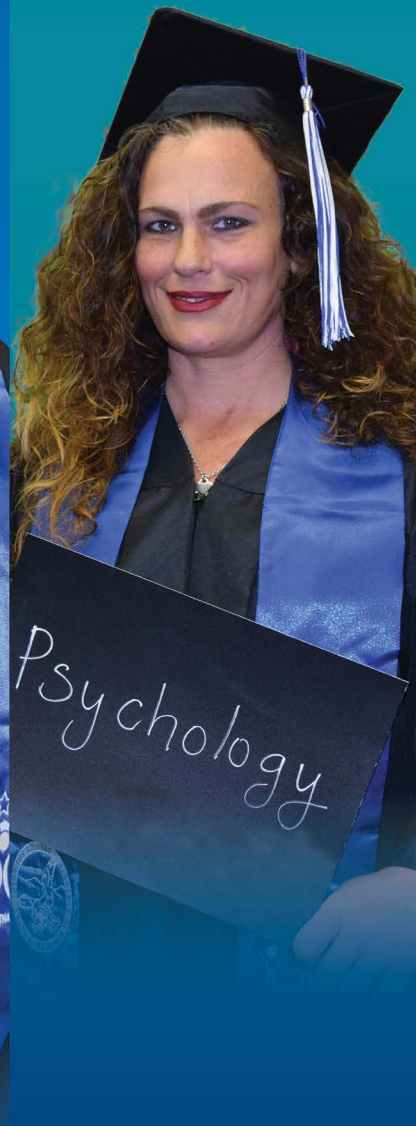
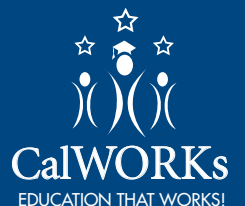


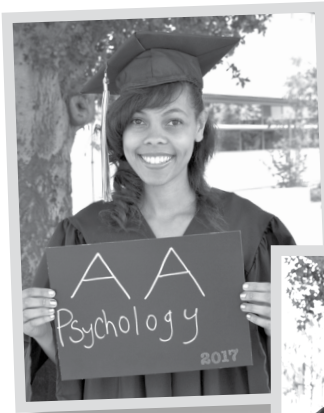
2020-2021 Student Handbook



www.cerritos.edu/CalWORKs



WELCOME to CALWORKS



CalWORKs Mission

Through collaboration and cooperation with on and off-campus partners, Cerritos College CalWORKs Program is committed to providing CalWORKs students with the opportunity to achieve their educational goals, as well as reach beyond the classroom, to acquire workplace.

CalWORKs Vision

The devoted staff of the Cerritos College CalWORKs program is sincerely committed to working together for the overall wellbeing of each and every student's life-long success!

SPRING/FALL SEMESTER OFFICE HOURS

Monday, Tuesday, Thursday, Friday
8 a.m. - 4 p.m. | Wednesday | 8 a.m. - 6:30 p.m.

SUMMER OFFICE HOURS

Monday, Tuesday, Thursday
8 a.m. - 4 p.m. | Wednesday | 8 a.m. - 6:30 p.m.
Closed on Fridays



Facebook: <https://www.facebook.com/CerritosCollegeCalWORKs>

Instagram: <https://cms.cerritos.edu/CalWORKs>

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WHAT IS CALWORKS?

The California Community Colleges CalWORKs Program is a state mandated and funded program that assists current welfare recipients in achieving long term self-sufficiency through the attainment of higher education. At Cerritos College, the CalWORKs Program focuses on providing CalWORKs students with special support services in order to assist with educational and career planning, as well as, insuring compliance with the Department of Public Social Services (DPSS) welfare-to-work requirements.

What does the Cerritos College CalWORKs Department Provide?

- Educational and Career Guidance
- Monitor student progress with Work In Progress (WIP) Report
- Supportive atmosphere to enable students to complete their educational goals
- Assistance with completion of all county paperwork
- Advocacy with DPSS and other county agencies
- Opportunities to participate in subsidized work-study program

CalWORKs Services

Student Services

- Academic Counseling
- Career Guidance
- New Student Orientations
- Work-Study Opportunities
- Pre-Employment Preparation Workshops (PEP)
- Priority Registration
- Computer Lab
- Math Tutoring
- Scholarship Opportunities
- School/Testing Supplies
- Cap & Gowns
- Networking Opportunities
- University Tours

County Services

- County Coordination Services
- County Advocacy
- On-site Los Angeles County GAIN Service Worker
- Assistance with Ancillary School Supplies
- Outreach and Recruitment

Who is eligible to receive services from the Cerritos College CalWORKs Department?

To be eligible for the Cerritos College CalWORKs Department, a student must:

- Be receiving the adult portion of Cash-Aid
- Have a GAIN Service Worker (For Los Angeles County participants)
- Have a CalWORKs Case Manager (For Orange County participants)
- Be enrolled in at least one class (Credit/ Non-credit courses)
- Must have an education component on their case that generates a county referral

How can CalWORKs participants continue to receive services from the CalWORKs Department?

All continuing CalWORKs students MUST:

Submit a Continuing Student Form front desk along with your County Approved Eligibility Documentation (Verification of Benefits, Notice of Action)

Los Angeles County options

1. Verification of Benefits Form can be obtained from the Department of Public Social Services Website: www.dpsbenefits.lacounty.gov
2. Notice of Action sent to you by the county
3. Going to the county Eligibility office customer service line and requesting a printed and stamped copy of your Verification of Benefits form

Orange County

1. You must contact your county Case Worker to obtain a Verification of Benefits Form

Keep in mind that all forms, no matter the county, must be dated within the semester and display Cash-Aid not Cal Fresh, Transportation, or childcare

Please note:

- Summer eligibility MUST be dated between May and August
- Fall eligibility MUST be dated between August and December
- Spring eligibility MUST be dated between January and May

WHAT IS THE EARLY ALERT PROGRAM?



The CalWORKs program has established an Early Alert Program (EAP) to guide students through their educational process. The goal is to help students obtain a better understanding of the requirements and resources that Cerritos College offers in order to obtain a Certificate of Achievement, Associate of Arts degree, or transfer to achieve a higher education. As part of the CalWORKs and Early Alert Program (EAP), students are required to attend a Student Success Orientation where they will:

- Learn how to use campus resources, such as: Admissions, Counseling, Financial Aid, Health & Wellness, and Student Success Center
- Gain knowledge on CalWORKs procedures and resources
- Develop an Educational Plan
- Learn strategies for student success

CALWORKS PRIORITY ENROLLMENT REQUIREMENT?

The Student Success Act (SB 1456) provides priority registration to CalWORKs students who have completed the following:

1. Complete an admissions application

For more information contact the Admissions Office at (562) 860-2451 ext. 2211.

2. Take the Self-Report Tool (SRT) or Make an appointment to meet with a CalWORKs Counselor with your Official High School Transcripts

For more information contact the Assessment Department at (562) 860-2451 ext. 2298 or the CalWORKs office at (562) 860-2451 ext. 2593.

3. Attend a CalWORKs Early Alert Program Student Success Orientation (EAP Orientation) with the CalWORKs program facilitator.

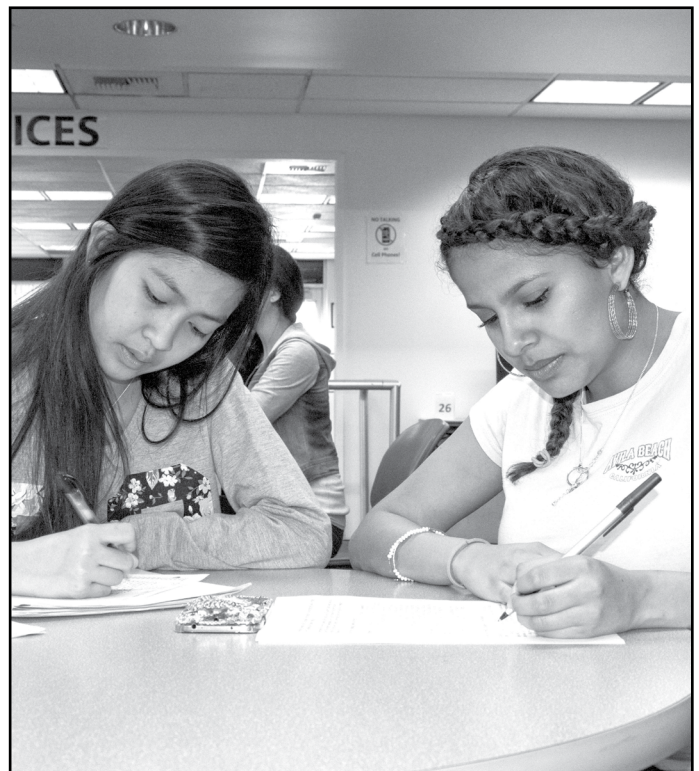
For more information contact Blanca Gamez at (562) 860-2451 ext. 2377.

4. Schedule an appointment with a CalWORKs counselor EVERY SEMESTER to develop an Educational Plan.

For more information contact the CalWORKs office at (562) 860-2451 ext. 2593.

5. Maintain Satisfactory Academic Progress (SAP) by having an accumulated grade point average (GPA) of 2.0 or higher.

- A CalWORKs Work-In-Progress (WIP) Form is DUE every Fall and Spring Semester to help with the verification of GPA.
- *For more information contact the CalWORKs office at (562) 860-2451 ext. 2593.*



EDUCATIONAL PLANS?



You are responsible to meet with your CalWORKs Counselor to update your Educational Plan EVERY SEMESTER.

Why Have an Educational Plan?

- Progress towards academic goals
 - Select/Explore possible majors
i.e. Student Success Center, Career Center, Counseling appointment, speak to professors
- Transfer or Earn an A.A. sooner
 - Selecting appropriate classes all the way through
 - Developing and following a plan allows you to complete goals sooner
- Avoid problems with Financial Aid
 - Students must make academic progress within a specific number of units/semesters
 - Consult Financial Aid for details
- Avoid Academic Probation and/or Progress Probation
 - GPA < 2.0 = Academic Probation
 - Students with more than 50% W's, I's, NP's are subject to Progress Probation

How to Find Your Educational Plan Online?

1. Log into your MyCerritos Account
2. Click on "View My Academics"
3. Click on "View Ed Plan"
4. View your information
 - If any information displayed is inaccurate please make an appointment to meet with your CalWORKs counselor to correct the information on your Ed Plan.
 - If you DO NOT have an Ed Plan please make an appointment to meet with your CalWORKs counselor to create your new Ed Plan. All students are required to have an up-to-date Educational Plan every semester.



EDUCATIONAL MATERIALS WORKSHOPS



Workshop dates and times vary by semester. Please contact the CalWORKs Office at (562) 860-2451 ext. 2593 in order to book your appointment date and time.

Materials needed to process your request:

- County eligibility documentation
- ELIGIBILITY MUST BE DATED WITHIN THE TERM YOU ARE REQUESTING:
(i.e. Fall: Aug -Dec, Spring: Jan-May, Summer: May- Aug)

Materials and information you MUST BRING to your workshop appointment:

- Worker's name, case number, and phone number
- Registration statement (preferred)/class schedule
- Class syllabus if books/supplies are not on the bookstore list
- Bring copies of receipt(s) for your books and supplies if already purchased or bookstore printouts of books required for classes (<http://www.cerritos.bkstr.com/>)
- If books were purchased at another location other than the Cerritos College Bookstore, write course name and number next to the book price on the copy of receipt(s).
- If you have not purchased supplies, but plan on doing so, bring a list. You can obtain prices by going to the store's website and printing out a shopping cart list of your needed supplies.
- For faster processing, when searching on-line for books/supplies please place all items in "cart" to avoid individual printouts.
- Note: Photo 100 Class: County will not reimburse for a camera

WORKSHOPS ARE BY APPOINTMENT ONLY For safety reasons, no children are allowed

- Worker's name, case number, and phone number

Notice of Action

Verification of Benefits

Post-Time Limit (PTL)

CALWORKS WORK-STUDY PROGRAM



The Cerritos College CalWORKs Work-Study (CWS) Program provides CalWORKs students with on-campus work opportunities in order to develop and/or strengthen workplace skills, while completing their educational goals. With the help of our dedicated on-campus employers, students learn how to enter and re-enter the workforce with the confidence that is needed to achieve career satisfaction and economic self-sufficiency.

Work-Study Program Benefits

- Hours count as a core activity
- Income earned does not affect Cash-Aid
- Work on-campus
- Work up to 20 hours a week
- Flexible work schedule
- Gain work experience
- Resume building
- Build professional relationships
- Develop skills that lead to self sufficiency

Work-Study Program Eligibility

To be eligible for the Work-Study Program, a student must:

- Meet with one of the CalWORKs Counselors to begin the Work-Study process
- Be enrolled in Cerritos College and be in good standing with the college
- Be receiving the adult portion of cash aid and provide proof of cash aid from the County
- Be participating in the Counties Welfare-to-Work Program
- Be enrolled in a minimum of 9 units if being considered for Work-Study in the Fall or Spring semester
- Be enrolled in a minimum of 3 units if being considered for Work-Study in Summer semester
- Have a 2.5 GPA in the semester that student is being considered for Work-Study
- Have a minimum of 18 units completed from Cerritos College
- Attend monthly Pre-Employment Workshops (PEP)

To remain eligible for the Work-Study Program, a student must:

- Submit proof of Cash-Aid Every semester
- Maintain the minimum 9 units each Spring and Fall semester and 3 units each Summer semester
- Maintain a 2.0 GPA
- Meet with one of the CalWORKs counselors each semester
- Maintain contact with Work-Study coordinator regarding the Work-Study position

JOB PREPARATION/CAREER GUIDANCE



Pre-Employment Preparation (PEP)

Students who participate in the Work-Study Program are required to attend Pre-Employment Preparation workshops. The workshops are one hour in length and are designed to provide a safe environment for Work-Study students to discuss issues and/or concerns that may occur in the workplace, as well as, learn what it means to be a successful employee in any type of workplace.

There are four workshops in the Fall semester and four in the Spring semester. Each workshop addresses a different issue that students may encounter in their Work-Study workplace. Through exercises and scenarios, students are encouraged to talk about the issue (positive or negative), in order to receive feedback from the facilitator and other Work-Study students regarding possible solutions. In addition, the workshops cover work place standards of behavior, policies and procedures related to the Work-Study Program.

Career Guidance

If you are a new college student or if you are getting ready to complete your degree and/or transfer to a university, you will have questions about your career choice. Deciding if you chose the right career is a very difficult question because it depends upon many factors. However, examining your career choice can give you valuable information. Knowing whether or not you will be successful in a career is more difficult to determine, however, there are things that you can do to prepare for "success". Here are some examples of soft skills employers' value:

- Learning what tasks you do better than other tasks
- Learning how to get along with a variety of personality types
- Managing your time in order to get to work and to do your work
- How you learn new tasks
- Learning to accept being managed by a manager
- How to promote yourself in order to take on new responsibilities

COUNTY FORMS

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC SOCIAL SERVICES

PROGRESS REPORT - EDUCATION/TRAINING/POST-EMPLOYMENT SERVICES/ WORK EXPERIENCE AND COMMUNITY SERVICES PROGRAM

Participant Name/Address: _____ GAIN Regional Office Address: _____
 Fax Number: _____
 GSW Name: _____ Phone Number: _____
 (Component Code & Session Type) GSW Email: _____
 Agency/School Name: _____ Case Number: _____ Date: _____
 Report Period From: _____ To: _____ Report Due: _____

This progress report is a required document that needs to be completed and submitted on time. Failure to provide this form by the due date may affect your cash aid. If you have any questions, please contact your GAIN Services Worker.

Please forward this form to your agency or school for GAINREP completion. Email, mail, fax or walk-in this completed form to your GAIN Services Worker by the due date indicated above.

SECTION A: TO BE COMPLETED BY YOUR AGENCY/SCHOOL

Making Satisfactory Progress in Overall Program: Yes No
 If no, explain: _____
 Print Name of Agency/School Official Completing Form: _____
 Title of Agency/School Official Completing Form: _____
 Telephone Number: _____
 Email: _____
 Fax Number: _____

Meeting Attendance Standard: Yes No
 Signature of Agency/School Official Completing Form: _____ Date: _____

SECTION B: TO BE COMPLETED BY THE PARTICIPANT

- If your school does not have a CalWORKs Office available, attach your recent transcript or report card to this progress report and submit to your GAIN Services Worker by the due date indicated above.
- If your service provider is unable to complete this form and you do not have your recent transcripts or report card, call your GAIN Services Worker to make an appointment to complete an affidavit of temporary declaration.

I understand that any deliberate misrepresentation of the above information may result in a penalty which can reduce the amount of my aid or cause me to become ineligible for cash aid. I also authorize the release of the above information to the County of Los Angeles, Department of Public Social Services by the service provider.

Participant Signature: _____ Telephone Number: _____ Date: _____

GN 6070 (05/13) File: GPRF_Partner

Progress Report (GN 6070)

- This form is referred to as a GN6070 Progress Report
- This will be completed at least once every semester. Dates and Deadlines, given by your GAIN Case Worker.
- This form cannot be dropped off. It must be completed by a CalWORKs counselor.
- This form requires a 30-minute counseling appointment
- This form requires a 30-minute counseling appointment
- This form will be mailed to your home address by your GAIN service worker.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC SOCIAL SERVICES

Monthly Attendance Report Form

Report for the Month of _____ 20____

Participant Address: _____ GAIN/REP Office Address: _____
 Participant Name: _____
 Case Number: _____

In order to make sure that we provide you with transportation and other services we need you to record your monthly attendance in each of your Welfare-to-Work Activities. In the box below, tell us about your Welfare-to-Work Activities listed below for the month of _____. Please give this form to your service provider listed so they can verify your hours. Return this form to your GAIN/REP worker on or before _____. Failure to provide this form by the due date may affect your eligibility to receive transportation and other services. If you have any questions, please contact your GAIN Services Worker/REP Worker.

GSWR/CM Name: _____ File Number: _____ GSW/RCM Phone: _____ Fax: _____

Please record hours of attendance and excused absences. If absent please write reason for absence and attach verification.

Activity: _____ Scheduled Hours

Provider:																
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Hours																
Day	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Hours																

* Colleges verify enrollment only
 Contact Name: _____ Title: _____ Provider Stamp: _____
 Phone: _____ Signature: _____ Date: _____

I still need _____ parent care and/or _____ other services
 I am requesting to begin receiving _____ transportation _____ child care and/or _____ other services

Absence Reporting

Date(s)	Hours absent	Reason(s) you did not Attend	County use only: Number of hours GSW validates and lists source

Activity: _____ Scheduled Hours

Provider:																
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Hours																
Day	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Hours																

* Colleges verify enrollment only
 Contact Name: _____ Title: _____ Provider Stamp: _____

Monthly Attendance Report (GN 6365)

- This form is referred to as a Monthly Attendance Report.
- This will be completed at least once every month. Dates and deadlines, given by your GAIN Case Worker.
- These forms have a 3-Day Turn Around. Meaning that the form will be emailed to your GAIN Case Worker within 72 business hours.
- Please fill out the hours of class time you attended each day. Time spent in between classes DO NOT count as class time.
- Please DO NOT fill out the contact information. This is for the CalWORKs office use ONLY.
- Make sure to sign the form at the bottom of the page.
- If you are taking Online classes, make sure you separate the Online classes hours and attach the class schedule or course catalog class description with the hours required per week.
- If you would like copies of your documents please complete a Student Appeal Form requesting copies.

COUNTY FORMS

Verification of Welfare to Work Participation Hours (ST1-20A)

- This form is referred to as a ST1-20A Verification of WTW Participation Hours previously known as Training Verification or Child Care Form.
- This form will be completed at least once every semester. Dates and Deadlines are given by your GAIN Case Worker
- This form cannot be dropped off. It must be completed by a CalWORKs counselor.
- This form requires a 30-minute counseling appointment
- This form will be mailed to your home address by your GAIN service worker.

Welfare to Work Referral for Education/ Training (Orange County)

- Only needs to be completed once (unless told otherwise by your County Case Worker)
- To fill out you MUST:
 - * Be a Cerritos College
 - * Have a current student ID number
 - * Be enrolled in at least 1 credit/ non-credit course
- This form required you to meet with a CalWORKs Counselor for a one hour Intake appointment
- This form cannot be dropped off. It must be completed by a CalWORKs counselor.
- This form requires a 30-minute counseling appointment
- This form will be mailed to your home address by your county service worker.

Welfare to Work Attendance/Progress Report (Orange County)

- This form cannot be dropped off. It must be completed by a CalWORKs counselor.
- This form requires a 30-minute counseling appointment
- This form will be mailed to your home address by your county service worker.

ST1-20A - VERIFICATION OF WELFARE-TO-WORK PARTICIPATION HOURS

SECTION 1: TO BE COMPLETED BY THE R&R/APP AGENCY OR PARTICIPANT

R&R/APP AGENCY ADDRESS: _____ R&R/APP STAFF NAME: _____ Water ID NO.: _____
 TELEPHONE NO.: _____ TELEPHONE NO.: _____ FAX NO.: _____
 PARTICIPANT NAME: _____ TELEPHONE NO.: _____ CASE #: _____
 STREET ADDRESS: _____ CITY: _____ ZIP CODE: _____

WELFARE-TO-WORK ACTIVITY: _____
 RETURN THIS COMPLETED FORM TO THE R&R/APP AGENCY LISTED ABOVE BY: _____

SECTION 2: TO BE COMPLETED BY THE PARTICIPANT

If you enrolled in a potential Self-Financed Program, attach a printed set your current class schedule and a current list of all the classes (pre-requisite, major, general education, and elective) that are required to transfer and/or obtain a degree/certificate in your enrolled program. This list could be any one of the following:

- Catalogue page for the course program/major and general education requirements (and transferrable requirements, if applicable);
- Student Education Plan;
- Letter on the school's letterhead and signed by the school official who authored the letter listing all the required classes.

I authorize my agency/school provider to release the following information to the R&R/APP agency/County of Los Angeles, Department of Public Social Services and declare under penalty of perjury that the information contained on this page is true and correct to the best of my knowledge.

PARTICIPANT SIGNATURE: _____ DATE: _____

SECTION 3: TO BE COMPLETED BY THE AGENCY/SCHOOL PROVIDER

NAME OF AGENCY/SCHOOL WHERE THE EDUCATION/TRAINING /WTW ACTIVITY IS BEING COMPLETED: _____ TELEPHONE NO.: _____
 STREET ADDRESS: _____ CITY: _____ ZIP CODE: _____

PRINT NAME OF AUTHORIZED AGENCY/SCHOOL REPRESENTATIVE COMPLETING THIS FORM: _____ TELEPHONE NO.: _____

SECTION 3A: COMPLETE FOR ACTIVITY OTHER THAN A SIP

WTW ACTIVITY ATTENDING: _____ DATE WTW ACTIVITY BEGAN: _____ DATE WTW ACTIVITY ENDS: _____

Is the participant making satisfactory progress in the program? (MHSUD providers DO NOT answer) Yes No
 Check here if the participant is on a variable schedule. Please note that for families on a variable schedule, additional information may be required on a monthly basis. Please attach schedule.
 Check here if the participant is on a set schedule. Please attach class/activity schedule indicating the exact in and out hours.

CalWORKS WELFARE-TO-WORK REFERRAL FOR EDUCATION/TRAINING

Education Provider Name: Cerritos College Name of Participant: _____
 JOPWE ID#: _____
 CalWIN Case #: _____
 Phone: _____
 Assessment: G-30 9/5 - 12/11
 Pre-ASMT Post-ASMT Mandatory Voluntary
 # of months remaining on CW 48-month time clock: _____

Contact: _____ Phone: _____

1. RELEASE OF INFORMATION AUTHORIZATION: (Must be signed by participant)
 I authorize the above school/agency and Orange County Social Services Agency to exchange information about my records for my Welfare-To-Work participation.
 Participant Signature: _____ Date: 1/2 / 0001

2. TO BE COMPLETED BY WTW CASEWORKER: (Check type of referral)
 SIP Learning Disability ESL ABE GED HS Diploma Vocational Training Other:
 If Learning Disability, training goal is: _____ If ESL or ABE training, goal (cert or title): _____
 If Vocational training, goal is: Dental Assistance
 Has HS: Yes No Has GED: Yes No # School Years Completed: _____
 Degree/Major (example BA Engineering) _____ Certification/Major (example Cert/Computerography)
 Request full-time enrollment? Yes No Hours Requested Per Week: _____ Reason: Dental Assistance
 Unable to attend: Morning Afternoon Evening Reason: _____

Additional Information: Any documents can be faxed to 949-205-4009

3. TO BE COMPLETED BY SCHOOL/AGENCY (Please return this form to the WTW office)
 Check here if participant failed to re-enroll. Date of Enrollment: _____
 Type of Education/Training: _____ Training Goal: _____
 Start Date: _____ Anticipated Date of Completion: _____
 Certificate: _____ Degree: _____ Work Study: _____
 School/Agency Location: _____
 Current Schedule: Attached See Below (Please indicate hours and time of day & m.p.u.)

Subject/Activity	Mon	Tue	Wed	Thurs	Fri	Sat	Units/Hours
Work Study							Hours

 Additional Information: Cerritos College

CalWORKS COUNTY OF ORANGE WELFARE-TO-WORK ATTENDANCE/PROGRESS REPORT

Education Provider Name: _____ Name of Participant: _____
 Contact Person: _____ CalWIN Case #: _____

Submit by Mail or Fax to the Welfare-To-Work Case Manager. Report is Due by the 15th of each month.
 Welfare-To-Work Office: _____ Case Manager: _____ CM Email: _____
 6109 Chip Ave. Cerritos #. _____ CM Phone: _____
 Cypress CA 95630

FAX: _____

RELEASE OF INFORMATION AUTHORIZATION
 I authorize the above Education Provider and the County of Orange Social Services Agency to exchange information about my Welfare-To-Work Participation records for Administrative Purposes.

Participant Signature: _____ Date: _____

REPORT FOR MONTH YEAR: _____

The participant listed on this form is enrolled in _____ Units.
 Attendance is Satisfactory: Yes No Progress is Satisfactory: Yes No
 Enrollment has been Terminated: Yes (if yes list date and reason below, if known) No
 Problems exist that require WTW Case Manager Assistance: Yes (provide details below) No

Additional Information: _____

A. ACTUAL HOURS ATTENDED:

Activity	Monthly Total	COMMENTS
Total Class Time (Completed by Provider)		
Total Unsupervised Homework Time (Completed by Provider/Participant)		
Total Supervised Homework Time (Completed by Provider)		
Other Time - Explain in Comments (Completed by Provider/Participant)		

TOTAL HOURS FOR ALL ACTIVITIES FOR THE MONTH: _____

B. ABSENCES (COMPLETED BY PROVIDER/PARTICIPANT)

Dates of Absences	Hours Absent	Reason for Absence

TOTAL HOURS ABSENT FOR THE MONTH: _____

Activity Provider Statement:
 I certify to the best of my knowledge the above information to be an accurate account of activities, hours and absences.

Activity Provider Signature: _____ Phone: _____ Date: _____

Participant's Statement:
 (Attach a copy of the semester GRADE REPORT CARD or CERTIFICATE OF COMPLETION when received)
 By my signature below I certify the above information is correct. I understand that if my scheduled hours or approved activity changes for any reason, I must report it immediately to my Welfare-To-Work Case Manager.

Participant Signature: _____ Phone: _____ Date: _____

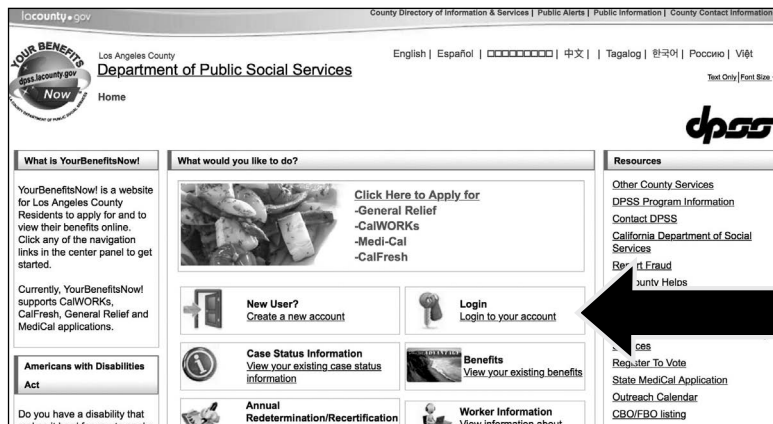
PH3-41-01 (R 8/17) WTW Attendance Progress Report



HOW TO PRINT A VERIFICATION OF BENEFITS

Log in to the DPSS website: www.dpssbenefits.lacounty.gov/ybn

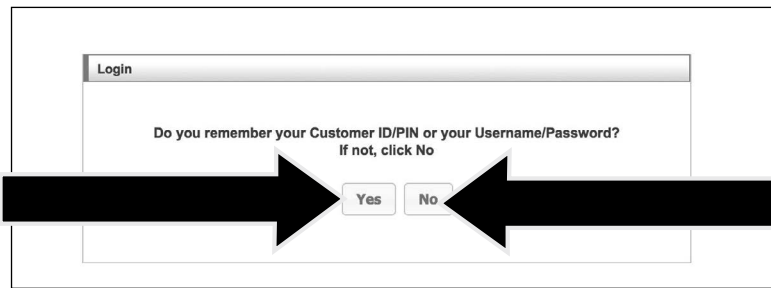
STEP 1



Click on Login

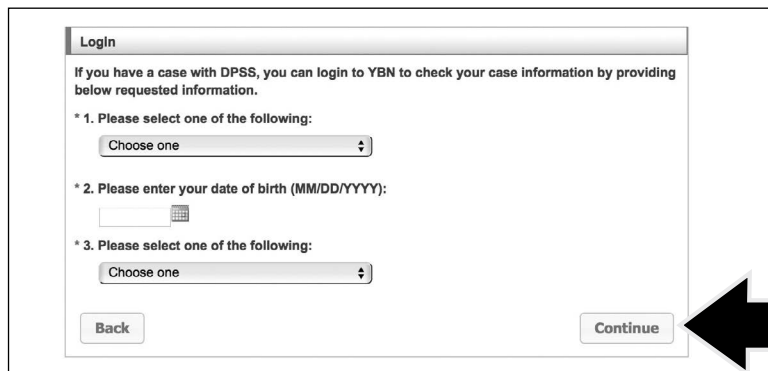
STEP 2

If you created an account, click YES and put in your log-in and password information



If you DO NOT have a user-name, or DO NOT remember your user name, click NO

STEP 3



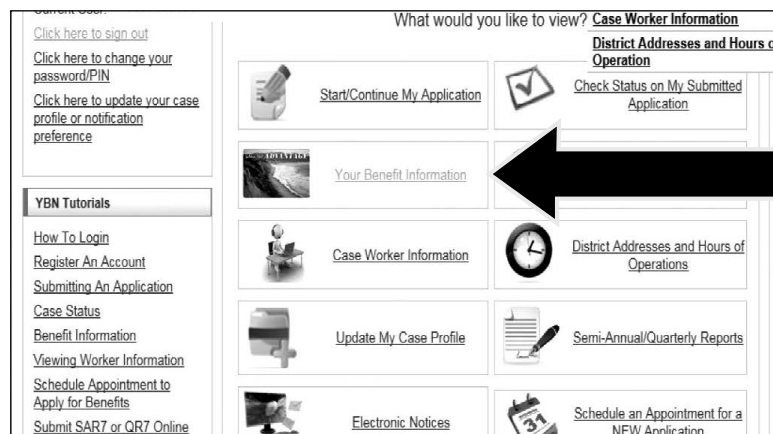
If you clicked NO: Please select from the options in the scroll down menu and press Continue

*Please note: Birthday is 2 digits for month, day and 4 digits for year

**Please note: phone numbers include area code

STEP 4

If you clicked YES: You will be directed to this site and skip Step 3



When you log in, click on: "Your Benefit Information"

STEP 5

Period	Issuance Method	Benefit Amount	Availa	Warrant	Warrant Date
CalFresh					
Jun 2016	Regular Mail	\$184.00	06/07/16	191721139	06/01/16
May 2016	Regular Mail	\$184.00	05/07/16	19970855	05/01/16
Apr 2016	Regular Mail	\$184.00	04/07/16	19651179	04/01/16

Look for your CASE Number (Depending on your case, you might have subcategories. Look for your correct case number.)

Click on "Generate a Verification of Benefits Notice".

If you do not see a "Generate a Verification of Benefits Notice" your case might be locked. With that said, you will need to go to your Eligibility office Customer Service Desk and request a Verification of Benefits Form from them. You do not need an appointment.

STEP 6

Type in: Cerritos College

Click on "Generate Notice"

STEP 7

VERIFICATION OF BENEFITS

This will verify that the above participant is receiving:

CalWORKs (cash) in the amount of \$	per month for 0	people.
General Relief (cash) in the amount of \$	per month for 0	people.
Refugee Cash Assistance (cash) in the amount of \$	per month for 0	people.
CalFresh benefits in the amount of \$ 184.00	per month for 1	people.
Medi-Cal - In Receipt of Medical Benefits	per month for 1	people.

A Verification of Benefits form will pop-up in a new window. Verify that the information is correct and that your Cash-Aid is displayed on the first line.

If all is correct, press PRINT. (if no print button: Right click print)

STEP 8

If fields are not completed please add:

1. your name, self
2. your dependents and their relationship to you

Lastly, sign, date the bottom of the page and place your student ID number.

VERIFICATION OF BENEFITS

DISTRICT NAME AND ADDRESS: 031 SOUTH FAMILY, 17600A SANTA FE AVE, RANCHO DOMINGUEZ CA 90221

DATE: 01/13/2015
CASE NAME: John Doe
CASE / FILE NUMBER:
WORKER NAME: Sophal Gonzalez
WORKER PHONE: (666) 613-3777
CUSTOMER ID: 185-315-8372

MAIL BACK TO ADDRESS: 031 SOUTH FAMILY, 17600A SANTA FE AVE, RANCHO DOMINGUEZ CA 90221

John Doe
1110 Alondra Blvd.
Norwalk, CA 90650

A. VERIFICATION

This will verify that the above participant is receiving:

CalWORKs (cash) in the amount of \$ 542.00	per month for 2	people.
General Relief (cash) in the amount of \$	per month for	people.
Refugee Cash Assistance (cash) in the amount of \$	per month for	people.
CalFresh benefits in the amount of \$ 357.00	per month for 2	people.
Medi-Cal - In Receipt of Medical Benefits	per month for	people.

B. ASSISTANCE UNIT MEMBERS

1. <i>John Doe</i> Self	7.	Name	Relation to# 1
2. <i>Jane Doe</i> Daughter	8.	Name	Relation to# 1
3.	9.	Name	Relation to# 1

CONTINUING STUDENT FORM

In order to inform you of new updates and important deadlines it is vital for us to have your most current information on file. Therefore, the Cerritos CalWORKs office has implemented a **Continuing Student Form** that **MUST** be turned in **EVERY semester** along with your semester eligibility (Verification of Benefits).



Cerritos College CalWORKs Program
Education That Works!



Continuing Student Form

Initial all Statements

- I authorize the officials of Cerritos College to transmit information to any agency, company or person regarding my academic progress and any other pertinent educational data.
- I agree to notify the Cerritos CalWORKs Office of any changes made during the semester after completing this Continuing Student Form.
- I agree to attend a CalWORKs Student Success EAP Orientation, if I have not done so my first semester at CalWORKs.
- I understand that to be compliant with the CalWORKs program I must meet with a CalWORKs Counselor to update my Educational Plan, submit a Work-In Progress (WIP) Form and Cash-Aid eligibility (Notice of Action/Verification of Benefits) EVERY Semester.
- I have submitted or attached proof of Eligibility for this Semester.

Remember to Sign and Date

Student Signature: _____ Date: _____

Personal Information: (SC06-10)

Name: _____

Student #: _____ Phone Number: _____

Email: _____

Current Home Address: _____

City: _____ Zip Code: _____

Proof to Work in U.S.: Yes No

Primary Language: _____

Marital Status: Single Married
 Separated Widow (er)
 Unmarried, but living together

If marked "Unmarried, but living together" are you and your partner on the same case? Yes No

Has the number of children changed since your last intake?
 Yes No

If yes, new number of children under 18 years old: _____

Name: _____ Age: _____

Name: _____ Age: _____

Is your Childcare provider: On-Campus Off-Campus

Resources: (SC02-5)

Are you currently part of any of these departments? (Check all that apply)

Financial Aid	<input type="checkbox"/>	Financial Aid Work-Study	<input type="checkbox"/>
EOPS	<input type="checkbox"/>	CARE	<input type="checkbox"/>
DSPS	<input type="checkbox"/>	Health Center	<input type="checkbox"/>
Student Success Center	<input type="checkbox"/>	Foster Care (LINC)	<input type="checkbox"/>

If you answered NO to any of the departments above, would you like to receive more information from that department?
 Yes No

Employment: (SC011-17)

Are you currently employed? Yes No

If yes, Name of Company or Employer: _____

Title or Job Description: _____

Start Date: _____ Hours worked per-week: _____

Highest hourly wage \$ _____

Is this position Volunteer? Yes No

Are you receiving college credit for this position?
 Yes No

Are you currently part of the CalWORKs Work-Study Program?
 Yes No

Would you be interested in working on campus through our CalWORKs work-study program?
 Yes No

GAIN Information: (SC01)

Social Worker Name: _____

4-Digit File Number: _____ Case #: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Fax: _____

OFFICE USE ONLY

Date Received: _____ Semester Code: _____

Entered by: _____

Eligibility SARS PeopleSoft

CW> INTAKE> CT STU IN-TAKE (3/23/16) BGAMEZ

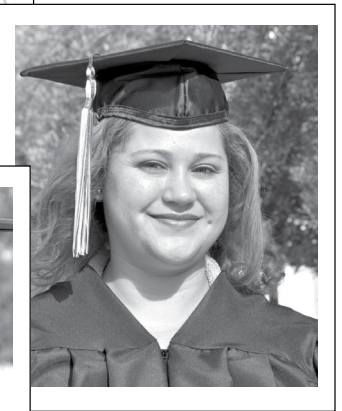
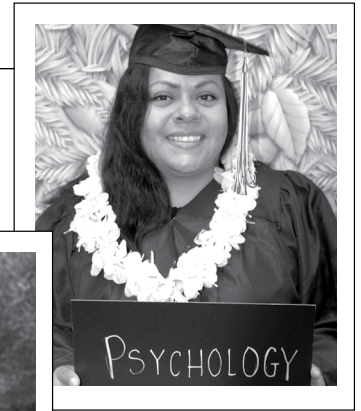
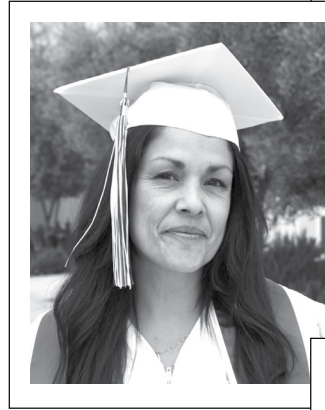


Please remember to attach the Continuing Student Form to your Verification of Benefits Form.

READY TO GRADUATE?

In order for your graduation experience to be successful please follow these simple steps:

1. Make an appointment with your CalWORKs Counselor to make sure you have the required units.
2. Check the petition deadline on page 5 of the class schedule.
3. Go to www.ceritos.edu/admissions-and-records/online-forms:
 - A. print out the correct petition form
 - Petition for Certificate of Achievement
 - Petition for Associates in Arts Degree
 - Petition for Associate in Arts Degree for Transfer
 - B. Fill out the form completely
 - Missing parts will delay the process
 - C. Turn it in to Admissions BEFORE deadline
 - late petitions will not be accepted
4. Let your CalWORKs counselor know you have petitioned for Graduation.
5. Buy Cap and Gown
 - You will NOT be admitted to walk without a cap and gown.
6. Make sure to come early, well groomed, and with cap and gown to ceremony.
7. Enjoy yourself! You've made it!



READY TO TRANSFER?

In order to transfer smoothly to a university there a few simple steps:

1. Make an Appointment to talk to your CalWORKs counselor to make sure you have the required units.
2. Check out the different campuses and BE AWARE of their application deadlines.
3. To transfer to a California State University (CSU) campus.
 - * Apply by going to: www.csumentor.edu
4. To transfer to a University of California (UC) campus.
 - * Apply by going to: admissions.universityofcalifornia.edu
5. For private campuses, visit the campus website for more information.

TOP 20 TIPS FOR COLLEGE SUCCESS

1. Be early for class; be in your seat 10 minutes before class starts.
2. Attend every class; you cannot do the work if you are not there.
3. Sit at the front of the class. This is a good way to get to know your instructors, and know when their office hours are.
4. Understand the class syllabus.
5. If you don't understand, ask questions.
6. Be an active learner, take notes in class, participate in classroom discussions. Write summaries of major points and information in your textbooks and notes.
7. Find a "study buddy". Studies indicate that those who study with other successful students do better.
8. Be organized; use a daily planner. Note the dates of exams, assignments, etc.
9. Get a referral for the Student Success Center. They provide workshops: How to Manage your Time, How to Study, How to Take Tests, etc.
10. Do your class assignments. You should study 2 hours for every hour of class.
11. Turn assignments in on time.
12. Read important information in your Class Schedule. For example: Page 5: Important Dates, and page 19: Pass/No Pass Classes.
13. Meet with a counselor before you register for classes, get an **Educational Plan**.
14. Know Cerritos College Resources: CalWORKs, Counseling, Financial Aid, Health & Wellness, Career Services, etc.
15. Find an ideal place to study with few distractions.
16. Strive for good grades. Set goals for yourself and work very hard to achieve them.
17. Take responsibility for yourself and your actions. Own up to mistakes and move on. Being an adult means taking responsibility for everything that happens to you.
18. Get involved in campus activities. It will help you learn valuable skills, expand your social network and enhance your self-confidence.
19. Learn to use the library. Do library research early, so that you have time to sort through the material.
20. Be a lifelong learner. **EDUCATION NEVER ENDS.**

COMMUNITY COLLEGE TERMINOLOGY

COMMUNITY COLLEGE TERMINOLOGY

Academic Counselor

This person will provide academic information to help you select the correct courses, review the course requirements in the field you have selected, and help you with an Educational Plan.

Academic Probation

All colleges require students to maintain a minimum cumulative grade point average (GPA) 2.0. Students will be placed on academic probation at the end of a term in which the student falls below 2.0.

Academic Progress Probation

Students who drop more than 50% of their courses within a semester and/or receive entries of "W", "I" and "NP" will be placed on Academic Progress Probation.

Academic Dismissal

Students are subject to academic dismissal when their GPA is less than 2.0 in 12 units or more for two consecutive semesters or have been placed on progress probation if the student receives more than 50% of "W's", "I's", and "NP's" for at least two consecutive semesters.

ASSIST (www.assist.org)

A web-based student transfer information system which contains information about how courses taken at a California Community College can be applied when transferred to a University of California or a California State University campus.

Associate of Arts Degree

A title conferred on a student signifying completion of a two year program comprised of 60 or more units. Associate of Arts Degree requires the completion of a minimum of 18 units of identified general education courses and requirements and a minimum of 18 units of specified (major) courses, proficiency requirements, and electives, if necessary to total a minimum of 60 degree applicable units.

Attendance

Attendance in class is necessary for successful completion of a course of study.

Certificate

A document issued to a student signifying completion of a specific series of skill courses. Certificate program units vary and do not require any general education coursework.

Change of Major

The process of changing matriculation in one program to a different program. It is important to meet with a counselor to discuss change of major.

Continuous Enrollment

Registered for at least one class in any semester during an academic year: Fall or Spring.

Core Requisite

Any course which must be taken during the same term as the course that specifies the core requisite.

Course Description — Course description(s) tells students what is taught in the course, what the objectives are, and what they should be able to do upon completion. It also describes the required classroom hours, lab hours, units, and indicates if a prerequisite/core requisite is needed.

Credit

A unit of academic award applicable toward a degree, measured in term hours/units.

Cumulative GPA

Your overall GPA earned over your entire time at Cerritos College.

Drop/Add

The procedure whereby a student may change his/her class schedule, after initial registration. Refer to class schedule page 5 for important dates regarding dropping or adding a course without academic penalty.

Degree Requirements

Requirements prescribed by an institution for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of units, required GPA, prerequisite and elective courses within the specified course of study and/or area of study.

Electives

Courses that are not required for the major or for general education but may be used toward fulfilling the total unit requirement for graduation. (60 units minimum)

Extra-Curricular Activities

These are non-classroom activities that can contribute to a well-rounded education. They can include such activities as athletics, clubs, student government, recreational and social organizations and events.



FAFSA (Free Application for Federal Student Aid)

Application that determines eligibility for financial aid at an institution. The U.S. Department of Education offers a variety of student financial aid programs for assistance with paying for the costs of college attendance. Aid is from both federal and state programs, and can be a combination of grant and loan options.

Full time

Twelve or more credit/units per semester.

Grade Point Average (GPA)

A measure of academic achievement obtained by dividing a student's total grade points by the number of units attempted.

Half-time

Enrolling in six to eight credit/units per semester.

Humanities Courses

Humanities courses are classes that cover subjects such as literature, philosophy, foreign languages and the fine arts. Most undergraduate degrees require a certain number of humanities units.

Major

A student's concentrated field of study.

Online courses

Classes held online instead of in a traditional classroom, also called distance learning courses.

Scholars' Honors Program

The Scholars' Honors Program (SHP) at Cerritos College provides transfer-bound students with the opportunity to enrich themselves through participation in unique, challenging and inter-active educational experiences.

Scholarships

Financial assistance based on merit that does not require repayment.

Semester

Period of study of approximately 18 weeks in duration for Fall and Spring semesters. Summer semester is 6 weeks long. (Refer to page 5 of the class schedule)

Syllabus

An outline of topics to be covered in an academic course.

TAG (Transfer Admission Guarantee)

A program that assists students at participating community colleges in transferring to certain UC campuses.

Transcript

A student's legal and historical record of courses completed and test scores.



APPLY FOR FINANCIAL AID

1. Submit a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov and list the Federal School Code for Cerritos College 001161. Within 1-2 weeks, our office will receive your information electronically.
2. A Missing Information Letter (MIL) will be mailed to you requesting required documents to process your file. You can also view the required documents on MyCerritos under the "To Do List". You may download the required forms. It is important to submit these required documents in a timely manner.
3. You will be sent an award notification e-mail. You may also view your awards on MyCerritos. Awards are based on you meeting Satisfactory Academic Progress (SAP) standards
 - * Once you receive your award letter, you can apply for a Federal Direct Stafford Loan if you are interested. (See loans for requirements and application process)
4. You will receive a Cerritos Falcon card which you must activate online at www.cerritosfalconcard.com. Read the guide to the Cerritos Falcon Card for details. A disbursement will be processed for eligible students according to the disbursement schedule. You can check the status of your disbursements online at MyCerritos.
 - * This entire process can take a few weeks or a few months depending on the required documentation needed to complete and review the file and how quickly you turn the required documentation.

APPLY FOR THE CALIFORNIA COLLEGE PROMISE GRANT (FORMERLY KNOWN AS THE BOARD OF GOVERNORS FEE WAIVER)

1. Go to www.cerritos.edu and click on Financial Aid
2. Go to "Forms and Publications"
3. Click on California College Promise Grant Application
4. Print the Application and Complete it.
5. Submit the BOG Application
 - By mail to: Cerritos College, Financial Aid
11110 Alondra Blvd. Norwalk, CA 90650
 - In person during the Financial Aid office hours

CALIFORNIA COLLEGE PROMISE GRANT (FEE WAIVER) NOTICE

IMPORTANT NOTICE: LOSS OF CALIFORNIA COLLEGE PROMISE GRANT (FEE WAIVER)

In an effort to help students succeed in the California Community Colleges, the Student Success Act of 2012 (California Senate Bill 1456) was signed into law by Governor Brown. Among other aspects, the Act included the creation of minimum academic and progress standards that must be met for continued eligibility for the California College Promise Grant (Fee Waiver).

All Students MUST Maintain:

Academic - Sustain a GPA of 2.0 or higher

If your cumulative GPA falls below 2.0 for two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), you may lose your fee waiver eligibility.

Progress — complete more than 50% of your coursework

If the cumulative number of units you complete is not more than 50% in two consecutive primary terms (fall/spring semesters, or fall/winter/spring quarters), you may lose your fee waiver eligibility.

Combination of Academic and Progress Standards

Any combination of two consecutive terms of cumulative GPA below 2.0, and/or cumulative unit completion of not more than 50% may result in loss of fee waiver eligibility.

If you fail to meet the above eligibility criteria:

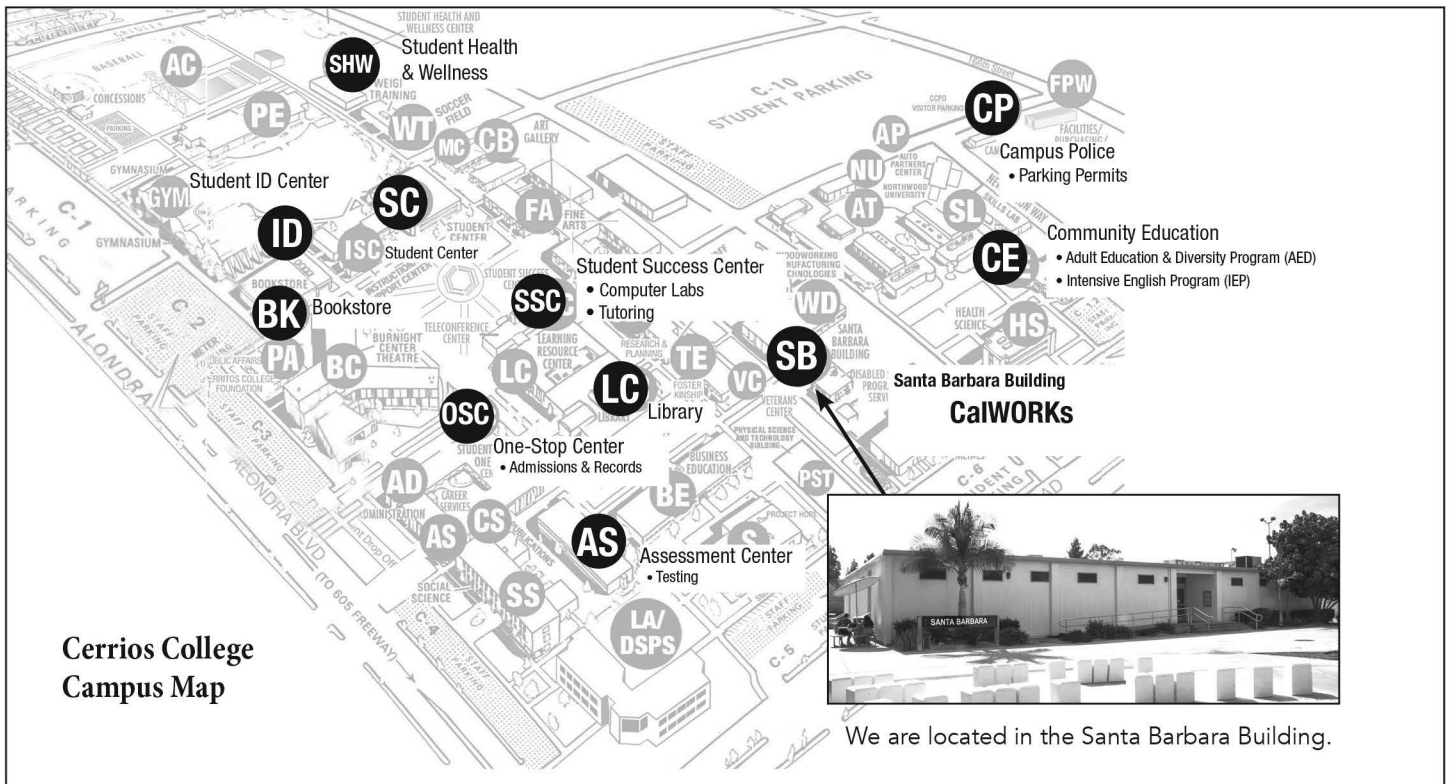
You'll be **notified within 30 days** of the end of each term if you are being placed on either Academic (GPA) and/or Progress (Course Completion) probation. Your notification will include information that a second term of probation will result in loss of fee waiver eligibility. After the second consecutive term of probation, you may lose eligibility for the fee waiver at your next registration opportunity.

If you lose eligibility for the California College Promise Grant (Fee Waiver), there are a few ways that you can have it **reinstated**:

- *Improve your GPA or Course Completion measures to meet the academic and progress standards
- *Successful appeal regarding extenuating circumstances



CERRITOS COLLEGE CAMPUS RESOURCES



For additional Resources please refer to the CalWORKs Resource Directory:
<https://www.cerritos.edu/calworks/campus-resources.htm>

Admissions and Records

(562) 860-2451 ext. 2211

www.cerritos.edu/admissions-and-records/

The admissions and records office helps new and continuing students apply for graduation, pay for parking and class fees, as well as purchase official transcripts.

Assessment Testing

(562) 860-2451 ext. 2599 or 2598

www.cerritos.edu/assessment-center/

At Cerritos College, assessment includes, but is not limited to, the collection of information regarding student's study skills. English language proficiency, aptitudes, goals, learning skills, career aspirations, academic performance, and need for special services.

Bookstore

(562) 860-2451 ext. 2450

<https://www.bkstr.com/cerritosstore/home>

You can easily and conveniently purchase books and supplies from the Cerritos College Bookstore directly from your MyCerritos schedule page.

Campus Police

For Emergencies call 911

(562) 860-2451 ext. 2325

www.cerritos.edu/police/

Campus Police helps in emergency and non-emergency situations. Campus police offers safety escorts, emergency trainings, and livescan services.

CARE

(562) 860-2451 ext. 2384

www.cerritos.edu/eops/care/

The program provides child care supplement, study time grants, book vouchers, car repair service, meal tickets, bus tokens, psychological services, workshops, and activities for children and more.

Career Services/Job Placement

(562) 860-2451 ext. 2356

www.cerritos.edu/career-services/

The Job Placement Center is a complete job search and placement assistance service for current Cerritos College students and former students possessing either a degree or a certificate from Cerritos College.



Child Care Development Center

(562) 860-2451 ext. 2583

www.cerritos.edu/child-development-center/

The Cerritos College Child Development Center provides high quality child care and development services to the Cerritos College Community.

Counseling Services

(562) 467-5231

www.cerritos.edu/counseling/

The Counseling Department is dedicated to assisting students in developing transitional skills to help them achieve success in their academic, career, and life goals in an inclusive environment that embraces the diversity of our students and community.

Community Education

(562) 467-5050

www.cerritoscommunityed.com

Cerritos College Community Education offers not for credit adult education classes on campus, as well as six week classes you can take from home, train for a new career, improve your job skills, or explore a hobby.

EOPS

(562) 860-2451 ext. 2398

www.cerritos.edu/eops/

EOPS offers book vouchers, grants, CARE program, Summer Bridge Program, Achievement in Mathematics, transfer assistance, counseling and guidance classes, early registration assistance, psychological services, supplemental instruction, learning community, Cal State University & UC application fee waivers, and nomination for Cal State EOPS Programs.

Financial Aid

(562) 860-2451 ext. 2397

www.cerritos.edu/financial-aid/

www.fafsa.ed.gov Apply for federal grants by completing a FAFSA application online.

The financial aid office assist with completion of a Board of Governors Fee Waiver (BOGFW), inquire about the federal work study program, California Dream Act, Cal Grants, and Financial Aid Scholarships.

Foundation Scholarships

(562) 860-2451 ext. 2526

www.cerritos.edu/foundation/

As a student of Cerritos College, you have access to over 120 privately funded scholarships available to fund your education and help you reach your academic and personal goals.

Library

(562) 860-2451 ext. 2425 or 2426

<http://cert.ent.sirsi.net/client/cerritos>

As a student of Cerritos College, you have access the campus library. The library offers hundreds of books and research guides.

Office of International Student Services (OISS)

(562) 860-2451 ext. 2156

www.cerritos.edu/oiss/

The Office of International Student Services (OISS) fosters the education and development of International Students with F-1 status, to empower them to achieve their academic and professional goals.



Re-Entry Resource Program

(562) 860-2451 ext. 2362

www.cerritos.edu/re-entry-program/

The Re-Entry Resource Program is here to assist and support adult students returning to school after a gap in their education

Student Accessibility Services (SAS)

(562) 860-2451 ext. 2335

www.cerritos.edu/dsps/

Students with limitations due to a disability may receive support services and instruction from Student Accessibility Services (SAS). Those students with mobility, visual, hearing, speech, psychological and other health impairments as well as learning and developmental disabilities are served.

Student Activities/Clubs

(562) 860-2451 ext. 2473 or 2475

www.cerritos.edu/activities/

The purpose of the Student Activities Program and the Associated Students of Cerritos College (ASCC) is to complement the academic program of studies and enhance the overall educational experience of students through participation in social, cultural, intellectual, recreational, health and governance programs.

Student Health Services

(562) 860-2451 ext. 2321

www.cerritos.edu/shs/

Student Health Services provides diagnosis and treatment of short-term illness, first-aid care for illness and accidents, hearing and vision tests, immunizations, breast and pelvic exams, sexually transmitted disease screening, contraception, and personal counseling services.

<https://www.cerritos.edu/calworks/>

Student Success Center

(562) 860-2451 ext. 7891

www.cerritos.edu/sc

The Cerritos College Success Center guides students to the completion of their academic goals by creating an accessible, responsive, learner-centered space for students to become active, independent, and confident learners.

Transfer Center

(562) 860-2451 ext. 2154

www.cerritos.edu/transfer-center/

Utilize the transfer center to inquire about off campus tours, CSU, UC, private and out of state university transfer requirements, attend transfer workshops, and make counseling appointments.

Veteran Resource Center

(562) 860-2451 ext. 3716

www.cerritos.edu/va/

The Veterans Resource Center is an initiative to nurture a welcoming campus culture for veteran students. It is founded on the premise that the challenges faced by veterans may be addressed through a combination of services stressing academics, camaraderie, and wellness.

CERRITOS COLLEGE FALCON BASIC NEEDS TASKFORCE



Cerritos College Food and Housing Insecurity Taskforce seeks to improve student's ability to access food and housing resources. The taskforce is committed to fostering community partnerships, increasing awareness, advocating for resources, and addressing barriers to create a safe and supportive campus for our students to be successful.

ON/OFF CAMPUS RESOURCES

Advocacy
CalFresh
Child Care
Community Food Resources
Clothing Resources
Employment
Financial Wellness

Homeless Liaison
Housing Resources
Health & Wellness
L.A. Food Bank Distribution*
Laundry Facilities
Mental Health Resources
Shower Facilities

For additional information, please visit:

www.cerritos.edu/basic-needs

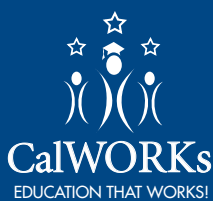


*L.A. Food Bank Distribution is funded through SB85 "Hunger Free Campuses" and this service is offered to all students during the Fall/Spring semesters.



LEGEND

AD Administration	FPC Facilities/Purchasing Complex	PST Physical Science & Technology
AP Automotive Partner	GYM Gymnasium	S Science
A&R Admissions and Records	HR Human Resources	SA Student Affairs
AS Assessment Center	HS Health Science	SB Santa Barbara Building (CalWORKs/OISS)
AT Automotive Technology	ID Student ID Center	SC Student Center
BC Burnight Center Theatre	IE/RP Institutional Effectiveness/Research and Planning	SHW Student Health & Wellness
BE Business Education	K Kinesiology	SL Skills Lab
BK Bookstore	LA/DSPS Liberal Arts/Disabled Student Programs and Services	SS Social Science
CB Classroom Building	LB Library	SSC Student Success Centers
CC Conference Center	LC Learning Resource Center	TC Teleconference Center
CDC Child Development Center	MC Modular Classrooms	TRC Transfer Center
CE Community Education	MCIS Mathematics/Computer Information Sciences	VRC Veterans' Resource Center
COUN Counseling	ME Metals	W Welcome Center
CP Campus Police	MPB Multi-Purpose Building	WD Woodworking
CS Career Services	NU Northwood University	WT Weight Training
CW CalWORKs	OISS Office of International Student Services	
DB Dance Building	PA/F Public Affairs/Foundation	
EOPS Extended Opportunity Program and Services	PE Physical Education (Fitness and Treatment)	
EPP Educational Partnerships and Programs	PH Project HOPE	
EV Electric Vehicle Charging Station	PM Parking Permit Machine	
FA Fine Arts		
FD Food Court		
FH Field House		
FIN Financial Aid		
FK Foster Kinship Care		



The CalWORKs Office is located in the Santa Barbara Building
 For appointments or information call
 (562) 860-2451 Ext. 2593



11110 Alondra Blvd., Norwalk, CA 90650
www.cerritos.edu/CalWORKs