Orientation Course: Counseling

Please note:
New students must complete the online version of this orientation course and the accompanying quizzes.
This is simply a reference tool for students and parents.

Updated: March 2010
Want to know the secrets to student success?

Successful students take advantage of a wide variety of learning opportunities and services. Follow these nine steps to ensure that you meet your academic goals.

1. See a counselor.
   • See a counselor for educational, career and personal counseling.
   • Talk to a counselor about what courses you should take.
   • Seek help from a counselor if you experience any difficulties that affect your academic performance.

2. Get to know your instructors.
   • Talk with your instructors after class.
   • Make appointments to meet with your instructors in their offices during office hours.
   • Discuss ideas for term papers and class projects with your instructors.
   • Discuss your career plans and ambitions with your instructors.

3. Be an active learner in your class.
   • Participate in classroom discussions.
   • Summarize major points and information in your textbook and notes.
   • Do additional reading on topics that were introduced and discussed in class.
   • Attend every class meeting. Be on time.
   • Sit in the “A” section (near the front of the class).
   • Do all assignments.
   • Develop and practice good listening skills. Take notes.
   • Get organized.

4. Use the library.
   • Take Introduction to Library Resources to get familiar with the library and how to access information.
   • Ask the librarian for help in finding material.
   • Learn how to use the on-line catalog and the CD-ROM network.
   • Acquaint yourself with the variety of resources available in the Library: research materials, class items, current magazines and journals, books-on-tape, videos, best sellers, and more.

5. Improve your reading and writing skills.
   • Take classes to develop effective reading and writing skills. Use a dictionary or thesaurus to look up proper word meanings.
• Write a rough draft of a paper or essay and revise it before handing it in.
• Ask your instructors for advice and help to improve your writing skills.
• Talk to your instructors about comments they write on papers you turn in.

6. Take advantage of college support services.
• Visit the Career Library, Transfer Center, and Student Success Center.
• Don’t be afraid to ask for help.
• Seek help from tutors if you need assistance in your classes.

7. Get to know other students.
• Make friends with students whose ages, ethnic backgrounds and interests are different from your own.
• Form study groups with other students in your classes.
  Join clubs or participate in Student Government.

8. Participate in cultural activities.
• Attend art exhibits, concerts, lectures, and other college activities. Visit the OCC Arts Pavilion for exhibits or attend dance performances and/or symphonies in the Robert B. Moore Theatre. Performance Website
• Talk about art, music, theater and cultural events with other students. Read and discuss the opinions of art and drama critics.

9. Learn to manage your time.
• Keep a monthly calendar, a weekly schedule and a daily “to do” list.
• Stick to your calendar and weekly schedule. Revise it only when necessary.
• Be realistic about the number of units you take. Use the first semester to adapt to the academic challenges of college.
• Get to know yourself better – your study habits, study skills, academic strengths and weaknesses and your energy level.
• Be aware of the symptoms of poor time management. They are: high anxiety, stress, little sense of accomplishment, insufficient time to study, sleep, work and play, poor grades and burnout. If you experience any of these symptoms, make an appointment with a counselor and review your time management skills.

Student Services: Unlock your Success with these Programs!
There are a multitude of resources available for you to succeed here at OCC. From counselors to guide your classes, to a variety of programs that might make it easier to simply attend OCC. Inside this module you will learn about these resources and have information on how to contact them. Let’s get started with learning about counseling services.

Counselling Services: Student Education Plan (SEP)
Meet with a counselor your first semester here!
All students at Orange Coast College are required to do a Student Educational Plan, an S.E.P. with a counselor. During this appointment your counselor will help you develop a specialized plan (SEP) for completing your academic goals.

PUENTE

PUENTE is a statewide program operating in 39 California Community Colleges and is co-sponsored by the University of California Community Colleges. Its purpose is to help students acquire the skills they need to pursue their goals and attain a Bachelor’s degree. Over the years of its history, PUENTE’s three program components – writing, counseling, and mentoring- have developed particularly notable strengths. Students have taken leadership roles in the community, earned their degrees, began their careers and returned as mentors for new PUENTE students. The Puente Office is located in Watson Hall on the 2nd floor.

PUENTE accepts (32) students in anyone of the programs based on one academic year. Visit the Puente website to learn more.

Financial Aid

Student financial aid comes from several sources - federal and state governments, scholarships, lending institutions and college specific programs funded by the college's own institutional resources. Student financial aid is money provided to college students in a variety of forms to help pay for the cost of a college education. The purpose of student financial aid is not limited to tuition and college fee costs, but can be applied to basic costs for a student who is attending college such as room, board, transportation, and miscellaneous personal necessities.

Student financial aid is generally provided to assist with the costs of going to college and is not intended to relieve or replace a student’s or parent’s ability to pay a portion of or all of that cost. If you need financial assistance paying for college, you should complete the online FAFSA form. Applications for the following academic year are accepted beginning January 1st of each year and the
deadline to apply to guarantee processing in time for the fall semester is March 2\textsuperscript{nd}. Visit the [Online FASFA Form](#) website to fill one out.

**Re-Entry**
Re-Entry serves adults who are returning to school after a break in their education. The Center offers counseling, workshops, re-entry classes (COUN A101) and a lounge with a re-entry library, as well as free coffee and tea. Limited VTEA and foundation funds are available to assist low income single parents and displaced homemakers studying occupational education. The Re-Entry Center is housed in Watson Hall 4\textsuperscript{th} floor.

[Re-Entry Website](#)

**Career Center**
The Career Center provides students full access to information about school and vocational occupations. The Career Center consists of a library and a computer lab. The center has career assessments that help students optimize their career paths. There are a variety of school catalogs and educational handbooks available. Students can choose from a wide selection of resources to research career information which provides job descriptions, California and national pay, job outlook, benefits, and tips. There are computers with career information programs and internet connections for student use. The Career Center is located in Watson Hall on the 3\textsuperscript{rd} Floor.

Everyone is welcome to use the facility.

[Career Center Website](#)

**Transfer Opportunity Program (TOP)**
The goal of the [Transfer Opportunity Program](#) (TOP) is to recruit, retain, and transfer historically underrepresented students to four-year institutions. We’re
providing all students with a support system that will enhance their probability of transferring.

**Who is eligible for TOP?**

TOP was originally designed for members of historically underrepresented groups (African-American, Native-American and Latino/Hispanic). **Currently**, TOP is open to all students who are incoming freshman, first generation college students and have an interest in transferring to a four-year institution.

Some of the services include: course selection, 4 year school tours, group study, academic support, and even specialized courses to help you succeed. The Transfer Center is located in Watson Hall on the 2nd Floor.

**TOP Program Website**

**Student Success Center**

Need help with Math? The **Student Success Center** professional staff and student assistants will answer your questions about math and provide help in problem solving. The Center provides a variety of audio, video, computer, and printed resources for you. You can also learn about the self-paced math program where you can take math courses with more tutoring and flexibility with how much time you have to complete the course.

**Student Success Center Website**

**Extended Opportunities Program and Services (EOPS)**

**EOPS** assists economically and educationally disadvantaged students. The student must be a resident of California and enrolled in 12 or more units to be accepted by the EOPS program. Students must qualify to receive a Board of Governor’s Grant (BOGFW) and must be educationally disadvantaged as determined by the EOPS Program.

Counseling, grants, campus referrals, student recognition, community outreach, cultural field trips, clubs, transfer assistance, bus passes, priority registration, orientation, tutoring, and retention activities are some of the services offered. The EOPS Office is located in Watson Hall on the 4th Floor.

**EOPS Website**

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