

# Campus Services

Moorpark College is a partner in every student's educational pursuit. If students succeed, we succeed. One of our main objectives in this partnership is to provide access to all the rules and regulations regarding course work as well as to all the special services that can help students do the best they can in their classes. To meet this objective, there are many Campus Services available. Moorpark College encourages all students to take advantage of all we have to offer.

## Matriculation

The primary goal of Matriculation is to assist all students in attaining academic success. The college and each individual student work together combining several activities and processes to develop a Student Educational Plan (SEP). The SEP is a schedule of recommended courses. Within the Matriculation process both college and student responsibilities are defined.

### College responsibilities include:

**1. Admissions and Records** – provide an admissions and records process that will enable the college to collect state required information on students.

**2. Assessment** – provide an assessment process using multiple measures to determine students' academic readiness in English, Math, and English as a Second Language. [www.moorparkcollege.edu/access](http://www.moorparkcollege.edu/access)

**3. Orientation** – provide an orientation process designed to acquaint students with college programs, services, facilities and grounds, academic expectations, and college policies and procedures.

[www.moorparkcollege.edu/orient](http://www.moorparkcollege.edu/orient)

**4. Counseling/Advisement** – provide counseling services to assist students in course selection, development of an individual student educational plan, and use of campus support services; provide additional advisement and counseling to assist students who have not declared an educational goal, are enrolled in basic skill courses, are on academic probation/dismissal, or have been identified as high-risk.

**5. Follow-up** – establish an Early Alert process to monitor a student's progress and provide assistance toward meeting educational goals; provide students with (or direct them to) written district procedures for challenging matriculation regulatory provisions.

*NOTE: Alternative services for the matriculation process are provided for ethnic and language minority students and students with disabilities.*

### Student responsibilities include:

1. Submit official transcripts from high schools and colleges attended.
2. Acquire and read the college catalog, class schedules, handouts, and other student materials which detail college policies and procedures.
3. Indicate at least a broad educational goal upon admission.
4. Declare a specific educational goal after completing a minimum of 15 units.
5. Participate in orientation, assessment, advisement groups and other follow-up support services deemed necessary by the college in order for students to complete their stated educational goals.
6. Attend all classes and complete all course assignments.
7. Complete courses and maintain progress toward their educational goals.

## Exemption Policy

New, returning, or transfer students who may be exempted from the matriculation process are students who:

- Already have an Associate's or Bachelor's degree
- Are attending Moorpark College for personal enrichment
- Are enrolled only in non-credit community education courses
- Are taking classes only to upgrade job skills
- Are enrolled in apprenticeship or other special vocational education programs
- Are concurrently enrolled in another college or university

Exempt students are not required to participate in the matriculation process, but are encouraged to see a counselor.

## Counseling Services

Counseling services are available on a day and evening basis to Moorpark College students. Through a coordinated guidance program, counselors assist students with academic planning and also in career and personal matters. Although any counselor can help any student, students often develop a working relationship with a particular counselor, since consistent contact and follow-up can maximize the counseling efforts. In addition, most counselors have a specified connection to specific majors. For more specific information log on-line at [www.moorparkcollege.edu/counsel](http://www.moorparkcollege.edu/counsel).

## Academic Counseling

Accurate information about program requirements and course prerequisites is essential for planning courses of study. Counselors serve as valuable resource people in helping select appropriate classes, since they stay aware of any changes that may affect completion of majors, general education and/or transfer requirements. Counselors can help students select the best combination of courses to meet the lower division transfer requirements at the eventual transfer institution. Meeting regularly with a counselor helps ensure progress toward achieving an Associate Degree or Certificate of Achievement.

If a student has not selected a major field of study, they are encouraged to meet with a counselor to develop an educational plan and to identify a major.

Students may arrange for academic advising by making an appointment at the Counseling Office in the Administration Building or by phoning 378-1428. There is usually a counselor available at the counseling desk to help those students who stop by for immediate help.

## Career Counseling

The Career Development program offers a variety of services and resources designed to aid students in the process of choosing, changing or confirming career goals and life planning. In addition, the college library maintains current written and audio-visual materials on local, state, and national job markets.

Students are encouraged to use the career resources in the Transfer/Career Center for computerized career assessments and research. Career Workshops, résumé assistance, and special events are also available. Individualized career counseling is available by appointment. Call: (805) 378-1536.

## Personal Counseling

Getting the maximum benefit out of going to college sometimes involves complications that influence all aspects of life, not just the academic arena. Students are encouraged to come to the counseling area where a professional counselor will be able to assist with any such non-academic concerns.

## Learning Services

Learning Services at Moorpark College are the focal point of campus-wide instructional support efforts. These services are distributed across the campus. The location and phone number for each service is noted below. Moorpark College encourages each student to take full advantage of these instructional support opportunities, since they often can help raise levels of academic success.

## ACCESS

### Accessibility Coordination Center & Educational Support Services

Moorpark College provides support services for all eligible students with special needs. Students with learning disabilities, attention deficit/hyperactivity disorder, psychological disabilities, vision, health, hearing, speech, acquired brain injury, or other documented disabilities, can find the services they require through ACCESS. Through ACCESS, students are assured of complete accessibility to the Moorpark College curriculum and facilities.

The ACCESS Center is located in the building to the right of the Campus Center. For more information, contact ACCESS by phone (805) 378-1461; TDD (805) 378-1461; Fax: (805) 378-1594. The Assistive Computer Technology Lab (ACT-Lab) is located in AA-132, or call (805) 378-1547.

### Appropriate Accommodations

Elevators, ramps, handrails, and automatic doors assure physical accessibility to all buildings. Reasonable and appropriate academic accommodations assure equal accessibility, for all students, to the college curriculum and programs. Moorpark College is fully compliant with Section 504 of the Rehabilitation Act and The Americans with Disabilities Act. Students with questions or concerns regarding accessibility can contact ACCESS directly at (805) 378-1461. The Moorpark College ADA/504 Facilitator is the Executive Vice President and can be reached at (805) 378-1403.

For students experiencing difficulty with an academic program, ACCESS has a team of Learning Disability Specialists and technicians that can provide testing to determine eligibility to receive services as a student with a learning disability. Testing results are discussed with the student and accommodations and study strategies are then suggested.

Through ACCESS, Learning Skills Classes in personal and scholastic development, writing, reading, math and study strategies (below collegiate level) are offered to assist students needing additional preparation for college-level coursework. These courses are available to all Moorpark College students.

The ACCESS Assistive Computer Technology Lab (ACT-Lab) provides computer access and instruction for students with special needs. Assistive hardware devices, software, and specialized courses are available. These include speech recognition dictation, screen enlargement, print magnification, screen reader, and scan and read (text to speech) systems. A variety of input devices to accommodate the needs of students with physical limitations are provided.

The ACT-Lab offers a variety of computer classes available to all Moorpark College students as well as individualized computer-aided instruction to help develop skills in reading, critical thinking, vocabulary development, grammar and usage, spelling, and mathematics. Multimedia reference materials and Internet access are available to assist ACCESS students in research.

## Services Available through ACCESS

- ASL Interpreters and Real-time Captioning
- Specialized Tutoring
- Note Taking
- Classroom Accommodations
- Testing Accommodations
- Registration Assistance
- Readers and Scribes
- Accessible Parking
- Alternate Media Formats
- Academic & Career Advisement
- Assistive equipment
- Texts-on-Tape
- Computer Access and Training

## The Language Lab

Moorpark College offers coursework in Spanish, French, German, Hebrew, Italian, English as a Second Language, Sign Language and Japanese. Mastering the intricacies of a foreign language takes time and practice. The Language Lab (LLR 305) provides students a place to work on required class activities that include careful listening as well as pronunciation and speaking practice. The Language Lab is equipped with computers that have software for practice in the target language and access to the Internet for extended investigation into language and culture. Help is available from qualified staff members. For more information, call (805) 378-1400, ext. 1671.

## The Learning Center (TLC)

The Learning Center is located on the third floor of the Library/Learning Resources building (LLR-322) and provides academic support services for Moorpark College students.

Academic Support Services are provided in English, ESL, languages, math, science, study skills, and a variety of subjects.

### Services Include:

**Tutoring (Free)** - Individual and group tutoring in a variety of subjects is available to any currently enrolled student. The tutors are well-qualified student peers who have been identified by their professors for their mastery of the course material and have been appropriately trained in tutoring techniques. Drop by LLR 322 for additional information and tutor schedules.

**Academic Resource Help Desk** - Educational CDs, DVDs, VHS tapes are available for checkout. Computer support software is available for student use in The Learning Center or on the Internet. The subjects include English, ESL, languages, math, science, study skills, and a variety of subjects.

**Supplemental Instruction** - This is a special tutoring program where student leaders conduct weekly review sessions for certain academic classes.

For additional information on all services please call (805) 378-1556 or stop by LLR 322. TLC is open weekdays, evenings and Saturday. Call for specific hours.

## Library

The Moorpark College Library occupies the second and third floors of the centrally-located Library/Learning Resources building. The collection and facilities are designed to meet the curriculum needs of the college community. Faculty librarians are available to assist students with research projects and to provide instruction in the use of library resources.

**Hours and Website** - The library is open weekdays, evenings and Saturday. Please call the Checkout Desk at 378-1450 to verify current hours. The library's website is available at [library.moorparkcollege.edu](http://library.moorparkcollege.edu).

### The Collection

The library collection includes approximately 72,000 books and more than 300 periodical subscriptions. The collection also includes electronic resources, microfilm, CDs, audiotapes, and videotapes. Library materials can be located by using the library's catalog, which is available on the Internet and can be accessed via the library's website by selecting the button "Search Library Catalog." Electronic resources, including newspaper and magazine articles, as well as scholarly journal articles and literary criticism, are available from the library's website by selecting the button "Electronic Resources." Most electronic articles can be printed or emailed.

### Internet Services

**Reference services** - The library's Reference Desk is staffed by faculty librarians. Students may consult with librarians for assistance and instruction in using library resources. Librarians will also provide instructional sessions to classes at the instructor's request. For more information, please call the Reference Desk at 378-1472.

**Checkout privileges** - The library is open to everyone; however, in order to borrow materials, you must be a registered Moorpark College student or an employee at the College. Free student library cards are issued at the Checkout Desk upon presentation of picture identification. Students are asked to have no more than five items checked out at one time. The loan period for most materials is two weeks. Reference books and periodicals cannot be checked out.

**Computers and printing** - There are computers in the library which students may use to access the Internet and the library's electronic resources. Computers in the library orientation room include Microsoft Office software. Use of the computers is free, but there is a \$0.10 per page charge for printing.

**Study areas** - Tables, individual study carrels, and group study rooms are available on the second and third floors of the Library/Learning Resources building. Selected carrels and study rooms contain television monitors and DVD/VHS players for viewing audiovisual resources. Headphones are available at the Checkout Desk.

**Photocopies** - Photocopiers are available on the second and third floors of the Library/Learning Resource building. Copies are \$0.10 per page and may be transacted using cash, change, or copy cards.

**Reserve materials** - Reserve materials are kept behind the Checkout Desk. Instructors often put materials "on reserve" in the library and designate their use for a limited period of time. Materials may be requested by the Instructor's last name.

**Interlibrary Loan** - Interlibrary loan services are available to library card holders. Should the library not have adequate materials for a student's research, the library may borrow materials from other institutions. If you wish to use interlibrary loan, please consult a reference librarian.

### Open Access Computer Labs

The Open Access Computer Lab is located in the Library/Learning Resources building. Any enrolled student can work here on projects for class, whether those involve prescribed assignments by each instructor utilizing special software or more generic activities such as conducting internet research or word processing.

Limited Assistive Technology is also available for students with special needs.

### Use of the Internet While on Campus

The access is provided to enable students to complete educational pursuits in conjunction with class assignments and general research.

It is expected that all campus internet users will act in an ethical and lawful manner. All users need to adhere to the following rules:

1. Comply with the guidelines for acceptable use of networks or services which are accessed.
2. Do not attempt to gain access to resources which require specialized authorization. The College will not assume financial responsibility for unauthorized internet-related expenditures.
3. Do not make any harassing, inflammatory or profane remarks using the Internet.
4. Do not create a personal link to any Moorpark College home page, and do not represent the College in any personal pages.
5. Do not install software or use unapproved software.
6. Do not violate any federal or state laws, including copyright laws.
7. When downloading information from the Internet, do not store that data on the hard drive—any data found there will be deleted.

**Privacy on the Internet** - Be aware that any electronic mail sent or received over the Internet is not truly private. The College reserves the right to monitor and access any information sent or received via the college-provided access to the Internet.

**General Responsibility** - Through the Internet, Moorpark College provides access to public and private networks and sites, which furnish electronic mail, information services, bulletin boards, conferences, etc. Be advised that the College does not assume any responsibility for the contents of any of these outside networks.

**The Assistive Computer Technology Lab** - (ACT-Lab, AA-132) uses assistive computer technology to give students with varying physical and learning abilities educational access to computers. For example, special hardware and software provide computer access for blind and deaf students. Special skills development software is also available for students with acquired brain and learning disabilities. Individualized and small class instruction is also provided. For more information, call (805) 378-1547.

### Support Services

#### Child Development Center

The Moorpark College Child Development Center is a nationally accredited developmentally appropriate program with a curriculum designed for children from the ages of 2 years 9 months to 5 years old. This facility is located on campus in the Applied Arts Building (AA-142). The Center provides care for children of registered students, staff/faculty and community. Space is limited. For a fee, schedules may be arranged for a **MINIMUM** of 2 half-day sessions to a maximum of 5 half-day sessions. Arrangements can be made for extended care in the early morning, over lunch time and in the early afternoon. Because space is very limited, students need to complete an application well in advance of each current semester. For more information, call (805) 378-1401.

## Extended Opportunity Program and Services (EOPS)

Moorpark College conducts an EOPS program that offers two basic types of assistance to students from low-income families: (1) financial assistance in the form of grants and loans, including summer grants and short-term emergency loans, and (2) educational support services. The EOPS Program is staffed with a coordinator, a counselor, a secretary, a recruiter, and peer advisors, all of whom are dedicated to the program's goals: motivating economically and socially disadvantaged students to pursue higher education at Moorpark College and assisting them in transferring to a four-year college or university.

### EOPS Support Services

- Academic Advisement and Assessment
- Counseling
- Educational Plans
- Early Registration
- Book Vouchers
- Photo ID's
- Tutoring Referrals
- Job Placement Referrals
- Health Services Referrals
- Transfer Assistance
- EOPS Scholarship
- Open Computer Lab
- Calculators and Recorders

### EOPS Eligibility Criteria

1. Be a California resident.
2. Be a full-time student.
3. Have completed no more than 70 units of college course work.
4. Meet EOPS income criteria in one of the following ways:

- **If unemployed**, student must be eligible to receive a Board of Governor's Fee Waiver (BOGW "A"). To be eligible to receive a BOGW "A" waiver, a student, at the time of enrollment, must be a recipient of TANF/CAL WORKS (Temporary Assistance to Needy Families) or SSI/SSP (Supplemental Security Income/State Supplementary Program) or General Assistance; or have a certificate from the California Department of Veteran Affairs stating eligibility for Deceased/Disabled Veteran's Department Fee Waiver.

- **If employed**, student must be eligible to receive a Board of Governor's Fee Waiver (BOGW "B"). To be eligible to receive a BOGW "B," a student's total family income for last year, including taxable and nontaxable income, cannot exceed \$13,965 for a family of 1; \$18,735 for a family of 2; \$23,505 for a family of 3; or \$28,275 for a family of 4. Families larger than 4, add \$4,770 for each additional dependent.

5. Meet only **one** of the following EOPS educational conditions:
  - Non-high school graduate.
  - High School G.P.A. below 2.50
  - Been previously enrolled in remedial courses
  - Not eligible to enroll in MATH M03
  - Not eligible to enroll in ENGL M02
  - First generation college student
  - Member of an underrepresented group

### EOPS Application Procedure

1. Apply for a Board of Governor's Fee Waiver (BOGW) and/or apply for Federal Student Aid (FAFSA). It is never too early to apply. Assistance in filling out these forms is available in the EOPS Center (Student Services Building).
2. Apply for the EOPS Program by filling out the EOPS application and student mutual contract.
3. Make an appointment to see an EOPS counselor.
4. Provide proof of family income. A copy of Federal Income Tax return is required in order to document parent's taxable income. If any income is derived from non-taxable income, a verification form or statement is required.

### Maintaining Eligibility

In order to remain eligible for the EOPS program, each EOPS student must be making normal progress towards a goal, certificate, or degree as determined by the college, with a satisfactory average of a "C" or better for each semester. EACH EOPS STUDENT IS REQUIRED TO MEET THREE TIMES PER SEMESTER WITH HIS/HER EOPS COUNSELOR FOR ACADEMIC ADVISEMENT AND PLANNING.

For further information about the EOPS Program or its other services, such as the CARE academic support services program or EOPS-sponsored campus tours, call (805) 378-1464. [www.moorparkcollege.edu/eops](http://www.moorparkcollege.edu/eops).

## Financial Aid

Moorpark College believes that no student should be denied access to the educational experience because of lack of funds. Financial Aid's basic goal is to make funds available to students in need in an equitable manner, following closely regulated state and federal laws.

### Eligibility

Eligibility for financial aid is determined by a Department of Education-approved system which calculates the difference between the ability of students and their families to provide for their financial needs and the amount required to meet educational expenses while attending college.

The policy of the Ventura County Community College District is in compliance with the provisions of the Civil Rights Act of 1964 in Title IX of the Educational Amendments of 1998, emphasizing that no financial aid applicant will be discriminated against on the basis of race, religion, color, national origin, marital status, age, sex, or physical impairment.

For some programs, financial aid eligibility requires a minimum of six (6) units of enrollment each semester. Continued eligibility requires successful completion of contracted units with a cumulative grade point average of 2.0 or above. Refer to the Financial Aid Satisfactory Academic Progress Standard located in the Financial Aid Office. Students interested in applying for financial aid should visit the Financial Aid Office to obtain an application and detailed instructions. For more information or to make an appointment, call (805) 378-1462 or visit the Financial Aid website: [www.moorparkcollege.edu/finaid](http://www.moorparkcollege.edu/finaid).

## Types of Aid Available

### Board of Governor's Fee Waiver (BOGW):

The BOGW waives the enrollment and health fees if you are a California resident. You are eligible to receive a BOGW if you meet one of the following criteria:

BOGW A: Are currently receiving benefits from TANF/CAL WORKS, SSI/SSP, General Assistance.

BOGW B: Meet certain income standards (standards available in the Financial Aid Office or in the Schedule of Classes).

BOGW C: Have applied for financial aid through the FAFSA (Fee Application for Federal Student Aid) and our application shows you have "financial need".

**Federal Pell Grant:** The Pell Grant program is an entitlement program that is based on financial eligibility and enrollment status. Grants range from \$200 - \$4,050 per academic year.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** FSEOG is a grant available to students who qualify for a Pell Grant. FSEOG is a campus-based program (limited funds). Awards are contingent upon availability of funds and awarded to students with the greatest financial need. Grants range from \$100 - \$600 per academic year.

## Campus Services

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**Federal Work Study (FWS):** FWS is a self-help program that provides part-time employment (on campus). FWS is a campus-based program. Awards are based on need and contingent on availability of funds. Grants range from \$500 - \$3,000 per academic year.

**Federal Family Educational Loan Program:** Loans allow students to defer costs by borrowing money while in school and repaying it with interest. Loans may be need based and non-need based student loans. Mandatory entrance and exit counseling is required. Loans bear a variable interest capped at 8.25 percent on the unpaid balance. No interest is charged on some loans until six months after the borrower ceases to be at least a half-time student. Repayment of loans may be scheduled over a 10-year period.

**Parent Loan for Undergraduate Students (PLUS):** Parents of dependent undergraduate students may borrow up to the student's cost of attendance minus any other aid.

**State Cal Grants:** Cal Grants are administered by the California Student Aid Commission.

Cal Grant A: Cal Grant A awards help middle and low-income students with tuition and fees at a four-year college. Students that receive a Cal Grant A but choose to attend a community college first can reserve their award for up to two years until they transfer.

Cal Grant B: Cal Grant B helps low-income students. Awards at the community college are limited to assistance with living expenses, books, supplies, and transportation. Maximum award is \$1551 per academic year.

Cal Grant C: Cal Grant C is awarded to students enrolled in vocational/technical programs not to exceed two years. This award helps with books, tools, and equipment. Maximum award is \$576 per year.

**Return of Title IV Funds:** Federal regulations state that any student who receives a federal GRANT or LOAN (or both) and then WITHDRAWS from all classes will OWE money back to the Federal Student Financial Aid Program.

If you are thinking withdrawing or just leaving... please, think again. Maybe there are services like tutoring or personal support that will enable you to stay. Perhaps you can stay, but take fewer courses.

If you must withdraw, contact the Financial Aid Office immediately. Remember, it will affect your satisfactory academic progress and may jeopardize future financial aid eligibility at any institution. NO EXCEPTIONS!

### Health Services

The Student Health Center, located in the Administration Building, is dedicated to helping each student realize and maintain the highest degree of physical, social, and emotional health possible. The student health fee gives students full access to a registered nurse daily and during evening hours as well as to specialized health services. The registered nurse provides health counseling and referral, various health screenings, and immunizations. The Self-Care Center provides over the counter medication and self-care information for immediate needs. Confidential and non-punitive help is available as well for health problems resulting from drug-use and other addictive behaviors. For more information than what is provided below, call (805) 378-1413.

### Accidents and Insurance

College-related student accidents need to be reported within 72 hours of occurrence. It is the student's responsibility to report the accident to an instructor, college trainer, or directly to the Student Health Center. All student accident reports and insurance claims are processed through the Health Center. The Student Health Center will help students complete accident report and insurance claims and will answer any questions. Optional Health Insurance and

Optional Dental Insurance applications are available. Ask for details at the Student Health Center (in the Administration Building).

### Scholarships

The Moorpark College Scholarship Office is provided in conjunction with Student Activities. This Office maintains a list of scholarships available for returning and transferring students, providing the necessary application materials. Eligibility for scholarships depends on a number of criteria, including but not limited to scholastic achievement, financial need, and field of study. All students are encouraged to check scholarship opportunities. For more information, call (805) 378-1434.

### Student Services

Moorpark College offers coursework in Spanish, French, German, Hebrew, Italian, Sign Language, Japanese, and English as a Second Language. Mastering the intricacies of a foreign language takes time and practice. The Language Lab (LLR305) provides students a place to work on required class activities that include careful listening as well as pronunciation and speaking practice. Additionally, the new computer lab has other software for practice in target language and access to the internet for extended investigation into language and culture. Help is available from qualified staff members. For more information, call (805) 378-1400 ext. 1671,

### Transfer/Career Center: Transfer Services

Moorpark College offers assistance to those students who wish to transfer to four-year colleges and universities as well as to those who need to identify a major.

#### **Transfer Services activities include:**

- Scheduling and coordination of all four-year representatives' visits including Transfer Days;
- Workshops offered throughout the year on a variety of topics related to transfer, careers, and college success;
- Assistance with university admissions and financial aid paperwork; Coordinate guaranteed transfer programs;
- Assistance with reference materials including catalogs, articulation agreements, campus videos, and computerized career information;
- Monthly publication of a campus calendar that indicates planned activities, university representative visits, and important deadlines;
- Clarification of and assistance with guaranteed transfer agreements with CSUN, CSUCI, UC Riverside, UC Santa Cruz, CSU San Bernardino, and UC Davis.

Moorpark College Transfer Services can assist students seeking an advanced degree in a smooth and successful transition to a four-year college or university. The Center can also help students uncertain about their educational plans see the opportunities available through the pursuit of higher education. For more information, call (805) 378-1551. [www.moorparkcollege.edu/transfer](http://www.moorparkcollege.edu/transfer).

#### **ASSIST: A Link to Transfer Information**

ASSIST is a computerized transfer information system that can be accessed online from any computer, including those available for use in the Transfer Center. This system reports how course credits earned at one California college or university can be applied when transferred to another. As the official repository of articulation for California's public colleges and universities, ASSIST provides the most accurate and up-to-date information available about student transfer in California. Questions about ASSIST or how it works can be answered in the Transfer Center (Admin. Bldg). Stop by for a virtual tour. ASSIST can be accessed online at [www.assist.org](http://www.assist.org).

## Other Services

### Transfer/Career Center: Career Services

The Transfer/Career Center is located in the Administration Building. Career Services provides computerized career exploration and assessments, helps with developing resumes and cover letters, and posts job and internship opportunities. Stop by to explore a range of career options and to determine a realistic pathway to achieving career goals. Transfre Services is open week days and at least one evening. Appointments are available. Call (805) 378-1536 for more information or to verify hours.

### Bookstore

The Moorpark College Raider Bookstore, located in the Campus Center, carries in stock the textbooks and supplies needed for all classes offered each semester. The Bookstore also stocks a variety of goods and sundries most used by students. Used textbooks, although in limited quantities, can be purchased at significant savings. Students may return books purchased for the semester, provided they follow a clearly specified policy which is well publicized. In addition, there are book buy-back periods offered during Finals, when books in usable condition may be sold back by students. Information regarding the Bookstore's exact hours of operation and book buy-back date may be found on our website: <http://books.moorparkcollege.edu> or call (805) 378-1436.

### Business Office

Any business transaction that students need to complete regarding enrollment and registration of classes takes place through the Business Office (Admin. Bldg.). Such transactions include paying fees, picking up parking permits, childcare fees, purchase of bus passes, and purchase of performing arts tickets. For official business, students often need to show a Driver's License (or other acceptable picture ID). Students can also report any problems with vending, game machines, copy machines, or parking machines. Students can also purchase postage stamps and make change. For further information, call (805) 378-1437.

### Copiers

Coin operated copy machines are available for student use in the Administration Building, Campus Center and the Library. Printing is available for a small fee in the Open Access Computer Labs.

### Food Court

Located in the Campus Center.

### Lost and Found

If an item has been lost (or found), please check with Campus Police. Campus Police serves as the collection point for lost and found items. Students can contact the Campus Police at (805) 378-1455 or drop by the office in the upper Gym parking lot.

### Parking

Parking Permits are required to park on campus. Semester permits can be purchased through the Business Office. Day use passes are \$1 and can be purchased at machines located in several parking lots on campus: A, B, C, D/E, F, M and PA. Even with a student permit, be careful not to park at red curbs, in handicapped spaces or in staff lots. Parking tickets are issued.

## Public Transportation

The VISTA bus service operates throughout the Conejo Valley with daily stops at Moorpark College. This is an affordable and convenient way to travel to and from the campus. Discounted student bus passes may be purchased at the Business Office, phone: (805) 378-1437. Bus schedules are available inside the Campus Center student lounge. To call VISTA directly, call 1-800-438-1112. Website: [www.goventura.org](http://www.goventura.org). Bus fees are subject to change.

## Sale of Wares or Services on Campus

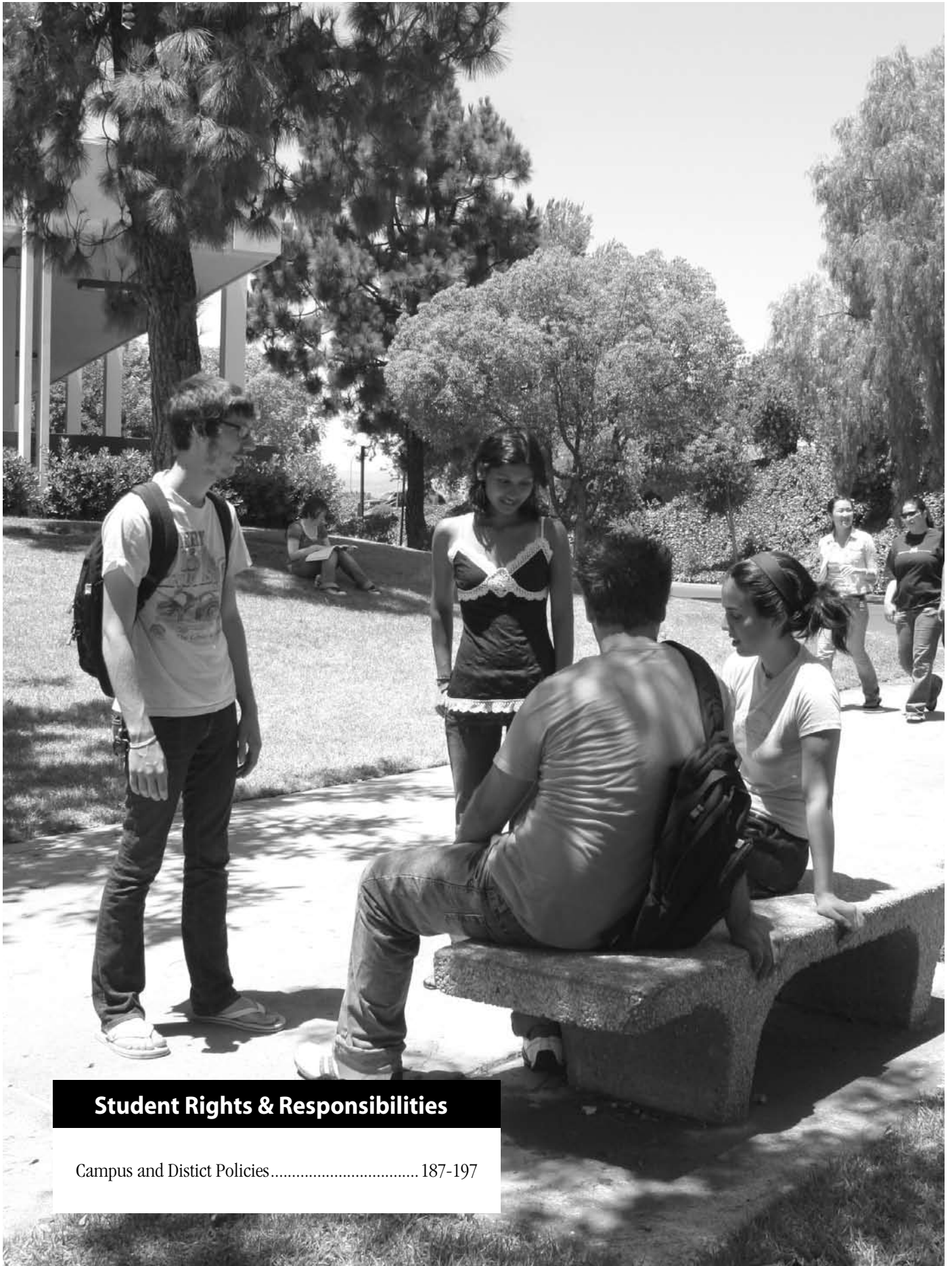
The solicitation, selling, exposing for sale, offering to sell, or endorsing any goods, articles, wares, services or merchandise of any nature whatsoever for the purpose of influencing lease, rental or sale at a college is prohibited except by written permission of the District Chancellor, President of the College or the President's designee. This policy applies to all students, staff and citizens. For further information, call Auxiliary Services at (805) 378-1551.

## Housing

The Student Activities Office maintains the housing bulletin board in the Campus Center lobby, listing rooms for rent in the surrounding communities for Moorpark College students. If you would like to place an ad, for free, on this bulletin board, please FAX your ad to (805) 378-1563 or mail it to :

Moorpark College/Student Activities Housing Bulletin Board  
7075 Campus Road, Moorpark, CA 93021  
*The ad will be posted for 30 days.*





**Student Rights & Responsibilities**

Campus and District Policies..... 187-197