

ARE YOU 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.cerritos.edu/admissions-and-records/online-forms:
 - a. Print out the appropriate petition form (Certificate, Associates, and Associates & Transfer)
 - b. Fill out the form completely and turn it in to the Admissions office BEFORE the deadline. (late petitions are not accepted)
4. Let your CalWORKs Counselor know you have petitioned for graduation
5. Buy your Cap & Gown (you cannot walk without it)
6. Make sure you check your MyCerritos for additional graduation information.
7. Make sure to come early, well groomed, and with your cap and gown to the ceremony.
8. Enjoy Yourself! You did it!

EVENTS

Know Your Rights Training

This semester we were honored to have guest speaker Senior Attorney Antoinette Dozier from the Wester Center on Law and Poverty. She informed us about student rights, new regulations, and answered many of our questions.

In addition to providing year-round services to student (counseling, computer lab, tutoring, academic supplies, and more), the Cerritos College CalWORKs program would like to share that in this past fall 2015 semester, we have been

able to serve our student population and college community in some additional wonderful ways. On October 28th, our program hosted a "Know Your Rights" training for all our CalWORKs students. We had an excellent turn out, and our students were able to gain clarification regarding laws and their rights. We look forward to continuing to provide helpful resources and valuable experiences to our amazing and determined CalWORKs students in the spring 2016 semester.



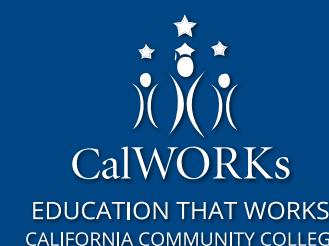
CalWORKs Office
Santa Barbara Building

To schedule your future appointment call:
(562) 860-2451, ext. 2593
We are open
Monday- Friday
8:00 a.m. - 4:00 p.m.



CalWORKs Newsletter

EDUCATION THAT WORKS!



www.cerritos.edu/CalWORKs • 562-860-2451, ext. 2593 • 11110 Alondra Blvd., Norwalk, CA 90650

Spring 2016

GET TO KNOW A CALWORKS STAFF MEMBER

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It is often said that timing is everything in life. Well, I am here to tell you that I totally agree with that statement. In my life, I was presented with many opportunities because of the people I met and the places I met them in. For those of you who do not know

me, my name is Janis Pizer and for twenty years it was my pleasure to be one of the Cerritos College CalWORKs Counselors.

Becoming a CalWORKs Counselor was both challenging and rewarding. I learned how to navigate a large, bureaucratic system, learned how to think on my feet and change course even though the logic of the change escaped me. But more than anything else, I learned, from my students, what it means to be "courageous". Despite all the obstacles that

the government presented, my CalWORKs students persevered. They learned to manage the "system", provide for their children, better their lives, and hold on to their dreams even when they seemed impossible to achieve.

I found a home with the CalWORKs Program, a home with a family, made up of management and staff that looked out for each other, cared about the work that at times seemed impossible to complete, and worked together to make a difference in the lives of our CalWORKs students.

So after 20 years as a CalWORKs Counselor, I felt it was time to pass the torch. I retired, knowing that the program I dedicated so much of my life to would be in good hands with new Counselors. But life is never predictable and my plans for retirement took an unexpected turn and I decided to return to Cerritos. I was extremely pleased when the Director of the program, Norma Rodriguez, welcomed me back. After some discussion, we decided that I could best serve the program by working with the **Work-Study Program** and by meeting with students to discuss issues related to career direction.

It would be my pleasure to meet with you to talk about your career choice or careers in general. In addition, if you are interested in working on-campus through our Work-Study Program, I would be happy to discuss the requirements of the program with you. I am available Tuesdays and Wednesdays from 8 a.m. to 1 p.m. You can schedule an appointment with me by calling our direct number 562-860-2451 Ext. 2593 or stopping by the office.

Sincerely,

Janis Pizer
Cerritos College
CalWORKs Career Counselor



Janis Pizer counseling student

CAREER CORNER



If you are a new college student or if you are getting ready to complete your degree and/or transfer to the 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

CalWORKs Mission Statement

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.

EARLY ALERT PROGRAM (EAP)

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 CalWORKs at Cerritos College, ALL NEW CalWORKs students, are REQUIRED to attend an Early Alert Program Orientation ONCE during their time in the CalWORKs program.



Attention CalWORKs Students!
Work-In-Progress (WIP) Forms
MUST be submitted every semester.

Tutoring

The CalWORKs office offers FREE Math Tutoring for all Active CalWORKs students who are enrolled in a math class. **Call the front desk (562) 860-2451 ext. 2593 to make an appointment today!**

Computer Lab

Our computer lab is available to all Active CalWORKs students, it may be used to complete any school related items and is available for printing up to 10 pages per day! **Computer lab is available Monday through Friday 8:00a.m – 4:00p.m.** However, it may be closed during orientation and workshop dates.



EDUCATIONAL MATERIALS

Make an appointment to attend an educational materials workshop today!

ITEMS NEEDED:

- ☐ Verification of Benefits or Notice of Action (request will not be submitted until this form is provided)
 - For Spring 2016 January 2016 – May 2016
 - For Summer 2016 May 2016 – August 2016
 - For Fall 2016 August 2016 – December 2016
- ☐ Current Workers name, file number, phone number, fax number
- ☐ GAIN case Number
- ☐ Class Schedule or registration statement
- ☐ Class Syllabus if books/supplies aren't on bookstore list
- ☐ Copies of Receipts from books/supplies already purchased or printouts of books required for classes



JOIN THE CALWORKS WORK-STUDY PROGRAM!

LEARN, WORK, AND EARN!

The CalWORKs Work-Study Program provides CalWORKs students with on-campus work opportunities in order to develop and/or strengthen workplace skills while completing their educational goals. Students learn how to enter and re-enter the workforce with the confidence needed to achieve career satisfaction and economic self-sufficiency.

PROGRAM BENEFITS

- ✓ Earn extra income without it affecting your cash-aid
- ✓ Work On-Campus
- ✓ Work up to 20 hours per week
- ✓ Hours count as an Activity
- ✓ Build your Resume

GET STARTED TODAY

For more Information & program eligibility schedule an appointment with a CalWORKs Counselor Today!
(562) 860-2451 Ext. 2593

Work-Study 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 the other Work-Study students regarding possible solutions. In addition, the workshops cover work place standards of behavior and policies and procedures related to the Work-Study Program.

PEP Workshops 2016 Schedule:

- Thursday, 02/04/16 11 am- 12 pm
- Thursday, 03/03/16 11 am- 12 pm
- Thursday, 04/07/16 11 am- 12 pm
- Thursday, 05/05/16 11 am- 12 pm

Explore Different Career Opportunities

Call us at (562) 860-2451 ext. 2593 to make an appointment with our NEW Career Guidance Counselor Janis Pizer.

Meet one of our CalWORKs Work-Study Students



CalWORKs
Work-Study Student
Jasmine Arguello

How did you hear about the work-study program?

I never knew what the CalWORKs program was in the first place, but I remember a year ago I ran into my friend, who is also in the CalWORKs program here on campus and I had a conversation with her. I told her about my financial hardship as a single mother and she advised me to look into the CalWORKs program. I made an appointment with a CalWORKs counselor and she was amazing! She was extremely warming and she

motivated me into continuing my education to reach my goals. I was able to talk to her about my current situation and financial instability. She started informing me about the CalWORKs work-study program here on campus and it was like a dream come true for me because I had never pictured myself even working on campus. She immediately referred me to the work-study coordinator and everything happened so fast! I applied, and within two weeks I received a call that completely changed my life. There was a position open at the Community Education department at Cerritos College, I went on an interview with the program director where she offered me a position. I took the opportunity and my life took a new turn for the best in every aspect I could ever imagine. I started my journey working at the Community Education department and now I have a year of experience as an intermediate clerk. I've learned a lot this past year, I have improved my communications skills, customer service skills, and professionalism in the work place. I've also learned how to balance motherhood, being a college student, and a hard working employee.

What do you like about being a CalWORKs work-study student and how has it helped you?

The CalWORKs work study is the best program ever! They are extremely supportive, helpful, and have so many resources to offer. They make you feel welcomed and help us students answer any questions. This has helped me gain work experience, put together a resume, and build a professional relationship with other colleagues on campus. The working hours are very flexible, and my employer understands my obligations as a college student.

What advice do you give any CalWORKs student thinking of applying to our work-study program?

The advice I would give to a student that is thinking of applying to the CalWORKs work-study program is not to give it a second thought and apply. This is the best opportunity that a CalWORKs student can take advantage of. The work-study program also provides us with Pre-Employment Preparation workshops once a month to help guide and motivate us through our employment here at Cerritos College. It will be a never-ending story letting someone know how valuable this program is and how much this program has helped me and my son be here today.