

COUNSELING SERVICES

Counseling Services

Program Purpose

Counseling services assist students to identify and succeed in achieving their educational goals. Counselors work with students individually and in groups to enhance their academic success and enable them to navigate student support systems to ensure success.

The Counseling Office is open days and evenings. Counselors can assist you with academic, career, or personal counseling (as it relates to academic progress). Counselors can provide a variety of resources to help you achieve the greatest possible benefit from your college experience.

Each counselor is a specialist in several academic areas, and you may wish to see a counselor according to the major you declare. The Counseling Office can be a valuable resource in exploring the options or defining the requirements in a particular field of study. However, you are free to select any counselor you choose.

All counselors have the expertise to assist you with course selection, educational planning, and questions concerning requirements for majors, general education, graduation, or transfer to a four-year college or university. A counselor can answer your questions about a course or academic requirements, aid you in exploring your career plans or life goals, or help you with personal problems that may potentially affect your education. Counseling Offices are located in the Student Services Center. Call the Counseling Office at (805) 289-6448 for more information. Counseling is also available at the Ventura College East Campus in Santa Paula. Please call (805) 525-7136 for counseling hours at the Ventura College East Campus site.

To maximize your educational success, students are encouraged to meet with a counselor on a regular basis. The Student Success & Support Program (SSSP) is a process that enhances student access and sustains the efforts of students to be successful in their educational endeavors. The goals of SSSP are to ensure that all students complete their college courses, persist to the next academic term, and achieve their educational objectives.

As a result, SSSP will ensure that:

- Newly matriculated students will complete an Abbreviated Educational plan prior to completing 15 credit units.
- Once the student identifies their program of study, they will schedule an appointment with a counselor to create a Comprehensive Educational Plan that will detail the necessary courses to reach their academic goal.
- Students are strongly encouraged to follow-up with a counselor to review and/or revise their Education Plan as needed to adapt to developing education and career goals.
- Ample services are available to assist students in exploring career, transfer, and personal growth goals specific to their development.

Counseling Reception Desk

Program Purpose

The purpose of the Counseling Reception Desk is to serve as a first point of contact for students and visitors that are in need of academic counseling services.

The CRD serves all Ventura College students by scheduling (in-person, virtual, or phone) appointments and coordinating drop-by sessions with our Academic Counselors. New, continuing, and returning students are all welcome to discuss and create educational plans that align with Ventura College Career, Major and Communities (CMC).

For scheduling assistance, call (805) 289-6448

California Work Opportunity and Responsibility to Kids (CalWORKs)

Program Purpose

CalWORKs is a collaborative welfare to work program with the Ventura County Human Services Agency. The program provides supportive services to students who are receiving Temporary Assistance to Needy Families (TANF) to acquire a vocational certificate or degree to prepare them for successful transition into the workforce.

Students who participate in the CalWORKs program are referred by the Human Services Agency. Students identify an educational goal and develop a comprehensive educational plan with the CalWORKs Academic Counselor. The counselor will additionally develop an Individual Training Plan (ITP) that assists students with meeting their welfare to work participation requirements.

Available services include:

- Academic counseling, including career planning, course selection, registration, and referral to other campus resources;
- Early registration;
- Assistance with matriculation;
- Individual Training Plans (ITP);
- Advocacy with VC Human Services Agency;
- Educational supplies;
- Computer stations;
- Work study/internship placement for eligible students.

For information and appointments, call (805) 289-6003. Students must provide a county referral to initiate participation. Ventura College CalWORKs office is located in the CSA Building, #129A.

Units of Credit

Our district, consistent with other districts across the state, adheres to the Carnegie Unit model for time spent in class and for time a student is expected to spend out of class in order to conduct required reading and homework.

- For every lecture hour that a student spends in class each week, the Carnegie Unit model calls for a student to spend two hours outside of class reviewing the material from lecture, reviewing notes, reading, and/or completing required homework.
- In courses that are "hands-on" and include lab time incorporated into the instruction, such as a word processing course or automotive repair course, there is very little homework involved. Because of the "hands on" nature of this type of instruction, the required weekly

hours for such a course or program are typically on-site at the colleges. The scheduled hours are posted within the printed college schedule for the given semester. In addition, every course and program offered by the three colleges is described in each of the respective college catalogs. The course and program descriptions clearly specify whether a course/program is straight lecture or lab based.

VCCCD Based on Carnegie Unit Model Total Weekly Number of Hours Based on Number of Lecture Units Being Pursued by a Student

Academic Units for In-Class Lecture Time	Two-to-One Ratio of Hours for Outside Class Study Time, i.e. Reading Time, Homework	Total Number of Weekly Hours that a CalWORKs Student Will be Actively Dedicated to Educational Program
1	2	3
2	4	6
3	6	9
4	8	12
5	10	15
6	12	18
7	14	21
8	16	24
9	18	27
10	20	30
11	22	33
12	24	36
13	26	39
14	28	42
15	30	45
In-Class Lab Formula (i.e. "hands on training" programs)		
20 Lab-based Instructional Hours	<20>All work typically performed by student in-class, lab, shop, unless required otherwise by instructor or program ¹	20 weekly hours

¹ There may be some training programs at Ventura College that utilize both the straight lecture formula and the lab-based formula to deliver their instruction to students.

Note: The weekly hourly schedule described above does not include any time that a CalWORKs participant may be required to conduct extra-curricular activities (i.e. field trips), student services orientations outside of class, counseling sessions, tutoring sessions, or travel time to and from campus, etc. Credit for acceptable activities will have to be determined as such by County personnel who, ideally, will discuss any related concerns with appropriate college staff.

- In cases where you have a CalWORKs participant with learning or physical disabilities, extra time may be needed in order to accommodate the special student success needs of such students. College counselors and/or Educational Assistance Center (EAC) personnel at each of the colleges will advise and/or assist County

case workers with estimation of weekly schedules for any student with special needs.

The chart entitled "VCCCD Based on Carnegie Unit Model . . ." serves to illustrate the various configurations and weekly schedules that a student, depending on the unit load, may be required to follow in order to succeed with their course of study.

Educational Assistance Center (EAC) Program Purpose

The programs and services of the EAC are designed to support students with disabilities in the achievement of their academic and vocational goals while providing equal educational opportunity. EAC students increase their knowledge of available accommodations and services available to them, leading to an increase in independence, self advocacy and academic success.

Ventura College provides support for all eligible students with disability related needs. The EAC facilitates equal access for qualified students to community college education through services, academic accommodations and specialized instruction.

Students with learning, visual, hearing, speech, mobility, and psychological disabilities, as well as acquired brain injury and other health impairments, are eligible to apply for the support services and accommodations that EAC provides.

These services may include:

- one-stop priority registration assistance
- specialized academic and career advisement
- sign language interpreters
- note taking assistance
- readers
- transcribers
- mobility assistance
- assessment of learning differences
- disability-related counseling
- alternative testing
- print material in alternate format
- assistive computer technology and
- other assistive equipment.

Through the instructional side of the program, Learning Skill classes (LS) and EAC classes are offered for personal and scholastic development such as writing, reading, math, memory, and study strategies. These classes are offered to assist students needing additional basic skills preparation for college-level course work. Although designed for students with disabilities, these courses are available to all Ventura College students.

Students can also register for a variety of instructional classes in Assistive Computer Technology (ACT). The Assistive Technology Training Center (ATTC) is designed to teach all students with disabilities about the latest in computer access devices and instructional software. This may including speech synthesizers, screen enlargers, adapted keyboards, voice-input systems, text to speech software and adapted word processing programs. The ATTC is located on the first floor of the Learning Resources Center.

The EAC is located in the Administration Building. For more information call (805)289-6300; (805) 289-6015 (fax).

Extended Opportunity Programs and Services (EOPS)

Program Purpose

EOPS assists low income and educationally disadvantaged students with support services and financial assistance to successfully overcome obstacles to achieve their educational goals.

EOPS was established in the California Community College System in 1969. EOPS is renowned as the most successful California community college program. It provides programs and services over, above, and in addition to the regular educational programs of the College and is designed to assist educationally and economically disadvantaged students to be successful in their academic transfer and or vocational educational program at Ventura College.

EOPS values student success in achieving their goals on time and strengthening their voices as they transform their lives through their educational experience. EOPS aims to identify and address equity gaps to ensure that each student has the opportunity to succeed.

Eligibility

Students must be eligible for a California College Promise Grant A or B; be a California resident, be enrolled full time (12 units); have completed less than 50 units of degree-applicable credit; and be determined to be educationally disadvantaged.

EOPS Offers a Range of Services

- **Outreach, Orientation, and Registration Services:** Entry services to identify EOPS eligible students and facilitate their enrollment in the College will be provided by special outreach, an active recruitment program. There is a required special college orientation. Early registration is also offered which allows the EOPS student to register early, and secure needed courses before campus-wide enrollment.
- **Assessments:** EOPS-eligible students are assessed in reading, comprehension, vocabulary, writing, computations, study skills, and academic skill deficiencies.
- **Counseling and Advisement:** Specialized counseling is provided to all EOPS students. Personalized academic/personal counseling and the development of a student education plan is provided to all EOPS students through the EOPS counseling faculty. EOPS counselors meet regularly with EOPS students. Peer advisement is also available.
- **Special Services:** A culturally proficient staff is available and can provide Spanish language assistance. EOPS strives to provide an environment that nurtures, engages, and reflects a diverse "family" of participants. By offering comprehensive support services that are academically and socially enriching, EOPS staff seek to advocate for and empower students to realize their potential.
- **Transfer:** EOPS provides assistance and university transfer fee waivers to EOPS-eligible students with the transfer and transitional process to four-year institutions.
- **Financial Assistance:** All students who are admitted under the program are considered for financial assistance on the basis of need and completion of the EOPS Student Mutual Responsibility Contract. EOPS Grants, graduation caps and gowns, food pantry assistance, emergency loans, book vouchers, and bus passes/tokens may also be available.

- **Tutoring:** EOPS provides additional tutoring hours for EOPS students through the Tutoring Center.
- **Success Strategies:** Study skills, time management, and retention and success strategies are offered through the EOPS Success Academy and other EOPS workshops.
- **Cooperative Agencies Resources for Education (CARE) Program:** CARE is a cooperative effort under the umbrella of EOPS involving the State Employment Development Department, State Department of Social Services, local county CalWORKS departments and the California Community Colleges Chancellor's Office. This program specifically targets CalWORKS students.
- **CARE Eligibility:** EOPS eligible students that are CalWORKS recipients, at least 18 years old, and the single head of their household with child(ren).
- **Services:** Additional financial assistance in the form of a CARE grant, special workshops, and non-CalWORKS duplicative services such as gas vouchers, book vouchers, meal tickets, minimal car repair, and parking permits may be available.

EOPS is located in the EOPS building. The phone number is (805) 289-6302.

First Year Experience (FYE) Program

Program Goals

First Year Experience (FYE) is a student success program designed for first-time students transitioning into college. FYE ensures that first-year students have the tools and support necessary to navigate through college and beyond. With the support of academic counselors, faculty, staff, and student peers, FYE students will engage in the college experience and connect to the Ventura College community. Through this program, students are empowered to take ownership of their education and life goals.

Eligibility

- All first-time college students with no prior college experience
- Students are required to enroll in ONE of the following courses:

Course ID	Title	Units/Hours
COUN V01	College Success	3
COUN V02	Career Exploration and Life Planning	3
COUN V03	College Orientation	1
EAC V01	Strategies for Success in College and Life	3
ENGR V01	Introduction to Engineering	3

- Students must apply to the program and attend Arrival Survival (Summer Orientation)
- Students must show math and English placement, Orientation and First Semester Course Planning completion
- Students must enroll in English and Math during their first year
- Students must complete FAFSA or CA Dream Act Application

Benefits

- Educational counseling and planning
- Academic & student success workshops
- Career counseling
- Enrollment assistance
- Extended orientation
- Transfer guidance

- Priority registration for spring and summer/fall semesters (for students who complete program requirements)
- Social gatherings to help integrate students into the college community

For more information, please call the FYE Office at **805-289-6438**, or visit the FYE page on the Ventura College website.

University Transfer Center

Program Purpose

The University Transfer Center (UTC) provides students with the necessary information to successfully transfer to a university. Students may receive assistance transferring to University of California, California State University, and Independent or Out-of-State universities.

The UTC provides services to students planning to transfer to a college or university in or out-of-state. The UTC schedules on-campus visits by representatives from various colleges and universities and sponsors an annual **University/College Fair** event attended by over 50 colleges and universities. Workshops are held to assist students on various topics, including:

- transfer admissions
- university application processes
- major prep, and
- selecting a major and career.

The UTC provides reference materials, college catalogs, applications and other services necessary for planning and achieving a smooth transition between institutions.

Counselors are available by individual and group appointment to assist students with major, college, and university planning.

The UTC is located in the Student Services Center. The phone number is (805) 289-6411.