

SAN DIEGO MIRAMAR COLLEGE



CalWORKs Student Services, Building K1-305

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CalWORKs Student Checklist

Important Documents

- Obtain a copy of a CalWIN verification from the CalWORKs Student Services Office and submit to the Financial Aid Office to waive the Student Health Fee.
- Submit the Monthly Attendance Form (116-HHSA County Form) to your ECM/ETA.
- A Student ID Card is required to access various services on campus

Please bring the following information to your Miramar College CalWORKs Student Services Appointments:

- Current Employment Case Manager (ECM) or Employment Training Advisor's (ETA) full name, email address, & direct office phone number
- Copy of your most current Welfare-to-Work Contract
- Printout of your class schedule and required textbooks for your ITP & Book Request

Please Complete For Your Follow-Up Counseling Appointments

1. Identify Educational Goals:

- Undecided
- English Skills Development
- Certificate
- Associate Degree
- Transfer to a four-year university

Major: Option 1 _____, Option 2 _____, Option 3 _____

1. Complete the Matriculation Process (College Steps to Your Success):

- English, Math, or ELAC Assessments
- Submit Outside College Transcripts or Advance Placement scores (if applicable)
- First Semester Planning
- Personal, Academic, & Career Exploration
- Long Range Planning (Semester by Semester Plan)
- Follow-up / Update Ed Plan
- My Counselor's name is: _____

2. Apply for Financial Aid & CA College Promise (formerly the BOGW)

- File FAFSA starting October 1st for the following school year: www.fafsa.ed.gov
- Submit CA College Promise Grant Fee Waiver Application annually:
<https://bog.openccapply.net/gateway/bog?cccMisCode=073>

GENERAL GUIDELINES & EXPECTATIONS

We warmly welcome you to San Diego Miramar College CalWORKs Student Services. The role of our program is to facilitate your educational journey while collaborating with agencies that provide your cash aid. CalWORKs academic counselors and staff are employed by San Diego Miramar College. We do not work for the County of San Diego or its providers.

Math & English or ELAC Assessments -- intentionally testing lower than your actual capability could cause you to lose financial aid before you are able to finish your degree. Do your best on the assessments to reflect your current skill level and to finish your educational goal in a timely manner.

The **ITP (Individual Training Plan)** is the document that generates services (e.g. childcare, books, and transportation) from the County of San Diego and creates compliance with your Welfare-to-Work plan. Courses that do not fulfill the requirements of my major/goal will **NOT** be added to my ITP.

Utilize **Priority Registration** provided by the San Diego Miramar College CalWORKs Program to enroll in the courses listed on your Long Range Education Plan. This ensures getting the classes you want and avoiding waitlists or crashing classes. Early registration is a privilege that can be taken away if not used by you.



Foreign Language Coursework: Like all classes, Foreign Language Coursework must be pre-approved on your education plan. If you choose to take a Foreign Language Course that represents your native language or language that you were educated in high school, colleges and universities may remove those classes from your transcripts and/or may not grant your credit for them. Language courses for native speakers (your high school education native language) are level 201 and higher and will require language pre-requisite clearance by the department, if needed to satisfy your educational goal.

Financial Aid: Apply for the **Free Application for Federal Student Aid (FAFSA)** and the **California Promise Grant** (formerly Board of Governors Waiver). If you fail to make satisfactory academic progress, you risk losing your financial aid.

Any changes to your student information including address, phone number, and/or e-mail address, need to be updated through the San Diego Miramar College Admissions and Records Office or on MySDCCD.

CalWORKs Student Services at Miramar

Program Services & Benefits

- Academic, Career and Personal Advising
- Backpack with School Supplies for first-time CalWORKs students*
- Bookstore Supplies*
- Gas Cards*
- Lactation Room (in Student Health Services, K-2, 102)
- Laptop Lending Library
- Parent Support Group & Workshops
- Print Card Account for campus printers and copy machines*
- Student Success Workshops & Other Activities
- Work Study Opportunities for on-campus employment*

*These benefits may be available contingent on our budget.

CalWORKs Student Services Special Events

Fall Semester

September-November: CalWORKs College Prep Academy: a series of student success workshops for new and current CalWORKs students.

November: Application Workshops for the **Portraits of Success Scholarship** for CalWORKs Students. The application deadline is in early December.

December: Toys for Tots is an end of the semester celebration for you and your child(ren)! Toys are donated by the U.S. Marine Corps, San Diego and will be distributed to students who register for this event with our program by the established deadline. Join us for a gift wrapping station, a Santa photo booth, and food to celebrate!

Spring Semester

March/April: CalWORKs Association Portraits of Success Scholarship Announcements

May: Parents Day Celebration (the Friday before Mother's Day).

May/June: End of the Year Celebration/Etiquette Dinner for our students who are graduating or transferring to a university.

The ABC's of San Diego County CalWORKs

As a CalWORKs student, you are learning to speak a new language! We hope the following guide will help you with the many acronyms used in CalWORKs and in education.

What is an...?

ECM = Employment Case Manager

ETA = Employment Training Advisor

HHSA = Health & Human Services Agency

ITP = Individual Training Plan

LRP = Long-Range (educational) Plan

NOA = Notice of Action

116-HHSA = Monthly Attendance
Verification Form

SEP = Student Education Plan

W2W = Welfare-to-Work

116-HHSA Monthly Attendance Verification of Weekly Hours of Participation

- Single-adult with a child under 6 years old = 20 hours.
- Single-adult with no children under 6 years old = 30 hours.
- Two-parent families = 35 hours.
- **The 116-HHSA form is a self-attendance sheet. We do not sign this form to verify your attendance.**
- For "Supervised" study time, go to the ASC (Academic Success Center), Math Lab, English Center, computer lab or library.
- We do not sign off to verify that you attended class or completed your study time.

San Diego Miramar College, CalWORKs Student Services
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Choosing a Career or Major

1. **Make an appointment with your counselor** to discuss a process that will help you know yourself and understand the world of work in order to make career, educational and life decisions.
2. **Visit the Career Center for a career assessment.** This will help you assess and evaluate your interests. What are your passions? What are you deeply interested in? What types of things excite you? What kind of work appeals to you? What type of career will meet your financial goals?
3. **Explore the field of interest by taking a course in the major.**
4. **Explore the college catalog.** You might be surprised at the selection of majors your college has to offer.



5. **Enroll in a Personal Growth class(es):**

- Personal Growth (PERG) 120—College Success and Lifelong Learning (3 units)
- Personal Growth (PERG) 130—Career and Life Planning (3 units)
- Personal Growth (PERG) 140—Life Skills and Personal Adjustment (1-3 units)



6. **Explore the field of interest by visiting these websites:**

- Career One Stop (Department of Labor): https://www.careerinfonet.org/occ_intro.asp
- Occupational Outlook Handbook (Bureau of Labor Statistics): <https://www.bls.gov/ooh/>
- Career Coach: <https://ccc.emsicc.com/?radius=®ion=California>
- Assist.org: <http://www.assist.org/web-assist/welcome.html> (to research university major requirements)

7. **Talk to Professors.** They may be happy to give you helpful advice. They can tell you what their field is all about.
8. **Talk to other classmates.** You can benefit from your classmates' advice to include what they learned and the struggles they went through. Consult your classmates as a resource to gather more information about various classes and majors.
9. **Talk to family and friends who know you well.** They know you best! They often have a lot of insight into who you are, what you are good at, and what your strengths and weaknesses are.
10. **Take the time to consider and decide what your priorities are.** Consider the qualities you value in work, such as: expected salary, the distance you want to travel, growth, fixing things, being around people, helping the needy, working under pressure, security, counseling others, working in groups, attention to detail, making things, etc. Considering what types of jobs can meet these values can help you choose a major.

How School & Study Hours are Calculated on ITPs

For every one hour you are in class (lecture), it is recommended by most colleges and universities that you spend two hours studying. Thus, this is the formula we use to calculate the time allowed for study on your ITP. For example, if you are enrolled in a 3-unit English class, we will put three hours of “lecture” time and six hours of “study” time on your ITP.



The County CalWORKs system recognizes two types of study time: Supervised Study or Unsupervised Study.

Supervised Study

In order to receive the full 2 hours of study time for each hour you are in class, you must participate in “supervised study”. This means you must do your study time on campus. In order to track your study time on campus, you can ask the Independent Learning Center or the Academic Success Center for a log of hours. However, no staff or faculty will sign off on your study time.

Non-Supervised Study

If you wish to do your study time at home, then you will be doing “unsupervised study” and can only receive 1 hour of study time for each hour you are in class.

Students with Learning Disabilities

Students with documented learning difficulties or disabilities may need to spend more time studying and can be given more study time on their ITP, if they are registered with and receiving services from the DSPS Office on campus. We typically calculate study time at 150% (e.g. 6 hours of study time becomes 9 hours for the student with learning disabilities.).



What happens during school breaks?

Adapted from the 2013 Western Center on Law and Poverty:
Students and CalWORKs: A Guide to Educational Opportunities in the CalWORKs Program.

For school breaks up to one-week long:

“For both SIPs and non-SIPs [Self-Initiated Program] during holiday periods or breaks in which the employer, school, provider or work activity site is not open, the student’s welfare-to-work activity that would normally be scheduled counts as participation. Since those days count as participation, students cannot be required to make them up.”*

Examples: Federal Holidays, the week of Spring Break, the week of Thanksgiving ; in these examples you have “good cause” to not do your welfare-to-work activity and would indicate so on you NOA-116 (Monthly Attendance Verification form).



*A Self-Initiated Program is an educational program that students find on their own and enroll in before being required to participate in welfare-to-work activities. [Please refer to the WCLP manual, page 22-33 for a full explanation of the benefits of SIPs.]

For school breaks longer than one week:

“During breaks longer than one week, students have to do work activities as outlined in the welfare-to-work plan, but must receive reasonable advance notice and appropriate supportive services for any new assignments. If the original welfare-to-work or SIP plan did not list activities during breaks, the county must enter a new plan with the student...” [Please refer to the WCLP manual pages 59 and 60 for the full explanation of this rule.]

Examples: Winter Break/Intersession; time between the end of the Spring Semester and start of Summer Session; time between end of the Summer Session and start of the Fall Semester.

Meet with your ECM/ETA ahead of time to develop a meaningful plan for your break. Please refer to the WCLP Students and CalWORKs: A Guide to Educational Opportunities in the CalWORKs Program for a *comprehensive list* of activities that can meet your requirements. You are allowed to do activities other than “job search”.

Our Advice to You:

We strongly encourage CalWORKs students to communicate openly with their ECM/ETA and work closely with their Miramar College CalWORKs Counselor to plan effectively for Intersession and Summer Sessions. These short-term sessions are really good opportunities to take classes, so that you are:

1. making timely progress toward completing your educational goal, and
2. meeting your Welfare-to-Work requirements with the County.

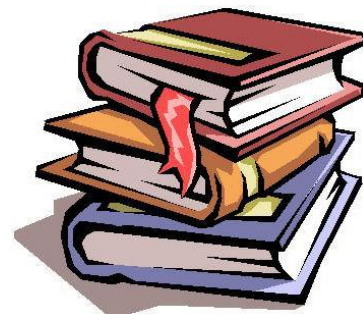


Textbooks and Supplies Requests

As part of your Supportive Services, the County of San Diego CalWORKs system will pay for *required* textbooks and *required* supplies (*specific to your class and listed on the class syllabus*) that are needed to obtain your educational goal.

How do I get my books?

1. **Each semester you must meet with your Miramar College CalWORKs Counselor to create and update your educational plan.** This will help you know what classes you need to take and how long it will take to accomplish your goal. *This should be done during the semester, before you register for classes.*
2. **After you register for the appropriate classes on your educational plan, make an appointment with your Miramar College CalWORKs Counselor to complete an Individual Training Plan (ITP) and Book Request Form.** Remember: the ITP is the document that generates Supportive Services from the County of San Diego (books, childcare, and transportation). *The earlier you complete these forms, the sooner you can get your books and childcare needs met by the County of San Diego.*
 - a. The Book Request form will list the price of *required* books and sales tax. We always list the price of *new* textbooks on Book Requests, unless a new book/price is not available.
 - b. The amount for a Parking Permit will be included on your Book Request.
 - c. The ITP, Book Request, and your class schedule will be e-mailed to your ETA or ECM.
3. **Make an appointment with your ECM/ETA to update your Welfare to Work Plan as soon as possible.**
 - a. After you do this, your ECM/ETA will process your Book Request Form to get you the funds to purchase your books.
 - b. These funds are typically posted to your County EBT card.
4. **If you add or drop a class, you will need to schedule an appointment with a CalWORKs Counselor for a revised ITP and Book Request.** *Revised ITPs will not occur until 2 weeks after the semester begins.*
5. **Please note, if the county has paid for your books, you are required to turn in the receipts to your ECM.**
 - a. Be sure to keep copies of the receipts for your records, in case you are later audited by the County of San Diego.
 - b. *If you do not submit receipts for your books to your ECM, then you may not receive book money in advance the following term.*



Limits on Book Requests

1. Only *required* books and supplies for classes that you need can be requested from the County.
2. Books cannot be requested for classes that are being *repeated*, if you previously dropped, withdrew, or did not pass the class.
3. **If the *required* books or supplies you need are not listed on the Bookstore website, but are listed on your class syllabus, then you will need to bring a copy of the syllabus and a receipt outlining the cost of the books/supplies.** *Documentation that states the items are required is needed to process.*
4. CalWORKs students who are also EOPS students are *not eligible* for the EOPS Book Grant.
5. Please be aware that your ECM may ask you to submit a copy of your grades at the end of the semester.

Childcare Information

How do I get childcare so that I can attend classes and study on-campus with fewer distractions?

Mirammar College CalWORKs Student Services does not provide childcare. However, [the County of San Diego CalWORKs program is required to provide child care so that the Welfare-to-Work Participant is able to go to their Welfare-to-Work Activity \(e.g. school, employment, etc.\)](#). Childcare is considered a “supportive service”, in addition to money for transportation, parking permits and required books/supplies for your classes.



1. **Each semester you must meet with your Miramar College CalWORKs Counselor to create and update your educational plan.** This will help you know what classes you need to take and how long it will take to accomplish your goal. *This should be done during the semester, before you register for classes.*
2. **After you register for the appropriate classes on your educational plan, make an appointment with your Miramar College CalWORKs Counselor to complete an Individual Training Plan (ITP) and Book Request Form.** Remember: the ITP is the document that generates Supportive Services from the County of San Diego (books, childcare, and transportation). *The earlier you complete these forms, the sooner you can get your books and childcare needs met by the County of San Diego.*
3. **Make an appointment with your ECM/ETA to update your Welfare to Work Plan as soon as possible.**
4. Discuss with your ECM/ETA the process of establishing your childcare.
5. **Remember: a lack of “supportive services” (e.g. childcare, books and transportation) is “good cause” for not participating in your welfare-to-work activity (e.g., school or work).**
6. If you add or drop classes, you are required to make another appointment with your Miramar College CalWORKs Counselor for a *revised* ITP.

Can I get childcare for online classes and study time?

Yes. If you want/need childcare to complete your welfare-to-work activity, you cannot be excluded from accessing childcare for taking an online class. How could you possibly focus on your class requirements or study time with your children interrupting you? We recommend you establish a set schedule for doing your online coursework and on-campus study time to determine your childcare schedule with your ECM/ETA.

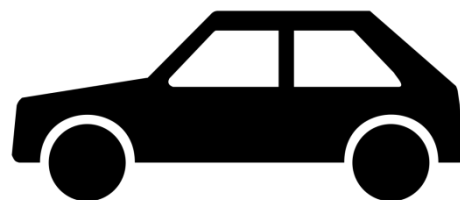
Can I still access childcare during School Breaks?

- **Breaks during the semester:** If you need to study during a school break (e.g. Spring Break or Thanksgiving Week), and you have a planned Welfare to Work Activity, then you may be able to access childcare from your off-campus provider. Plan ahead for this.
- If you claim “Good Cause” during school breaks, then you will not be able to utilize childcare.
- **In-between Semesters/Summer Session:** For school breaks longer than one week, it is important to communicate with your ECM/ETA and plan ahead of time for your welfare-to-work activities and your childcare needs.

Communicating with your ECM/ETA about your childcare needs:

- It is essential to keep your ITP up-to-date with your current schedule and with your ECM/ETA to maintain receiving childcares services. Otherwise, they may stop paying for childcare.
- If you add or drop a class, you must make an appointment for a *revised* ITP.
- We cannot stress enough the importance of planning ahead with your ECM/ETA for your welfare-to-work activity and child care needs after the end of a semester.

Transportation & CalWORKs



A transportation allowance is a “supportive service” provided by the County of San Diego CalWORKs system. The County is required to provide this in order for you to complete your Welfare to Work Plan.

In general, most CalWORKs participants receive the equivalent of a monthly bus pass as their transportation allowance. However, there are a few circumstance where a CalWORKs participant may be eligible to request mileage reimbursement from the County:

1. If a CalWORKs participant lives in a remote area where public transportation is not available, they may be eligible for mileage.
2. If it takes a CalWORKs participant more than one hour (one way) or two hours (round trip) to get to their Welfare to Work activity, then they are eligible for mileage.

Check the MTS Trip Planner feature to help you determine your eligibility for mileage. You may need to advocate for yourself to your ECM or ETA to receive this benefit.

What if my car breaks down?

Contact your CalWORKs Employment Case Manager to see how the following County CalWORKs *Family Stabilization Program* can help you. You must have time remaining on your 24-month clock.



http://www.sandiegocounty.gov/content/sdc/hhsa/programs/ssp/calworks/family_stabilization.html

Work Study

What is Work Study?

Work Study is a type of college financial aid award that you earn by working in a part-time, student-position on or off campus.



There are two types of Work-Study funds:

1. **Federal Work Study**—is administered by the Miramar College Financial Aid Office and eligibility is determined after you complete the FAFSA. Federal Work Study is awarded on a first-come, first-served basis by the Financial Aid Office. Apply for FAFSA every year by the March 2nd priority deadline (though it is recommended you complete your FAFSA Oct. 1st). You must be *enrolled in a minimum of 6 units* for Federal Work Study.
2. **CalWORKs Work Study**—is administered by the Miramar College CalWORKs Student Services program. CalWORKs Work Study is only available to CalWORKs students who are *enrolled in a minimum of 6 units at Miramar College*. Availability of CalWORKs Work Study positions is dependent on our funding/budget for Work-Study positions. You must have your financial aid award at Miramar College. Other eligibility conditions apply. Please complete the CalWORKs Work Study Interest form to be contacted about your eligibility for this program.

How Work-Study Jobs Help CalWORKs Students

1. Work-Study positions generally earn minimum wage. You typically can work *up to 20 hours per week* on campus.
2. Working on campus simplifies your travel schedule.
3. Supervisors try to work around your class schedule, as you are a “student first”.
4. **You can increase your income without reducing your cash aid.**
 - a. Because the money you earn in a Work-Study-funded position is considered college financial aid (otherwise known and referred to as “exempt income”), it will not reduce the amount of cash aid you receive from the County of San Diego!
 - b. So, if you have to be employed to meet your Welfare-to-Work requirements while you are attending school, then a Work-Study position is a really good option to pursue to maximize your income!
 - c. If you get a job that is *not funded* by Work-Study dollars, then it can reduce your cash aid based on the formula determined by the County of San Diego.

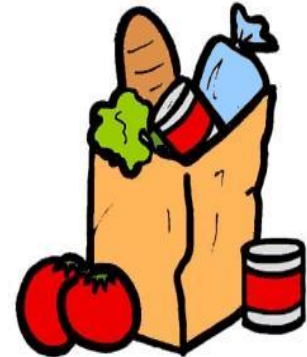


County Resource: Replacement CalFresh

Did you know that you can replace your CalFresh benefits (a.k.a. “food stamps” or “EBT”) if your household suffers an emergency situation?

What is Replacement CalFresh?

This program is for people currently receiving CalFresh benefits *who lost food they purchased using CalFresh because of a disaster or a household misfortune*. This can be a fire, flood, or a power outage that lasted at least 4 hours. Other situations may be eligible as well, such as a broken refrigerator spoiling food, or other emergency situations. Contact the County to see if your situation applies.

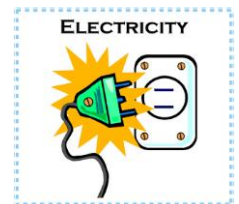


- **Who:** Only people already receiving CalFresh benefits can apply for and receive Replacement CalFresh.
- **How to apply:** Complete two County forms:
 1. the [Replacement Affidavit/Authorization](#) (CF 303) and
 2. the [Affidavit of Loss](#) (09-93)
 - Submit these forms to the Local Assistance Center, if present, or at any of the Family Resource Centers.
 - **You must request Replacement CalFresh *within 10 days* of the disaster or household misfortune.**



Case examples:

1. We once had a CalWORKs student who reported she had to be out of her apartment for one month due to a sewage back-up. She would have likely been eligible for Replacement CalFresh *for food lost due to the sewage problem*.
2. Remember the great Power Outage of 2011 that upset the whole southwest region? As I recall, the power was out for *well over 4 hours*. An event like this would have qualified CalFresh recipients for the Replacement benefit.



Official information about these Emergency CalFresh resources can be found here:

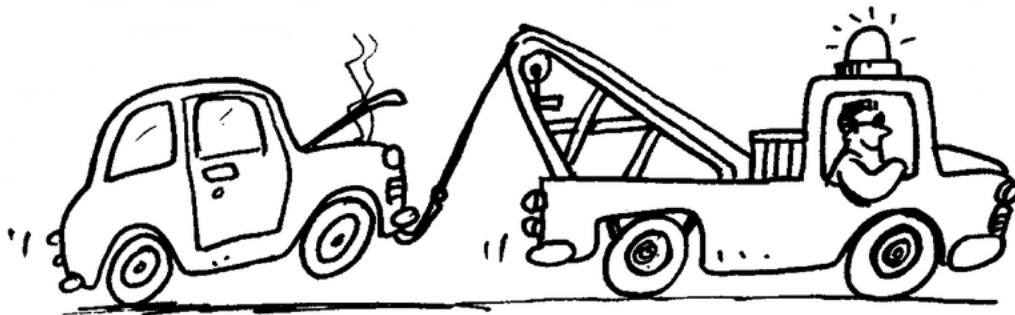
<http://calfresh.lsn.net/getting-food-assistance-after-a-disaster-or-household-misfortune/>

County Resource: Crisis & Homeless Prevention Services for CalWORKs Recipients

Are You Experiencing a Crisis?

You can receive help from the County with the following crisis situations:

- unstable housing or homelessness,
- domestic violence,
- a broken-down car,
- need of a working refrigerator,
- unmet needs for your children (e.g. tutoring), or
- other significant obstacles that impact your ability to meet Welfare to Work requirements (e.g. needing to clear up credit report, help with expungement of criminal records, or default on students loans),



Contact your CalWORKs Employment Case Manager (ECM) to see how the following County programs help recipients in the CalWORKs programs:

1. [Family Stabilization Program](#) (must have time remaining on your 24-month clock)
2. Homelessness Assistance Program
3. Housing Support Program
4. [Homeless Prevention Program](#)

If you are dealing with homelessness, the Western Center on Law and Poverty representatives recommends that you all apply to all four of the above programs at the same time. Please contact your ECM for assistance with this process.

County Resource: Mental Health Resources for CalWORKs Recipients



CalWORKs Step Forward Program, Community Research Foundation (CRF)

CRF Step Forward is contracted with the County of San Diego to provide mental health care for CalWORKs participants. Their programming is eligible to help you meet your welfare to work requirements.

<http://www.comresearch.org/serviceDetails.php?id=MTk=>



Other Mental Health Resources

Depression Bipolar Support Alliance (DBSA) <http://www.dbsasandiego.org/>

San Diego Access & Crisis Line: Call for free assistance 7 days a week / 24 hours a day at (888) 724-7240 or 'Live Chat' with a counselor at www.optumhealthsandiego.com or www.up2sd.org (Monday–Friday, 4pm-10pm).



Suicide Prevention Lifeline: <https://suicidepreventionlifeline.org/>

Veterans Crisis Line: <https://www.veteranscrisisline.net/>

The Veterans Crisis Line connects Veterans in crisis and their families and friends with qualified, caring Department of Veterans Affairs responders through a confidential toll-free hotline, online chat, or text. Veterans and their loved ones can call **1-800-273-8255** and **Press 1**, [chat online](#), or send a text message to **838255** to receive confidential support 24 hours a day, 7 days a week, 365 days a year. Support for [deaf and hard of hearing](#) individuals is available

Children's Mental Health: Children who need mental health services, parents must contact the child's Primary Care Physician to request assessment via your Medi-Cal.

Substance Abuse Resources



http://www.sandiegocounty.gov/content/sdc/hhsa/programs/bhs/alcohol_drug_services.html

Alcoholics Anonymous <http://www.aasandiego.org/>

Narcotics Anonymous <http://www.sandiegona.org/>

Rational Recovery <https://rational.org/index.php?id=1>

Dual Recovery Anonymous (for substance abuse with a mental health condition)

<http://www.draonline.org/>

https://draonline.qwknetllc.com/meetings_dra/usa/california_south.html

Miramar College Student Services

There are several departments on campus that are especially able to help you succeed in college and plan for the future.

❖ THE ACADEMIC SUCCESS CENTER (ASC)

The ASC offers many ways to get help with your classes. You can work with a tutor (on campus or online), use computer programs for help with writing, reading, math skills and other subjects such as biology, Spanish, history, and statistics. No appointment is necessary to use computers. You can also get handouts on tips on studying, taking notes, and use it as a quiet place to study. The ASC is located in the Library/Learning Resource Center room 101.

<http://www.sdmiramar.edu/academics/place>

- ❖ **CalWORKs Student Services Counselors** will help you with your Academic Planning. We can also help with career and personal counseling. All CalWORKs counselors are available to help you through difficult times and can refer you to appropriate community resources and agencies when necessary. Let us know if you need help with personal or family issues.

For more information go to the website: <https://www.sdmiramar.edu/campus/calworks>

Mental Health services are available on campus in Student Health Services. You can call or go in person to schedule an appointment. Since you most likely have Medi-Cal and can also access mental health services through the CalWORKs County resources, you will likely be referred to community resources to receive your mental health care. Please refer to the Mental Health & Substance Abuse Services document in this handbook.

For more information go to the website:

Website: <https://www.sdmiramar.edu/campus/healthcenter>

- ❖ **The Career Center** offers resources to help you in college and with career planning and employment. Resources include: information on specific careers, occupational and interest inventories, career assessments, and job listings. The staff also can help you develop your resume, cover letter, and help you prepare for interviews.

For more information go to the website: <https://www.sdmiramar.edu/campus/careerservices>

❖ **DSPS (Disability Support Programs and Services)** If you suspect or have a verified temporary or permanent disability (e.g., learning disability, mental health, or physical health) which interferes with your ability to succeed in your education, you may be eligible for support services through the DSPS department. Services and accommodations are designed to support students in the achievement of their academic and vocational goals. Accommodations are determined with the counselor/specialist on an individual basis. These accommodations may include:

- Adaptive Equipment for Loan
- Alternate Media
- Disability Advocacy
- High Tech Center
- Learning Disability Assessment
- Mobility Orientation
- Note taking Assistance

For more information go to the website: <https://www.sdmiramar.edu/campus/dsps>

❖ **EOPS (Educational Opportunities Programs and Services)** is a state-funded program that provides support services designed to be over and above other services offered by the college. These services are specifically designed for students who are economically and educationally disadvantaged.

For more information go to the website: <https://www.sdmiramar.edu/campus/eops>

❖ **CARE (Cooperative Agencies Resources for Education)** is a program offered through EOPS for single parents who are receiving CalWORKs and who meet other eligibility criteria. The primary goal of the program is to provide single parents additional support to help them attain economic self-sufficiency by earning a two year degree, a certificate of achievement or transferring to a four year college.

For more information go to the website: <https://www.sdmiramar.edu/campus/care>

❖ **The CalWORKs and EOPS/CARE Lending Library** provide a limited selection of textbooks, laptop computers, and graphing calculators available for checkout during the semester. If you need to borrow a textbook(s) or laptop, please inquire with the EOPS/CARE/CalWORKs office and complete the required forms.

❖ **FINANCIAL AID and CalWORKs STUDENTS**

As economically disadvantaged students, CalWORKs students may be eligible for financial aid. Receiving federal financial aid will not change your CalWORKs cash aid, because college financial aid is considered “exempt income” by the County CalWORKs system. To receive aid, you must be enrolled in a program of study leading to an associate degree, certificate of achievement, or transfer to a four-year college. You must be enrolled in at least one class at the college where you have your financial aid every semester to receive your financial aid. Classes taken at Miramar, Mesa, and City will be counted towards your total enrollment. For more information go to the website: <https://www.sdmiramar.edu/campus/financial-aid>

❖ **THE INDEPENDENT LEARNING CENTER**

The Independent Learning Center (ILC) is an open student computer lab for students enrolled in a credit course at any of the three campuses (City, Mesa or Miramar). The ILC is located in the Library/Learning Resource Center on the first floor, room L-104. The ILC provides the following services: state-of-the-art computers and software; pay for print copying and printing; adapted computers for students with disabilities; scanners; Internet/email access; and friendly, helpful faculty and staff. For more information go to the website: <http://www.sdmiramar.edu/campus/ilc>

❖ **THE MATH LAB**

The Math Lab provides walk-in math tutoring, homework help, and study space. No appointment needed. It is located in room M-210. For more information go to the websites: <https://www.sdmiramar.edu/programs/mathematics/about>
<https://www.sdmiramarmathlab.com/>

❖ **THE WELL (formerly named THE ENGLISH CENTER)**

The Well provides academic reading, writing, and study skills support to students in all English and ELAC courses to help them achieve their academic, career, and life goals. The Well is located in room L-104 and no appointment is necessary. For more information go to the website: <https://www.sdmiramar.edu/campus/englishcenter>