice on assignments, essay structure, main idea, organization and clarity.

**Call:**

(650) 949-7923

Come In:

Room 6301

## Learning Resource Center

The Foothill College Learning Resource Center provides a variety of information resources and learning services that can assist you with your class assignments and other information needs. These include the Library, Media Center and Tutorial Center. Our services can be an integral part of your college experience.

## Library Services

Foothill College has an outstanding library, housing more than 90,000 books, periodicals, newspapers and CDs as well as a wide array of videos and DVDs. The library also provides access to several online databases, including full-text periodical articles. The staff is eager to help you find what you need, and help you learn how to use the library facilities to your best advantage. You are encouraged to visit the library early and have your OwlCard initialized as your library card.

If you cannot visit the library or have a question after hours, you can e-mail your inquiry to a Foothill librarian by accessing the Ask a Librarian service at [www.foothill.edu/ol](http://www.foothill.edu/ol).

The library offers three courses that will help you succeed in other classes and generally make your life as a student easier. LIBR 50 (1 unit) and LIBR 1 (3 units) are self-paced courses designed to improve your research skills and introduce you to the latest library and electronic resources. LIBR 71: Research Paper Search Strategies (1 unit), helps you identify a research topic and then find and evaluate the information you will need to write a research paper.

The library also houses the college's art gallery. Artwork created by students, faculty and guest artists is exhibited throughout the year.

Call:

(650) 949-7608, Reference Desk, (650) 949-7611, Circulation Desk

Click:  
[www.foothill.edu/ol](http://www.foothill.edu/ol)

Come In:  
Building 3500  
Monday–Thursday, 8 a.m.–9 p.m.  
Friday, 8 a.m.–4:30 p.m.

### Math Center

The Foothill Math Center is an inviting and comfortable place for students to learn mathematics. Math Center staff include Foothill College math faculty and instructional associates who generally hold at least a bachelor's degree in mathematics or a related field. Staff members provide an environment conducive to students who are either working on assigned homework or asking questions about unfamiliar math concepts. Our purpose is to help students develop a better understanding of mathematics through one-to-one tutoring with instructional associates and faculty.

We encourage students to be independent and work on their assignments as much as possible by themselves or with other students before requesting staff assistance.

Call:  
(650) 949-7042

Come In:  
Room 4213, Fall, Winter & Spring Quarters  
Monday–Thursday, 8:30 a.m.–6:30 p.m.; Friday, 8:30 a.m.–2 p.m.  
Summer Session, Monday–Thursday, 9 a.m.–2:30 p.m.

### Media Center

Located in the brick annex behind the Semans Library, the Media Center provides access to a variety of multimedia resources, including non-print materials, audio visual workstations, and an open computing lab with both Macintosh and Windows workstations. Currently enrolled students can use the lab for online research, papers or other class assignments. This lab uses the GoPrint pay-for-print system. For more information, call (650) 949-7445.

Call:  
(650) 949-7445

Come In:  
Hubert Semans Library, Room 3612, Monday–Thursday, 8 a.m.–9 p.m., Friday, 8 a.m.–4:30 p.m.

### Mfumo Program

The Mfumo Program is a one-year community learning and peer support program designed to increase the retention, matriculation and transfer rate of students enrolled at Foothill College. The program's curriculum incorporates African-American authors, issues and success strategies in higher education. Incorporated into the program are accelerated English writing instruction, college success instruction, academic counseling, and mentoring from Foothill College faculty, administrators and staff.

Call:  
(650) 949-7567

Click:  
Kimberly Lane, Mfumo Program Counselor, [lanekimberly@foothill.edu](mailto:lanekimberly@foothill.edu)

Come In:  
Room 8313

### Middlefield Campus

Foothill College Middlefield Campus students comprise a diverse mix of interests, abilities, ages and cultures. They pursue associate degrees, earn transfer units for public and private universities, learn new job skills or a new language, or take

classes for personal enrichment. Many Middlefield students work full time and take courses at night. Academic programs unique to Middlefield Campus include the Paramedic/EMT, Pharmacy Technician and Travel Careers programs. Other programs include art, business, computers, foreign language and human performance/physical education. Services at Middlefield include registration, career and academic counseling, library services, financial aid services, study area, media center and student lounge.

Call:  
(650) 949-6950

Come In:  
Foothill College Middlefield Campus  
Cubberley Community Center,  
4000 Middlefield Rd., Palo Alto

Click:  
[www.foothill.edu/mid/index.html](http://www.foothill.edu/mid/index.html)

At Middlefield Campus, we're here to help you succeed. Call for answers to your questions.

Admissions, registration	949-6980
Bookstore	949-6975
Campus Supervisor	949-6953
Career & College Connection	949-6950
CARES (CHLD)	949-6962
Counselor	949-6959
Dean	949-6952
Fax	949-6979
Financial Aid	949-6980
Program Coordinator	949-6955
REACH Program	949-6960
Travel Careers	949-7263
"The HUB"	949-6958

Student services, Tutoring, Legal Aid,  
Open Computer Lab, Testing

### [Foothill-De Anza Community College District Internship Program](#)

If you are planning to transfer to a four-year university or prepare for a career, a paid internship is an excellent way to get valuable hands-on experience while earning college credits.

Foothill offers one-year internships in many majors, including engineering, physical and biological sciences, computer science, business, psychology, accounting, office administration, , multimedia and Web development. Interns work 20 hours per week during the academic year and 40 hours per week during the summer. Foothill-De Anza offers paid internships at various local companies and agencies such as NASA Ames Research Center, Apple Computer, SETI Institute, Addison Avenue, TiVO, Vudu and many other work sites.

For deadline information, program requirements, meeting dates, and to download the application, access [internships.fhda.edu](http://internships.fhda.edu).

Call:  
(650) 604-5560

Click:  
[internships.fhda.edu](http://internships.fhda.edu)

### [Occupational Training Institute \(OTI\)/CalWORKS](#)

OTI programs serve low-income, disadvantaged students or dislocated workers eligible through CalWORKS, Workforce Investment Act (WIA), NAFTA, and other grant-funded sources.

The CalWORKS program is offered to any student who receives or has applied of Temporary Assistance to Needy Families (TANF). Students in CalWORKS are eligible for textbooks, transportation, academic advisement/counseling, career assessments, priority registration, child care assistance, advocacy for approved educational plans, job placement assistance, work study, and numerous other support services. Staff are dedicated to helping CalWORKS students achieve their education and employment goals.

Call:  
CalWORKS (650) 949-7465  
WIA (650) 949-7605

Click:  
[www.oti.fhda.edu](http://www.oti.fhda.edu)

Come In:  
Room 6408, The Occupational Training Institute CalWORKS

Hours:  
Monday - Friday 9:00 a.m. - 4:30 p.m. (Drop-In) Closed Wednesday mornings

### **Off-Campus Services/Lip-Reading Classes**

Non-credit courses for older adults are offered at community sites. Lip-reading classes for the hearing impaired and non-hearing impaired are also offered throughout the community.

Call:  
(650) 949-7321; (650) 949-7102; (650) 948-6025 (TDD)

Click:  
[O'loughlinRita@foothill.edu](mailto:O'loughlinRita@foothill.edu)

### **Outreach & Retention Office**

The Outreach & Retention Office provides information about Foothill College to prospective students, local public and private high schools and the community. Services include campus visits and tours, presentations, career information and individual appointments on admission procedures.

**Call:**  
(650) 949-7511

Come In:  
Room 8102

### **Pass the Torch Study Teams**

Pass the Torch matches two students in one-to-one study teams in English and ESL composition and mathematics classes. One student, the team leader, has already earned an A grade in the course and receives weekly training in subject-specific tutoring skills. The other student, the team member, seeks to improve his or her grade in the course by working in the study team. Study teams meet twice a week for a total of two hours. Based on the results of a recent institutional research study, Pass the Torch students are 90 percent more successful than their cohorts who do not participate in the program. Contact Pass the Torch to schedule an orientation.

Call:  
(650) 949-7687

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

Come In:  
Room 5999  
Monday–Friday, 8:30 a.m. to 4:30 p.m.

### **Placement Testing Services**

Foothill College offers basic skills placement testing at no charge in chemistry, English, English as a second language (ESL), mathematics and career assessment. If you have never attended college, we strongly recommend that you complete

placement testing of your English skill prior to enrolling in Foothill classes. If you have never attended college, you should complete the placement test for English prior to enrolling in any Foothill classes.

### **Basic Skills Placement Testing**

You must complete the appropriate placement test before you may register for the following courses:

Chemistry	1A, 10, 25, 30A,
English	1A, 110
ESL	25, 26, 35, 146, 147, 155, 156, 157, 165, 166, 167
Mathematics	Any math course except 250

Call:

To clear any other prerequisite, call (650) 949-7512.

Placement testing is not required to enroll in these courses: ENGL 100; ESL 134, 136, 137 and MATH 250. Reading and writing skills are critical to your success in other courses. If you place into ENGL 100, 110 or an ESL class below 166 or 167, you will greatly increase your chances of passing all other college-level courses if you complete these courses within your first year at Foothill.

If you have not completed a math course within your first year at Foothill, we strongly recommend you study before attending a placement test session. To study for the math placement test, access [www.mathmax.com](http://www.mathmax.com).

For assessment dates, times and Come In:s, access [www.foothill.edu/reg/testinginfo.html](http://www.foothill.edu/reg/testinginfo.html) or call (650) 949-7650. If you are unable to attend a placement testing session, you may be able to schedule an appointment for an individual session through the Web site above.

### **Proctoring Services**

The Placement Testing Office provides proctoring services for students and the community. If you are enrolled in online or distance learning courses from any college, you may hire Foothill personnel at a rate of \$25 per hour to administer your exams. Reservations are required and must be scheduled at least one week in advance. You may make a reservation online.

Click:

[www.foothill.edu/reg/testinginfo.html](http://www.foothill.edu/reg/testinginfo.html).

### **Accommodations for Students with Disabilities**

If you require accommodations for a disability, placement tests are available in alternate text format, including Braille, audiotape, large print and e-text. To schedule accommodations, call the Disability Resource Center.

Call:

(650) 949-7017

Come In:

Room 8213

### **Psychological Services**

Feeling stressed out? Is life one crisis after another? Are you often worried, sad or angry? Are your housing, financial or child care arrangements at risk? Does taking tests, giving speeches or performing in public make you anxious? Are personal relationships unsatisfying? You can talk to a trained psychological professional about problems you're experiencing by visiting the Psychological Services Office. Free and confidential assistance is available by licensed mental health professionals.

Come In:

Room 2120

**Call:**

(650) 949-7910

### **Puente Program**

The goal of the Puente Program is to increase the number of educationally under-served students who transfer to four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. Students

who participate in the program receive accelerated English writing instruction, sustained academic counseling and mentoring from working professionals in our community. Contact Counseling for more information.

Call:  
(650) 949-7428

E-mail:  
puente@foothill.edu

Come In:  
Room 8316

### **Scholarships**

At Foothill, scholarships are awarded annually. Generally, scholarships are based on academic standing, financial need, potential progress in major field of study, and college and community activities. The amounts and qualifications vary with each scholarship. Scholarships are considered academic gifts and need not be repaid, however, they are considered resources for students receiving financial aid and are computed as such. Scholarships are administered by the Financial Aid Office. We encourage you to routinely check scholarship information by visiting the Financial Aid Office.

Call:  
(650) 949-7245

Click:  
[www.foothill.edu/aid](http://www.foothill.edu/aid).

Come In:  
Room 8202

### **Student Success Center**

All rewarding journeys have a starting place. At Foothill, the place to start is the Student Success Center, where you'll find our friendly, expert outreach staff. You can visit the center to apply for admission, register online for classes and receive guidance in the process. Our staff can provide you with information about the many resources, services and activities available at Foothill. If you have questions, the Student Success staff is available to assist you.

Call:  
(650) 949-7511

Click:  
[www.foothill.edu/services/outreach.html](http://www.foothill.edu/services/outreach.html)  
[foothilloutreach@foothill.edu](mailto:foothilloutreach@foothill.edu)

Come In:  
Room 8102  
Monday–Thursday, 7:30 a.m.–7 p.m., Friday, 8 a.m.–3 p.m.

### **Transportation**

Santa Clara County Transit Bus Routes #52 and #40 serve Foothill College. Route schedules are available at the Student Activities Office. Transit passes are sold in the bookstore.

Call:  
(408) 321-2300, (800) 894-9908

Click:  
[www.vta.org](http://www.vta.org); [511.org](http://511.org)

### **Tutorial Center**

The on-campus Tutorial Center helps students achieve their career and academic goals through individual tutoring. Faculty-recommended tutors who have earned **A** grades or higher in the subjects they wish to tutor are familiar with course objectives and materials. This ensures that students receive quality assistance. Any Foothill faculty member may request that

a tutor be \*hired to work in the Tutorial Center. The Tutorial Center staff will try to meet all requests, given budgetary restrictions. Please visit the Tutorial Center for available hours and courses currently being tutored or check the online schedule at [www.foothill.edu/tutor](http://www.foothill.edu/tutor). Many services are available free of charge to Foothill students, including:

- Appointment Tutoring
- Drop-In Tutoring
- EOPS Tutoring\* (650) 949-7206

\*Visit program office for eligibility information.

To learn more about the center and its services, access [www.foothill.edu/tutor](http://www.foothill.edu/tutor).

Call:

(650) 949-7447 or (650) 949-7444

**Come In:**

Room 3526

Fall, Winter, Spring Quarters, Monday– Thursday, 8 a.m.–7 p.m.;

Summer Session, Monday–Thursday, 10 a.m.–3 p.m.

### University Transfer Services

Students can visit the Career/Transfer Center for a variety of services, including

- Review university catalogs;
- Pick up the calendar of transfer events on campus;
- Make appointments with university representatives who visit Foothill;
- Obtain brochures about how to transfer and which programs are available at the university level;
- Get a UC or CSU application;
- Receive help researching options for transfer;
- Attend Transfer Day; and
- Find out how to write a Transfer Admission Guarantee (TAG).

You can guarantee your acceptance to a university by completing a Transfer Admission Agreement (TAA). The agreement must be completed by a counselor and submitted one year before the intended date of transfer. The required number of units and GPA vary according to the school. To schedule an appointment for a TAA, call (650) 949-7423.

Transfer Day is presented during Fall Quarter. More than 50 universities from around the country attend this event. This is a great opportunity to compare four-year schools and speak with admissions representatives.

Call:

(650) 949-7235

Click:

[www.foothill.edu/transfer/index.html](http://www.foothill.edu/transfer/index.html)

Come In:

Room 8329